

Joseph C. Wilson Magnet High School

International Baccalaureate World School



Mission

Excellence for all students in all aspects of their development

2023-2024 Faculty and Staff Handbook

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

School Mission Statement

We believe in:

Excellence for all students in all aspects of their development

School Motto

“The Wilson Way”

We are respectful, we are responsible, and we are safe.

SCHOOL PRINCIPAL Gary M. Reynolds		
Assistant Principal Kimberly Brown	Assistant Principal Timothy P. Graziano	Assistant Principal Chantal J. Lischer
Athletic Director Brendan O’Toole	Associate Director of Special Education Sheena Eckler	Community School Site Coordinator Veronica Vargas
Instructional Coach Michele Alley	Instructional Coach Kaitlin Burgstrom	Instructional Coach Melissa Neill-Adams
Counselor A-G Jamie Miner	Counselor H-N Wendy O. Clifford	Counselor O-Z Meade Heilmann
Head Secretary Gloria Hernandez	Main Office Clerical Lindsay Corrigan	9th Grade Academy Clerical Carlina Dunigan
IB Coordinator Lori Locker	SEL Counselor Chenetta Hunter-Stokes	Home School Assistant Tony Padilla
Social Worker Lisa McClary	Social Worker Quiana Ogden	Social Worker Michelle Sims
Psychologist Mark Trzcinski	Nurse Gina Smith	Psychologist Maja Rosedale

Absences

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 (RFA) form in the main office or utilize the electronic version. For personal leave or vacations requests, these must be submitted three days in advance.

RTA, BENTE and RAP absence requests need to be submitted to Chantal Lischer for approval. Please do not leave a message regarding your absence with anyone other than Chantal Lischer.

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 text Tim Graziano at (585) 957-6313 by 6:00 a.m. on the day of your absence.

ALL: Notify Chantal Lischer of known absence as soon as you are aware that you will be out. You can text (preferred) anytime (585) 329-9019. Text before 6:00 AM if you will be absent and are calling in for that same day. It is requested that you text rather than call or email. **If you do not receive a response to your text then your absence or need for a substitute is not confirmed.**

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 below:

Secondary schools: within the first 15 minutes at the start of each class.

Teachers are expected to submit attendance in an accurate and timely manner (first 15 minutes of class). 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:

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. 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.

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 Main Office. Clerical office staff will be responsible for correcting unsubmitted attendance.

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.

If you have attendance concerns for a student, please contact Tony Padilla via this [form](#).

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 standard pass, the student's name, date, time and a description of the incident. If the student states issues with breathing, blood sugar, or any other medical issue that can suddenly change for the worse, please have the student escorted to the nurse.

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.

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 7:30 am. Announcements must be submitted on this [google sheet](#) by 7:00 am the day of. Announcement messages must be brief and apply to the whole school, with the exception of shout-outs. After-school announcements must be written up and given to the Main Office by 2:00 pm. Afternoon announcements will be made at 2:25 pm.

Assemblies

Assemblies or change of day requests require additional paperwork and approvals. Please contact Gary Reynolds.

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 (exceptions approved by administration) 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 Tim Graziano.

Attendance Actions

Document all family communication (including attempts) in Attendance Actions. This includes phone calls, emails, text messages, mail, meetings, etc.

Bell Schedule

Click [here](#) for a printable version of the bell schedule.

All passes are to be written on standard passes (located in the MO).

Do NOT dismiss students prior to the bell ringing.

No passes the first 10 minutes or the last 10 minutes of class.

Teachers please do not write passes for students to go visit other classrooms, offices, the cafeteria, gym, etc...

Dismissal is 2:25. NO EXCEPTIONS. Students are NOT to be dismissed prior to the bell.

Students who leave without permission or prior to a bell ringing, should be reported to the appropriate administrator.

Building Departure (During School Hours)

During school hours, salaried staff should notify a school administrator prior to leaving the building. Staff should sign out and sign back in when leaving the building, 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 ID badge to gain access and to exit. Please confirm that the door is securely closed behind you.

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

Teachers use your professional discretion in regards to keeping your classroom door locked/unlocked during instruction.

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

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

Visitors to the school must sign the Visitor's Book, at the Security desk, be issued a pass and escorted to the predetermined 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 or 2.

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

Exits 1, 6, 7, 9, and 9H are alarmed to be used for staff entrance and exit.

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

If you do not have a place to lock your personal items, please contact Will Davis.

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 in the main office.

Classroom Tardy/Interruption Policy

Any student arriving late to a classroom **MUST** be admitted with or without a pass. Teachers can determine their own consequences for students arriving late. Students are NOT to be denied entry solely on the grounds of being late. If a student continues to arrive late and teacher phone calls and or classroom consequences are not correcting the behavior, notify the appropriate administrator for additional support. Turning tardy students away to “go get a pass” only contributes to unsupervised students creating an unsafe environment for the entire school community.

Document all family communication (including attempts) in Attendance Actions. This includes phone calls, emails, text messages, mail, meetings, etc.

Classroom Supplies/Materials

Please see Gloria Hernandez in the Main Office if you are in need of supplies. At the end of the school year, you will submit a list of items you would like ordered for the upcoming school year.

Code of Conduct

Please see the current Code of Conduct [here](#).

Contractual Time for Staff

All staff are to report by 7:15 am.

Course Change/Drop

All course changes and course drops must take place by the last school day in September.

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 counseling office with questions.

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). Any additional changes require principal approval.

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.

Dismissal

Dismissal from classes is at 2:25 pm. Buses do not leave until the school radio's that the building is clear.

Students who ride RTS will dismiss via exits, 1, 2, 3, and 10. Phones will be distributed in exit 3 and exit 10 hallways along with exit 2 foyer.

Students who ride a yellow bus will dismiss via exit 9 and will receive their cell phones there.

Dress Code for Staff and Students

From the RCSD Code of Conduct:

Standards: **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:

- Cover buttocks, stomach/midriff and chest.
- Not include clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership.
- 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.
- Include shoes, which are to be worn at all times for health and safety reasons.

Early Dismissal

1. If a student has a note: The student should report to the main office prior to first period class. The clerical staff will verify the note. The student will be given an early dismissal pass at that time.

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: A pass must be provided to use the office phones in the following locations: (9th grade 329 office ; 10th - 12th grade Main office) The 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.

Early Release Policy

Students in grades 9, 10, and 11 must maintain a full academic schedule.

Seniors who qualify for early release will require approval from parent/guardian, counselor, school principal, and assistant principal. Early release seniors will sign a contract that having this schedule is a privilege and can be revoked at any time if the student fails to meet the ongoing expectation within the contract.

Early release seniors who participate in after school activities are STILL required to exit the building at their scheduled dismissal time and report back to school when appropriate.

Electronic Device Policy

All electronic devices are prohibited in school per the district's electronics policy. 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.

Procedure: At scanning each morning, students enter the building and will place their cell phone/electronic device in an 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:

Students' Electronic Devices A student's electronic device may be confiscated by District personnel pursuant to a school building's procedures if the principal determines that the possession of such a device is disruptive or distracting to the school environment or educational process. For purposes of this policy, electronic devices include, but are not limited to: cell phones, smartphones, mp3 players, ipods, ipads, Kindles, Nooks, PDAs, laptops, pagers, recording devices, games and other mobile electronic devices. The confiscated electronic device must be properly identified, placed and stored in a locked container or room. Each school shall create storage and return procedures consistent with this policy. Claims related to the loss of a student's electronic device that result from a school's failure to abide by this policy shall be paid through the school's discretionary fund. In accordance with state guidelines and to ensure the integrity of testing, students are not allowed to bring cell phones or other electronic devices into classrooms or other exam locations during administration of NYS or in any other assessments. Test proctors, monitors and school officials have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of June 24, 2021 48 the test-taking time. Admission to the test will be denied to any student who has a cell phone or other electronic device in their possession and does not relinquish it. Students with Individualized Education Plans

(IEP), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

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 outlined on the Emergency Response Procedures chart.

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

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

Please refer to the emergency chart [here](#).

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, TOAs, and all members of the Student Support Services team and as necessary, administrators). A maximum of 5 classes per month may be utilized. This is unpaid. This rotating schedule will be made available for review to anyone with concerns. This schedule is monitored by Chantal Lischer.

Staff may choose to select periods that they are available to pick up additional classes for additional pay. Please submit your names [here](#) This is a living document so you can add and remove your name as you choose based on your availability. This only applies if an RFA was submitted for the class you are covering.

Field Trips

Please obtain a copy of the RCSD field trip packet from the clerical staff in 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 no later than 1 week prior to the field trip. Transportation must be arranged through Gloria Hernandez. Staff members are encouraged to put in their request for field trips in advance as there is only so much money allocated for transportation each year.

Planning & Logistics (Superintendent's Regulation 4400R): All trips within 60 miles of downtown Rochester must be approved by the Principal at least 21 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 (Superintendent's 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: At the middle and high school level, for each additional fifteen students participating, an additional certified staff member is required.

Fire Drills

Students should move quickly and quietly. Students should remain on sidewalks at all times. There should be a fire drill sign/exit directions in each classroom with procedures and exit for that class.

Six fire drills will be conducted by the end of December 2023. Two additional fire drills by April 2024.

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.

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.

Food Delivery

Students may not have food delivered. Parents/guardians may drop off food during a student's assigned lunch period. If food is dropped off prior to the students' lunch, it will be held until the student's lunch. If food is dropped off after the student's lunch, it will be held until the end of the day.

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/Checks:

- 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 Tim Graziano. 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 Sweeps

Hall sweeps will be conducted at the discretion of administration. Students may be given a pass back to class once their name has been logged or the student(s) may be held for the period. Consequences will be compounding based on the number of times a student has been picked up in a hall sweep.

It is expected that when the bell rings, teachers will do one final check of the hall for their students prior to closing the door.

Once a hall sweep is complete, students MUST BE admitted with proper standard pass.

Hall Supervision

It is the expectation 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.

Help Zone

The Help Zone is located in room 105 (Ext. 1050).

Help zone is our first step if a student is sent out of class for a consistent and/or minor issue.

Please utilize the Helpzone orange pass when sending a student and/or student self-check.

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. Work may be provided via google classroom or hard copies may be delivered to room 121 (do not send students to deliver). The ISS log is updated daily.

Keys

All staff must keep their keys in their possession at all times. If you need a new room key, please see Chantal Lischer. Lost keys must be reported immediately to Chantal Lischer and Tim Graziano.

Building security is the collective responsibility of every student, faculty and staff member. **Never** give keys to students for any reason whatsoever, **NO EXCEPTIONS**.

Laptops, SmartTVs, and computer software

Student chromebooks: Students who are in need of a chromebook are to go to room 127. When a chromebook arrives for a student, they will be called down to the main office to pick up.

Staff hardware and wireless technology: If you have any issue with technology including laptops, SmartTV, please submit a request to HelpDesk on RocConnect. Please note that Mr. Steve Ognenovski addresses issues/concerns/problems that cannot be remedied by the Helpdesk. He is not the first line of defense with technology and cannot assist without a helpdesk ticket.

Teachers are responsible for backing up any data they have saved on their laptop computer

Staff instructional technology: Please contact Jamila Suhail, our district IT TOA, via her google [form](#) for any support you need regarding utilizing educational software in the classroom. Issues with logging in or connectivity would require a help desk ticket.

Lockers

Lori Locker is in charge of lockers. Students may request a locker [here](#). The link is sent to all students at the start of the year. Teachers may request one on behalf of a student as well.

If a locker is jammed, a custodian can assist the student. If the combination doesn't work, the student needs to contact Mrs. Locker.

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.

Meetings Rooms

All CSEs will be held in room 125.

[Room 168B](#) (Library Classroom) and the Gallery may be signed out for use by any staff member for work-related business.

261 is the teacher work room

Nurse's Office

Ms. Gena Smith, Nurse Ext. 4051

Nurse's Asst. Ext. 4050

Office Protocols

- It is our goal to ensure offices are well organized and efficient.
- Submit an email to Gloria Hernandez to request for supplies or materials.
- All packages that do not fit in your mailbox will be placed on the shelving units in the main office fax room with your name on it. Gloria will send you an email if you have a package to pick up. 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 using a Level 1 voice.
- Please remember that a referral should be written, when possible, before a student is sent to an administrator. Make sure to utilize help zone passes.
- 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 do not walk through the main clerical space unless asked to do so. Use the side door to use the copy machine and front door to access staff mailboxes.

If you would like to request a current student's record, please speak with the office clerk (RM 329) to 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.

Passes

All passes are to be written on a STANDARD PASS only which are located in the Main Office, with the exception of *Help Zone* passes.

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

Referral or Request for Referral to CSE

If you identify a student who may need a referral to CSE, please contact Melissa Neill-Adams for additional information.

Removal From a Classroom by the Teacher

Please call Ext 4470 for security assistance. Teachers must fill out a referral on PowerSchool

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. A representative of the activity must remove the signs once their purpose has been served.

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 responsible 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 October 6, 2023. Supervisors will review plans and submit to the Main Office. 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. Bell schedule
9. Pass policy

Seating charts and pass restriction list may be left visible on your desk so they are current. Attendance sheets will be provided by the Main Office to the substitute teacher.

Staff Expectations

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. The components of the professional practice review shall reflect achievements and professional growth in the following areas (and as more fully delineated in the report from the National Board for Professional Teaching Standards and the 1989 PART report) include: Commitment to students and their learning (Ex: believing all students can learn; equity in treatment of students; motivating students; creating opportunities for student learning; effectiveness in a multicultural environment) Knowledge of teaching and learning (Ex: content area expertise; instructional strategies; knowledge of learning styles; examples of student work) Effective management of learning (Ex: engaging students; authentic assessment of student's work; time and space utilization; grouping of students; involving students in active learning and peer relationships) Professional development and reflective practice (Ex: familiarity with research and changes knowledge base; participation in inservice, workshops, conferences, etc.; observing other teachers; adjusting instructional strategies; risk taking) Collaboration with others (Ex: team-teaching and professional collaboration, peer relationships, home contacts, involving community in students' learning, leadership roles, participation in professional organizations, school and district committees, etc.) (RTA Updated Contract: Appendix C Professional Practice Review: Professional Expectations for Teachers, p. 145. Retrieved August 27, 2023)

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 multi voiced 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. Effective teaching celebrates the learning process. Students and teachers are engaged in active learning and share the accountability for and pride of accomplishment. Instruction is energetic, enthusiastic and challenging for teacher and student. Instruction involves a collective search to expand what we know and what we learn so that it equitably represents all races and classes, and both genders. Teaching combines a sense of humor with a seriousness of purpose; it is flexible, creative, and positive. Teachers and students take risks: teachers know how students learn and tailor instruction to their enthusiasm and strengths. Teaching stimulates inquiry and discovery, reflection and action. Instruction embraces “learning how to learn,” as well as specific content areas and skills. Effective teaching incorporates knowledge of human development. Teachers, with the school community, analyze student needs and adjust instruction as a result of continuing collegial dialogue. Teaching and learning is viewed as an evolving process and set of relationships. Teachers incorporate experiences and research in their own professional growth. Teachers incorporate current scholarship to accurately reflect diverse cultures and groups. Instruction promotes self-esteem and self-discipline through self-assessment. Alternative styles in teaching and learning are fostered based on current research. Effective teaching offers a safe learning environment. Teachers and students work together to create an atmosphere conducive to learning characterized by mutual respect, fostering self-esteem and a sense of a shared mission. Teachers make decisions about instruction and school environment and share responsibility for their school’s success. Student/teacher interaction fosters independence and interdependence. Teaching encourages self-discipline. School communities offer support through appropriate intervention. (RTA Updated Contract, P. 148. Retrieved August 27, 2023)

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 use them.

Students are not permitted in the lounge. No exceptions.

Supervision of Students

Please do not leave your class unattended. 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

Contact is described by WCA as an attempt to communicate with a parent/guardian of the student via, but not limited to, phone call, text, email, home visit. **All contacts, even if unsuccessful in the attempt, shall be documented in Attendance Actions in PowerSchool.** Parent/guardian contact should be done for reasons such as, but not limited to, attendance, grades, and behavior. **Positive home communication is strongly encouraged.**

Retrieved from the RTA Updated Contract:

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 35 A, P. 114 Retrieved August 27, 2023)

Textbook/Novel Checkout Procedures

Please contact Molly Ortiz for all textbooks requests.

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. 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.**

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.

Weekly Bulletin

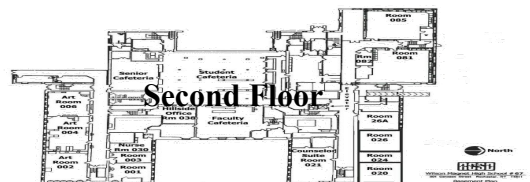
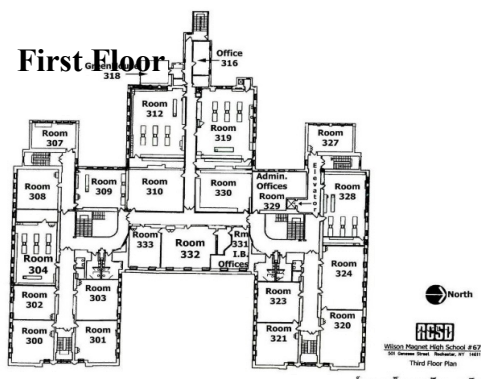
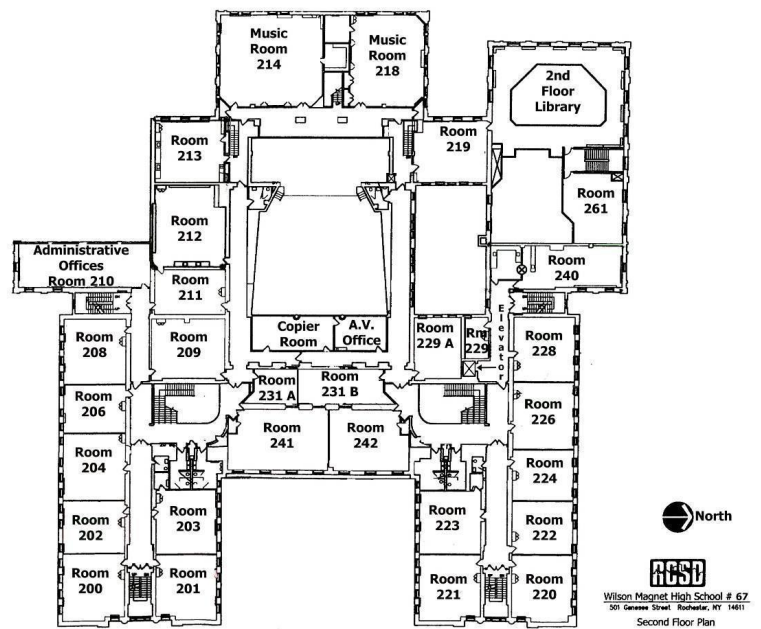
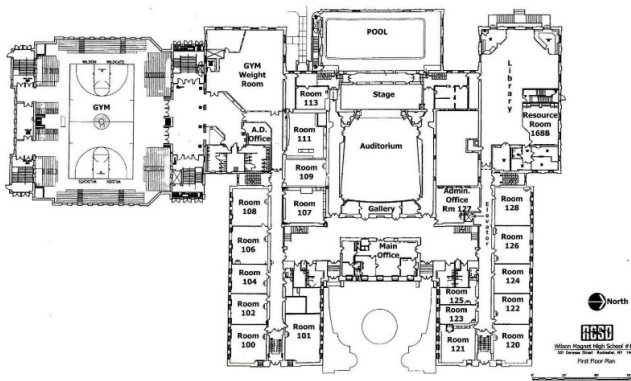
Mr. Reynolds will be sending out a weekly bulletin. It is the expectation that staff read the bulletin for updates, events, etc.

Wilson Wednesdays

On Wednesdays throughout the year we ask that staff wear their Wilson gear and make positive phone calls home.

911 Calls

In the event of an emergency, 911 can be called. 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, nurse, the Principal or an Assistant Principal.



Third Floor

Basement