



A BEACON AT THE CENTER OF AN URBAN VILLAGE  
UNA LUZ DE ESPERANZA AL CENTRO DE UNA VILLA URBANA  
**SCHOOL 17 ■ ESCUELA 17**

# **Enrico Fermi School No. 17**

## **2018-2019**

### **Parent Handbook**

**158 Orchard Street  
Rochester, NY 14611  
Tel: (585) 436-2560  
Fax: (585) 324-6705**

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# *Our Diversity is Our Strength*

## **A Snapshot of 17**

Grades served: PreK – 8

### **Community School**

*We are a beacon at the center of an urban village. In collaboration with others, we offer our families a connection to a variety of community services.*

### **Bilingual/Dual Language Programs**

*To promote global literacy and understanding.*

### **Project Based Learning**

*Students gain knowledge and skills by working to investigate and respond to authentic, engaging and complex questions, problems, and challenges aligned with the learning standards.*

### **What I Need (WIN) Time**

*All students receive 45 additional minutes of literacy skills instruction.*

### **Enrichment Opportunities**

*Students and teachers pursue their passions together.*

### **Expanded Learning**

*All students at School 17 have a longer learning day and opportunities to participate in summer learning, too!*

### **Restorative Practice**

*We value relationships and center our work around relationship building. Our desire is to create a sense of community for every person who enters our school.*

## **Caterina Leone-Mannino**

*Principal*

## **Nancy Coddington**

*Assistant Principal PreK-4*

## **William Cronmiller**

*Assistant Principal 5-8*

## **Heather Starks**

*Community School Coordinator, CCSI*



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**SCHOOL 17 ■ ESCUELA 17**

## **School Hours**

9:00 a.m. - 4:30 p.m.

*158 Orchard Street  
Rochester, NY 14611*

*Tel: (585) 436-2560*

*Fax: (585) 324-6705*

# Mission

*School 17 is a place of support and understanding. We strive to educate the whole child with respect for all. We seek parent and community involvement. As a school community, we value a safe environment in which to teach and learn. We embrace our diversity. We celebrate everyone, everything, every day!*

# Vision

*School 17 is a beacon for our community and the center of an urban village.*



**Stay up to date with all of the exciting things happening at  
Enrico Fermi School No. 17.**

**Visit us at:**

**<https://www.rcsdk12.org/17>**



**@RCSDSCHOOL17**

# Arrival & Dismissal

## ARRIVAL PROCEDURES

Students are scheduled to arrive beginning at 9:00 a.m. Students who ride a bus in Grades K-6 will enter the building by Exit 7. Students in 7<sup>th</sup> and 8<sup>th</sup> grade will enter the building at Exit 5 for scanning and proceed to the third floor via Exit 5 stairwell. Walkers (Grades K-6) entering with parents will enter through Exits 1 & 2 near the main office.

- All other bus students (K-6) will enter through Exit 7 by the cafeteria.
- All 7<sup>th</sup> and 8<sup>th</sup> students will enter through Exit 5 (by the elevator) for scanning and then report to their homeroom on the 3<sup>rd</sup> floor.
- All walkers with parents enter through Exit 1 or 2 and proceed to the cafeteria to get breakfast or report to their classroom via Exit 3 stairwell near the main office.
- All students will enter walking quietly on the right side of the hallways and stairways.

## ARRIVAL - BREAKFAST

Students in Grades K-6 will go the cafeteria upon entry to gather breakfast and then continue to their homeroom. Breakfast options for 7<sup>th</sup> & 8<sup>th</sup> grade will be available on the breakfast cart on the 3<sup>rd</sup> floor. 7<sup>th</sup> and 8<sup>th</sup> grade students must report to their 1<sup>st</sup> period class by 9:15 a.m. Teachers will be in their classroom for student arrival. All remaining staff will be on posts to ensure student transitions to classrooms run smoothly. It is expected that breakfast be completed within 10-15 minutes and that instruction should begin promptly after announcements at 9:15 a.m.

## DISMISSAL PROCEDURES

There is nothing more important to any of us at Enrico Fermi School #17 and Rochester City School District than the safety of your children. It is with this safety in mind that School #17 has established and will strictly enforce the following dismissal procedures:

Student dismissal begins at **4:15 p.m.** and is complete by **4:30 p.m.**

***Please note: There are several EARLY DISMISSAL DAYS noted for the 2018-19 school year on the RCSD calendar.***

***Early Dismissal will be at 12:45 p.m. on the following dates:***

DATES TO REMEMBER	
Early Dismissal Days for All Students 2018-19	
Friday December 7	Friday January 11
Thursday March 21	Friday April 26

Regular School Schedule	Early Dismissal Time
7:30 am-2 pm	10:45 am
7:30 am-2:30 pm	11:00 am
7:30 am-3 pm	11:15 am
8 am-3 pm	11:30 am
8 am-3:30 pm	11:45 am
8:30 am-3:30 pm	12:00 pm
9 am-3:30 pm	12:15 pm
9 am-4:30 pm	12:45 pm

**If a parent requests to go home differently than usual, parents/guardians must send a note to school with signature verification. For security reasons, neither teachers nor the office can accept changes in transportation via phone calls nor email accounts that are not registered on the child's annual emergency form.**

We cannot guarantee that phone calls will reach the teacher in time for a change in that day's dismissal plan. **Calls received after 4:00 p.m. cannot be honored as there is no way to contact teachers during the dismissal process. The office staff stops calls to the classrooms at 4:00 p.m.**

**All students are expected to be in school from 9:00 a.m. to 4:30 p.m. each day. If you have any concerns regarding regular dismissal time or procedures, please contact the main office to make an appointment to discuss with the appropriate administrator.**

### **Early Dismissal**

All parents who need to pick up their children for early dismissal (**prior to 4:00 p.m.**) need to enter through main entrance of School #17 and report to the reception desk.

It is our hope that dentist and doctor appointments can be made after school hours or on Saturdays, if possible. If this is not possible and your child has an appointment and must be released from school early you need to send a note indicating the time you will pick him/her up.

Students will be called down to the office **upon your arrival. Students will not be sent to the office to wait for parents.**

**After 4:00 p.m.**, we will follow the dismissal procedures outlined below for Student Pick-Up. **We cannot dismiss any student between 4:00 and 4:30 p.m.** as it creates a gap in our security protocol and puts our children at risk. **Parents arriving after 4:00 p.m. will be redirected to Exit 9 to await school dismissal at 4:30 p.m.**

Enrico Fermi School #17 utilizes four primary procedures to dismiss students from school at the end of the day: (1) student walkers, (2) student pick-up, (3) bus students, and (4) R-Center attendees.

### **Student Walkers**

**PROCEDURE** – All student walkers must have a written permission slip on file in the main office specifying the method of dismissal. Students will exit the classroom with their teacher when their grade level is dismissed. Walkers must check out with the designated adult in the cafeteria. Please note, for the safety of all children, students who are designated as walkers are expected to walk straight home and should not enter any vehicle before arriving safely home. Any parent wishing to pick their child up by vehicle should follow the School #17 Parent Pick-up procedures.

## **DISMISSAL PROCEDURES CONTINUED...**

### **Important Points:**

- Students are NOT supervised after they check out of the cafeteria and leave the building via Exit 9.
- Upon dismissal, student walkers are expected to walk straight home.
- Student walkers are NOT expected to get into any vehicle before arriving safely home.

### **Student Pick-Up**

**PROCEDURE** – Parents/Guardians who wish to pick their children up from school will enter the doors closest to the School #17 gymnasium and parking lot (Exit 9). Adults picking up children must have prior written authorization on file in the student management system and have a photo ID. Photo ID will be checked upon entry at Exit 9. Please remember that a student will not be dismissed as a pick-up unless there is written permission from the parent/guardian on file in the main office. Written authorization from the parent/guardian must be on file for the current school year. Students will be dismissed from their classroom with their teacher and check into the cafeteria to await pick up. Upon entry, parents will be issued a pick up pass for their child. A pick up pass will be given to the designated adult at the cafeteria entrance. Parents must wait for the child to be dismissed in the hallway outside of the cafeteria; parents are not permitted to remove their child from the line or the bus. Parent and child will check-out with the designated adult in the cafeteria prior to leaving the school building.

### **Important Points:**

- Photo ID is required to pick your children up from the Parent Pick-up Exit #9.
- Photo ID ensures that the adult picking the child up is on the approved pick-up list.
- Students awaiting pick up will exit their classroom with their teacher when their grade level is called.

### **Bus Students**

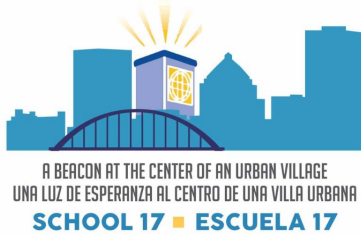
**All students at School #17 receive free transportation to and from school. If your address changes during the school year, you must notify the main office so that appropriate transportation arrangements can be made. Appropriate documentation of a new address is required to change an address (Ex.: lease, RGE bill, landlord statement, etc.). You may email a photo of any of these documents and email changes to [17info@rcsdk12.org](mailto:17info@rcsdk12.org) Please be sure to register your email address on your child's information documents for verification purposes.**

**PROCEDURE** - Students riding home on a school bus are dismissed at staggered times, depending on bus arrival and grade level. Dismissal begins at 4:15 p.m. (K-2) - 4:20 p.m., (3-5) - 4:23 p.m., (6-8) - 4:26 p.m. and is complete by 4:30 p.m. Arrival times to bus stops may vary due to many variables. If you have questions about your child's bus arrival time, please contact the Transportation Department at 336-4000.

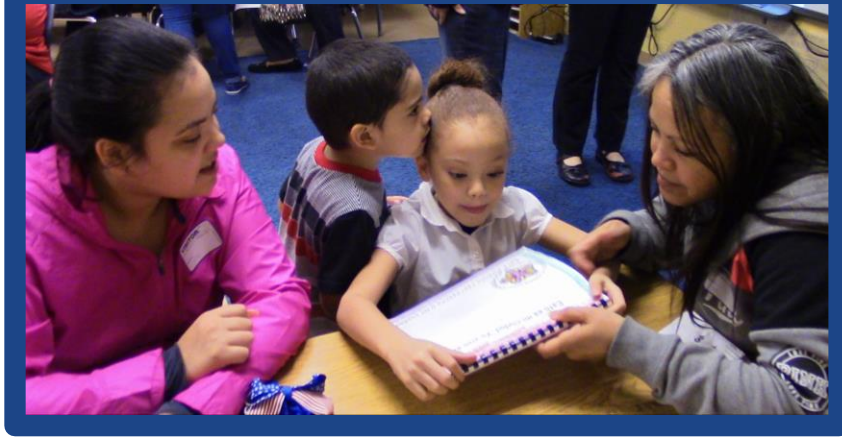
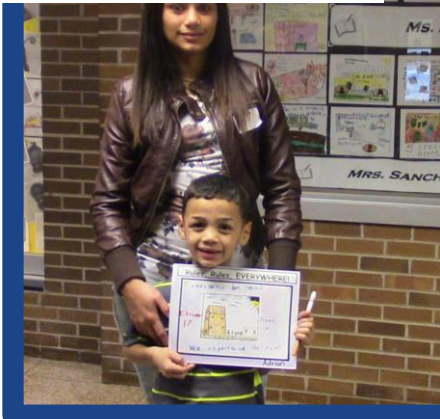
### **Important Points:**

- All students will be dismissed to their bus unless there is written documentation otherwise.
- Student behavior on the bus and at the bus stop directly affects their safety and is therefore treated very seriously.
- Parents are NOT allowed to get on the school bus to remove a child. If you seek to pick up your child, please follow the pick-up procedures outlined in this document.

# Visitor Policy



Parents and other citizens are encouraged to visit Rochester's schools to observe the work of students and teachers. However, schools must maintain certain limits regarding visitors so that their primary mission of teaching and learning can take place effectively.

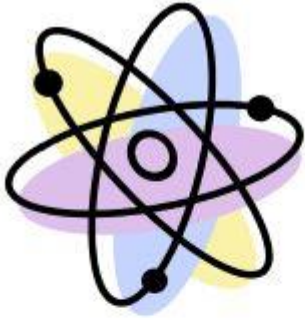


## The following are among the rules for visitors stated in the Code of Conduct:

- Anyone who is not a regular staff member of Enrico Fermi Campus or student of the school will be considered a visitor.
- During school hours all visitors, including staff members from other buildings must report to the front desk upon arrival at the school. There they will be required to sign the visitor's register and wait for a staff member to escort them to their destination. Visitors may be given a color coded pass at this time.
  - Yellow—Dropping off
  - Red—Needs an escort
  - Green—Volunteer
- Visitors who wish to observe a classroom while school is in session are required to arrange such visits 24 hours in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors. Meetings with teachers should be pre-arranged by phone or through written correspondence.
- All visitors are expected to abide by the rules for public conduct on school property including turning cell phones off and refraining from emailing and texting during classroom visits.



# ATOMS



**A**lways Respectful

**T**ake Responsibility

**O**n-Task & Cooperative

**M**ake Good Choices

And you will **SUCCEED!**

As a school community, we implement Restorative Practices. Restorative practices helps us build relationships with each other.

We are a community learning and growing together. In a world where conflict and violence are all too common, we know how important it is to teach children a different way to solve their problems. Every child at School 17 learns about nonviolent ways to work through problems together and the importance of making peace and building strong relationships with one another.

## Help Zone at School 17

**What is it?** A space (room 122) where students (grades 5-8) can calm down, reflect, and get back to class as soon as possible.

**Why is there a help zone?** Because sometimes students need a moment.

**How does a student get there?** If a teacher has tried their Tier 1 interventions and a student is still disrupting the learning environment, they may send the student to the Help Zone.

**What will they do there?** Students will be supported to return to class as soon as possible. They will also be asked to reflect (using a google form) and answer the following questions: *What happened? What were you thinking at the time? What have you thought about since then? How did your choices affect others? Was anyone harmed (who)? What do you need to do to make things right (or) What do you think needs to happen to make things right? What would you like to see happen next? What would you do differently next time?*

**How can students request help?** Each teacher (grades 5-8) will have a stack of “Student Request For Adult” forms. It includes the adult they want to see, how urgent the issue is, and their reason. Students can request and complete this form, and they (or a teacher) can bring it to Ms. Verdin’s office (room 306) during passing time or when it’s convenient. She will make sure the correct adult gets this request.

**ROCHESTER CITY SCHOOL 17  
COMMUNITY SCHOOL  
ESSENTIAL ELEMENTS**

158 Orchard Street, Rochester, NY 14611  
Caterina Leone Mannino, Principal



**RIGOROUS ACADEMICS & HIGH EXPECTATIONS**

- Dual Language Enrichment Program (50/50 English/Spanish Language Immersion)
- Project-Based, Authentic, Engaging Learning Experiences
- Volunteer Tutors -- Help Me Read, Professionally Speaking
- Service Learning



**EXPANDED LEARNING OPPORTUNITIES & YOUTH DEVELOPMENT**

- Longer learning day (1 additional hour each day)
- Summer Learning Opportunities (summer LEAP)
- What I Need (WIN) Time Daily
- Enrichment Clubs - Multi-Age, Student Choice
- Music (Orchestra, Band, Chorus), Visual Arts, Dance (Ballet, STEP, Zumba, Cheer)
- Gardening, Culinary, STEM Learning
- Ibero-American Action League
- AmeriCorps Mentoring & Attendance Outreach
- City of Rochester R-Center @ 17 (open until 9 p.m.)



**HEALTH & MENTAL HEALTH SERVICES**

- On-site Community Health Center (Rochester Regional Health)
- University of Rochester Eastman Dental Center
- Hillside Child-Family Therapy
- School-wide Restorative Practices & Morning Meeting
- MK Gandhi Institute HELP Zone
- Center for Youth Mediation and Social & Emotional Support



**SOCIAL SERVICES**

- Partnership with Monroe County Department of Human Services, Probation, Office of Mental Health
- Emergency Referrals for Rapid Rehousing Support
- Child & Family Centered Support Team Process- EMBRACE
- Coordinated Multi-Agency Case Management

FOR MORE INFORMATION, VISIT [WWW.RCSDK12.ORG/17](http://WWW.RCSDK12.ORG/17)  
FOLLOW US ON FACEBOOK @RCSD17



**EARLY CHILDHOOD EDUCATION**

- Full Day PreKindergarten Program for 3 & 4 year olds
- Full Day Kindergarten Program, including Dual Language Enrichment
- Healthy Baby Network Partnership



**PARENT & FAMILY ENGAGEMENT**

- Family Center & Parent Lounge
- Bilingual Parent Liaison
- Parent Volunteer Program
- Parent-Teacher Organization
- Monthly Family Events
- EMBRACE Multi-Agency Support Process
- Charles House Neighbors in Action (CHNA)



**ADULT EDUCATION & WORKFORCE DEVELOPMENT**

- Partnership with City of Rochester Operation Transformation Rochester
- Internet-Access for Applications & Resume Preparation
- Informational Sessions with Monroe Community College
- Rochester City School District OACES Program
- TES (Temporary Employment)
- Partnership with RCSD Facilities Department

# Multi-Tiered System of Support

To support our students and families, School 17 has partnered with Coordinated Care Services of Rochester, Inc. (CCSI) to coordinate services with various community partners and help address the needs of students and families.

In addition to support from CCSI, partnerships with several community organizations assist us in providing our students with with a well-rounded academic and social experience.

## Community Partners

- AmeriCorps
- Center for Youth
- Charles Settlement House
- City of Rochester Recreation Center
- Daisy Marquis Eastman Dental Center
- Help Me Read
- Hillside Children's Center
- Horizons Summer Leap
- Ibero American Action League
- M.K. Gandhi Institute for Nonviolence
- Orchard Street Community Center
- Unity Family Medicine Center

**Keep up to date with our partnerships using the following link:**

[www.rcsdk12.org/17](http://www.rcsdk12.org/17)

# Open House

September 14, 2018

8 a.m. -10:30 a.m.

More information will be sent home the first week of school.

# Learning Expos

Family & community members are invited to celebrate the learning of all the students at School 17 at the end of each project-based learning unit. These expos are a wonderful opportunity to allow students to share their work with an authentic audience and learn more about the growth in reading, writing, and math that took place over the quarter. Learning expos are planned for:

November 2, 2018

January 24, 2019

April 11, 2019

June 20, 2019

# School-Wide Morning Meetings

School wide morning meetings are a celebration of our community unity at School 17; parents are invited to attend any of the school-wide morning meetings with their children. Grade level teams will take turns performing and celebrating their learning for their peers. The meetings will take place each Wednesday morning from 9:15 to 10:00 a.m. in the gymnasium. Grades K-4 will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month; Grades 5-8 will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. On special occasions, all students may gather together for morning meeting; these whole school meetings are tentatively planned for:

September 12, 2018

December 19, 2018

March 13, 2019

June 19, 2019

# Parent Teacher Conferences

Parent teacher conferences are an excellent way to ensure that your children are making progress towards their goals. While conferences are on the district calendar for specific dates, parents are encouraged to contact teachers to request a meeting at any point throughout the school year. District conference dates are scheduled for:

October 9<sup>th</sup> & 11<sup>th</sup>, 2018

March 5<sup>th</sup> & 7<sup>th</sup>, 2019

## Report Cards

<u>Quarter</u>	<u>Report Cards Sent Home</u>
End of First Quarter	Week of November 19th
End of Second Quarter	Week of February 11th
End of Third Quarter	Week of May 6th
End of Fourth Quarter	Week of June 24th

# Parent Teacher Organization

Meets every **2nd Tuesday of the month at 9:30 a.m.**, in the school with community partners, teachers, parent liaison and administrators. Nominations for PTO officers are open to all parents; elections will be held the week of September 17, 2018 and finalized by September 24, 2018 at 9:00 a.m.

## Meeting dates

September 11, 2018  
 October 9, 2018  
 November 13, 2018  
 December 11, 2018  
 January 8, 2019  
 February 12, 2019  
 March 5, 2019  
 April 9, 2019  
 May 7, 2019  
 June 11, 2019

In addition, event planning committees are established for PTO events throughout the school year. If you are interested in helping with a particular event, please speak with the Community School Site Coordinator, Heather Starks at 436-2560 x1009.

## School wide events for students and families for the 2018-19 SY include:

Event Name	Date	Time
Back to School Bash / New Student Orientation	Thursday, August 30, 2018	12:30 – 3:30 p.m.
Open House	Friday, September 14, 2018	8:00 – 10:30 a.m.
Trunk-or-Treat / School Safety & Climate	Friday, October 26, 2018	6:00 – 8:00 p.m.
Thanksgiving Basket Drive / Service Learning	Friday, November 16, 2018	2:30 – 4:30 p.m.
Multi-Cultural Holiday Celebration / Supporting Literacy at Home	Friday, December 14, 2018	6:00 – 8:00 p.m.
Sweetheart Dance / Supporting Math at Home	Friday, February 8, 2019	6:00 – 8:00 p.m.
Go Green Fashion Show / Environmental & Agricultural Learning	Thursday, March 25, 2019	6:00 – 8:00 p.m.
Teacher Appreciation Luncheon	Friday, May 10, 2019	9:00 – 2:30 p.m.
Kindergarten Moving Up Ceremony	Monday, June 24, 2019	9:30 – 11:00 a.m.
8 <sup>th</sup> grade Moving Up Ceremony	Tuesday, June 25, 2019	9:30 – 11:00 a.m.
Field Day	Tuesday, June 25, 2019	11:00 a.m. – 4 p.m.

## Parent Volunteers

We welcome parents to be volunteers at School 17. Parent volunteer opportunities include lunchroom support, classroom support, administrative support, event planning and delivery. In order to become a parent volunteer, parents must submit a volunteer application, attend an orientation session, and submit a proposed schedule for administrator approval. All volunteers are required to work under the supervision of RCSD staff and in open work spaces. Any parent seeking to complete WEP or community service hours should set up a meeting to discuss with the Community School Site Coordinator, Heather Starks @ 436-2560 x 1009.

## Community Engagement Team (CET)

A representative site based leadership team which consists of families, students, community partners, unions, neighboring community residents, the principal, community school coordinator, teachers and other school personnel. The CET guides collaborative planning, implementation and oversight based on the identified assets and needs of the community and school 17. For more information, please contact Community School Site Coordinator, Heather Starks at 585-436-2560 x 1009 or the website:

<https://sites.google.com/view/school17cet/cet-leadership>

## Agents of Change Parent Academy

Parent Workshops on various topics of interest are held at School 17 on the evening of the 1<sup>st</sup> Tuesday of each month and in the morning of the 3<sup>rd</sup> Thursday of each month. Details regarding each workshop will be posted on the school's website, Facebook page, and sent home in backpack mail as details are available. Please be on the lookout for Agent of Change workshops coming soon.

# Dress Code



We would like to remind you that Enrico Fermi School #17 is a uniform school in Grades K- 8. Our uniform for K – 8 consists of the following choices:

- White, light (powder) blue or navy shirts or blouses. (The shirts can be long/short sleeve polo or oxford styles and/or button downs, preferably with a collar.)
- Navy slacks, shorts, skirts, or jumpers
- Khaki slacks, shorts, skirts, or jumpers
- White, powder blue, or navy blue sweater
- NO GARMENTS WITH HOODS SHOULD BE WORN DURING THE SCHOOL DAY!
- Closed toe sneakers, boots, or shoes. NO FLIP-Flops, slides, or open toed shoes.
- School 17 T-Shirts for students in Grades 7 & 8 will be available for purchase through the PTO in the 2018-19 SY. School T-shirts may be worn as part of the school uniform.

Please keep this in mind as you prepare your children for the new school year in September. Some suggestions for purchasing these items are Wal-Mart, and online at [www.walmart.com](http://www.walmart.com), J.C. Penney, Burlington Coat Factory, Target, Rainbow, The Children's Clothes Closet at St. Mary's Campus (89 Genesee St.), Passantino Sports (692 Titus Ave.), and School Prep Uniform online at: [www.thechildrenswearoutlet.com](http://www.thechildrenswearoutlet.com). You may also want to try thrift stores and secondhand shops. They often have a substantial inventory of school uniforms.

**ALL students are expected to wear their uniform every day.**

Wearing a uniform promotes school unity and equality thus increasing the positive atmosphere of a committed learning community. There is also evidence that uniforms can increase school performance. If you have any questions regarding our uniform policy, don't hesitate to call 436- 2560. Thank you!

## STUDENT SUPPLY LIST

Backpack

Notebook Paper

Pencils 4 x 24 count

Index Cards

Colored Pencils

Sticky Notes

Erasers & Pencils Eraser Tops

5 different solid color folders with pockets and prongs

Ink Pens: Blue, Black and Red\*\*

1-Three ring binder and 5 tab dividers\*\*

Crayons\*

Ear Buds/Headphones\*\*

Color safe markers\*

2 Composition Books

Highlighters

5 different solid color one-subject notebook

Graph Paper\*\*

Child safe scissors\*

1 tissue box (for class use)

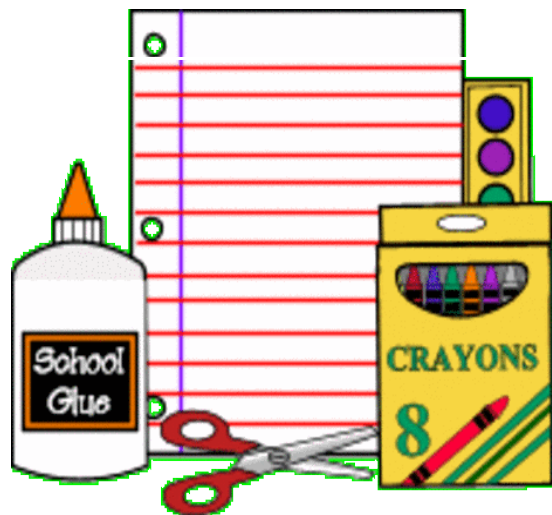
4 glue sticks

Liquid Hand sanitizer (for class use)

Pencil Box or Pouch

\*Grades 1-6

\*\* Grades 7 & 8







# New Email at School 17: [17info@rcsdk12.org](mailto:17info@rcsdk12.org) !

*Let us help you make the process easier.*

**If you need to update any of the following:**

- Home address
- Pick up/drop off location (from daycare or relative)
- Phone numbers
- Parent email

***Write an email or snap a picture of proof of address and send to***

**[17info@rcsdk12.org](mailto:17info@rcsdk12.org)**

***Be sure to include your child's full name and birthdate in the subject line.***

**DISCLAIMER:** This email is strictly for updating contact information and transportation. Emails that do not meet this criteria will not receive a response. If you need assistance with other matters please call the main office at (585) 436-2560.

**IMPORTANT:** If you are planning to move or have already moved, proof of address is required in order for the change to occur. Below you will find a list of acceptable forms of proof

**Examples of Proof of Residency you may provide:**

- Pay Stub
- Telephone Bill
- DSS Declaration
- Income Tax Form
- Insurance Bill
- Docs issued by federal state or local agencies
- Utility or Other Bills
- Bank Statement
- State or other government issued identification
- Tax Bill from the City of Rochester
- Voter Registration Docs
- Docs issued by federal state or local agencies (e.g. local social services agency, federal office of Refugee Resettlement)

***\*Physical forms and any legal forms will have to be dropped off or mailed in to the office. We are located at 158 Orchard St., Rochester, NY 14611***