

Montessori Academy School No. 53

625 Scio Street
Rochester, New York 14605
585-325-0935

Parent Handbook 2012-2013



**Montessori
Academy**
Rochester City School District

Rochester City School District

Principal's Welcome

Dear Parent(s)/Guardian(s):

Welcome to our new school! This is the beginning of our journey and our renewed commitment to the Montessori mission and vision.

Our school continues to strive to think about Montessori methodology and its application to an ever changing world. We continue to discuss and make decisions based on the whole child and their future contributions to the greater community. We believe that together we will make a difference in children's lives and that our ultimate goal is to lead productive and peaceful lives.

Last year our school began to deepen our knowledge of how the curriculum is scaffolded through the Planes of Development. Teachers and coaches worked side by side to closely examine the curriculum. At the same time, we invited parents to attend the Montessori Parent Institute to share thoughts on language development, social relationships and physical development.

Our school has moved into the Freddie Thomas Learning Campus (Summer of 2012). Our children will have the opportunity to stay in the Erd-Kinder Program (13-15 year olds) and contribute to the community and school utilizing their social and leadership skills.

With this in mind there will be some changes, but the essence of a quality Montessori Education will not be altered.

Our staff is committed and, on their behalf, I welcome you to Montessori Academy.

I wish you and your child much success and happiness.

Miriam

History

Montessori Academy

School #53

History

Franklin Educational Campus

In 1999, The Rochester City School made plans to transform the Benjamin Franklin High School Grade 9-12 into a Prek-12 school by June 2003.

In the year 2000, Franklin Montessori Academy, The Bio-Sciences Career Academy, Global Media Arts and the Business and Finance Academies opened their doors to the community.

Montessori Philosophy

Maria Montessori was born in Ancona, Italy. She excelled in mathematics, languages and science. She attended medical school, the College of Medicine, at a time when women were not allowed to register for this career field. Maria Montessori was the first woman to receive a medical degree in Italy.

Maria Montessori had opportunities to do research especially on the physical, mental and emotional growth in children with disabilities. She later was asked to work with children in the housing project area of San Lorenzo. The work she did here in the Casa Dei Bambini “The Children’s House” laid the foundation for the type of work and the kinds of materials that are present in Montessori Schools today. Observation of the child is an integral part of the Montessori approach. Teachers take time to learn about children’s growth, interests as well as needs through daily observations.

The Montessori approach views children as having a natural drive and an inner guide which allows them to develop at his or her individual capacity. This approach recognizes that “capacity to learn” is profound and that it must be tapped early in life. The child learns because of their openness and ability to absorb the world around them. Montessori uses the term “***absorbent mind***” to describe the child’s ability to take in information from the environment through their senses. The child makes significant gains in cognitive, motor and language skills.

Montessori considers the unique learning of each child and also supports the idea of the ***prepared environment***. This refers to how a teacher carefully designs the environment to facilitate children’s learning. Montessori refers to children’s ***work*** in the environment. That is, what children do in the classroom is of interest and of value to them. The child is free to make choices and thus, needs little direction from adults and shows respect for self and others.

Montessori Curriculum

The Montessori curriculum is one which allows children to grow socially, emotionally and academically. Children choose practical life activities, such as cleaning tables, washing dishes or polishing. These activities contribute to motor skills as well as independence and cooperation. Children's interests will point them to lessons in Botany, Zoology or Physical Geography. Writing and reading are integrated and are accomplished by the need to communicate. Writing and reading are guided in school and encouraged at home. The process of learning becomes one in which children provide their own questions, seek answers and find value in what and how they learn. Montessori schools create an environment which nurtures and fosters the love of learning.

Montessori Classrooms

Primary (ages 3-6)

Lower Elementary (ages 6-9)

Upper Elementary (ages 9-12)

Erd-Kinder (ages 12-15)

Montessori classrooms are multi-age which follow the development of the child in a three year age span.

Montessori 2011

The Franklin Campus houses the Montessori Academy as well as three other High Schools International Arts and Technology (IAT), Vanguard High School and Franklin Biosciences.

In the Spring of 2011, the Rochester City School District Board of Education approved a measure to move Montessori Academy to Dr. Freddie Thomas High School and to make Montessori a Prek-8 school. The new building will house two elementary schools by September 2015.

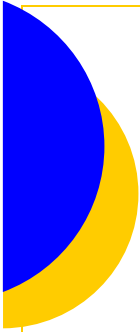
It is with continued interest in the work of Maria Montessori that we continue to see our school grow.

The students who graduate from Montessori are confident, successful, and respectful and are model citizens who positively impact this world.



Parent Bookshelf-books may be borrowed at the school or from the public library.

- Eissler, Trevor: *Montessori Madness!*
- Goertz, Bryant: *Children Who are Not Yet Peaceful*
- Gordon, Cam; *Together with Montessori*
- Lilliard, Angeline Stoll: *Montessori: The Science Behind the Genius*
- Lilliard, Paula Polk :*Montessori-A Modern Approach*
- Lilliard, Paula Polk :*Montessori from the Start*
- Moudry, Sarah: *In a Montessori Home*
- Pedersen, Heather: *One Hundred Child Development Tips: Insights and Suggestions from Montessori Teachers*
- Rosenberg, Marshall B.: *Raising Children Compassionately*
- Schmidt, Maren :*Understanding Montessori*
- Seldin, Tim: *How to Raise an amazing Child: the Montessori Way*
- Wolf, Aline D. :*At Home with Montessori Nurturing the Spirit*
- Wolf, Aline D. *Parents' Guide to the Montessori Classroom*



School's Vision

We strive to make Montessori Academy a place where children can learn in a safe and secure school community integrating Montessori pedagogy with scientifically tested modes of education today.

Our school will be a place where curriculum is developmentally appropriate and students will become informed and conscientious learners through identification of and achievement of personal learning goals.

We endeavor to grow life-long learners who will be informed and valuable members of our world community.

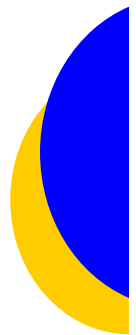
School's Mission

Montessori Academy is dedicated to providing an educational program that promotes the physical, social, emotional, and academic well-being of the whole child in a safe and secure learning community.

Special School Events

Other dates and events will be included in the Principal's Newsletter, *Montessori Mosaic* and on our website.

August 29	New Families Orientation
September 5	First Day of School for students PreK4 through grade 6
September 12	Three Year olds -Parent Orientation
September 15	Date by which all school forms should be received
September 20	Open House
October 4	Town Meeting
October 4	Picture Day
October 9	Parent Teacher Conferences
Fall 2012	Parent Institute I
November 13	School Picture Day-Make ups
November 16	Report Cards go home
December 24-Jan 1	Winter Recess
February 1	Report Cards go home
February 18-22	February Recess
March	District Pre-K Registration begins
March 5	Parent Teacher Conferences
Spring 2013	Parent Institute II
April 19	Report Cards go home
May 24	Montessori Global
June 7	Field Day
June 14	Year End Family Picnic
June 14	Last Day for Three year olds
June 18	Kindergarten Moving Up
June 20	Last Day for Students



A

Absences — 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. Calling the school is also acceptable. Call Trina Love at ext. 2171.

Accidents — Treatment is given to students with minor injuries when an accident occurs in school. The school notifies a parent or guardian when medical care may be needed, provided a current telephone number is listed with the school. Parents should keep the school informed of changes in their telephone numbers and addresses and should also provide contact information of someone else who can be called in an emergency.

In the event that a child needs to see a doctor, a School Accident Program (SAP) form will be sent home with instructions for completion.

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, please notify the school in writing. Include street and house number, zip code and current phone number. Your child may be eligible for transportation if your new address is within the limits for transportation.

Arrival — The school day begins **at 7:50 am** each day. Students who walk to school should plan to arrive as close to 7:50. Children should not be dropped off alone and allowed to walk through the building at any time. **After 8:10** all students must come in and should be escorted to the Montessori office on the second floor and signed in by parent or adult. Please contact Trina Love at ext. 2171 if you have any questions.

Attendance — Children cannot learn if they are not in school. Therefore, it is very important that your child develop a habit of good attendance and getting to school on time. 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. Excuse forms are attached at the end of this handbook. If a parent does not send in a written excuse, the absence is recorded as an illegal absence. Automated calls are made daily. Parents are encouraged to notify the teacher of absences for more than 1 day. Attendance letters will be sent to the home for all attendance and tardiness concerns.

B

Breakfast — Students eat breakfast in the classroom from 7:50-8:15 a.m. An approved application form for the current year must be completed, signed and on file. Applications will be mailed home during the summer by the District. Failure to submit an application may result in full price charges. If you do not receive one, applications will be available at the school. Cafeteria extension is x1015.

C

Celebrations— We welcome student birthday celebrations. This is often celebrated with the whole class and families. Teachers will let you know how you can be part of this special day. Please let the teacher know in advance of your desire to celebrate your child's birthday in the classroom. Any treat, snack or food brought to share must be purchased and in its original packaging, otherwise it cannot be distributed.

Classroom Supply List—We appreciate your support by helping teachers secure items that are for student use

throughout the year.

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 stop at the Main Office to get a Visitor’s Pass. When visiting, the parent should sit quietly and observe. If the parent has any questions, it is best to write them down and make an appointment for a conference with the teacher. Teachers are unable to stop instruction to answer questions, but are very willing to talk with parents at a more convenient time. It would be greatly appreciated if classroom visits are arranged with the teacher well in advance.

Clothing- We ask that all students have an extra pair of pants, shirt/blouse kept in their cubbies for emergencies. You can help us in making sure your child finds their belongings by writing your child’s name on their clothing and school back pack and lunch box. Montessori has a uniform policy which is explained in section U.

Code of Conduct – The District’s Code of Conduct promotes a positive learning environment for all students. It spells out expectations for the responsible behavior of all partners in the school community: students, teachers, administrators and other staff, parents, and visitors to schools.

The Code is available at all schools and on the District’s website, www.rcsdk12.org. Among the expectations for students and parents are the following:

Conferences – The district calendar lists elementary Parent Teacher Conferences twice a year. Conferences should be scheduled in advance so that a special time is set aside for this purpose. Our communication with parents is important and we take conference opportunities as a time to update parents on student progress as well as strengthening our bond.

Confidentiality Statement-As we enter the Montessori Academy as staff members, as parents, family members and volunteers, we must remember to respect the privacy of our children, their families, and each other. All that we see, hear or read will remain confidential.

Cooking- Practical Life Activities are part of the Montessori Curriculum. Students will practice cooking meals, making healthy snacks and baking. Students learn proper hygiene habits when preparing foods, develop motor skills, gain independence, engage in math, science and cultural activities and practice grace and courtesy.

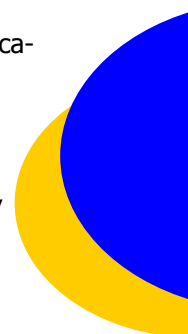
D

Dismissal—Official dismissal time is at 2:10 p.m. and 1:25 p.m. on Wednesdays. Students who are picked up instead of riding a bus are sent to the cafeteria to wait. Any student not picked up on time will be escorted back to the classroom. An adult will be required to come to the Montessori office to sign out their child. There are no provisions for supervising students after dismissal time and the office/principal have tasks to fulfill after the school day ends.

Your child will be placed on his/her bus UNLESS you notify the classroom teacher or office in writing. If you have an emergency situation please call the office no later than 1:30 p.m.

- ♦ **Early Dismissal-** If you need to pick up your child early, please try to pick them up one (1) hour before dismissal time to avoid normal dismissal traffic. If you pick your child up early, within 30 minutes of normal dismissal time the teacher will be called and your child will meet you in the office. If you need to pick up your child for a doctor or dentist appointment during the normal school day, please write a note to the teacher the morning of the appointment. Students will be called to the office when the parent arrives and not before. If you are on a specific time frame, please arrive a little earlier.

Driving Students to and from School – If you drive your child to school or pick him/her up from school, we



ask that you follow the procedures listed below: Do not drop students off in the bus loop. This is an area for buses only. Drive to the parking lot on Scio Street across from the school. This is the safest place to drop off and pick up your child.

The parking lot can be very busy at the beginning and end of each day. Parent and Guardians are asked to drive carefully and not let children walk through the parking lot unattended. Your child's safety is our primary concern.

E

Emergency Forms – Each year, parents are asked to complete an emergency form for each of their children that attends our school and return it to school immediately. It is critical that this form has the most current address and phone number where a parent/guardian can be reached in case of an 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 – Our Campus 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 station to WHAM 1180AM or other Rochester area radio and television stations. The District will notify stations by 6:00 a.m. if schools are closed for the day. Also, parents and staff will receive an automated telephone call informing them of the closure. When city public schools are closed, no transportation will be provided to any schools or programs served by the City School District.

If schools remain open during inclement weather, it is the responsibility of parents to decide if it is safe for their children to travel their usual routes to school.

If it becomes necessary to close schools early on a given day, an announcement will also be made on local t.v. and radio stations, and a phone call will be made to parents. School personnel will not leave their buildings until all students are provided transportation home and walkers are dismissed.

Evacuation or other emergencies- If an extreme emergency occurs, such as evacuation or lockdown the district will make automated calls to parents. District procedures dictate that during an extreme emergency a school phone is not answered. **Evacuation-** If it becomes necessary, staff and students will be transported via buses to a host school. Our host school is TBD.

Lockdown-when an emergency occurs inside the building which places the students and staff in grave danger a lockdown will be declared by the Principal (designated as Security Operations Administrator/designee). During a lockdown no one can enter or leave the building. Phone calls are not permitted at this time. Parents will be notified that a lockdown took place at the school.

F

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 signed by his/her parent before the child will be permitted to go on the trip. Parents are occasionally needed as chaperones. If you are interested in volunteering your time, you should contact the teacher to inquire if and when your help may be needed.

Fire Drills – It is required that we conduct twelve practice fire drills every year. Generally, these practice drills are held on days when the weather is mild enough for children to go outside without a coat.

G

Gym Attire – Students need to wear shorts or sweatpants and a T-shirt underneath school clothing on gym days. Students also need to wear or bring sneakers and socks on gym days. Physical education classes will vary from class

to class; therefore teachers will inform parents of which days a child has gym class.

H

Healthy Snacks and Lunch – It is important that students bring healthy foods to school. Students are not permitted to bring glass bottles, soda or energy drinks.

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.

Homework – Homework in the Montessori environment is an extension of the learning goals students have for themselves. You may be asked to read with your child, or may be asked to write in a journal. Your child may be asked to do a research project. Many of the assignments will ask your child to plan, prepare, make, design, create, build, or visit.

You may receive packets. The goal in homework should allow your child to continue their interests and practice skills.

I

In School Suspension-An In School Suspension room exists and is used for students who do not adhere to the RCSD Code of Conduct. Montessori Academy promotes peace education whereby children become self aware and self disciplined. They are encouraged to problem solve and use the Peace Table for reflection. It is our continued effort to help students learn how to resolve conflicts peacefully and that they learn to contribute to our school by practicing proper safe and acceptable social behaviors.

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 will send home a note explaining what happened and what to do. Depending on the nature of the illness/injury, a parent may be asked to pick up the children from school. If your child is ill at home, he/she should remain at home to avoid spreading the illness to others.

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

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

Internet Usage and Sites – To use the Internet at school, students and their parents must sign an Internet usage agreement and return it to the classroom teacher.

The following is a list of Internet sites that offer extensive information about education:

- www.rcsdk12.org - Rochester City School District
- www.nysed.gov - New York State Education Department
- www.ed.gov - US Department of Education

L

Library-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.

Lost and Found - During the school year, many articles of clothing, as well as book bags and other things that belong to children, are found with no way to identify to whom they belong. These items are taken to the lost and found box located in the second floor office, Room 217.

Lunch - An approved application form for the current year must be completed, signed, returned and on file. Applications will be mailed home during the summer. They must be returned promptly.

Students bringing their lunch to school are encouraged to eat their lunch. It should be a healthy lunch and not consist of snacks and chips. Students who bring drinks may not bring power drinks or soda. If they bring a drink to school, it may not be in a glass container.

M

Medication - City School District regulations require that all medication 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 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.

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.

CHILDREN MAY NEVER CARRY MEDICATION TO TAKE TO SCHOOL.

Money - We ask that children not carry money to school unless they will be purchasing lunch or making payment towards a field trip. Large sums of money should never be sent to school with a child. Children should be instructed by their parents not to give money to other student or to accept money from another student.

N

Nurse - If you have any questions about the procedure for your child to receive medication in school, please refer to the section on medication. Please call: **325-0935 ext. 1241**

O

Office Procedures—Office hours are 7:30 a.m. to 3:00 p.m.

Requests for school verification must be requested 1 to 2 days in advance.

When calling the office regarding address or transportation changes please have the following information ready: child's name, parent name, street, house number, zip code and telephone number. It is best to send these requests in writing. Please speak to the clerk personally instead of leaving a message on voicemail for changes.

Transportation changes take 4 school days to be effective. Information will not be available until the third day. When time allows a copy of the new transportation information will be sent home with the student.

Please do not call the office and request to speak to your child as this creates a classroom interruption. If you need to get a message to your child, calls will be placed to the teacher's voice mail or written and delivered to your child at the end of the school day. In an emergency situation the principal or secretary will determine severity of the issue.

Open House - Open House will be held this year from 6:00-7:00 p.m. on Thursday September 20th. This is an opportunity for parents to come into school to meet their child's teachers, see their child's classroom, learn about the curriculum and become familiar with the school. Sign up sheet for future conferences, which will be held will be available. We hope to see you at Open House.

P

Parent Compact- (see appendix) written by school based planning team members, this is an agreement that allows us to each understand our commitment to our children.

Parent CONNECT- The ParentCONNECTxp system is designed to improve communication between school and home to support student achievement. Through this secure online system, you will be able to check your child's academic progress . ParentCONNECTxp includes homework assignments, report cards attendance, the ability to communicate with your child's teacher and more. You may register on-line on the district's web site at and choose the ParentCONNECTxp link, or register at the school office.

Parent Teacher Association –the PTA is an active organization which supports families. They meet on a monthly basis and hold monthly activities for all to enjoy. The PTA President is Andrea Gregoire. Other officers include, Vice President, Secretary, and Treasurer. PTA membership is \$3.50. All families are encouraged to attend the meetings and volunteer to assist on school-wide functions.

Parent Teacher Communication folder– Each child will go home with a folder which will contain important school information via flyers and newsletters. This is one of several ways we keep in touch with our families. Homework Assignments are also located in this folder.

Parking –The school parking lot is located across the street. If you are bringing your child to school or picking them up after school, we ask that you do not park in the front loop as this is for buses and emergency vehicles only. Please do not allow your children to walk through the parking lot by themselves. Your child's safety is our greatest concern.

Physical Education –P.E. is an integral part of the total educational growth and development of each child. Instruction in physical education is required by state law. The primary program focuses on the development of basic movement and body management skills, coordination, self expression and verbal communication. The intermediate program focuses on the development of a higher proficiency in basic movements and students application of these skills in complex situations in games, fitness, gymnastics and lifetime sports. All students need to be prepared for P.E. class.

Photo Release— In publicizing the achievement of its students, the District often invites the news media to cover activities in its schools. District staff and approved partner organizations also may photograph and videotape students for purposes of promoting student achievement. Photos and videos of students may be used in communications including the District's website and "Students First" TV show, among others.

Parents and guardians should complete a Photo Release Form giving permission for their child's photo and/or video image to be used for promotional purposes. The form is available at your child's school and also on the District's website, www.rcsdk12.org, on the Parents & Students tab, Forms section. Return the completed form to your child's school.

If you do not want your child to be photographed or videotaped, be sure to indicate this on the Photo Release Form

and notify your school's main office.

Playground-Teachers take their classes to the playground for supervised recess throughout the whole year.

Phone Calls

In an effort to minimize disruptions during instructional time, all phone calls will be connected to voice mail from 7:45 am-2:10 pm daily. Staff will be instructed to listen to their voicemail throughout the day.

PreK Specialized Services-Effective February 1st, 2011, we will begin to initiate our new procedures. Forms will need to be requested from the Early Childhood Department by the parent. Referrals for evaluation can only be made by the parent. Parents need to contact our office by calling 262-8451. Teachers, pediatricians, and other professionals may make a request for a referral by contacting our office. But, a referral can only be initiated by the parent. Parents will be sent the appropriate forms that need to be completed and returned.

If you have any questions, please contact the Early Childhood Department at 262-8623 or 262-8248.

R

Registration - All school registrations take place at the Placement Center at 690 St. Paul St. Early registration is available January through March for upcoming siblings. Sibling preference is only honored with early registration. For further information regarding the registration process you may call the Placement office at 262-8241.

Report Cards-Report cards are sent home four times during the school year (November, February, April, June). The report cards vary by grade level. Your child's teacher will review the format of the report card with you at Open House. It is important that you sign the report card envelope and return it to the teacher. You may keep the report card. Report cards are filed in the child's cumulative record at the end of the year. Montessori progress reports are provided to parents in the Primary grades in addition to the RCSD report card

S

School Base Planning Team- These teams are responsible for reviewing student performance, setting goals for academic improvement, and designing a program for the school to meet those goals. Parents are welcome to be a part of the team at their child's school and to work with the principal and teachers in developing the school's improvement plan.

Student Records (Cumulative Record) - This record is considered confidential, but as a parent, you have the right to review it with an administrator. The types of information included in this record include report cards, attendance, test results, health and immunization records, a copy of the child's birth certificate or adoption papers and in some cases, an individual education plan (IEP).

School-Based Health Care Clinics

School-Based Health Center Clinics offer primary health-care services at no cost to enrolled students and their families. A family's health insurance will be billed only if the student has coverage. The clinics work with parents, guardians, and primary-care providers in the community. Each clinic provides comprehensive and accessible services such as:

- Physical examinations for work or sports
- Treatment of injuries and illnesses
- Prescriptions for medications
- Immunizations
- Laboratory tests
- Health education

- Counseling

In order to receive these free services, a student must have an enrollment form signed by his/her parent or legal guardian. Forms are available at the School-Based Health Clinic in each school identified below.

School-Based Health Care Clinics are sponsored by the Rochester General Hospital Behavioral Health Network, University of Rochester School of Nursing, and Threshold Health Center, and are located at:

School No. 9 (325-7828 ext. 1140)

School No. 33 (482-9290 ext. 1141)

East High School (288-1390)

The Edison Educational Campus (647-2200)

The Freddie Thomas Campus (324-3425)

The Franklin Educational Campus (324-3726)

Marshall High School (458-5734)

Contacts for the Freddie Thomas Campus are: Nancy Dehmler, Nurse Practitioner, Margaret Gallagher, Nurse Practitioner, James Anderson, Primary Therapist, Staci Caron, Primary Therapist, Tina Schell, Primary Therapist Supervisor, Alicia Hernandez, Medical Assistant, Sonia Ponce-Chaffee, Medical Assistant, Nelson Torres, Case Manager and Nina Hernandez, Office Assistant.

T

Tardiness-Students are considered tardy at Montessori Academy if they are not in their classrooms by 8:00 a.m. each morning school is in session. Every day tardy requires a written excuse from the parent stating the reason.

Testing-Students progress is measured with district based benchmark exams three times a year in the areas of mathematics and reading. Students in grades 1 and 2 are assessed on the Northwest Evaluation Association NWEA. This exam is administered in the computer lab. Students in grades 3-6 are assessed on the district benchmark as well as New York State Exams.

Transportation-Children who live more than 1.5 miles from school qualify for transportation. Exceptions to this rule are student's disability or parent disability. Parent disability is granted through grade 2. All pre-school children are bused regardless of mileage from school.

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. A call to the office must be placed no later than 1:15 daily and 12:30 on Wednesday.

Any child who refuses to get on the bus or misses the bus, must be provided transportation by the parent.

Instructions for transportation changes are contained in section O, Office Procedures. Parents must provide transportation during the time awaiting a change in bus.

It is important for parents to understand that they are responsible for their child's safety and supervision prior to boarding the bus each morning and after the child gets off the bus each afternoon. For more information, call the Transportation Department at 336-4000.

U

Uniforms—All students will wear the school uniform beginning on the first day of school.

Girls: Tops: white, pale yellow, light blue blouses, navy sweaters.

Bottoms: Navy blue skirt/jumper/slacks

Boys: Tops: white, pale yellow, light blue/dark blue short or long sleeve shirts, navy sweater. Dress shirts or polo shirts.

Bottoms: Blue pants

P.E. Days-All students need sneakers. Additionally, Lower and Upper Elementary students will need shorts and t-shirts. Students may not wear t-shirts with text or logos.

V

Visitors—Parents and other visitors must always go directly to the main office in Room 217 when visiting Montessori Academy. 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 in Room 217 when coming to pick up their children during the day. Students will be released to adults 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.

Voicemail—In order to prevent disruptions to instruction, all phone messages for teachers are put into voicemail during school hours. It is our expectation that teachers will reply to all voicemail within 24 hours. If there is an emergency, please let office staff know the nature of the emergency and they will connect you to the classroom.

Volunteers—Volunteers are needed and appreciated. Parents and family members are needed to volunteer in a variety of places, which may or may not include your child's classroom. The use of volunteers in the classroom is left to the judgment of the teacher. A few examples of ways that volunteers can help are:

- Listening to a child read
- Reading to a child or group of children
- Tutoring
- Helping with special events such as field day
- Making decorations, costumes, or scenery for an assembly
- Sharing your special talents and knowledge
- Chaperoning field trips

If you are interested, please let your child's teacher know of your availability and interests.

SCHOOL
FORMS
&
DISTRICT
CALENDAR

FIELD AND WALKING TRIP MEDICAL CONSENT FORM FOR THE 2011 SCHOOL YEAR

Parents/guardians must complete and return this form to the school nurse at least 7 days before the first field or walking trip of each school year and update this form if their child's medical condition changes.

Student Name	Date of Birth
Street Address with Zip Code	Doctor's Name
Home Telephone	Doctor's Telephone Number
Insurance Company's Name	Insurance Identification Number

1. Health History - please check whether your child has a history of any of the following:

YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Are there any medical restrictions or limitations to your child's physical activities? If so, please explain in detail

3. Please list any medication your child must take while on a school field trip, including times and dosage. If your child has been identified by the school nurse as being able to self-administer their own medication, the responsibility for taking the medication belongs to the student and shall not be assumed by the chaperones of the trip. If your child has been identified as not able to self-administer medication, the parent must designate someone to administer the medication who shall go with the student on the trip.

Medication	Dosage	Purpose	Time(s)

This health information is accurate and correct insofar as I know. My child has permission to engage in all regular physical activities except as noted above. If I cannot be reached in an emergency, I authorize the school and/or its agents to authorize the treatment recommended by the health care provider available to render treatment. This authorization also extends to and includes hospitalization for first aid where/when necessary. I understand that I will be responsible for the cost of all medical treatment rendered in connection with the trip. In addition, I am responsible for completing a new medical consent form and providing it to the school nurse if my child's medical condition changes during the school year.

Parent/Guardian Signature _____

Date _____

For School Nurse Use Only

Students Ability to Administer Medication Self-administration Non-Self administration
Medical/Emergency Care Plan Yes (if so please provide plan) No

This form is the property of the Rochester City School District ("RCSD") and should not be used if the school field trip is not authorized and approved by the RCSD. It may not be modified and must be completed in full to be processed and approved.



Rochester City School District
PHOTO RELEASE FORM

Please complete and send a copy to the Department of Communications,
Rochester City School District, 131 West Broad Street, Rochester, NY 14614. (Fax: 585-262-8318)

Please check one:

- YES**, I consent to the use of my child's name, photo, and/or video image for publicity purposes by the Rochester City School District or other organization as designated by the District.
- NO**, I do not want the use of my child's name, photo, and/or video image for publicity purposes by the Rochester City School District or other organization as designated by the District.

PLEASE PRINT

Date _____

Student Name _____

School _____

Age _____ Grade _____ Teacher _____

Name of Parent/Guardian _____

Address _____

Phone Number _____

In case of emergency, please notify:

Name _____

Phone Number _____

Parent/Guardian Signature



ROCHESTER CITY SCHOOL DISTRICT Student Information Sheet

Student Name: _____
(last) (first) (MI)

School: _____ Grade: _____ D.O.B.: _____

Student's Physical Address: _____ Zip: _____ Home Phone: _____
(house #) (street) (apt. #)

Student Lives With: _____ Relationship: _____
(last) (first) (Mother, Father, Gr. Mother, Gr. Father, Guardian, other)

Contact Information

Contact #1 (should live with student)

Name: _____ Relationship: _____
(last) (first) (Mother, Father, Gr. Mother, Gr. Father, Guardian, other)

Address: _____ Zip: _____ Home Phone: _____
(house #) (street) (apt. #) Cell Phone: _____

Employer: _____ Pager: _____
Work Phone: _____

- Check All That Apply:
- Lives With Student
 - Gets Mailing for Student
 - Has Permission to Pick Student Up
 - Has Custody
 - Can Be Contacted for Emergency

Contact #2

Name: _____ Relationship: _____
(last) (first) (Mother, Father, Gr. Mother, Gr. Father, Guardian, other)

Address: _____ Zip: _____ Home Phone: _____
(house #) (street) (apt. #) Cell Phone: _____

Employer: _____ Pager: _____
Work Phone: _____

- Check All That Apply:
- Lives With Student
 - Gets Mailing for Student
 - Has Permission to Pick Student Up
 - Has Custody
 - Can Be Contacted for Emergency

Additional Contact Information Entries are Available on Reverse Side

PLEASE RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL OFFICE IMMEDIATELY

Contact Information (continued)

Contact #3

Name: _____ Relationship: _____
(last) (first) (Mother, Father, Gr. Mother, Gr. Father, Guardian, other)

Address: _____ Zip: _____ Home Phone: _____
(house #) (street) (apt. #) Cell Phone: _____

Employer: _____ Pager: _____
Work Phone: _____

- Check All That Apply:
- Lives With Student
 - Gets Mailing for Student
 - Has Permission to Pick Student Up
 - Has Custody
 - Can Be Contacted for Emergency

.....

Contact #4

Name: _____ Relationship: _____
(last) (first) (Mother, Father, Gr. Mother, Gr. Father, Guardian, other)

Address: _____ Zip: _____ Home Phone: _____
(house #) (street) (apt. #) Cell Phone: _____

Employer: _____ Pager: _____
Work Phone: _____

- Check All That Apply:
- Lives With Student
 - Gets Mailing for Student
 - Has Permission to Pick Student Up
 - Has Custody
 - Can Be Contacted for Emergency

.....

Contact #5

Name: _____ Relationship: _____
(last) (first) (Mother, Father, Gr. Mother, Gr. Father, Guardian, other)

Address: _____ Zip: _____ Home Phone: _____
(house #) (street) (apt. #) Cell Phone: _____

Employer: _____ Pager: _____
Work Phone: _____

- Check All That Apply:
- Lives With Student
 - Gets Mailing for Student
 - Has Permission to Pick Student Up
 - Has Custody
 - Can Be Contacted for Emergency

Parent/Guardian Signature: _____ Date: _____

ROCHESTER CITY SCHOOL DISTRICT
INTERNET ACCEPTABLE USE AGREEMENT FORM
(Rochester City School District Policy # 4526)

All Rochester City School District Internet users are required to complete and sign an Internet Use Agreement Form, and to abide by its terms and conditions and those in District Policy 4526. The District does not authorize any use or access to the Internet not conducted strictly in compliance with its policy.

Term of Agreement: Once signed by a User, or in the case of a student under the age of eighteen (18) signed by a parent or guardian, this form will remain in effect as long as the user is assigned to the same school or building, or until the User (or for student under 18, the parent or guardian) revokes the agreement by giving notice, in writing, to the Principal of the school, or Department Head in any District building other than a school. Prior versions of this Consent remain valid.

I. User's Agreement

I have read and understand the District's Internet Acceptable Use Policy and will abide by its terms and conditions. I further understand that any violation of the rules is unethical, and that any use of the Internet which violates federal or state laws may constitute a punishable criminal or civil offense. Should I commit any violation of policy or of law, my access privilege may be revoked and disciplinary action and/or appropriate legal action may be taken.

USER'S SIGNATURE: _____ DATE: _____

SCHOOL OR BUILDING OFFICIAL: _____ DATE: _____

II. Parent/Guardian Consent (For Student under Eighteen)

As Parent/Guardian of the student named above, I have read and understand the terms and conditions for Internet access, and give my child permission to participate. I understand and agree that my child and I may be responsible for any violations of federal or state law, and that the District does not warrant or represent that the student can or will be completely protected from access to Internet sites I may find objectionable. In consideration of the privilege of using the District's network and having access to the public networks available through the Internet, I release the District, its officers, employees and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature whatsoever arising from my, or my child's use, access, or inability to use the system, including without limitation the types of damages identified in the District's policy and regulations. I understand that this consent will remain in force unless and until I give written notice of revocation to the School, or until my child registers in a different school.

_____ I give my permission to issue Internet access for my child, and certify that the information contained on this form is correct.

_____ I do not give my permission for my child to access the Internet through the District's network.

Parent/Guardian (Signature): _____

(Print Name): _____

Date: _____

H:\Board of Education\EXHIBIT 4526 Internet Consent form.doc

ROCHESTER CITY SCHOOL DISTRICT

2012-2013 School Calendar



July

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			

January (T=21/S=21)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February (T=15/S=15)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

September (T=19/S=18)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March (T=20/S=20)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October (T=22/S=22)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April (T=17/S=17)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

November (T=19/S=18)

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

May (T=22/S=22)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December (T=15/S=15)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June (T=15/S=14)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- Sept. 3 Labor Day Holiday
- Sept. 4 Superintendent's Conference Day (Building Based)
- Sept. 4 Teachers Report/Teacher Prep
- Sept. 5 School Opens (Full day for K-12 students)
- Oct. 8 Columbus Day Holiday
- Oct. 9 Parent/Teacher Conferences/Elementary
- Oct. 11 Parent/Teacher Conferences/Secondary
- Nov. 6 Superintendent's Conference Day (Building Based)
- Nov. 12 Veterans Day Holiday
- Nov. 22-23 Thanksgiving Recess (All Facilities Closed)
- Dec. 24-31 Winter Recess (24 - 25 All Facilities Closed)
- Jan. 1 New Year's Day Holiday
- Jan. 2 School Resumes
- Jan. 21 Martin Luther King Day Holiday
- Jan. 22-25 Local/Regents Exams
- Feb. 18 Presidents Day Holiday
- Feb. 19-22 Mid-Winter Recess
- March 5 Parent/Teacher Conferences/Elementary
- March 7 Parent/Teacher Conferences/Secondary
- March 29 Good Friday
- April 1-5 Spring Recess
- April 16-18 3-8 NYS ELA Testing
- April 24-26 3-8 NYS Mathematics Testing
- May 27 Memorial Day Holiday
- June 11-20 Local/Regents Exams
- June 20 Last Day of School for K-12 Students
- June 21 Last Day of School for Teachers/Rating Day
- June 21, 24-25 Make-Up Days for Emergency Closings

- First Day for K-12 Students
- Holiday/Recess
- Regents/Local Exams
- Parent/Teacher Conference
- Superintendent's Conference Day
- Make-Up Days for Emergency Closing(s)

Teacher Days = 185 (Includes Supt Conf Days)
 Student Days = 182

Approved by the Board of Education: March 22, 2012

revised 3/27/2012 11:00 am



Dear Parent/Guardian:

The Rochester City School District is participating in the Community Eligibility Option under the National School Lunch Program. The CEO provision is directed toward schools with a high percentage of economically disadvantaged students. Under CEO all students receive a breakfast/lunch at no charge for the entire school year. However, to determine eligibility to receive additional benefits for your child(ren) you will need to complete a household and income form.

1. **DO I NEED TO FILL OUT A FORM FOR EACH CHILD?** **No.** Use one Household and Income Form for all students in your household. We cannot use a form that is incomplete, so be sure to fill out all required information. Return the completed form to: Food Service Office 835 Hudson Ave. Bldg.#5, Rochester, N.Y. 14621..
2. **MY CHILD(REN) ALREADY RECEIVE MEALS AT NO CHARGE. WHY SHOULD I COMPLETE THIS FORM AS WELL?** Many state and federal programs use socioeconomic status (that is, household and income information) to determine eligibility for their programs. In addition, the primary state funding calculation uses socioeconomic status. By completing this form your school is able to determine eligibility for additional programs your child(ren) may qualify for. Regardless, your child(ren) will still receive meals at no charge at.
3. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
4. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$500, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
5. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
6. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HIS/HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to his/her basic pay because of his/her deployment and it wasn't received before s/he was deployed, combat pay is not counted as income. Contact your school for more information.

If you have other questions or need help, call Sharon Colantoni ;585; 336-4150.

Sincerely,

Food Service Office

