

# GEORGE MATHER FORBES, School #4 Family Handbook



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Rochester, NY 14611  
Phone: 585-235-7848  
Fax: 585-464-6194  
Website: [www.rcsdk12.org/4](http://www.rcsdk12.org/4)  
Email us at: [4info@rcsdk12.org](mailto:4info@rcsdk12.org)

*Instagram:* **rcsdsch4**

*FB:* **George Mather Forbes School No. 4**

*X (formerly known as Twitter):* **@RCSDsch4**

**\*\*Please LIKE and follow are social media pages\*\***

## School 4 Family Handbook Dictionary For Policies & Procedures

### A

**Attendance** – Parents and guardians have primary responsibility for ensuring that students arrive to school daily and on time. It is very important that your child develop a habit of good attendance. Students between the ages of 5-17 are required by New York State law to attend school every day school is in session. Please provide a written excuse for any tardiness or absence within five days of the occurrence.

**Arrival** – **At 8:45 am**, The SSO and designated staff will be outside monitoring students. Students who walk to school should plan to arrive as close to 8:45 A.M. as possible. No students will be allowed in the building before 8:45 A.M.

**K – 6** Breakfast ~ 8:45 – 10:15 **Students will enter the building at EXIT 2 and go to the cafeteria.** Class begins – 9:00 (Students are late after 9:10 and must enter the building through the main door and sign in the main office).

**Pre-K** Breakfast – 9:00 in the Classroom, Pre-K will enter at EXIT 1. Class begins at 9:00 A.M. (Students are late after 9:10 A.M. and must enter the building through the main door and be signed by an adult in the main office).

**Accidents** - Initial 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 for an injury or illness, provided a telephone number is listed with the school. Please keep the school informed of changes in your telephone number and the number of someone else who can be called in an emergency.

### **Accidents-clothing**

A change of clothing is necessary for ALL ages and grade levels (K-6) to have in school just in case of accidents or spills. **Please send in a set of clothing including socks and underwear to keep at school in the classroom in case of an emergency.** This includes jacket, sweater, or sweatshirt. If possible, please send clothing in a bag with their name on the outside of the bag. Once your child uses the clothing brought in, please make sure their extra clothing is replaced by the next school day 'just IN case' it happens again. In addition, please make sure your child's name is on ALL extra clothes they bring to school, especially for primary students. Questions or concerns should be directed to the Parent Liaison at 235-7848 ext.1010.

**Address Change** -It is important that the school always has the most current address and phone number for each student. If you move during the school year, be sure to notify the office of the change. **Proof of address is needed to complete the procedure.**

**Administrators** - There are two administrators at School No. 4. If you have a specific problem and you would like to see an administrator, it is always best to call the school and ask to set up an appointment with an administrator. If you cannot reach or contact an administrator, please call the Parent Liaison at (585)235-7848 ext.1010

## B

**Bicycles** - Bicycles are not to be ridden to school. We do not have a safe location to store bicycles during school days.

**Birthday Recognition**—Parents can bring in store bought packaged candy bags, juice, chips etc. Unfortunately, **NO** balloons. Please check with teachers to find out if students have any allergies to certain dyes or juices. No cakes, cupcakes, cookies or pizza is allowed. In addition, students will also receive a gift and a birthday crown from the school. Please set up at time with your child's classroom teacher.

## C

**Cell Phones**- We encourage all children to keep cell phones at home. We understand the need for some children to have a phone in their possession at school to maintain contact with parents before and after school. **If a phone is brought to school, we ask that they remain in the child's book bag and in the off position.** If a cell phone is found on a child, rings or is found to have been on during the school day a parent will need to make arrangements to pick up the cellphone from the School Office.

**Code of Conduct:** The purpose of the RCSD Code of Conduct is to set standards for student behaviors that promote an environment that is conducive to learning, safety, and order in school. It is our goal to provide students with a safe and secure learning environment at School No. 4. To do that, we need to have rules for all members of our community. Attached to this packet you will find the No. 4 School-wide procedures. Please review these with your child throughout the school year. Your cooperation and support is greatly appreciated.

- 1. Code of Conduct Dress Code:** School Number 4 is committed to provide a learning environment that is safe and focused on learning. Students' appearance is an important part of this goal. Students' dress, grooming and appearance should be safe, appropriate and should not disrupt or interfere with the educational process. Please support and help us to maintain an environment that is safe and conducive to learning. Please keep this in mind when selecting your child's clothing and footwear. We will follow the RCSD Dress Code and consequences will be given to students who violate the Dress Code. All students are expected to wear **neat, acceptable and clean clothing** which includes pants, shorts, shirts, dresses, skirts, blouses, and footwear always. ... (The bottom of shirts, blouses, and sweaters must overlap the top of pants so that the body is not exposed). Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive, or a distraction to the educational environment by a staff member will be required to change. Students **CANNOT wear ripped or tattered clothing** unless leggings are underneath. Clothing containing holes, cuts, tears and/or rips that expose undergarments or skin are not permitted. Students who do not follow the Dress Code may be asked to change clothes. If

the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students' home to change. The school may also provide appropriate clean clothing if necessary or if available. Repeated Dress Code infractions may result in additional consequences.

**Rules** 1. Possession of any weapon (real or toy) or incendiary device (firecracker, matches etc.) could result in an automatic long-term suspension.

2. No fighting (real or play) or hitting on school grounds.

Speak respectfully to others (no swearing, threatening or insulting).

3. Stay where adults are in charge.

4. Follow the directions of all adults in the school.

5. Respect for things that belong to others (no stealing, extorting or destroying). 6. Follow all safety rules.

7. Alcoholic beverages, drugs or cigarettes are not permitted on school grounds. 8. All non-instructional items (iPod, iPad) electronic games, cell phones, sports equipment, and toys) must be left at home.

Students who violate these areas or procedures will be given consequences. Please support the school by meeting with administrators/teachers when asked to resolve discipline issues. The rules of the Code of Conduct focus on areas of safety and respect. Students who are found to be in violation of the Code of Conduct could face any of the following consequences:

- Verbal and written warning along with home contact
- Removal from classroom for up to 1.5 hours
- In-school-suspension
- Out of school suspension (short term 5 days or less)
- Out of school long term suspension (more than 5 days)

If you would like further details, please see the RSCD Code of Conduct or speak to an administrator or Parent Liaison about this.

School No.4 also has an In-School Suspension (ISS) Room Administration will place students in their program for up to 5 days.

**Communication**- Home school communication is an integral part of student success. A home school communication folder/agenda will be provided, and it will go home daily with your child's homework and any other necessary information. School Number 4 **phone number is 585-235- 7848**. If you would like to leave a message for a staff member, please call the Main Office. Teachers can't take phone calls during instructional time.

**Conferences** - Parent Conferences are scheduled four times during the school year. Watch for information sent home from your child's teacher and check the City School District calendar. If at any time during the school year you would like to have a teacher-parent conference, please send a note to your child's teacher with days and times that are convenient for you so that a special time is set aside for this purpose.

## D

### **(DASA) Dignity for All Students Act**

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus rather than fear being discriminated against and /or verbally and /or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate and caring environment.

The New York State Dignity for All Students Act (Dignity Act) was signed into law on September 13, 2010. This legislation amended State Education Law by creating a new Article 2-*Dignity for All Students*.

The Dignity Act states that **NO** student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

### **Dismissal** –Student dismissal:

Pre-K - 3:00 pm

K ~ 6– 3:30 pm

Monday through Friday. It is expected that all students will be picked up on time each day when school is in session.

To ensure Student safety, **if your child rides the bus to and from school they will always be put on the bus** at the end of the day unless a **written note** has been brought in to the teacher. We cannot guarantee that phone calls will reach the teacher in time for a change in that day's dismissal plan. **Calls received after the designated times for our students cannot be honored as there is no way to contact teachers during the dismissal process.**

### **Calls MUST be in before:**

Pre-K – Please call ahead

K ~ 6 – 2:50 P.M.

It is our hope that dentist and doctor appointments can be made after school hours or on Saturdays, if possible. If this is not possible and your child has an appointment and must be released from school early you need to send a note indicating the time you will pick him/her up. Students will wait in the classroom until you arrive and sign in to the main office.

**Driving students to school**-If you plan to drive your child to school or pick them up from school, we ask that you follow the procedure listed below:

- Do not drop students off in the bus area (side street/parking lot). This area is for buses only.
- Students must enter school through their assigned door.
- Please follow all parking regulations posted.

The parking lot can become a very busy place at the beginning and end of each day. Parents are asked **not** to drive or allow their children to walk through the parking lot unattended. The safety of your child is our primary concern.

## E

**Emergency Forms** - Each year parents are asked to complete a student information sheet and return it to school. It is critical that this form always has the most current address and phone numbers where a parent or guardian can be reached in case of emergency. **Your child can only be released to the designated people listed on this form.** Please notify the school office if you need to update this list during the year.

**Excuses** - Parent and guardians have primary responsibility for ensuring that students arrive to school daily and on time. When your child is absent from school it is required that you send in a written notice of why they were not in school **within five days of their return, or it will be considered an illegal absence.**

## F

**Fire Drills** – Eight practice fire drills and four emergency drills are required to be held each year. Generally, these practice drills are held on days when the weather is mild enough for children to go outside without a coat.

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

**Homework** – It is expected that students will get homework every day including over weekends and school holidays. The amount of homework given over a weekend or holiday should be roughly equal to a single day's homework during the week. (Students would not be expected to do many days of homework over a vacation.) The table below gives guidelines for the average amount of homework that most students will be doing each day. Variability is to be expected from day to day and from student to student. Special assignments such as long-term projects and book reports may result in more homework for limited periods of time.

## Homework Table

Grade	SFA component	Other Homework (1-3 subjects)
K	20 minutes reading	10 – 15 minutes
1-2	30 minutes reading	15 – 30 minutes
3	30 minutes reading	20 – 40 minutes
4-6	30 minutes reading	30 – 45 minutes
MAP	30 minutes	1 – 1 ½ hours

If you have any questions or concerns about the amount or nature of homework that your child is bringing home, PLEASE TALK TO YOUR CHILD’S TEACHER.

### I

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

If your child is treated for minor injuries or illness at school, the nurse will call/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 the spread of illness to others.

**Internet Sites** – A permission slip will be sent home regarding accessing Internet sites in school. You must return this permission slip to your child’s teacher if you want him\her to use the Internet.

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

- [www.rcsdk12.org/9](http://www.rcsdk12.org/9) - Rochester City School District ▪ [www.nysed.gov](http://www.nysed.gov) - New York State Ed. Dept ▪ [www.ed.gov](http://www.ed.gov) - US Dept. of Education

### K

**Keys** - Students are not permitted to wear a house key around their neck during the school day. If your child needs to carry a house key to school, they need to leave it in a pocket or backpack during the day. Key chains around the neck pose a safety issue to all students.

**Kindergarten Screening** - Upon entering kindergarten all students will go through a screening process that is required by New York State law. Screening activities help us to learn more about your child's development in speech, hearing, and language, coordination, health and learning abilities. Parents will receive a copy of the screening report and any recommendation when the process has been completed. This year screenings will be done prior to the beginning of the school year by either RCSD staff or our staff.



## L

**Library** – Students will visit the school library with their class. Students should be reminded to take care of all books but especially on loan from the library.

**Lunch** – Students are allowed to bring juice or water **only**; they are not allowed to bring drinks in a glass container.

## M

**Medication** - City School District regulations require that all medication be given only by doctor's written order and dispensed from a pharmacy-labeled container. Medication should be given in school only if times cannot be arranged for all 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: diagnosis, name of drug to be given, dosage, any side effects of which the staff should be aware and the length of time for which the medication is to be given.
2. Sign the school's written parental permission form.
3. Bring the medication in a pharmacy-labeled bottle to the Main office, the school Nurse will be called to meet you in the main office. Medication must be left in school; it cannot be taken home every day.

**\*\*Children may never carry medication to take at school.**

**Money** - We ask that students not to carry money to school unless they are purchasing ice cream, or we are having a school wide sale/event. Large sums of money should never be sent to school with a child.

**MTSS- Multi-Tiered Systems of Supports (MTSS)** focuses on evidence-based practices, relies on student progress data to inform instructional decisions, and ensures that each student, based on their unique needs, receives the level and type of support necessary to be successful.

School and district leaders collaborate to ensure equity in resources to accelerate the performance of all students to achieve and/or exceed proficiency levels.

Research and literature indicate that a number of critical elements are associated with a strong MTSS framework that yields positive outcomes for students. These elements can be grouped into 6 components, which are depicted in the graphic to the right: Leadership, Capacity Building/Infrastructure, Communication & Collaboration, Problem-Solving Process, Multiple Tiers of Instruction and Intervention, and Data/Evaluation. When these 6 components are strong and synced together, then all students will benefit from a MTSS Framework.



## N

**Non-school supplies** - such as weapons, toys, or electronics should NOT be brought to school. The school will not be responsible for lost or stolen property.

## O

**Open House** - is normally held on the **last Wednesday in September, from 5:30pm to 7:30pm**. This is an opportunity for parents to meet your child's teacher. **This is not a night for parental conferences**; conferences will be scheduled later in the school year. The teacher will send information home regarding availability.

## P

**Power School Parent Portal**- a secure online system where parents can check their child's academic progress from any computer at any time. This allows parents to monitor grades, view report cards, check attendance reports and communicate with teachers. Parents can also subscribe to email, phone alerts, grades, attendance and missing assignments. The link is: <https://www.rcsdk12.org/rcsdlink>. Please contact the Parent Liaison, Johnnita Bennett, for additional information.

**Parent Teacher Organizations** – School No. 4 has a PTO. All parents are invited to join. We are in need of parental support from our team to help collaborate and brainstorm ways to help promote school-wide events. We meet once a month for an hour and a half.

**Parking** - As many of you know from experience, the parking lot at School No. 4 It is necessary for everyone to cooperate to accommodate everyone in our parking lot. DO NOT park in the bus loop at dismissal time or you may be blocked in by the buses.

**Physical Education**- Your child will come home with a notice of when they will have physical education. Students are expected to bring shorts and sneakers to fully participate in PE activities.

## R

**Registration** -All student registration takes place at the RCSD Central Office located at 131 West Broad Street. The phone number here is 262-8241. Evidence of age and place of birth must be submitted when a child enters the Rochester City School District. Any one of the following forms will be accepted as proof of age: birth certificate, baptismal record, passport (showing date of birth), or Alien Registration Card. **To enter kindergarten a child must be five years old no later than December 1. In addition to proof of birth, an up-to-date record of immunizations and proof of address must be provided.**

**Report Cards** - Report cards are sent home four times during the year. (November, February, April, June) The report cards vary by grade level. Parents must have face-to-face Report Card conferences for the first two report cards with your child's teacher, conferences being in person. After several documented attempts to reach parents. Teachers can do a phone conference.

**RESPONSE TO INTERVENTION (RTI)** All students in grades K-6 receive 30-40 min of intervention services in addition to their ELA Block. Students needing enrichment or acceleration are provided with those opportunities as well.

RTI begins with high quality research-based instruction in the general education setting provided by the general education teacher. Instruction is matched to student need through provision of differentiated instruction in the core curriculum and supplemental intervention delivered in a multi-tier format with increasing levels of intensity and targeted focus instruction. As a consequence of school-wide screenings of all students and progress monitoring, students who have not mastered critical skills or who are not making satisfactory progress can be identified for supplemental intervention. If the student continues to not make sufficient progress after receiving the most intensive level of instructional intervention, it may be determined that a referral for a comprehensive evaluation to determine eligibility for special education is needed.

## S

**School Based Planning Team** - Each school has a planning team that is responsible for reviewing student performance, setting goals for improvement, and designing a program to enable the school to advance toward its goals. This planning team includes teachers, parents, non-teaching employees and administrators. Feel free to contact your parents if you have an instructional concern. **We are in need of parental support** on our team this school year.

9

**Snack Store** - Students can buy snacks in the lunchroom each day after they have eaten their lunch. Students should bring the exact change if possible. Students should never bring large bills to school to pay for snacks.

**Stolen Property** - School No. 4 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. Students should not bring **electronic devices (iPads, video games etc.), sports equipment or toys of any kind to school.**

**Student Records** - Each student has a student record at School No. 4. This record is considered confidential but as a parent you have the right to review it with an administrator.

## T

**Tardiness** - Students are considered **Tardy** at School No. 4 if they are not in their seats at Pre-K - **9:10 A.M.**

K through 6 - **9:10 A.M.**

Students are required to be on time each morning school is in session. Every instance of tardiness requires a written excuse from the parent stating the reason. We encourage students to be **ON TIME FOR SCHOOL.**

**Terrific Kids Assemblies** are held every 4<sup>th</sup> Thursday of the month from 1:30-2:30PM. Terrific Kids is a program supported by Kiwanis Club that acknowledges positive behavior and citizenship of our students.

**Transportation** – For any transportation changes please **stop by call or email [4info@Rcsdk12.org](mailto:4info@Rcsdk12.org)** to complete a transportation request form. If you have questions about transportation to School No. 4 you should call the school (585) 235-7848 and ask to speak with someone in the main office.

If your child takes a bus to and from school, they will always be put on the bus at the end of the day unless a **written note** has been given to the teacher prior to the end of the school day. We cannot guarantee that phone calls will reach the teacher on time. Any calls taken after 2:50 cannot be honored as there is no way to contact teachers during the dismissal process and your child/children may already be on the bus. **Emergencies would be the only exception.**

## V

**Visitors** - Parents and other visitors must **always go directly to the main office when visiting School No. 4 for any reason.** All visitors must always use School #4's main entrance. This policy is enforced to ensure the safety of everyone.

Parents **MUST** go to the main office when coming to pick up their children during the day. Students will be released to their parents, legal guardians, and other adults whose names are registered with the school office. For early dismissal Parents MUST sign their child out in the Main entrance before they can leave the school building.

**Volunteers** –We do need parent volunteers for SBPT (School Based Planning Team), and PTO (Parent Teacher Organization) A flier will be sent home with the meeting schedules.

## W

**Weapons** - Weapons (real or toys) are never allowed in school and may result in a long-term consequence out of school. Weapons can include anything that could cause an injury, including toy guns, cap guns, oyster shuckers, or anything that resembles a knife or a gun. Please refer to the RCSD Code of Conduct.

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**Community Based**  
**Resources for Parents**

**SWAN at Montgomery Center**  
**10 Cady St.**  
**Rochester, NY 14608**  
**(585)436-3090**

SWAN Inc. at Montgomery Neighborhood Center offers a variety of programs and services to the residents of the southwest quadrant of Rochester, NY. Some of their initiatives include:

- Family Emergency Services Program
- Senior Nutrition Program
- Neighborhood Preservation Program

SWAN offers a variety of programs to support our community. Whether you're looking for educational resources, mentoring programs, or community events, we have something for everyone.

**Action for a Better Community**  
**400 West Ave.**  
**Rochester, NY 14604**  
**(585)325-5116**

Action for a Better Community is a Community Action Agency that promotes and provides opportunities for low-income individuals and families to become self-sufficient.

***The Promise of Community Action***

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

**Community Place**  
**145 Parsells**  
**Phone: (585)288-0021**

The Community Place of Greater Rochester, Inc. (CPGR) is a nonprofit agency founded on the belief that everyone should enjoy the same health, economic, and social opportunities no matter who they are or where they live. Born from the merger of the Lewis Street Center, Genesee Settlement House and Eastside Community Center; The Community Place serves residents of Northeast Rochester. We deliver a wide range of social, developmental, and educational programs delivered through our facilities in the northeast sector of the city of Rochester (NY) and throughout the greater Rochester area. We are a leading neighborhood-based community center, providing a foundation for growth, empowerment and stability for those we serve.

**Kinship Caregiver Programs**  
**Catholic Family Center- KIN Program**

87 N. Clinton Ave  
Rochester, NY 14604  
(585) 456-6463

It can be overwhelming to help raise the child of a family member when the parent(s) cannot. Grandparents, siblings, aunts and uncles often become the non-parent caregivers for the children of a family

member when the parent(s) is unable to raise them.

Catholic Family Center is here to help you with this important responsibility. Catholic Family Center Staff can:

- Provide you with referrals and connect you to services and resources.

**Skip Generations Grandparents Who Are Raising Grandchildren Group**

Southwest Family Resource Center  
89 Genesee St.  
Rochester, NY 14611

An educational support group for grandparents who are raising their grandchildren. The group is run on: Tuesdays, 11:30 AM - 1:30 PM & Thursdays 11:30 a.m. - 1:30 p.m. For more information, contact Linda James at (585) 436-0370 Ext. 302, or by email at [ljames@hillside.com](mailto:ljames@hillside.com).

**Catholic Family Center**

87 North Clinton Avenue  
Rochester, NY 14604  
(585) 546-7220

Catholic Family Center (CFC) offers more than 60 human-services programs, serving consumers throughout Rochester and Monroe County. The agency provides programs in the core areas of families, housing services, behavioral health and social policy and research. Among its many comprehensive programs are Restart Substance Abuse Services and the STAR program for senior citizens, along with wide-ranging services in mental health counseling, substance abuse treatment, housing for the homeless, resettlement services for refugees, employment assistance for individuals, and more. In 2014, CFC served more than 33,000 people, most of whom live on an aggregate household income of less than \$15,000.

**Big Brothers, Big Sisters of Monroe County**

37 South Washington Street  
Rochester, NY 14608  
Ph: (585) 442-2250  
Web: [www.beabig.com](http://www.beabig.com)

**Center for Youth**

905 Monroe Avenue  
Rochester, NY 14620  
Ph: (585) 473-2464

Programs include Counseling Services, Emergency Shelter, Prevention Education Services, Runaway Homeless Youth Services, SafePlace, Street Outreach Program, School Based Services, Crisis Nursery, New Beginning School, Rochester Teen Court, Safe Harbor, and Strings for Success, Summer Reading Fun, Transitional Living Program, and Workforce Development.

Help Zone 235-7848 ext. 1180

For any other information or help please call the Parent Liaison – Mrs. Bennett  
At 235-7848 Ext. 1010