



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

Parent Handbook 2017-2018

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

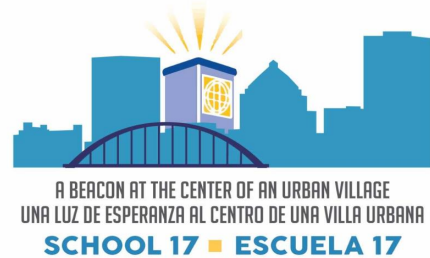
Principal

Nancy Coddington

Assistant Principal PreK-4

William Cronmiller

Assistant Principal 5-8



School Hours

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

*158 Orchard Street
Rochester, NY 14611*

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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-5 will enter the building by Exit 7. Sixth, seventh and eighth graders will enter the building at Exit 5 for scanning and proceed to the third floor via Exit 5 stairwell. Walkers entering with parents will enter through Exits 1 & 2 near the main office. All other bus students (K-5) will enter through Exit 7 by the cafeteria. Students in Grades K-5 will report to their classroom for breakfast.

- All Grade 6, 7 and 8 students arriving by bus and walking will enter through Exit 5 (by the elevator) for scanning and then report to their homeroom on the 3rd floor). Students on the low side (300, 301, 302, etc.) will cross over at the hallway on the third floor.
- All walkers with parents enter through Exit 1 or 2 and use the staircase at Exit 3 (by the main office) to get to the 2nd floor.
- All students should be walking quietly on the right side of the hallways and stairways.

ARRIVAL - BREAKFAST

Students will report to their classrooms for breakfast in all grades. Teachers should be in their classroom for student arrival. All remaining staff will be on posts to ensure student transitions to classrooms run smoothly. Breakfast will be delivered to all grades classrooms prior to student arrival. 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 school year on the RCSD calendar.

Dates to Remember!

Early Dismissal Days for All Students 2017-18

Friday September 29	Friday December 1	Friday February 2	Friday March 23	Friday June 1
				
Regular School Schedule		Early Dismissal Time		
7:30 a.m.-2 p.m.....		10:45 a.m.		
7:30 a.m.-2:30 p.m.....		11:00 a.m.		
7:30 a.m.-3 p.m.....		11:15 a.m.		
8 a.m.-3 p.m.....		11:30 a.m.		
8 a.m.-3:30 p.m.....		11:45 a.m.		
8:30 a.m.-3:30 p.m.....		12:00 p.m.		
9 a.m.-3:30 p.m.....		12:15 p.m.		
9 a.m.-4:30 p.m.....		12:45 p.m.		

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 home 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 - Students will exit the building via Exit 7 with their teacher.

They will proceed through the bus dismissal route and will be dismissed at the flagpole in front of School 17.

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 once they arrive to the walker dismissal point at the school flagpole area.
- 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 the parent/guardian has sent a note to the classroom teacher indicating that the child is going to be picked up or if written authorization from the parent/ guardian is on file for the school year. Parents should not remove students from a dismissal line or bus.

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.

Bus Students

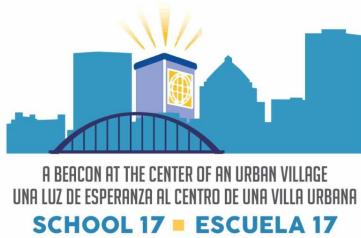
All students at School #17 receive free transportation to and from school. If your address changes during the school year, you must notify the main office so that appropriate transportation arrangements can be made. Appropriate documentation of a new address is required to change an address (Ex.: lease, RGE bill, landlord statement, etc.). NEW for 17-18 SY, you may email a photo of any of these documents and email changes to 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) - 4:15 p.m., (3-5) - 4:20 p.m., (6-8) - 4:25 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



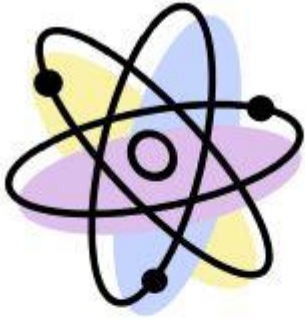
Parents and other citizens are encouraged to visit Rochester's schools to observe the work of students and teachers. However, schools must maintain certain limits regarding visitors so that their primary mission of teaching and learning can take place effectively.



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



Always Respectful

Take Responsibility

On-Task & Cooperative

Make 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 304) 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
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:

<https://www.rcsdk12.org/domain/1395>

Curriculum Night & Open House

September 21st & September 29th

Information will be sent home the second week of school.

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 October 10th and March 6th. Parents are welcomed to schedule a conference at any time of the year. Many teachers will often schedule throughout the week of October 10th and March 6th to accommodate working parents.

October 10th - Elementary March 6th - Elementary

October (T=21/S=21)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March (T=21/S=21)

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Report Cards

Quarter

End of First Quarter

End of Second Quarter

End of Third Quarter

End of Fourth Quarter

Report Cards Sent Home

Week of November 20th

Week of February 5th

Week of April 23th

Week of June 18th

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.

PTO leaders

Leticia Castro: president (acting)
Clara Mendez: Vice president (acting)
Jenni Baez: Secretary (acting)

Parent Liaison

Carmen Torres (Rm 105)

Objectives

- Help with new housing through Parent Liaison connection
- Planning of events, fundraising, and school photos, family pictures
 - Book fair funding
 - Looking for volunteers
- Fun planning time with food (breakfast and lunch)
- Incentive giveaways to the highest number of parents per class
 - Nomination of room parents (starts in 2017)
 - Clothing closet organization
- Can food drive for the Food Closet for our school families

Meeting dates

August 8, 2017
September 12, 2017
October 10, 2017
November 14, 2017
December 12, 2017
January 9, 2018
February 13, 2018
March 13, 2018
April 10, 2018
May 8, 2018
June 12, 2018

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 jeans, T-shirts, or jackets with hoods!
- NO GARMENTS WITH HOODS SHOULD BE WORN DURING THE SCHOOL DAY!
- NO FLIP-Flops, slides, or open back shoes.

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, 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. You may also want to try thrift stores and secondhand shops. They often have a substantial inventory of school uniforms.

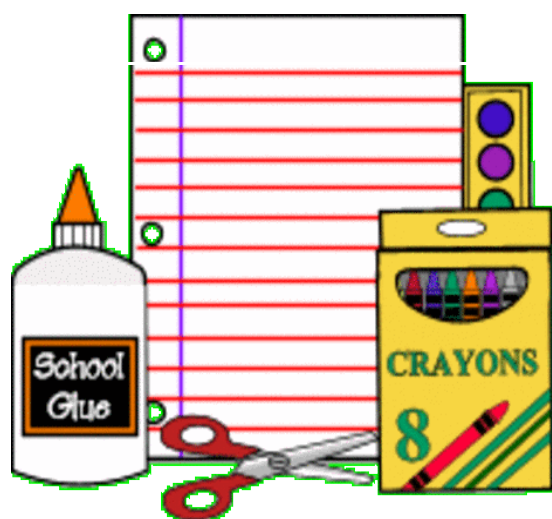
ALL students are expected to wear their uniform every day.

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

School Year 2017-2018

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
\$5 for student agenda for sale at School #17	





New Email at School 17:
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

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***