

Joseph C. Wilson Magnet High School

International Baccalaureate World School



Staff Handbook

2018-2019

501 Genesee Street
Rochester, New York 14611
Phone: 585-328-3440
Fax: 585-935-7467

NOTICE OF NON-DISCRIMINATION

The Rochester City School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York state and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations.

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Joseph C. Wilson Magnet High School

Julie Roselli, Principal

501 Genesee Street
Rochester, NY 14611
585-328-3440

International Baccalaureate World School

Dear Joseph C. Wilson High School Family,

It is with great excitement that I welcome you to our school!

The Wilson community is dedicated to providing our students academically challenging courses along with fun, positive social opportunities. As part of welcoming you to our family, I would like to remind you of our vision for our students.

Our vision is: "Excellence for all students in all aspects of their development."

What does this mean for your child?

Our mission is to use the International Baccalaureate (IB) philosophy to guide individual student success.

· This means:

- Individualized high standards for all
- Multiple pathways towards graduation including Career Development, Regents, Dual-Credit, Advanced Placement (AP), and IB Diploma Program (DP) courses
- Infusing the IB philosophy into all of our courses
- Backward mapping courses to ensure future success
- An international mindset that will be at the forefront of our environment and pedagogy
- Utilizing the IB approaches to learning and learner profile in all courses to develop the whole child

The academic preparation offered in the International Baccalaureate Programme and Middle Years Programme is unparalleled. Our school encourages our students to take ownership in their learning and take full advantage of the IB Programme. Additionally, our school offers a wide array of extracurricular opportunities to support and personalize students' learning experience.

We have prepared this handbook in an effort to provide you with pertinent information about school programming, policies, and expectations. Please acquaint yourself with the contents of this manual. This is a guiding document, it is not intended to cover all of the New York State Education Department and/or Rochester City School District rules, regulations, and policies.

If you have any questions, feel free to contact our office at (585) 328-3440. It is going to be a wonderful school year!

Sincerely,

Julie Roselli



Joseph C. Wilson Magnet High School



Vision

Excellence for all students in all aspects of their development

Mission

Our mission is to use the International Baccalaureate (IB) philosophy to guide individual student success.

- This means:
 - Individualized high standards for all
 - Multiple pathways towards graduation including career development, Regents, dual-credit, Advanced Placement (AP), and IB Diploma Program (DP) courses
 - Infusing the IB philosophy into all of our courses
 - Backward mapping DP courses to ensure future success
 - An international mindset that will be at the forefront of our environment and pedagogy
 - Utilizing the IB approaches to learning and learner profile in all courses to develop the whole child



Joseph C. Wilson Magnet High School



Main Office Phone: 585-328-3440

Main Office Fax: 585-935-7467

Principal

Mrs. Julie VanDerwater

Principal

Phone

Ext. 1320

Assistant Principals

Mr. Richard Fischpera

Assistant Principal- 11th and 12th Grade

Ext. 1302

Mr. Gary Reynolds

Assistant Principal- 10th Grade

Ext. 2101

Mr. Todd Fleming

Assistant Principal-9th Grade

Ext. 3292

Officer C. Sedita

Coordinator of Specialized Instruction

Ext. 1250

School Resource Officer

Ext. 1272

Athletic Director

Daisy Morales

Athletic Director

Ext. 1163

Clerical Support

Gloria Betancourt

Senior School Secretary Main Office

Ext. 1301

Mrs. Lindsay Walther

Clerk II- House Office 210

Ext. 2100

Clerk IV-House Office 329

Ext. 3290

Clerk III- Main Office

Ext. 1000

Guidance Counselors

Mrs. Wendy Clifford

Counselor Grade 11 and 12 A-M

Ext. 4215

Mr. Meade Heilmann

Counselor Grade 11 and 12 n

Ext. 4262

Mrs. Melanie Williams

Counselor Grade 10

Ext. 4211

Mrs. Chenetta Hunter-Stokes

Counselor 9th Grade

Ext. 3293

Social Worker

Mrs. Michelle Simms

Social Worker

Ext. 1171

Social Worker

Ext. 3182

Mrs. Gloria Johnson-Hovey

Social Worker 9th Grade

Ext. 3160

Home School Assistant

Mr. Carl Gause

Parent Liaison

Ext. 1170

Nurse

Ms. Gena Smith

Nurse

Ext. 4051

Ms. Liceth Rodriguez

Nurse Assistant

Ext. 4050

Custodial Engineer

Mr. William Davis

Custodial Engineer

Ext. 4500

The IB Learner Profile

Joseph C. Wilson Magnet High School students are expected to demonstrate the following IB Learner Profile.



- Risk-takers** – approach unfamiliar situations with courage and are willing to explore new ideas.
- Inquirers** – develop their natural curiosity by acquiring skills to conduct research and enjoy learning.
- Communicators** – understand and express ideas in more than one language and in a variety of ways while working with others.
- Reflective** – give thoughtful consideration to their own learning and experiences.
- Open-minded** – understand and appreciate their own cultures and personal histories and are open to values and traditions of others.
- Caring** – show empathy and respect towards the needs and feelings of others.
- Thinkers** – learn to think critically and creatively in order to make decisions.
- Principled** – act with honesty and respect for individual groups and communities while taking responsibility for their own actions.
- Balanced** – understand the importance of intellectual, physical and emotional balance.
- Knowledgeable** – explore ideas and issues that have local and global significance to develop an understanding in many different areas

2018-2019 Bell Schedule

10th & 11th Grade

Period	Start	End
HR	7:30	7:50
1	7:50	8:33
2	8:37	9:20
3	9:24	10:07
4	10:11	10:54
5 Lunch	10:58	11:22
6E	11:26	12:09
7	12:13	12:56
8	1:00	1:43
9	1:47	2:30

9th Grade

Period	Start	End
HR	7:30	7:50
1	7:50	8:33
2	8:37	9:20
3	9:24	10:07
4	10:11	10:54
5	10:58	11:41
6 Lunch	11:45	12:09
7	12:13	12:56
8	1:00	1:43
9	1:47	2:30

11th & 12th Grade

Period	Start	End
HR	7:30	7:50
1	7:50	8:33
2	8:37	9:20
3	9:24	10:07
4	10:11	10:54
5	10:58	11:41
6L	11:45	12:28
7 Lunch	12:32	12:56
8	1:00	1:43
9	1:47	2:30



Rochester City School District

Calendar of Events

2018-2019

Sept. 3 Labor Day Holiday (All Facilities Closed)
Sept. 4 Superintendent's Conference Day (Superintendent's Initiatives)
(No school for students)
Sept. 5 School Opens (Full day for PreK-12 students)
Oct. 5 Superintendent's Conference Day (No school for students)
Oct. 8 Columbus Day Holiday (All Facilities Closed)
Oct. 9 Parent/Teacher Conferences/Elementary
Oct. 11 Parent/Teacher Conferences/Secondary
Nov. 6 Superintendent's Conference Day (No school for students)
Nov. 12 Veterans Day Holiday (All Facilities Closed)
Nov 21 Recess Day
Nov. 22-23 Thanksgiving Recess (All Facilities Closed)
Dec. 21-31 Winter Recess (24-25 All Facilities Closed)
Jan. 1 New Year's Day Holiday (All Facilities Closed)
Jan. 2 School Resumes
Jan. 21 Martin Luther King Day Holiday (All Facilities Closed)
Jan. 22-25 Regents Exams
Feb. 18 Presidents Day Holiday (All Facilities Closed)
Feb. 19-22 Mid-Winter Recess
March 5 Parent/Teacher Conferences/Elementary
March 7 Parent/Teacher Conferences/Secondary
March 22 Holiday Recess
April 15-18 Spring Recess
April 19 Good Friday (All Facilities Closed)
May 24 Holiday Recess
May 27 Memorial Day Holiday (All Facilities Closed)
June 3 Regents Exam
June 18-25 Regents Exams
June 25 Last Day of School for PreK-12 Students
June 26 Superintendent's Conference Day/ Regent's Rating Day and last
day for teachers/ First Snow Day Make Up

Absences (Faculty & Staff)

Please review your ASAR, BENTE, RAP AND RTA contracts for procedures for requesting personal leave days for personal business, religious observances, vacation or family illness. Please submit a Request for Absence form (See Forms Section or from any office or SharePoint Staff Handbook) three days in advance of personal leave or vacation requests.

RTA, BENTE and RAP absence requests need to be submitted to Mr. Richard Fischpera for approval.

Please do not leave a message regarding your absence with anyone other than Richard Fischpera.

Substitutes will be assigned. Please do not ask anyone to substitute for you.

BENTE and RAP employees are required to input their absence in PeopleSoft time and labor upon their return from an absence.

School Safety Officers: If you are unable to report to work, please call Mr. Richard Fischpera by 6:00 a.m. on the day of your absence.

ALL: Notify Mr. Fischpera of known absence as soon as you are aware that you will be out. You can text anytime and call between 4:30AM and 10:00PM (585) 694-6799. Call before 6:00 AM if you will be absent and are calling in for that same day. Please be sure to include your employee ID number on the message so he can enter it into the system promptly. Please note that if you email (Richard.fischpera@rcsdk12.org) your message may not be received in a timely manner.

If you do not receive a response to your text, email, voicemail, or phone call then your absence or need for a substitute is not confirmed.

Contact Information:

**Mr. Richard Fischpera
585-694-6799**

Mrs. Julie VanDerwater-back up for Mr. Fischpera (585) 455-1181

Custodial Staff: Please call the head custodial engineer, Mr. William Davis at Ext. 4500 for a same day absence. The first shift needs to call by 6:00 am. The second shift needs to call before 10 AM on the day of the absence.

Attendance Policy for Students

Standardized Attendance Recording Procedures

It is a professional expectation that teachers complete attendance in an accurate and timely manner.

In accordance with Section 3025 – Title IV, Article 65, Part I of New York State School Law, a teacher, supervisory staff or other suitable employee designated by the school board shall make entries into a register of attendance and verify the entries by oath or affirmation.

School attendance records must be kept for use in the enforcement of the Education Law 3024 and as the source for the average daily attendance used to help determine a district's state aid allocation. Therefore, student attendance must be recorded accurately and in a timely manner. Because attendance information is relayed to parents/legal guardians on a daily basis, attendance must be submitted in PowerSchool, as stated above:

Secondary schools: within the first 15 minutes at the end of each class, with the exception of PE teachers, who must submit by the end of the day.

Teachers are expected to submit attendance in an accurate and timely manner. Teachers are not able to go back and enter attendance for a prior day regardless of the reason. . The protocol for submitting daily attendance will be as follows:

1. All teachers are required to submit attendance in PowerSchool SMS within the first hour of the elementary school day or within the first 15 minutes of the class period in a secondary school.
2. An un-submitted attendance report will be run every day at 12:00 noon in an elementary school and twice a day at 12:00 and 3:00 pm each day in a secondary school by the principal's designee.
3. The principal will designate clerical staff to send a list to all teachers whose names appear on the un-submitted attendance list to remind everyone to update and submit their attendance before the window is closed at midnight.
4. Teachers who do not submit attendance before midnight will be locked out of the system and they will not be able to go back and submit.
 - a. Teachers who do not submit attendance before they are locked out of the system must immediately turn in a hard copy of their attendance directly to the principal or supervising administrator. Clerical office staff will be responsible for correcting unsubmitted attendance.
 - b. Librarians are not required to take class attendance in Power School for the 2015-2016 school year.
 - c. All other subject teachers are required to take attendance including expanded day programs for all enrichment classes.
5. Failure to comply with the required attendance submissions may result in disciplinary action, as referred to in Section 37 and 38 of the RTA contract.

Accident/Sickness (Student)

In case of minor injury or accident, please call the nurse's office @ ext.4051. Send the student to the Nurse's Office with a pass, the student's name, and a description of the incident.

If a major injury occurs, notify the office (x1000) and nurse (x4051) immediately.

If the nurse is unavailable, an administrator will handle the emergency.

If an accident report is required, the nurse will notify you.

If you deem that a child may not be safe traveling to the nurses office alone, please call for an SSO to escort the child.

Please do not directly call parents to take a sick student home. Only the nurse or an administrator can make that decision.

Keep a supply of Band-Aids and gloves for emergencies dealing with bodily fluids such as blood.

The form for pupil injury can be found in the main office in the *Forms* drawer. If you witness a student injury, please fill out a pupil injury form immediately. Once you have filled it out please bring it to the head secretary. The insurance company only gives our school 10 days from the date of the incident to fill the form out and for it to be sent to the parents to have them fill out their information. If you have any questions please feel free to contact the head secretary in the main office.

Accident (Faculty)

All accidents must be reported to the office immediately. If medical care is necessary, call the office or report to the nurse's office.

An *Accident Report* form must be completed on the same day.

A "Workman's Compensation Injury" form is mandatory and must be completed and submitted to the Principal.

Any assaults on staff must be followed by completion of a *Workman's Compensation* form. An incident form must also be completed.

Announcements (Daily)

The Pledge of Allegiance and announcements will begin each morning at 7:45 am. Announcements must be written on a *PA Announcement form* and submitted to Mr. Richard Fischpera for approval by 2:30 p.m. the day prior. Please place messages in the announcement folder in the main office. Announcement messages must be brief and apply to the whole school. After-school announcements must be written up and given to the Main Office by 2:00 pm.

Students should be quiet and attentive during the announcements.

All students must stand for the Pledge of Allegiance, unless there are religious reasons for abstaining.

Remind students that if they are in the hallway during this time, they must stop and respect the reciting of the Allegiance, then go to class.

Assemblies

It is important that teachers have adequate and timely information to plan unit lessons and projects. Notice to the school's staff should include date(s), times, and the list of proposed students who will be affected by the activity if the activity is not school-wide.

Notice by the event organizer should go to the staff via email a minimum of 2 school weeks prior to the event if the interruption to normal daily student schedules is school-wide and requires a modified daily schedule for all students.

A *Facilities Use* form should be completed and given to Mr. Richard Fischpera.

Building Departure (During School Hours)

During school hours, salaried staff should notify their immediate supervisor prior to leaving the building. Staff should sign out and sign back in when attending a CSE, District business, long-term hearings, conducting a home visit or running an errand. **The sign out book is located in the main office.**

Building Security

All school entrance doors will remain locked. Please use your pass to gain access.

Classroom doors are to be locked whenever the teacher and students are not present.

Classroom doors should be unlocked during instruction for safety reasons.

Valuables must be locked in a closet, desk, or file cabinet.

Windows must be closed and locked at the end of the school day.

Money collected from students for student activity funds must be given to the head secretary in the main office on a daily basis and kept in the safe. She will issue a receipt for the money.

Visitors to the school must sign the Visitor's Book, at the Security desk, be issued a pass and escorted to the pre-determined destination. Staff will be notified by phone if someone is coming to visit. Please use the "Visitor" form to communicate that you are expecting a guest speaker, parent or volunteer. Turn the form into the security desk as soon as possible.

Do not open the entrance doors for anyone. Allow the front desk and office to use the security system.

- **Ensure that students understand this procedure and expectation.**

When entering/leaving the building, be sure that the door is securely locked behind you.

- **Please do not allow students to enter with you. They must go through scanning at Exit 1.**
- **Please use your ID Badge to enter and Exit Building.**

Keep the inside of your car clear of any valuables to avoid break-ins.

Exit 1, Exit 7, exit 9 and exit 9-H (ramp) are alarmed to be used for staff entrance and exit.

All staff members have an individual responsibility for securing personal property. Therefore, it is imperative that some simple preventative rules be followed.

Please...

- Make sure the door closes behind you, or the alarm will not reset.
- Remember once a door is opened, the alarm is **only disabled for 30 seconds**.
- Do not keep it open for others running for the door.
- Use your ID to prevent setting off the alarm prior to exiting.
- Students are only to use Exit 1 for entering and exiting.

Desk drawers, cupboards and other storage areas should be kept locked. To request repairs or a replacement of locks complete a Custodial Request Form. They are available in the main office.

Please do not send students on errands to areas that are not intended for student use/access, etc., AV Room, staff lounge, mailboxes, staff bathrooms.

If you do not have a place to lock your personal items, please see your direct supervisor.

Change of Address/Telephone Numbers/Automobile

- 1) Change your personal information in PeopleSoft.
- 2) Fill out the *Staff Personal Information Form* and return to clerical staff in the main office. The form is located on SharePoint under School Forms, Staff Information Sheet or you can pick up one in the main office.

Classroom Interruption Policy

Any student arriving late to a classroom will abide by the procedures established by the teacher.

Any visitor, as defined by the Building Committee as a person who is not a student, staff member, or daily building employee of Joseph C. Wilson Magnet High School or Hillside Work Scholarship, community partners shall observe the following rules for entering and observing classrooms:

1. 24 hour notice will be given to the teacher and administrator who will in turn notify the Principal in writing of any classroom observations.
2. All visitors will be escorted by a teacher, administrator, or SSO during their time in the building. Should a staff member **need** to reach a student while a student is in class, every attempt should be made to physically walk to the classroom and talk to the student personally rather than using the phone to relay personal messages. Phone calls are more disruptive to other students and teachers. Parent messages will be delivered during the last five minutes of class.

Classroom Supplies/Materials

Complete a supply request form and submit it to your immediate supervisor.

Code of Conduct

5300.40-Rochester City School Board Policy

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances. As a general rule, discipline will be progressive.

This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Serious offenses, particularly those involving violence, weapons possession, or which endanger public safety may warrant immediate and more severe discipline, as may actions which, viewed against prior incidents, indicate a pattern of misconduct or a resistance to remediation.

For more information, please visit the RCSD website: <http://www.rcsdk12.org/domain/16>

- Code of Conduct
- Student Behavior Resource Manual

Course Change/Drop & Early Release Policy

All course changes and course drops must take place by the last day in September (09/30/201)

All course changes must be documented on the school's official course change form and changes will only be made after all required signatures are recorded. Please contact the appropriate grade level house office for assistance.

Any course change or drop after the deadlines will only be authorized based on program error, graduation requirement(s), and/or changes in an Individualized Education Program (IEP).

All course changes must be documented on the school's official course change form and changes will only be made after all required signatures are recorded.

AP course changes must have the authorization of the AP Coordinator and building Principal.

IB course changes must follow the separate voluntary program transfer policy and have authorization of the IB Coordinator and Principal.

Early Release Policy:

- All Joseph C. Wilson Magnet High School students must maintain a full academic schedule.
- A course offering will take priority over a "sponsored period" and "early release." The course will be programmed into a student's schedule whether or not a student needs the credit/course for graduation.

- In the event where a student needs to work, an early release may be granted under the following conditions:
 - Proof of employment submitted and verified by the student's grade level administrator.
 - Student is expected to graduate during the school year of which the request for early release is being made.
 - Requested early release is documented on the school's official Early Release Form with the required signatures.
 - Students approved for early release must leave the building at a designated time. Violators will be subject to having their Early Dismissal revoked.
 - Early released students cannot participate in after-school clubs or sports programs.
 - Each house office will maintain a data base of early released students
 - The clerk in the house office will provide updates to administrator and lead SSO regarding Early released students.

Dress Code

All persons are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions. When on school property or at a school function, a person's dress, grooming and appearance, including jewelry, make-up and nails, must adhere to the guidelines below:

- Students must cover buttocks, stomach/midriff and chest.
- All shoes must be appropriate (no slippers) and be worn at all times for health and safety reasons.
- Students must wear shorts, skirts, pants that cover legs at finger-tip length.
- Dress may not include clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership.
- All headgear must be removed upon entering the building unless worn for medical or religious rea-son.
- All dress must be void of 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.

Early Dismissal

1. If a student has a note:

The student should report to the house offices prior to first period class. The Clerical staff will verify the note. The student will be given a pass right before s/he leaves school.

2. If a student is ill:

The student must see the nurse. The nurse may dismiss the student. If the nurse does not dismiss, the student should return to his/her class.

3. If a student wants to be dismissed, but does not have a note from a parent/guardian:

The student should go to their designated House Office (10, 11th, and 12th grade to Office 210) and 9th graders to office 329. The house office secretary will call to receive permission to dismiss the

student. In questionable cases, the secretary will refer the matter to an available administrator for approval. Students may not leave the building during their lunch period, Joseph C. Wilson Magnet High School does not have an open campus.

Once permission to dismiss is confirmed, the House Office will provide the pass and dismiss the student.

Electronic Device Policy

All electronic devices are prohibited in school per the JCWMH electronics policy and should not be brought to school. If students choose to bring these devices to school, they will be collected at scanning upon entrance into the building and returned at the end of the day.

- At scanning each morning, students enter the building and will place their cell phone/electronic device in a padded envelope labeled with their name.
- The envelope is placed in a bin, and secured in a locked location for the remainder of the day.
- At dismissal, students will pick up their phones at a designated location.
- Staff members will be given an administrative assignment to hand out devices to ensure they go to the proper owner.

Per the RCSD Policy as outlined in the RCSD Code of Conduct:

*The use of electronic devices disrupts the educational process and these items will be confiscated if they are used on school property. Confiscated items will only be released to a parent or guardian. Any student who is seen with an electronic device will turn the device over to an administrator. **A parent or guardian must retrieve the device; it will NOT be returned to the student at the end of the day without a parent or guardian.** If not picked up by June 30th your item will be donated to a local charity."*

Emergency (During the Day)

In the case of an emergency, it is our collective responsibility to ensure the safety of our students and each other. An emergency situation that requires a lockdown or restricted movement applies to everyone. **Adults are not exempt from the expectations.** These expectations are:

- Immediately close the door to your classroom.
- Remain where you are unless redirected by an administrator or school safety officer.
- Do not open the door for any reason. You have no way of really knowing who is attempting to gain entry.
- If you are outside of the building, you may not re-enter.
- If you are inside the building, you may not leave.
- Have a back-up plan for any family and personal needs. It is possible that you could be unavailable for an extended period of time.

- Do not send e-mails or make phone calls that are not of an emergency nature.
- Do not answer classroom phone while in lockdown.

Any one of these expectations could be relaxed as the situation unfolds. If that is the case, we would inform staff by an authorized PA announcement.

When we are involved in a lock down situation we need to put all of our focus and effort into protecting our students, our staff, and ourselves.

Emergency Substitute Coverage Plan

In the event that all substitute teachers have been assigned or there are no substitute teachers available, the Emergency Substitute Coverage Plan is as follows:

Faculty with non-instructional periods will be utilized to cover classrooms in need of coverage. Faculty will be used on a rotating basis. This is to ensure that no one faculty member is asked to cover specific periods on a regular basis and *includes counselors and all members of the Student Support Services team and as necessary, administrators*).

This rotating schedule will be made available for review to anyone with concerns. This schedule is monitored by Richard Fischpera.

Field Trips

Please obtain a copy of the RCSD field trip packet from the clerical staff the main office. All school trips should have an educational or instructional focus and be viewed as an extension of the curriculum and the learning environment. Completed medical forms must be submitted to the nurse. Transportation must be arranged through Richard Fischpera. Staff members are encouraged to put in their request for field trips in advance as there is only so much money allocated for busses each year.

Planning & Logistics (Superintendents Regulation 4400R):

All trips within 60 miles of downtown Rochester must be approved by the Principal at least 15 days before the trip.

All trips taken to locations at least 60 miles from downtown Rochester and overnight trips of any distance from downtown Rochester, must be approved first by the Principal at least 60 days before the trip and by the School Chief at least 45 days before the trip.

Supervision (Superintendents Regulation 4400R): Trips 60 miles or more from downtown Rochester, and out-of-the-city or overnight trips: for elementary, middle or high school students, at least three adults and at least two of whom shall be certified staff members, are required for up to thirty students.

Additional adults for trips above: At the middle and high school level, for each additional fifteen students participating, an additional certified staff member is required.

Fire Drills

Please update your roster sheets weekly and place in folder on wall.

Students should move quickly and quietly.

There should be a fire drill notice in each classroom with procedures and exit for that class. **Notify the custodian if this item is missing.**

Practice fire drills the first two weeks of school for an orderly and quick exit. (The red emergency folder on your wall)

Take a register with names of students to take attendance. Record the attendance on the fire drill slip and submit to the person with the walkie-talkie in your area. The fire drill slips are color coded and marked.

If you do not have a class during a fire drill or if the alarm goes off, exit immediately; assist outside ensuring the safety of students, faculty and staff.

You may re-enter the building when the all clear signal is given.

Fundraising

Staff members must have the approval of the principal before sponsoring a fundraiser and signing contracts or agreements for the school or school organizations. New contracts or agreements will be sent to the central office legal department for their review and recommendation of action before they are signed.

The head secretary maintains a calendar for the purpose of organizing the fundraising activities for the year. Staff members and organizations are encouraged to identify their preferred dates(s) for fundraising activities as soon as possible.

The *Request for Approval of Fund-Raising Activity* form must be approved by the Principal and maintained on file. Section 915 prohibits the sale of certain sweetened food from the beginning of the school day until the end of the last scheduled meal break. No sweetened soda, gum, candy, candy-coated popcorn, etc. shall be sold in any public school within NY state.

Student Activity Funds and/or student fundraising activities must meet the following criteria: -An organized club or activity with a faculty advisor.

-Student participation must occur with elected student officers. -

A record (minutes) must be kept to document club decisions.

Fundraiser Information:

Cash:

- Cash must be secured in the safe at all times. Give funds to the Head Secretary on a daily basis.
- Store all cash/checks in a locked drawer or cabinet at all times.

Deposits:

- Deposits should be co-verified with both people initialing the deposit slip.
- Deposits should occur regularly, do not allow cash to accumulate in safe.

Receipts:

- Receipts are required for all cash received.
- Receipts should specify the purpose/activity associated with the receipt.
- Receipts should be verified and signed by the giver and the receiver.

Disbursements:

- Approval is required by both the Principal and Student Officer (can use check request form or meeting minutes).
- Maintain all supporting documentation (invoices) for each disbursement.
- Two authorized signers must sign all checks.

Recordkeeping:

- Enter all transactions in School Cash Net at least monthly.
- Reconcile the bank statement monthly.
- The Principal must review and approve the bank reconciliation monthly.
- The approved monthly bank reconciliation must be kept on file.
- Bank reconciliations must be submitted to Accounting quarterly.

Guest Speakers

See Visitors Policy. When scheduling guest speakers, please complete the Visitor Notification Form and submit to Richard Fischpera. Please complete the Facilities Use Permit if required. This will ensure that your guest has an escort, reaches the correct location on time, and receives needed equipment and support.

Hall Supervision

It is imperative that teachers be at their door and in the hallway during the change of classes to greet students and to assist with supervision of student transitions.

In-School Suspension (ISS)

ISS will be in session during regular school hours. Staff are expected to provide daily work for all students assigned to ISS, OSS, and alternate programs. Work should be delivered to room 121.

Keys

All staff must keep their keys in their possession at all times. Please be reminded that classroom doors must remain **unlocked** while instruction is taking place. If you need a new room key, please see Mr. Richard Fischpera.

- Lost keys must be reported immediately to Mr. Richard Fischpera.
- Building security is the collective responsibility of every student, faculty and staff member.
- Please Note: Never give keys to students for any reason whatsoever.

Laptops, Desktops, SmartBoards

- If you have any issue with instructional technology including laptops, Smartboards, and desktops, please email the Helpdesk or call 262-8151.
- Please note that Mr. Steve Ogenovski addresses issues/concerns/problems that cannot be remedied by the Helpdesk. He is not the first line of defense with technology.
- Please try not to let issues build up. If there is one issue, contact the Helpdesk as soon as possible.
- Teachers are responsible for backing up any data they have saved on a desktop or laptop computer
 - Many student and desktop computers could be replaced or reimaged during summer or over breaks without notification, so all data could be lost
- If you are using a computer lab, it is the responsibility of the teacher who is in the room to report any printer or computer issues to the Helpdesk. Please do not leave any computer or printer issues for the next teacher.
- Physical damage to laptops is not covered under our Dell warranty. If a laptop is physically damaged, it may take a little longer for it to be fixed.
- As for SmartBoards, please make sure LCD and/or SMART projectors are turned off when you leave a room. In addition to Mr. Steve Ogenovski, Mr. Jim Vangellow assists the building with SmartBoard issues or concerns.

Lockers

Mr. Richard Fischpera, Assistant Principal, is in charge of lockers. If a locker is jammed, a custodian can assist the student. If the combination doesn't work, the student needs to see Mr. Richard Fischpera or a SSO.

Mailboxes

Mailboxes are located in the main office and should be checked before school, at lunch, and at the end of the day. **Do not send students to check your mailbox.**

Nurse's Office

Ms. Gena Smith, Nurse Ext. 4051
 Ms. Liceth Rodriguez, Nurse's Asst. Ext. 4050

Office Protocols

- It is our goal to ensure offices are well organized and efficient.
- Use the appropriate "Office Request" form, complete and submit or e-mail the request for supplies or materials from the appropriate house office.
- All packages that do not fit in your mailbox will be placed behind the counter or underneath the mailboxes. A notice will be put in your mailbox. The custodian will deliver large or heavy packages.
- When retrieving mail from your mailbox, please keep in mind that the office staff is conducting business and would appreciate staff taking conversations out into the hallway.
- If you overhear the staff giving instructions to a parent or child, please do not interfere. If you think the instructions were incorrect, please inform the office staff after the parent or student has left the area.
- Please remember that a referral should be written, when possible, before a student is sent to an administrator.
- Please familiarize yourself with the operation of the fax/scan machine. Faxes/scans are to be sent by each individual. Instructions are on the outside of the machine.

- Please respect our work area.

- If you would like to request a student's record, please submit a request to the Records Clerk, Mrs. Lindsay Walther, and ensure that you sign the record in and out with your name and contact information.

Parent Conferences (Individual)

Parent conferences are important. Administrators, counselors and the home school assistant are available to assist with contacting and visiting parents. Please fill out the visitor's form and turn into the security desk.

Parking

Parking passes can be obtained from the Office Staff in the Main Office. Please request your pass using the staff information sheet.

Purchases

All purchases requiring reimbursement must have approval by the principal prior to purchase. **Do not purchase anything without prior approval and expect to be reimbursed.**

Staples Orders – Please plan ahead if you have a special project and you need special supplies to be ordered from Staples. See Head Secretary

Removal From a Classroom by the Teacher

RCSD Student Behavior Resource Manual (March 2015)

Teachers have the power to remove a disruptive student. A disruptive student is a student who substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom. The student may be removed for up to two (2) classes (where the daily schedule is so arranged) or up to 1.5 hours, where the student ordinarily remains in the same classroom.

1. The teacher must inform both the student and the principal of the reason(s) for the student's removal:
 - a. If the student's continued presence in the classroom does not pose a continuing danger to people or property, and does not present an ongoing threat of disruption to the academic process, then the teacher will, prior to removing the student from the classroom, explain the basis for the removal and allow the student to informally present his/her version of events.
 - b. In all other cases, the teacher must explain to the student the basis for the student's removal and provide an informal opportunity for the student to present his/her version of events within twenty-four hours of the student's removal. If the twenty-fourth hour occurs on a non-school day, the opportunity shall be carried over until the corresponding hour on the next school day.
 - c. No teacher may remove a student with a disability from his or her class until he or she has exercised due diligence to verify with the Principal or his/her designee, or the CASE, or the Executive Director of Specialized Services or his/her designee, that the removal will not violate the student's rights under state or federal law or regulation.

- d. The teacher must complete a District-established disciplinary removal form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form; and must make a reasonable effort to personally contact the parent. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.
 - e. Removed students will be sent to a location at school where they will be provided with continued educational services, including class work and homework.
2. The principal (or principal's designee) must inform the student's parent of the student's removal and the basis for the removal within twenty-four hours and must provide the parent with a copy of the disciplinary removal form which was completed by the teacher. If the twenty-fourth hour occurs on a non-school day, the deadline for notification shall be carried over until the corresponding hour on the next school day.
 - a. The student and parent, upon request, will be given the opportunity for an informal conference with the principal (or designee) and the teacher to discuss the reasons for the student's removal from class, and allow the student and parent to present the student's version of events. The informal conference must be held within forty-eight hours of the student's removal. If the forty-eighth hour occurs on a non-school day, the time for conference shall be carried over until the corresponding hour on the next school day.
 3. The principal (or designee) shall not set aside the discipline imposed by the teacher unless he/she finds that the charge(s) is not supported by substantial evidence, that the student's removal violates the law, or that the student's conduct warrants suspension. If suspension is warranted, then the principal (or designee) shall then impose an appropriate period of suspension.
 - a. The principal's (or designee's) determination must be made by the end of the day on the day after the informal conference.
 - b. The student cannot return to the classroom until the principal (or designee) makes a final determination or the period of removal expires, whichever is less.
 4. Principal (or designee) must input disciplinary action into Powerschool within twenty-four hours.
 - Students should immediately be removed from class for any one of the following:
 - Physical confrontation
 - Possession of a weapon
 - Possession of drugs or alcohol
 - Starting a fire
 - Believed to be under the influence of drugs or alcohol
 - Serious disruption to other students' instruction after all corrective action steps have failed.

When one of the above incidents occurs please call the Security Desk at ext. 4470 or the appropriate House Office at ext. 2100 (Sophomore, Junior, Senior) and ext. 3290 (Freshman), state the nature of the problem, and wait until a SSO arrives to escort the scholar to his or her Asst. Principal. If the scholar leaves your room before the SSO arrives, contact the Security Desk at ext. 4470.

NOTE: It is not acceptable, appropriate, or legal to leave students unsupervised in the hallway.

Referral or Request for Referral to CSE

Initial Referral

- Under the Individuals with Disabilities Education Improvement Act (IDEA) and the New York State Part 200 Regulations, only specific people may make a referral for an initial evaluation
 - Others may make a Request for Initial Evaluation
- The first step in the process to determine if a child has a disability is to request an evaluation. This initial referral can be made in writing to the Coordinating Administrator of Special Education (CASE)
- How can a parent make an initial referral?
 - Send a letter to the school, principal, or CASE
 - Provide a written statement to the teacher
- Who else can make an initial referral?
 - A school district official
 - A public agency official
 - A designee of a childcare institution with a CSE

Request for Referral

- Who can make a request for an initial referral?
 - Professional staff member (i.e. teacher)
 - Licensed physician
 - Judicial officer
 - Professional staff member of a public agency responsible for welfare, health or education
 - A student who is 18 years or older or an emancipated minor
- After the request for an initial has been made:
 - Within 10 days the school will either:
 - Initiate the referral process in the parent's preferred language
 - Provide a copy of the request for referral and offer an opportunity to discuss the request

For more information, please contact Jennifer Johnson, at Ext. 1302

Report Cards

Report Cards and Marking Period Ending Dates

1	09/07/2017	11/10/2017
2	11/11/2017	01/26/2018
3	01/27/2017	04/13/2018
4	04/14/2018	06/22/2018



Joseph C. Wilson Magnet High School
 501 Genesee Street
 Rochester, NY 14611
 (585) 328-3440

Julie VanDerwater
 Principal

International Baccalaureate World School



Student Tier 2/3 Referral Form

General Information

Student Name: _____ ID Number: _____
 Date of Birth: _____ Grade: _____
 Referring Teacher(s): _____ Referral Date: _____
 How and when was parent notified of referral: _____

Reason for Referral (1- Primary Concern, 2- Secondary Concern):

_____ Academic _____ Behavioral _____ Emotional _____ Medical

Please describe the specific concerns prompting this referral. What makes this student difficult to teach? List any academic, social, emotional or medical factors that negatively impact the student's performance.

How does this student's academic skills compare to those of an average student in your classroom?

In what settings/situations does the problem occur **most** often?

In what settings/situations does the problem occur **least** often?

What are the student's strengths, talents or specific interests?

1. _____
2. _____
3. _____

Parent/Guardian Contact Prior to Referral (list dates if applicable)

_____ Phone Call _____ letter/email _____ Conference _____ Home Visit

Tier 1 Interventions

Intervention #1
 Begin date _____ End date _____ Person(s) responsible _____
 What have you tried to do to resolve this problem?

How did the student respond to this intervention? _____

Intervention #2
Begin date _____ End date _____ Person(s) responsible _____
What have you tried to do to resolve this problem?

How did the student respond to this intervention?

Intervention #3
Begin date _____ End date _____ Person(s) responsible _____
What have you tried to do to resolve this problem?

How did the student respond to this intervention?

What would be the best day(s)/time(s) for someone to observe the student having the difficulties that you described above?

Please provide any additional pertinent information such as this student's most current grade, previous marking period grades, assessment scores, or any other information that will help the team understand better.

Signs and Posters

Signs and posters may be used to advertise Joseph C. Wilson Magnet High School school-related activities.

Permission to hang posters and signs must be secured from your Supervising Administrator. Under no circumstances should display materials be taped to windows or covering of door windows. Posters may be displayed on the bulletin boards located on each floor. If you do not have a bulletin board in your area, you may create a bulletin board w/boarders. **A REPRESENTATIVE OF THE ACTIVITY MUST REMOVE SIGNS AFTER THEIR PURPOSE HAS BEEN SERVED**

Smoking

Smoking is not allowed on school grounds. Violations of this district policy will result in disciplinary action.

Stamps/U.S. Mail

- There is a **separate bin** for “Unstamped” school related mail.
- Please place stamped and unstamped mail in the appropriate bin on the counter in the mail office.
- **Central Office mail room is taking responsibility for mailing our U.S. mail.** Mail will be picked up by Central Office courier by 9:30 am. It will be sent to the main post office the same day.
- If you are planning on doing a mass mailing, please contact the Head Secretary in the main office to coordinate the details. Central Office can save the school money by using bulk mail service.

Substitute Teacher Folder

Every teacher is required to submit an emergency substitute folder **by September 14, 2018.** **Supervisors will review plans and submit to Mr. Richard Fischpera. They will be stored in the main office.** The folder should contain the items listed on the substitute teacher checklist including:

Emergency Substitute Plans

Every classroom teacher must prepare and submit plans for three days in case of an emergency. **Substitute plans are to be submitted to direct supervisor.** The substitute folder should include:

1. Substitute Information Checklist
2. A copy of your teaching schedule.
3. Instructions for your sub.
4. Copies of the Emergency Evacuation Plan for your classes and detailed instructions for the sub.
5. Generic lessons that might be used at any time during the course of the year.
6. An outlined lesson plan for each class and enough copies of materials needed for each student.
7. There should be enough work for three days of absences.
8. Class roster for all or your courses and advisement
9. **Current Attendance Roster**-Please leave instructions for the substitute to submit attendance at the end of each day to the Attendance Clerk in the main office.

Mr. Richard Fischpera is responsible for substitute coverage. Please call as soon as you know that you are going to be out.

If you call and no one answers or calls you back, do not leave voice mail. Please try again until you make live contact.

Staff Expectations

Retrieved from the RTA Updated Contract July 15, 2015:

The manifestation of the professional expectation will be expressed in:

a. Willingness to participate in the development of the life of the school and to share on an equitable basis in the responsibility for school improvement. Evidence of serious commitment to the life of the school as a whole will be expressed in different ways by teachers and in a variety of activities including, but not limited to, participation on committees, school site management, sponsorship of student activities, etc.

b. Teacher effort and success in creating multiple and meaningful opportunities for students to receive assistance during and beyond the school day. This means that teachers will work a professional day, making time to do what is required to meet the needs of their students. (RTA Updated Contract: Appendix C Professional Practice Review: Professional Expectations for Teachers, p. 139. Retrieved July 15, 2015)

Effective teaching connects the student's world and content. Students are the focal point of the instructional process; all energy is channeled toward engaging the student and supporting the transformation toward community and global connection.

Teaching reflects multivoiced accounts and perspectives in all subject areas. Teaching reflects a positive attitude toward students, recognizing and appreciating the multicultural nature of Rochester's student body. Teaching models ongoing learning, is inventive, focuses on problem identification/solution, promotes higher-level thinking and generally relates learning to life. Community service and community knowledge are linked to instruction. Teachers know the content and freely employ interdisciplinary approaches. (RTA Updated Contract, P. 141-142. Retrieved July 15, 2015)

Staff Lounge

Everyone who uses the lounge is responsible for its upkeep. Please clean up after yourself, including cleaning the refrigerator and microwave if you dirty them.

Students are not allowed in the lounge.

Supervision of Students

Please do not leave your class unattended, even to step into the hallway to talk with a colleague. Please do not place students unattended outside of the classroom.

If you have an emergency and need class coverage, call your immediate supervisor or house office. Protect yourself and the students. Please do not leave students alone.

Teacher/Parent Contact

Retrieved from the RTA Updated Contract July 15, 2015:

In addition to student achievement measures, the Association and District recognize the importance of indicators of school quality that must be included in an assessment of progress. Such school quality indicators will include but not be limited to: Parent involvement; including evidence of parent direct impact on the educational process and evidence of staff connection/outreach to the parent/home. (RTA Updated Contract, Section 54, P. 106 Retrieved July 15, 2015)

The following chart depicts the types of school communication with the parent/family that may occur: evidence of the documentation, the person responsible for the communication and the frequency of communication that should occur based on the number of days a child is absent.

	ConnectEd Call	Mailed Letter	Teacher Phone Call	Home Visit or School Meeting
Evidence of Documentation	ConnectEd log	Student file	Teacher contact logs	Home visit logs
Ownership	Automatic	Principal designee	Teacher	School Personnel
Any Absence	X	NA	NA	NA
3 or 5 days	X	X	X	NA
10 days	X	X	X	X
20 days	X	X	X	X

Textbook Checkout Procedures

Initiated in September of 2005, the RSCD launched a new initiative to ensure that all students have core textbooks. Under the plan, every student will have a textbook to take home in each of the core subject areas. With this goal in mind, Joseph C. Wilson Magnet High School will use the following textbook checkbook procedures.

1. Each teacher will receive (in mailbox) a schedule of **specific** dates and times to bring your entire class to the textbook room for textbook checkouts (teachers are responsible for arriving promptly on the day/time indicated).
2. Teachers will be scheduled for textbook checkout, starting on September 10, 2018 according to subject area.
3. Each teacher will bring their class to the textbook room and the books will be checked out to *individual* students under each teacher's name appropriate period. *While students will maintain responsibility for their own textbooks, this system will ensure that we are able to track students through their teachers/classes and receive appropriate support from teachers when collecting materials.*
4. **Absent Students:** Student absences can become a major problem when circulating textbooks. In order to deal with them, all absent students will have to obtain a written pass to the textbook room from the appropriate subject area teacher, and that student will use the pass on the following day to visit the textbook room during their lunch. This system ensures that no interference occurs with the rest of the scheduling
5. Overdue notices and bills will be generated and circulated as appropriate, and at the end of the year. Participation in school sponsored activities may be withheld from individual students if textbooks are not returned or replaced.
6. All students and teachers are responsible for books and materials checked out under their name.
7. Official dates and procedures for book and material returns will be articulated to individual teachers depending on the book, material and subject area.

Visitors

All Visitors must sign-in at the reception desk at the main entrance. Staff members expecting a visitor(s) are to fill out the appropriate form 24 hours in advance so that our receptionist, SSO team and administration are aware. Copies are available in the main office and on Share Point. Upon arrival, the staff member will be called and the visitor escorted. A visitor pass will be issued and it must be visible at all times. Visitors must stay with the receiving staff and are NOT to wander the hall unescorted. Visitors are required to sign out at the completion of their business. **Visitors are to be in the building for school related purposes only.**

Weekly Bulletin

The bulletin is e-mailed every week. If you want something placed in the bulletin, submit items to the head secretary in the main office by Wednesday at 12:00 pm.

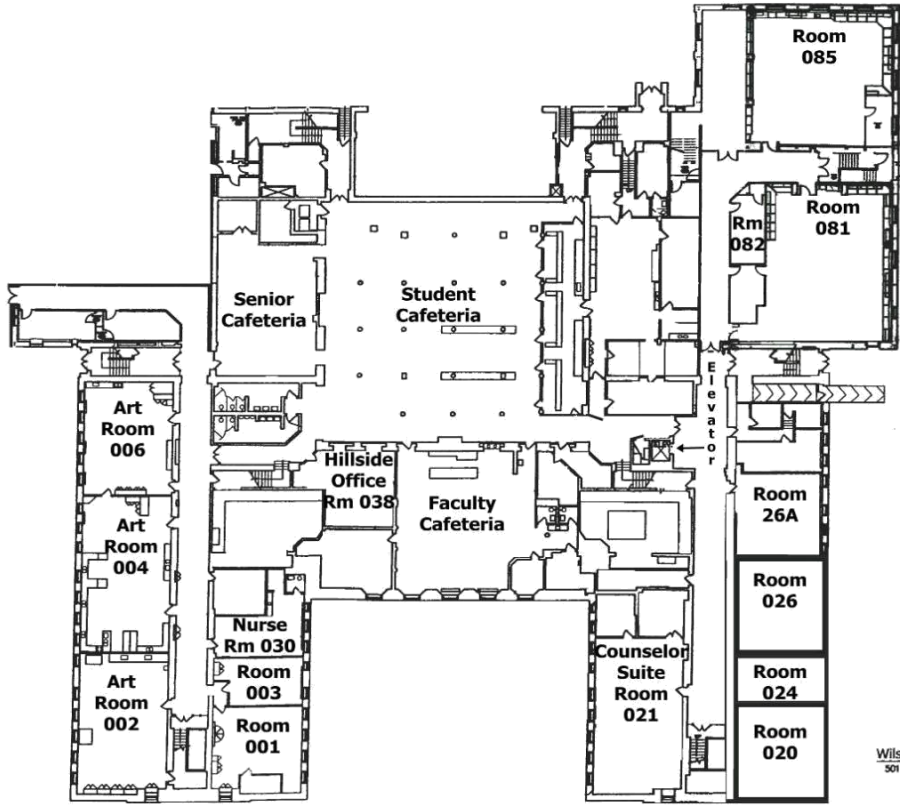
911 Calls

In the event of an emergency, 911 can be called from all classrooms. Inform the office immediately if 911 has been called from a classroom. If 911 is called, the assumption is made that it is an extreme emergency that cannot await intervention by building security, the Principal or an Assistant Principal.

The logo is circular with a gold border. Inside, the text "Joseph C. Wilson Magnet High School" is written in a serif font around the perimeter. In the center, there is a shield with a white background and a gold border, containing a stylized gold letter "W". Above the shield is a gold crown. Below the shield, the word "HONOR" is written in small gold letters, and below that, the year "1970" is written in small gold letters.

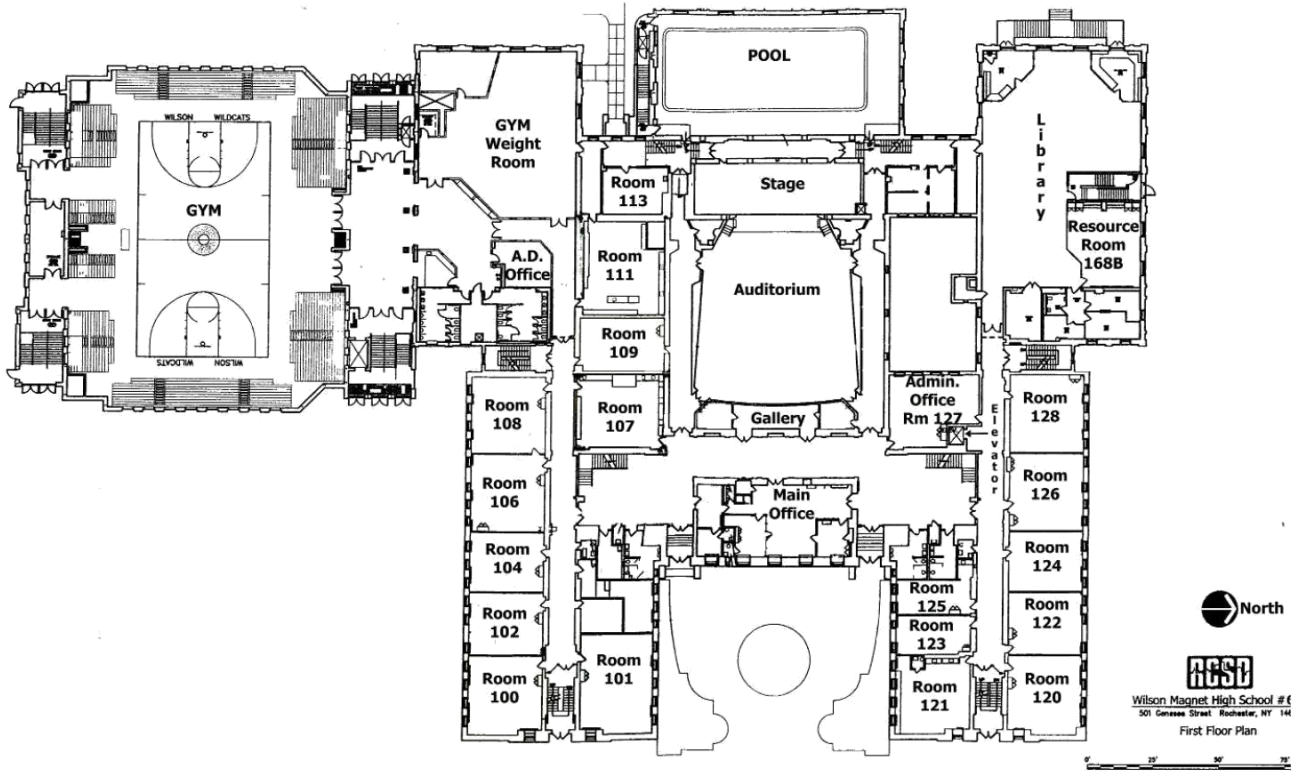
Joseph C. Wilson Magnet High School
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585-328-3440

<http://secondary.rcsdk12.org/wilsoncommencement>

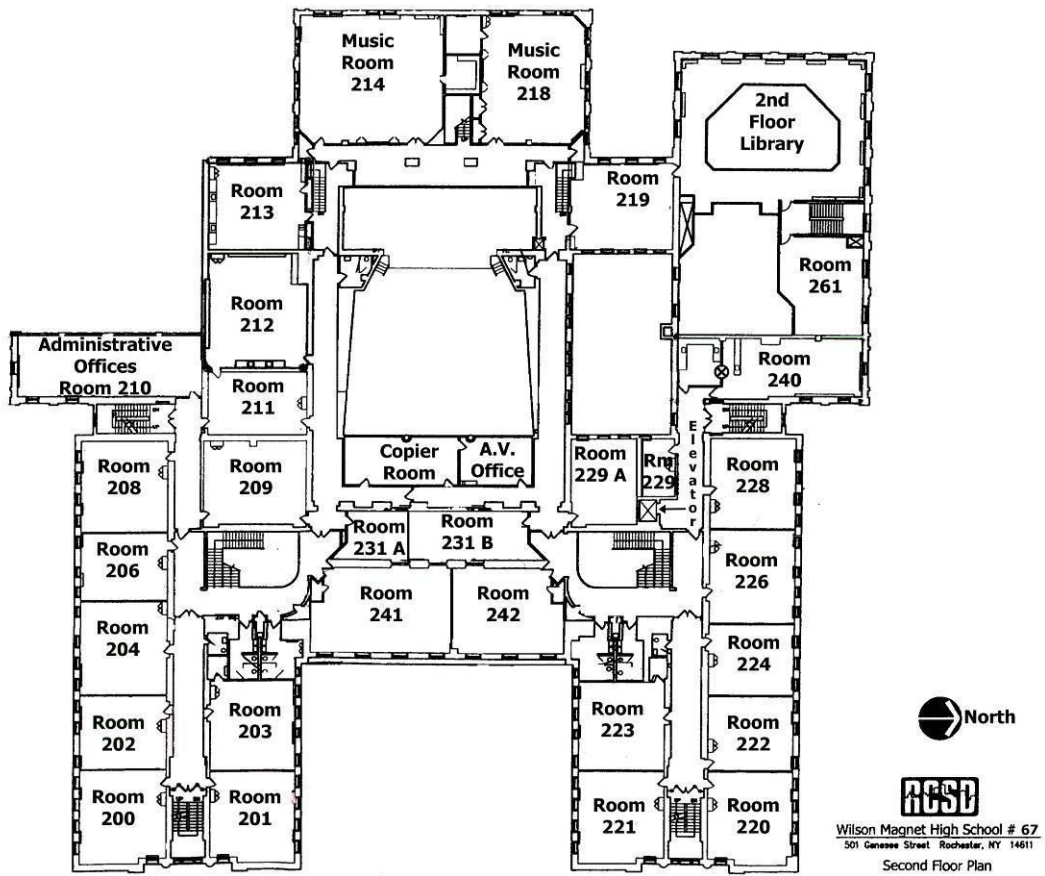


Wilson Magnet High School #67
 501 Genesee Street Rochester, NY 14611
 Basement Plan

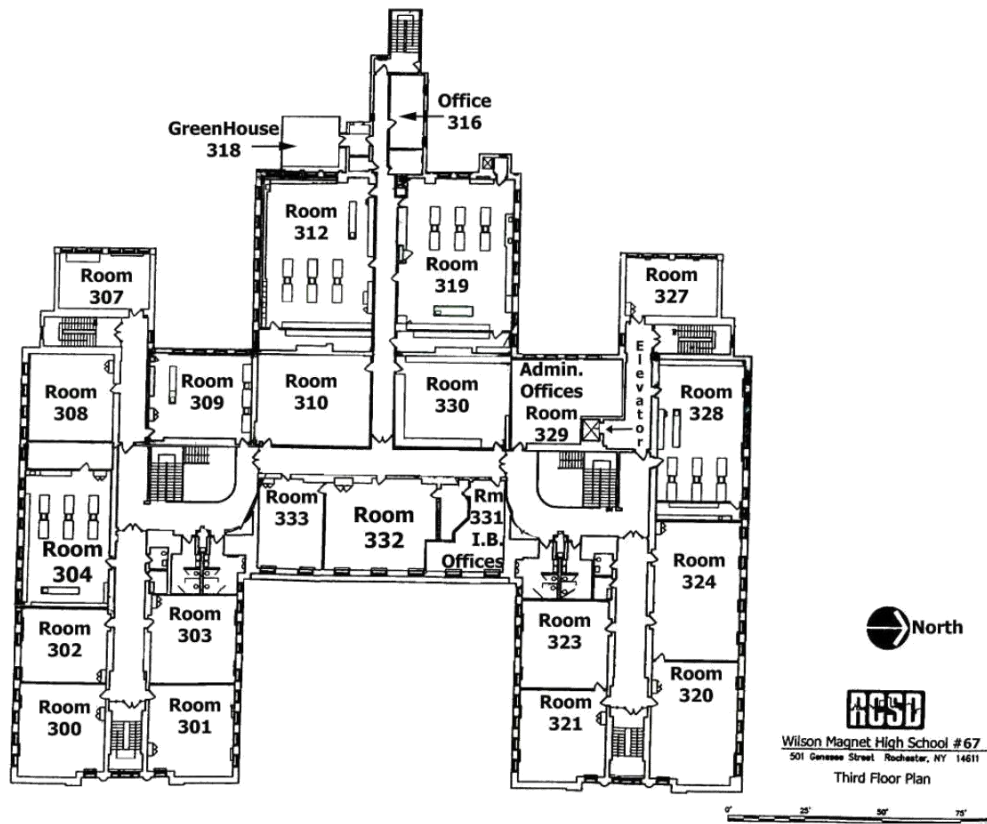
Basement



First Floor



Second Floor



Third Floor