

**Charles Carroll School #46  
Parent Handbook**



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**<http://www.rcsdk12.org/Schools/elementary/46.htm>  
(District)  
[www.rcsdk12.org/46](http://www.rcsdk12.org/46) (School)**

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## Welcome to School #46

Dear Parents and Guardians,

Our staff welcomes you and your family to our learning community at Charles Carroll, School #46. Our professional staff works daily to provide each student with purposeful, rigorous and engaging learning opportunities that will prepare them for future opportunities and challenges.

You are a valued member of our school community. Your role in supporting your child's academic success is critical. Making sure they attend school, monitoring nightly reading, and ensuring the completion of homework can assist us in helping your student succeed. In addition, volunteering, attending school events, and participating in our established PTA will support the success of our partnership in learning. Together, as a team, we can make your child's stay at School #46 an exciting and rewarding experience.

The Parent/Student Handbook is intended to provide you with important information regarding School #46. The handbook will serve as a guide for you and help answer questions you may have around our policies and procedures. A solid understanding of school guidelines by you and your child/children will reinforce the home/school connection. The following values guide us:

- Responsibility for ones' own choices and actions
- Consideration/Respect for others' feelings
- Respect for each other and his/her school property and belongings
- 

We look forward to our work together. If you have any questions, please call us at 288-8008.

Sincerely,

T'Hani Pantoja, Principal

## Unity

By Cleo V. Swarat

I dreamed I stood in a studio

And watched two sculptors there,  
The clay they used was a young child's mind  
And they fashioned it with care.

One was a teacher:

the tools she used were books and music and art;  
One was a parent  
With a guiding hand and gentle heart.

And when at last their work was done,

They were proud of what they had wrought.  
For the things they had worked into the child  
Could never be sold or bought!

And each agreed she would have failed

if she had worked alone.  
For behind the parent stood the school,  
and behind the teacher stood the home!

# **The School Day**

## **ABOUT OUR SCHOOL BELIEFS AND PRACTICES**

We believe that:

- The achievement gap between student groups must be reduced by implementing educationally sound instructional practices and developing deep socio-cultural understanding for supporting the intellectual and social development of all students.
- The school community promotes a climate where diversity is valued, respected and celebrated.
- It is critical for the success of each student that we apply pedagogical strategies that recognize the diversity of the student population and individual differences in learning styles.
- The school will foster a stimulating environment which embodies concern for the success and well being of each student.
- Commitment to our students requires a collaborative effort in which each staff member assumes and is accountable for the school's success.
- All students must have access to high quality instruction which will enable them to meet content and performance standards.
- The curriculum reflects the challenges of real life problems, presents material in a context relevant to students, and is free from hidden bias.
- Lifelong professional development is a critical element in creating and sustaining a culture committed to equity and excellence.

## **ABOUT OUR SCHOOL MISSION**

Our mission at School #46 is to develop a positive attitude toward learning in our students, and a commitment to acquiring the skills necessary to become independent and responsible adults. Our students will be provided with the necessary academic and social scaffolds so that they can learn, access information, and apply knowledge in decision-making and problem-solving endeavors, both individually and cooperatively with others. We will develop students who exhibit a strong sense of self and personal heritage while acknowledging and appreciating cultural diversity and responsible citizenship.

## **ABOUT OUR SCHOOL VISION**

We will accomplish our mission in a collaborative and supportive culture where all members of the school community, staff, parents, students, and the community at large share in the responsibility and accountability for school success that is enhanced by our commitment to lifelong professional development and growth.

The curriculum will be challenging and meet rigorous standards. We will hold high expectations for all children, regardless of their socioeconomic status, race, or gender. Our instructional program will honor individual learning styles and needs, and will be grounded in the belief that all children have the potential and capacity to learn.

The staff at School #46 will nurture an environment that is safe and secure, and responsive to the overall needs of each student, teacher, support staff and parent.

### **ABOUT THE HISTORY OF OUR SCHOOL BUILDING**

Charles Carroll School #46 is situated on a quiet, tree-lined residential street in the heart of the city's Browncroft section. Much of the area near the school was originally part of the Brown Brothers' Nursery, started in the 1800s. When the land was subdivided into home lots, the Brown brothers landscaped them generously with ornamental trees, many of them still standing.

The City of Rochester annexed the Browncroft area from Brighton in 1914, and the site of the present school was acquired in 1921. The Board of Education authorized a new school building at the corner of Newcastle and Dorchester Roads.

School #46 opened its doors in September, 1932, and at its dedication ceremonies was named in honor of Major Charles Carroll. Major Carroll, a courtly and distinguished patriot from Maryland, was one of the three original purchasers of the 100-acre tract of land that was the beginning of Rochester.

### **ARRIVAL AND DISMISSAL TIMES**

7:15 — Students Arrive/Breakfast

7:30 — Bell Rings/Instructional Day Begins

3:30 — Dismissal (Monday, Tuesday, Thursday, Friday)

2:55 — Dismissal on Wednesdays

### **ASSIGNED ENTRANCES**

- Kindergarten (walkers and parent drop-off) – Exit 9
- All bussed students — Exit 2
- Walkers and Parent Drop-Off Gr. 1-6 — Exit 1

Safety Patrol Officers and School Staff members are assigned to entrances/exits and hallways to support arrival and dismissal procedures.

Parents are to pick up students at exit 1 (exit 9 for Kindergarten students). Teachers will exit the building and take students to the busses before bringing walkers to exit 1.

## **ATTENDANCE/LATE ARRIVALS/EARLY DISMISSAL**

- In case of absence, we request that a parent or guardian call the Main Office before the day's session begins. **A written excuse is required from a parent or guardian for all absences.** The written excuse must be sent within 5 days of the absence, if it is not received, the absence will be entered as illegal.
- The Rochester City School District Attendance Reporting System (PowerSchool) automatically generates attendance letters that we are required to mail home when a child is absent 3, 5, 10 and 20 days regardless of if they are excused or unexcused. Please call the office if you receive a letter in error.
- Please avoid scheduling vacations when school is in session. Students who are absent due to family vacations, sporting events, etc. are marked as having an illegal absence.
- After 7:30 A.M., students must first check in to the office and obtain a completed pass (late to school) before admittance to class.
- In order to minimize interruption and distractions for all students, parents should not walk students down to the classrooms.
- If you will be picking up your child early from school, we ask that you arrive at least 10 minutes prior to dismissal which is at 3:30 (2:55 on Wednesdays). If you arrive after 3:20 (2:45 on Wednesdays), we will not be able to call your student out of class, as the dismissal process will be in progress. You will have to find your student on his/her bus.
- If you will not be able to pick your child up on time, we suggest you sign him/her up for the City Recreation Program that is housed at the school from dismissal time to 6:00 Monday through Friday free of charge. They can be contacted at 428-7971. Additionally, Browncroft Day Care provides after school care with an afternoon bus that picks up students after school.

## **BREAKFAST AND LUNCH PROCEDURES**

- Students may bring their lunch, obtain a free school lunch/breakfast, or buy milk only. Ice cream is also available for \$1.00 on Fridays.
- Children have a supervised 40-minute lunch period daily.
- Monthly menus are sent home with the students so they will know in advance what meals will be served.
- We encourage parents to join their children for lunch, but as always, parents need to sign in at the Main Office before going to the cafeteria.
- Please refrain from sending in soda or sweetened drinks. Also, no glass containers are allowed.
- The lunch room staff can not microwave student lunches.
- We have a well planned school day. While we celebrate student birthdays, please be sure you arrange any celebrations with the classroom teacher and follow their birthday celebration procedures. Celebrations cannot occur in the lunchroom.

## **BROWNCROFT DAY CARE CENTER**

The Browncroft Day Care Center provides before- and after-school care at their facility on Atlantic Avenue. For more information, contact Mr. Mike Hofmann at 288-3271.

## **CHARACTER EDUCATION**

### **THE ABC'S OF SCHOOL #46**

The core values of the Rochester City School District are further summarized in these ABCs of School #46:

**Always make wise choices.**

**Be responsible.**

**Care, cooperate, and be courteous.**

### **SCHOOL WIDE-POSITIVE BEHAVIOR SYSTEMS (SW-PBS)**

School #46 is a PBS School, which means that we have implemented the **Positive Behavior System Program**.

- **Define** – Clear and concise definition of behavior expectations
- **Teach** – Direct teaching of behavior expectations
- **Remind** – Daily reminders and supervision
- **Celebrate** – Consistent acknowledgement of the expected behaviors
- **Correct** – Consistent correction of inappropriate behaviors

## **CONDUCT OF OUR STUDENTS**

**Refer to RCSD Calendar and school website for The Code of Conduct.**

### **CELL PHONE USE; GUIDELINES FOR STUDENTS**

- Cell phones must be turned off upon entering school.
- Cell phones must remain in students' book bags until they exit the building at dismissal.
- If your child needs to contact you or you need to contact your child, please follow school protocol by contacting the main office.
- If the cell phone policy is not followed, the cell phone will be confiscated and returned at the end of the school day.

### **TIME TO THINK ROOM (T3)**

- School No. 46 has an Time to Think Room located in Rm. 200. It is operated by Mr. Franciosa and Mr. McCloud.
- The Time to Think Room is a room where students take time to reflect and take responsibility for their actions.
- Parents/families will be notified if their child(ren) are assigned to Time to Think Room.

## **UNIFORM POLICY**

- The school uniform must be worn by all students every day.
- The uniform includes navy blue or khaki pants, walking shorts (just above the knee), skirts or jumpers; white, baby blue or navy long or short-sleeved shirt (no writing or pictures); navy or white sweater or sweatshirt with **no hood** (exceptions for spirit wear).
- School 46 spirit wear - t-shirts, sweatshirts, etc. with school logo can be worn on Fridays.
- Students out of uniform will receive a call home and/or building consequences unless there is a parent note stating the circumstance.
- Additionally, all RCSD expectations regarding school attire must be followed (see district calendar).

## **DAYTIME VISITS TO SCHOOL #46**

For safety reasons, only the Visitor's Entrance is accessible during the daytime. Please use the bell to contact the Main Office staff; they will buzz you in after you identify yourself and ask you to sign in at the Office and pick up a Visitor's Pass. We ask that visits are scheduled with your child's teacher.

## **EMERGENCY PROCEDURES**

- School #46 practices emergency procedures on a regular basis. Refer to RCSD Calendar for more information.

## **EMERGENCY SCHOOL CLOSINGS**

- All information related to school closings will be announced by the district on local TV, radio stations, and Connect Ed, the district robo-calling system.

## **SAFETY ISSUES**

- Smoking is not allowed on school property.
- The use of alcohol is not allowed on school property.
- Please leave your pets home when dropping off and picking up your children.
- Please alert the main office immediately if you notice a safety issue that threatens our school community.

## **EXPANDED LEARNING DAY**

School #46 participates as a TIME Collaborative school with the National Center for Time & Learning (NCTL) to provide high-quality learning time, with an expanded school day. The school strives to achieve the NCTL's Seven Essential Elements: 1) Focused school-wide priorities; 2) Rigorous academics; 3) Differentiated supports; 4) Frequent data cycles; 5) Targeted teacher development; 6) Engaging enrichment; and 7) Enhanced school culture. All students will engage in Expanded Learning Day activities. Schedules are dictated based on student performance levels, and any changes to student schedules require principal approval. Please call 288-8008 with any questions.

## **PARTNERS**

All partners have gone through a rigorous process to be considered for our Expanded Learning program. We have annual Memorandum of Agreements which include expectations for training, program coordination, and protocol for working with our school and families. School partners must be registered and those working directly with students must be fingerprinted.

## **OFFERINGS**

Enrichments include:

- **Action and Health-Based Enrichment**—focuses on health and safety, dance/yoga, movement with literature, and cooperative games
- **Band and Instrumental Lessons**—provide a collaborative setting for students to develop musical skills through group lessons
- **Choir**—students learn to strengthen their singing voice, to sight read, and to perform
- **Computer Technology**—students learn basic computer skills and work towards being fluent keyboarders
- **Cooking 101**—students build self-esteem through a sense of accomplishment and gain a better understanding of food origins and how they relate to different cultures
- **Dance**—focuses on various styles of dance
- **Hands-on STEM Enrichment**—students get their hands dirty and conduct science-based experiments in small groups
- **Junior Achievement**—encompasses economics and business curricula for K-5 students
- **Kindergarten First Steps**—gives kindergarteners access to foundational skills in phonics, writing, math, literacy, speech, social-emotional development, and technology
- **The Literature Circle and Book Talks**—after reading a student-chosen book, students work collaboratively on a project to demonstrate what they have learned, including posters, displays, poems, and collages.
- **Visual Art**—students create mixed-media projects, paint portraits and abstracts, and work with textiles and wood to explore elements of design

Interventions include:

- **95 Percent**—targeted phonics products that help address the targeted gaps for students in tiered interventions
- **Soar to Success, Read 180, and System 44**—research-based intervention programs for students that are reading below grade level, focusing on fluency and comprehension
- **Guided Reading**—small-group reading instruction providing differentiated teaching that supports students in developing reading proficiency
- **Guided Math**—students are placed in ability-level groups and taught the standards of the curriculum; this gives students who have fallen behind a chance to catch up
- **Technology-Based Intervention**—computer-based programs combine rigorous, research-based instruction with fun, engaging digital content and real-time, actionable data

## **GYM DAY ATTIRE**

- On gym days, please follow these rules for choosing the safe and appropriate clothing for Physical Education class. The monthly calendar will assist you on planning for your child's gym class. Here are a few school expectations.
- Wear sneakers that are not clog-style. They must have a back on them and a non-marking sole.
- Wear shorts, sweatpants, or wind pants. Pants that have zippers and buttons are not allowed.
- Students who wear shorts must wear them underneath their uniform. Students will not be allowed to change in bathrooms; it is a health violation.
- Do not wear excessive jewelry. During Gymnastics sessions, no jewelry at all is allowed.

## **HEALTH OFFICE PROCEDURES**

### **FOOD ALLERGY AWARENESS**

Food allergies are on the rise. According to data included in the CDC's guidelines, nearly 1 in 5 students (16-18% of children) with food allergies has had a reaction at school. 25% of severe reactions experienced at school are among children having no previous diagnosis of food allergy. Children with food allergies need your support to ensure their safety and inclusion. From classroom parties, to school family nights, to after-school fundraisers, keep in mind that all students in the community should be able to participate safely. As such, we are requesting that parents refrain from bringing food related items for school celebrations. Some alternative suggestions would bringing a book for your child to read to the class, a game to play with the class, gel pens, or "dollar store" prizes such as pencils, stickers, etc. As students with food allergies sit with their classmates in the lunchroom, we also ask that parents be mindful of any lunch items sent in from home. We appreciate your support in this matter. For more suggestions and to find out whether a student in your child's classroom has any food allergies, please contact your child's teacher or our school healthcare provider.

### **ILLNESS IN SCHOOL**

- If a child is ill, the nurse contacts the parent and arrangements are made to have the child picked up from school.

### **INJURY IN SCHOOL**

- In case of serious injury, parents are notified, usually by the school health provider.

### **MEDICATION**

- In order for a child to receive any medication (whether prescription or over-the-counter) in school, you must provide the following:
  - (a) Written authorization from the family physician

(b) Written permission from the parent

(c) The bottle of medication, labeled with the child's name, dosage, and time medication is to be given

- Medication must be transported by an adult.
- Please be sure to monitor the need to refill prescriptions so that your child is always ready to have a productive learning experience.
- Our school health provider is Jennifer Klimek and can be reached at ext. 1200

**Note: Do not send in any medication with your child.**

### **IMMUNIZATIONS**

- Note: When there are updates on immunizations, medications, etc., please notify our Health Office ASAP, and add your phone number (288-8008, ext. 1200; Fax # 794-5406).
- Parents are asked to notify the School Nurse of any specific problems a child may have. For example, it is very important that specific allergies be noted, as well as other conditions such as asthma, hearing loss, medications being taken other than in school, or school limitations.

## **HOME/SCHOOL COMMUNICATION**

### **SCHOOL CALENDAR**

- A monthly calendar of school events is posted on the school-website and is sent home monthly.
- Please check our website on a regular basis. If you notice any inappropriate content regarding school #46 on the internet, please contact our office immediately.

### **INFORMATION YOUR CHILD BRINGS HOME**

- General (School-Wide) announcements are sent home
- Classroom (Grade-Specific) announcements are sent home
- Planners and Nicky folders are utilized to support home communication between you and your child(ren)'s teacher(s)

### **PARENT LIAISON**

- Mr. Charlie McCloud is our school's Parent Liaison. He is a support and advocate for children and their parents. His role is to facilitate communication between home and school for example: completing home visits, uniform follow-up, coordinating volunteers. He can be reached at 288-8008, ext. 2000.
- We encourage you to contact the school with any questions or concerns you may have; however, in the event that you feel your needs are still not met or you need further assistance, the Office of Parent Engagement is available at 262-8318.

## **SCHOOL WEBSITE**

- Visit School No. 46's website for detailed information about the school, including teacher webpages with home learning suggestions and instructional websites. Please visit the website for updated information regarding school wide events. **Our website is: [www.rcsdk12.org/46](http://www.rcsdk12.org/46).**

## **CONNECT ED**

- The district's automated calling system is used to provide families with important information related to district wide and school based information, such as, school closings and school events.
- In order to receive calls, we must have a current phone number. Please call the main office to remove or add a phone number.

## **CONTACTING STAFF**

- An easy and effective way to communicate with your child's teacher is to send a written note with your child in the morning or send an email.
- By calling the Main Office at 288-8008, you can request to leave a voice mail message for your child's teacher. Office hours are 7:00 AM until 4:15 PM. Contact information is available on the school's website.
- Another option for parents is to leave a message for your child's teacher with the Main Office staff. These telephone messages are placed in the teachers' mailboxes in the Main Office.

## **PARENT CONTACT INFORMATION**

- It is critically important that the school has current contact information for all students who attend School No. 46. Please call immediately when an address and/or phone number changes.

## **LOST AND FOUND ITEMS**

- Located in the cafeteria. Please check the Lost & Found box frequently for missing items.

## **ROCHESTER CITY RECREATION PROGRAM**

- Gr. 1-6 students may attend an after-school program at School #46 sponsored by the City of Rochester Department of Recreation. Activities are scheduled on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays throughout most of the school year. This is strictly a recreational program. Information will be sent home with students in September and will be available in the Main Office. For additional questions and information, please contact the Humboldt Street Recreation Center (428-7971).
- On the occasion City Rec is cancelled, a flyer is sent home and parents must make transportation arrangements for their children.

## **TIME COLLABORATIVE SCHOOL**

Please take part in your child's academic progress. You can do this by:

- 1) Participating in Parent-Teacher Conferences.
- 2) Staying in communication with your child's teacher.
- 3) Inquire about extra support your child may be qualified to receive.

### **GRADING AND REPORT CARDS**

Period	Marking Period Starts	Marking Period Ends	Sent home
1	September 2	November 6	November 24
2	November 7	January 29	February 12
3	January 30	April 15	May —
4	April 16	June 23	June 23

### **NEW YORK STATE TESTING DATES**

Grade	Test	Test Dates
Grades 3 –6	English Language Arts	April 5-7
Grades 3—6	Mathematics	April 13—15
Grade 4	Science Performance	May 25—June 3
Grade 4	Science Written	June 6

### **HOME LEARNING (HOMEWORK)**

Homework helps to reinforce learning, and encourages discipline and responsibility. Reading nightly is always a component of Home Learning. Parents, please check your child's Home Learning folder nightly. We believe that each child is unique and based on their learning plan homework may be adjusted. As always, establish open communication about the amount of homework with your child's teacher.

### **SPECIAL SUBJECTS/ENRICHMENTS/INTERVENTIONS**

These special subjects are currently offered at School #46:

- Physical Education
- Art
- Music (K-6)
- Chorus (Optional elective—Grades 4-6)
- Instrumental Music (Optional elective—Grades 4-6)
- Computers/Technology
- Library
- Expanded Learning Enrichments and Interventions (see page 11 for more information )

## TRANSPORTATION

The school bus is considered to be an “extension of the classroom” in terms of expected student behavior. Transportation of students is a significant element of day-to-day operations. Recognizing its responsibility to provide safe and efficient transportation for students, the Rochester City School District has set Transportation Safety and Discipline as a high priority.

- In alignment with the Superintendent’s Goals and Initiatives, the Transportation Department will use the steps below in processing student discipline on school buses:
- **Offense:** jumping seats, failure to remain seated, eating, drinking, horseplay, profanity, yelling, screaming, name calling, taking items belonging to other children, inappropriate hand gestures, spitting, throwing items, etc.
  - First & Second Offense      Warning Letter to parent
  - Third Offense                      One (1) day Suspension
  - Fourth Offense                      Suspension Pending Conference at Transportation Dept.
  - Subsequent Offense              Termination of Bus Service – recommend transfer to home school
- **Immediate Suspension from transportation privileges for all students in Grades K-8 will result for the following because of the nature and possibility for continued threat: Physical Assault/Fight, Threat of Physical Assault, Harassment, Possession or Use of Weapon (including toy replicas), any act of Sexual Nature**
  - First Offense                      Immediate Suspension Pending Conference at School (minimum 3 days)
  - Second Offense                      Immediate Suspension Pending Conference at School (minimum 5 days)
  - Third Offense                      Termination of Bus Service – recommend transfer to home school
- Transportation Department Office phone number is 336-4000

## VOLUNTEER OPPORTUNITIES AT SCHOOL #46

We encourage all parents to participate in school-based activities as much as possible. There are many volunteer opportunities available before, during, and after the regular school hours.

- Building Committees - School-Based Planning Team, Sixth Grade Moving Up Ceremony, Artists in Residence (AIR), Parent & Community Involvement Committee
- Chaperones - Field Trips
- Classroom Volunteers
- PTA Events - Fall Meet 'n Greet, Holiday Bazaar, Book Fair etc.

## **SCHOOL-BASED PLANNING TEAM**

- The purpose of the School Based Planning Team (SBPT), which is chaired by the Principal, is to have administrators, teachers, and parents work collaboratively to ensure academic excellence.
- Each year, the school works to accomplish various goals set by the SBPT; these goals are outlined in the School Comprehensive Education Plan (SCEP).
- Parent elections for SBPT participation will take place in September.
- Please note that any parent, while not an actual SBPT member, is also welcome to participate on any of our subcommittees. Contact the Principal for more information.

## **PARENT TEACHER ASSOCIATION (PTA)**

The Parent Teacher Association is always in need of volunteers to help organize and run events. The PTA is an all-volunteer organization that sponsors fun and educational activities for the school. It also supports classroom education by helping to fund field trips, purchasing classroom equipment, and recognizing student achievement. There are numerous opportunities to participate, from serving on the Board or as an event chairperson, to volunteering for individual activities.

**Thank you for entrusting your child to us. We look forward to working with you and your child .**