

DR. CHARLES T. LUNSFORD SCHOOL NO. 19 PARENT HANDBOOK

**Mrs. Moniek Silas-Lee
PRINCIPAL**

**Mrs. Elizabeth Cross
ASSISTANT PRINCIPAL**

**Mr. John DeFazio
ASSISTANT PRINCIPAL**

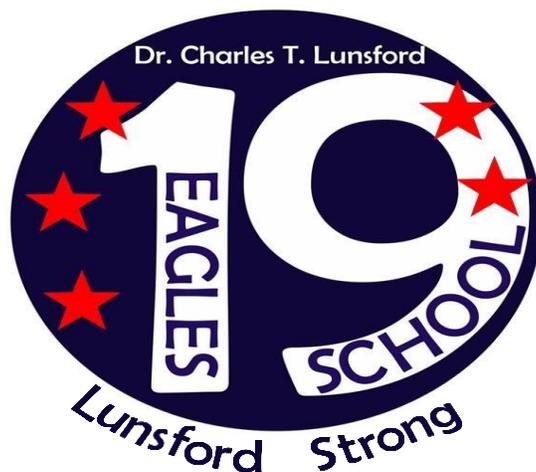


Table of Contents

School 19 Vision and Mission.....	2
2019-2020 School Calendar Dates.....	3
School Hours.....	4
Attendance.....	4
Administrators.....	4
School 19 Procedures:	
Arrival.....	5
Dismissal.....	5
Address Change.....	6
Parking.....	6
Transportation.....	6
Classroom Visits.....	6
Curriculum and Instruction	
Collaborative Co-Teaching Model.....	7
Family Crew.....	7
High School Credit.....	7
Student Led Conferences.....	7
Report Cards.....	7
Homework.....	7
Field Trips.....	7
Library.....	7
Physical Education Attire.....	7
Music and Art.....	8
School 19 Health Program	
Nurse.....	8
Medication.....	8
Injury/Illness.....	8
When to keep your child home from school.....	8
Excuses.....	9
Tardiness.....	9
Student Nutrition	
Breakfast and Lunch.....	9
Candy.....	9
Sunflower Seeds.....	9
Home Baked Goods.....	9 Student
Safety	
Code of Conduct.....	10
STRONG.....	10
Cell Phone Policy.....	10
Discipline.....	11
Emergency Forms.....	11
Emergency Plan.....	11
Stolen Property.....	11
Toys.....	11
Visitors.....	11

School 19 Vision and Mission

Vision

We are Lunsford Strong

We are kind

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 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, and practices needed to have a positive impact on the world.

Dr. Charles T. Lunsford School 19

School Calendar Dates 2019-2020

September 3, 2019	Third Annual "Meet and Greet"
September 6, 2019	Coffee and Conversations with the Principal & Morning Meeting
September 20, 2019	Morning Meeting
September 25, 2019	Annual Back to School Picnic
October 4, 2019	Coffee and Conversations with the Principal & Morning Meeting
October 8, 2019	Picture Day
October 10, 2019	Open House for Current Students
October 18, 2019	Morning Meeting
November 1, 2019	Coffee and Conversations with the Principal & Morning Meeting
November 15, 2019	Morning Meeting
November 18, 2019	Picture Day Make-Up
November 19, 2019	Lunsford Family Breakfast
November 20-21, 2019	Student Led Conferences
December 6, 2019	Coffee and Conversations with the Principal & Morning Meeting
December 12, 2019	Winter Concert & Kwanza Family Event
December 13, 2019	STRONG Students Breakfast
December 20, 2019	Morning Meeting

January 10, 2020	Coffee and Conversations with the Principal & Morning Meeting
January 16, 2020	Family Bingo
January 24, 2020	Morning Meeting
February 7, 2020	Coffee and Conversations with the Principal & Morning Meeting
February 26, 2020	African American Month Celebration
March 6, 2020	Coffee and Conversations with the Principal & Morning Meeting
March 19, 2020	Lunsford Community Academy
March 20, 2020	Morning Meeting
April 17, 2020	Coffee and Conversations with the Principal & Morning Meeting
April 24, 2020	Father Daughter Dance
April 29–30, 2020	Student Led Conferences
May 1, 2020	Coffee and Conversations with the Principal & Morning Meeting
May 14, 2020	Mother's Day Brunch
June 5, 2020	Coffee and Conversations with the Principal & Morning Meeting
June 10, 2020	Spring Concert-VMA Night
June 22, 2020	8 th Grade Moving Up Ceremony
June 24, 2020	Kindergarten Moving Up Ceremony

SCHOOL HOURS:

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, and FRIDAY:

Students report at:	9:00 am
Dismissal:	4:30 pm
Early Release Day Dismiss at:	12:45pm

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.

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, Assistant Principal for Elementary: Elizabeth Cross and Assistant Principal for Middle School: John DeFazio.**

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 exit 7, 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 4:30 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 4:15 and 4:30 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, 4:00 – 4:30, please park in our parking lot on Seward St. or on any streets except for Seward and Magnolia.

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.

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 April. 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, intermediate and middle school band and our Strings for Success program in grades 3- 8.

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 - In support of the District Code of Conduct, cell phones are not permitted in the school setting. Currently we have in place a system for collecting and returning all cell phones from all students grade 7 & 8. As students enter each day they turn their phone in and it is secured until just prior to dismissal. Students who hide or attempt to bypass this process will have their phone secured until a parent can retrieve it.

If by chance a student below grades UPK – 6 are in possession of a cell phone they will adhere to the contact 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 in 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 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.

