

DR. CHARLES T. LUNSFORD SCHOOL NO. 19

PARENT HANDBOOK

**Mrs. Moniek Silas-Lee
PRINCIPAL**

**Mrs. Elizabeth Cross
ASSISTANT PRINCIPAL**

**Yaritza Delgado
Community School Site Coordinator**

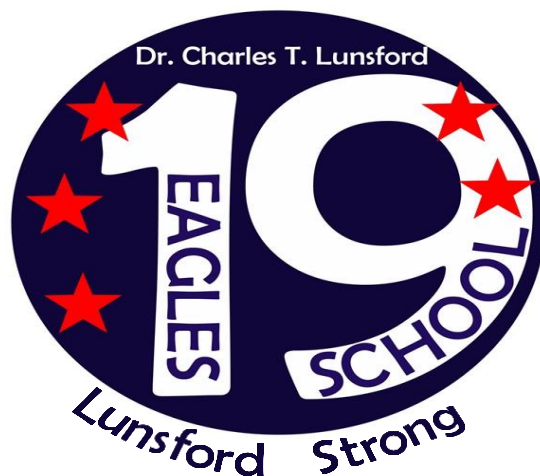


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School 19 Vision and Mission

Vision

We are Lunsford Strong

We are kind

We are creators

We are leaders

We are dedicated

We persevere

We will change the world

Mission

It is our mission to create a high quality, culturally relevant and supportive learning environment that fosters creativity, where we are inspired to become Lunsford Strong. The School 19 community will demonstrate our core values of kindness, leadership, and dedication. At School 19, scholar, families, school staff and community members will work collaboratively to meet this goal. We will develop the knowledge, skills, talents and practices needed to have a positive impact on our community and the world.

Family and Community Calendar of Events School Year 2022-2023

August

August 30th Annual Lunsford Strong Community Meet and Greet 1-3p.m.

September

September 6th No-School - Superintendent's Conference Day
September 7th School Opens for PreK-12th students (Full day)
September 17th PTSA KICK OFF 11-12 All Welcome
September 19th CET (Community Engagement Team) Meeting
September 22nd Open House/ Star Power
September 30th Strong Event/Morning meeting/ Community Coffee Hour

October

October 10th No School - Indigenous Peoples' Day (All Facilities Closed)
October 14th Picture Day
October 15th PTSA Executive Session
October 17th CET (Community Engagement Team) Meeting
October 21st PTSA event
October 28th Strong Event/Morning meeting/ Community Coffee Hour

November

November 4th Half-day for all students
November 8th No School - Superintendent's Conference Day/Election Day
November 11th No School - Veterans Day
November 16th-17th Student-Led Conferences
November 18th Awards Ceremony
November 21st CET & PTSA Meeting
November 22nd Strong Event/Morning Meeting/ Community Coffee Hour
November 23rd-25th No School- Thanksgiving Observed
November 28th Picture Day – Make-up

December

December 9th Half-day for all students
December 15th Winter Holiday Concert and Bash
December 19th CET (Community Engagement Team) Meeting
December 23rd Strong Event/Morning Meeting/ Community Coffee Hour
December 26-30th No School - Christmas Observed & Recess

January

January 2nd No School - New Year's Day Observed
January 16th No School – Dr. Martin Luther King, Jr. Day
January 18th Arts4All Winter Showcase/Reception
January 19th Virtual Paint Night
January 21st PTSA Pancake Breakfast
January 23rd CET (Community Engagement Team) Meeting

January 27th Strong Event/Morning Meeting/ Community Coffee Hour

February

February 3rd Awards Ceremony

February 11th PTSA Meeting

February 14th Strong Event/Morning Meeting/ Community Coffee Hour

February 16th Black History Month Celebration

February 20th-24th **No School**– Presidents’ Day and Winter Recess

February 27th CET (Community Engagement Team) Meeting

March

March 3rd Half-day for all students

March 11th Executive Session - PTSA

March 16th PTSA Event

March 20th CET (Community Engagement Team) Meeting

March 31st Strong Event/Morning Meeting/ Community Coffee Hour

April

April 3-7th **No School**- Spring Break & Good Friday

April 15th PTSA Meeting Pre-Elections

April 17th CET (Community Engagement Team) Meeting

April 19-20th NYS Paper-Based Testing (3-8 ELA Assessment)

Student-Led Conference/Family Dinner

April 28th Strong Event/Morning Meeting/ Community Coffee Hour

May

May 1st **No School**- Superintendent’s Conference Day

May 2-3rd NYS Paper-Based Testing (3-8 Math Assessment)

May 13th PTSA Meeting -Voting

May 15th Half-day day for all students

CET (Community Engagement Team) Meeting

May 16th **No School**- Superintendent’s Conference Day

May 18th Dance - PK-4th – Spring Fling

May 25th Spring Concert

May 26th Strong Event/Morning meeting/ Community Coffee Hour

May 29th **No School**- Memorial Day

June

June 12th CET (Community Engagement Team) Meeting

June 13th Field Day

June 14th Arts4All Showcase Summer Showcase/Reception

June 15th PTSA Picnic

June 16th Morning meeting/ Community Coffee Hour

June 19th **No School**- Juneteenth Observance (All Facilities Closed)

June 20th Awards Ceremony

June 21st Moving-up Ceremony (K and 8th)

June 22nd Last Day of School for PreK-12 Students

SCHOOL HOURS:

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, and FRIDAY:

Students report at:	9:00 am
Dismissal:	3:30 pm
Early Release Day Dismiss at:	12:15 pm

EPK & UPK

Students report at:	9:15 am
Dismissal:	3:15 pm
Early Release Day Dismiss at:	12:00 pm

Attendance – It is very important that your child develops a habit of good attendance and getting to school on time. Our experience has shown us that students who do not attend school on a regular basis, almost never achieve their full academic potential. Students are required by law to attend school every day that school is in session, unless they are ill. All parents are required to provide a written excuse for any tardiness or absence within 5 days of the occurrence. If a parent does not send in a written excuse, the absence is recorded as an illegal absence. If a child is absent for more than a day or two, the school may telephone to inquire if the child is ill. A telephone call to the home is not the same as a written excuse. **A written excuse must still be provided.** Parents are encouraged to call school if their child will be absent for more than 1 day.

*When students are absent a robo call will be sent out from the school daily, even if the school has already contacted the guardian about the absence.

*All student absences for homeroom classes and special classes will receive a district-generated robocall reporting the absence. These phone calls do not come from the school.

*Attendance letters sent home when students have missed 5 or more days of school are also district generated and do not come from the school.

Administrators – If you have a specific problem and you wish to see an administrator, it is always best to call the school and ask to set up an appointment. The school administrators are: **Principal: Moniek Silas-Lee (specific contact for grades Pre-K, 5, 6, 7 and 8), Assistant Principal: Elizabeth Cross (specific contact for grades K-4) and Community School Site Coordinator: Yaritza Delgado.**

School 19 Procedures

Arrival – The school day begins at 9:00 AM each day. Students who walk should plan to arrive as close to 9:00 AM as possible because they will not be allowed in the building until 9:00 AM. Students will not be allowed to sit in the office if they arrive at school prior to 9:00 AM. **It is not safe to leave children unsupervised outside the school. Students in EPK and UPK will enter through entrance 6, exit 1, students in grades K-6 will enter through exit 7 and students in grades 7 and 8 will enter through exit 8.**

Dismissal – Student dismissal is at 3:30 pm on Monday, Tuesday, Wednesday, Thursday and Friday. It is expected that all students will be picked up on time each day. Parents and other family members are asked to wait outside for students. Teachers will escort their classes outside. **THERE WILL BE NO EARLY STUDENT DISMISSAL BETWEEN 3:15 and 3:30 pm.** The only exception is a request for early dismissal that is sent in the morning with the child. We also do not encourage students leaving early every day because it limits the amount of instruction they receive on a daily basis.

At the beginning of the school year, parents will be asked to whom their child will be released. If a different relative, friend or neighbor is to pick up your child; we must be informed in writing. For security reasons, you may be called to confirm your consent. **If custody issues arise between parents, it is important to remember that a parent cannot be denied access to their child unless there is a court order. This court order must be on file in the school office.**

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

When parents arrive for a dismissal during the school day, they should come to the main office. **STUDENTS WILL NOT BE CALLED TO THE OFFICE UNTIL YOU ARRIVE.**

Please do not call the school during the day to give your child instructions on where to go at dismissal. Please let the children know in the morning before they leave for school where they should go. **If your child rides the bus, you must send a note in the morning letting the teacher know you have made alternative transportation plans for your child. If there isn't a note, your child will be put on the bus.**

The child's teacher will make every effort to call the phone numbers on the emergency form. **If your child is continuously left at school, we will have to notify CPS or the Police.** Please make arrangements to have your children picked up at the end of each school day.

Address change – It is important that the school always has your current address and phone number for each student. If you move during the year, be sure to notify the office of the change immediately. Your child may be eligible for transportation if your new address is more than 1.5 miles from school. We will ask for proof of address. Valid proof of address, dated within the last month, will only be accepted in the following forms. There will be no exceptions.

Telephone bill

Landlord lease

RG&E bill

Rent statement

A notarized statement or letter

Parking – Parking is available in the front of the building on Seward St. for early pick up, illness or late drop off. If you are picking up your student(s) during regular dismissal time, 2:45 – 3:00, please park in our parking lot on Seward St. or on any streets except for Seward.

Transportation – PH: 336-4000. Children who live more than 1.5 miles from school qualify for transportation. If you have questions about transportation to School #19, you should call **Transportation at 336-4000.** If your child takes a bus to and from school, they will be put on the bus at the end of the day unless a written note, signed by the parent has been given to the teacher prior to the end of the school day. **PLEASE DO NOT CALL THE SCHOOL AT THE END OF THE DAY TO ASK THAT YOUR CHILD NOT BE PUT ON THE BUS.** This is a busy time of the day and it becomes almost impossible to get a message to the child. Emergencies would be the only exception. Any child who refuses to get on the bus must be provided transportation by the parent. If you have a change of address requiring a change in transportation, it will take five (5) school days for the change to occur. Parents must provide transportation during the time awaiting a change in buses. If your child doesn't come to school during this transition, the absence is marked as illegal. If your child is suspended from the bus, it is your responsibility to arrange alternate transportation. Please send a note in with the child letting the teacher know who will pick him/her up.

Classroom Visits – Parents are encouraged to visit their child's classroom to become familiar with the curriculum and classroom expectations. **If a parent wishes to visit their child's classroom, they should make a request 24 hours in advance.** When visiting, the parent should sit quietly and observe. If the parent has any questions, it is best to write it down and make an appointment for a conference where these questions can be addressed. Teachers cannot stop instruction to answer questions, but they will be happy to talk with you at a more convenient time. Classroom visits should be limited to 30 minutes. **Parents must sign in in the main office if they plan to visit a classroom or a classroom teacher.**

Curriculum and Instruction

Collaborative Co-Teaching Model - At School 19 our teachers work together for planning and teaching in our Collaborative Co-Teaching Model. Each grade level (K-6) have four teachers that work with all students at that grade level. Students are instructed in small groupings throughout the school day in each subject providing them with more individualized instruction to support their needs. At grades 7 and 8 teachers also co-plan and work to co-teach across content areas (ELA and Social Studies) and (Math and Science) with the support of instructional and student support teachers.

Family Crew – Every student in grades K-8 will participate daily in family crew. Family crew is a time that helps student develop a sense of belonging through building positive relationships, healthy habits, and promoting academic growth.

High School Credit – All students in 8th grade will have the opportunity to earn high school credit for Spanish, Art and Music.

Student Led-Conferences- Student led conferences are conducted two times a year in place of parent-teacher conferences. Students will share their learning and report cards at the conference with their parents/guardians for the marking period with the support of their teachers.

Report Cards – Report cards are given out at student led conferences during the school year in November, and May. They will be sent home in February and June. Report cards vary by grade level. Your child's teacher will review the format of the report card with you at Open House. You may keep the report card. A copy of the report cards are filed in the child's cum record at the end of the year.

Homework – Homework or additional support will be provided to families upon request.

Field trips – Teachers occasionally take their classes on educational field trips. These trips enhance the academic program and may be on chartered buses, city buses or walking trips. Every student must have a permission slip and medical form signed by their parent before the children will be permitted to go on this trip. Parents are occasionally needed as chaperones and, if you are interested in volunteering your time, you should contact the teacher to inquire if your help is needed.

Library – Students will visit the school library with their class. Students should be reminded to take good care of all school books, especially books on loan from the library. Books should be returned in the same condition that they were taken. Students may not be allowed to continue borrowing books if they do not return books they have taken previously.

Parents are encouraged to visit the public library with their children on a regular basis. The public library has many programs that would be of benefit to the entire family. Please also consider getting a library card for your child.

Physical Education Attire – Students need to wear shorts and a T-Shirt under their school clothes on PE days. Students also need to wear or bring sneakers and socks on PE days. The schedule for physical education will vary from class to class, but your child's classroom teacher will let you know which days your child has PE class.

Music and Art – All students participate in general music and art classes as required by New York State regulations. Additionally students can participate in vocal and instrumental music through primary, intermediate and middle school choir, our Strings for Success program in grades 3- 8. All students in grades Pre-K -8th have additional arts integration experiences during the school day through our partnerships with Hochstein School of Music and Dance, the Memorial Art Gallery, Rochester Broadway Theatre League and YUMA.

School 19 Health Program

Nurse – If you have any questions about the procedure for your child to receive medication in school, please refer to the section on medication. The direct line to the Nurse is 324-9303.

Medication – City School District regulations require that all medications be given only by doctor's written orders and dispensed from a pharmacy-labeled container. Medication should be given in school only if times cannot be arranged for all the doses to be given outside of school hours. If medication cannot be given at home and your child must take medication in school, please follow this procedure:

1. Have your doctor write orders for the school to dispense medication, giving the following information: dosage, name of the drug to be given, any side effects of which the staff should be aware, and the length of time for medication to be given.
2. Sign the school's written parental permission form.
3. Bring the medication to the Health office in a pharmacy-labeled bottle. Medication must be left in school. It cannot be taken home every day.
4. At the end of the year, please stop by the school to pick up your child's medication.

CHILDREN MAY NEVER CARRY MEDICATION TO TAKE AT SCHOOL

Injury/Illness – Children may become ill or injured at school. The child may be sent to the Health Office as a first step. If your child is treated for a minor injury, or illness at school, the nurse or aide will contact parent by phone, provided that a current phone number is available, and send a note home advising you of what to do. If your child is ill at home, he or she should remain at home to avoid spreading the illness to other children.

If a child needs medical attention beyond what can be provided at school, or if he/she needs to be sent home, the school nurse or aide will call the parent or guardian. Parents should provide the school with their work and home phone numbers as well as the name and number of someone else who can be called in an emergency.

In the case of a serious emergency, your child may be transported to the hospital in an ambulance with an administrator or teacher. Parents will be notified immediately.

When to Keep Your Child Home From School - Your child may become ill during the course of the school year. The following will assist you in knowing when to keep your child home from school:

- A temperature of 100 degrees or more – Child must be free of a fever for 24 hours before returning to school.
- Bronchitis – Fever with coughing.

- Severe coughing – Face turns red or blue or makes high-pitched whooping sound after coughing.
- Sore throat – With fever and swollen glands.
- Excessive nasal discharge – Green or yellow in color.
- Rashes – Rashes that cannot be identified, or that have not been diagnosed and/or treated by a physician. A physician’s statement is needed to return to school.
- Lice, scabies, or other parasite’s infestations – Any evidence of these should mean your child is kept at home and treated. If seen by a physician, a note from the physician should be sent to school.
- Recurring vomiting or diarrhea – If the child vomits, he/she should stay home. If the child has two or more loose, watery stools in the period of one hour, he/she should stay home.
- Sore throat or ear infection – When a child is diagnosed with a throat or ear infection and placed on an antibiotic, they may return to school with a doctor’s note no earlier than 24 hours after beginning the first dose of medication.
- Pink Eye – Whites of eyes appear pink-to-red, stinging and/or itching eyes. Be sure to seek medical attention.

Excuses - When your child is absent from school, it is required by law that you send in a written notice stating the reason he/she was not in school. This note needs to be sent upon the child’s return. If you know that your child will be absent for several days, you should contact the school to inform us. Please remember that attendance affects your child’s academic performance.

Tardiness – Students are considered tardy at School #19 if they are not in their classrooms by 9:30 each morning school is in session. Every tardiness requires a written excuse from the parent stating the reason. Forms in the back of this packet may be used for writing excuses. **We expect students to BE ON TIME FOR SCHOOL.**

Student Nutrition

Breakfast and Lunch – All students receive breakfast and lunch daily. Applications will be sent home for the first week of school or upon registration if your child enters later in the school year. Students bringing their lunch to school may purchase milk from the café each day. If they bring a drink to school, it may not be in a glass container. However, all students can receive a free lunch.

Candy – Candy is not allowed in school. Many students stop at the store on the way to school to purchase candy. Please discourage this practice with your child. If candy is brought into school, it will be held by the teacher to be returned to the parent or child at the end of the day. We would like to have you encourage your child to bring a healthy snack instead.

Sunflower Seeds – Students are not permitted to bring sunflower seeds to school.

Home Baked Goods – It is the policy of this school not to accept home baked goods to be shared with our students. This is based on the recommendation of the Monroe County Health Department to guard against the spread of Hepatitis.

Student Safety

Code of Conduct – The Rochester City School District has established a set of expectations for conduct on school grounds that apply to all District personnel, students, parents/guardians and visitors. Each classroom establishes their expectations based on the district expectations so that all children who attend our school will be provided a safe and secure learning environment.

STRONG - At Dr. Charles T. Lunsford School 19 we use a positive behavioral support system to provide students with school wide expectations and acknowledgement when they demonstrate the expected behaviors. With the revision of the school's vision and mission we have changed our expectation acronym to STRONG (**S**afe, **T**eam work, **R**espectful, **O**n-task, **N**ever give up, and **G**oal oriented).

Students who are following the STRONG expectations consistently, will participate in monthly celebrations and will earn STRONG tickets to spend at our school store. Teachers may also use STRONG tickets in their classrooms for additional incentives for students.

How can you help support your child with the STRONG expectations?

- Please encourage your child(ren) to make positive choices everyday – review the STRONG matrix with your child(ren).
- Ask your child(ren) about their day (how were they STRONG today?).
- Keep in contact with your child(ren)'s teacher(s).
- Volunteer to help at a STRONG event.

We are so excited for our new Lunsford STRONG school year and can't wait to see all students be STRONG!

Cell Phone Policy - We have in place a system for collecting and returning all cell phones from all students grade 6, 7 & 8 known as YONDR. Each student will receive a YONDR fabric envelope that they will keep. When they enter the school, they will place their phone in the envelope and lock the envelope. They will be able to keep their phone in the pocket until the end of the day when they will unlock it during dismissal. Students who hide or attempt to bypass this process will have their phone secured until a parent can retrieve it.

If a student in grades UPK – 5 are in possession of a cell phone they will adhere to the contract below.

CONTRACT for Cell Phone, Computing Device, Portable Music and Entertainment Systems

Cell Phone, Computing Device, Portable Music and Entertainment Systems

1. I am fully responsible for any device I bring to school. Rochester City School #19 is not responsible if the device is lost, stolen or damaged.
2. I will turn my phone and all electronic devices off at all times while on school property.
3. My phone and all electronic devices will not be visible while in the building and will be kept in my backpack or turned into any teacher when I enter the building.
4. Cell Phone, Computing Device, Portable Music and Entertainment Systems will be returned to student during dismissal.

Confiscation and return of electronic items for violation of the rules above.

First Offense: confiscation of item and return at the end of school day. Parent contacted.

Second Offense: confiscation of the item and return to parent following parent conference in school.

If I refuse to hand over a device as set forth above, my parent must come to school the next day with me for a meeting. I may be subject to disciplinary actions as set forth in Rochester City School District's Code of Conduct.

Discipline – When students break school rules, there will be consequences. Parents are asked to support the school by meeting with teachers or administrators when asked to resolve discipline issues. The Rochester City School District Code of Conduct outlines expectations and consequences for students. We utilize restorative practices with a school wide Positive Behavior Plan: STRONG (Safe, Team work, Respectful, On Task, Never give up, Goal Oriented) in connection with our Alternative Suspension Program.

Emergency Forms – Each year, parents are asked to complete an emergency forms for each of their children that attend School #19 and return it to school. It is critical that this form always has the most current address and phone number where a parent or guardian can be reached in case of emergency. Your child can only be released to the persons listed on this form. Please notify the school office if you need to update this list during the year.

Emergency Plan – School #19 has an emergency plan and teachers are well trained to ensure that student safety is always first. **In case of weather related emergencies, please tune your radio to station WHAM 1180am.** This station will announce if schools are closed or are going to close early. If schools close earlier than normal, we ask parents not to phone the school unless absolutely necessary. Come to the Main Office and you will be directed as to the sign out procedure. We must sign each child out in order to be accountable for each child.

Stolen Property – School #19 is not responsible for articles of personal property stolen from students. Students should keep valuables at home and only bring items to school that are necessary for schoolwork. **Technology, Cell Phones, Ear Phones, IPODS are not allowed in the school. We are not responsible for personal items that are stolen.**

Toys – Toys are not allowed in school and will be confiscated. They will be returned to the parent after a conference with the teacher or administrator. This includes all electronic toys and games. Especially toy guns.

Visitors – Parents and other visitors must always go directly to the main office when visiting School #19. You will be given a visitor pass to wear while you are in the building. This policy is enforced to ensure the safety of your children. If you are in the building without a visitor pass, staff members will ask you to report to the main office to get one.

Parents should go to the main office when coming to pick up their children during the day. Students will be released to adults (age 18 and older) whose names are registered in the office. The adult must sign a child out in the main office before they can leave the school building.

Weapons – Weapons, real or toy are NEVER allowed in school! A student found with a weapon on school ground may result in a long-term suspension out of school, a special hearing at central office downtown, and /or legal charges! Any person having or using a weapon on school property will be aggressively prosecuted.

