Dear Parents & Students:

Welcome to the 2019-2020 school year at Francis Parker School #23! This handbook should provide you with answers to many of your questions regarding school procedures and expectations.

Your child’s safety is our priority, and we look forward to working with you in order to do what is best for him or her. Please keep the handbook with you throughout the entire school year and familiarize yourself with it.

On behalf of all of the staff members here at Francis Parker School No. 23, we hope you have a magical school year! We look forward to working with you to provide all of our students with a safe and productive learning environment.

Sincerely,

Principal Kathryn Yarlett-Fenti
Assistant Principal Carla Roberts
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OUR MISSION STATEMENT

Francis Parker School 23 exists to empower all children as they grow to become responsible adults. We will have an unrelenting focus on learning in order to prepare our Parker Kids for their future. As our students learn, they will be valued, loved, and nurtured for who they are by every staff member.

OUR VISION

Excellence Is Happening!

POWERFUL PLEDGE

As members of the Francis Parker Community
We will be at the top of our game
We will show compassion to those who need it
We will go for the best and not settle for less
We will be kind in what we say and do
We will show respect because we deserve respect
We will take responsibility for our actions and be a positive force in our community
Because we are the definition of Excellence!
INSTRUCTIONAL PROGRAM

- Learning happens best with emotion, challenge and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In our school, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher’s primary task is to help students overcome their fears and discover that they can do more than they think they can.

HOMEWORK PROTOCOL

- Homework is recognized and encouraged as an extremely valuable activity and as an extension of your child’s learning day. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of students.

  Recommended minimum daily time guidelines for homework are:
  
  Kindergarten: 15 minutes  
  Grades 1, 2, 3: 20-30 minutes  
  Grades 4, 5, 6: 40-60 minutes

ARRIVAL/DISMISSAL PROCEDURES

- Student Arrival is between 7:30am -7:45am. After 7:45am students will be marked tardy. Students arriving to school after 7:45am must enter the school through Door #1, the Main Entrance. Students will be dismissed from school at staggered times. K-2 students will dismiss at 2:50pm and 3-6 students will dismiss at 2:55pm.
- Students should not report to school before 7:30am.
- The school day is from 7:30am to 3:00pm.
- Students arriving to school by bus will be dropped-off on Barrington Street and walk to Door #5, which is located on Milburn Street, to enter the school building.
- Student drop-off by parents should happen on Milburn Street only. Cars should pull-up to the curb on Milburn Street where students can safely and speedily exit the vehicles. It is important that cars do not park along Milburn Street for drop-off so that traffic can continue to flow.
- Additionally, please do not park in the school parking lot during arrival and dismissal as staff may also be arriving at that time.
In order to have a smooth and safe dismissal, we are asking parents to follow these procedures.

- If there is a change in your child’s normal dismissal routine (i.e. not taking bus home) you must notify the main office by 1:00 pm.
- Once dismissal begins, students will not be pulled off the buses.
- Parents picking up their child must arrive at the Main Office by 2:50pm to sign their child out.
- Students whose parents are not present in the Main Office for pick up at 2:50pm will be placed on their normal dismissal buses. Buses dismiss at approximately 3:05pm.

ATTENDANCE GUIDELINES

Absences:

- Attendance at school everyday matters!
- If your child is absent, a note from a parent/guardian or doctor with an explanation as to why your child was absent must be provided to the Main Office when returning to school in order for the absence to be considered legally excused.
- Please note that automated attendance calls are made in the event that a student is not marked present prior to 8:30 am. Please call the Main Office at 585-473-5099 immediately if you have any concerns regarding your child’s attendance.

Tardiness:

- Being on-time to school every day matters!
- A student is tardy when they enter after the official school start time of 7:45am.
- Tardy students are required to sign in at the Main Office upon arrival and cannot be admitted to class without a completed late slip.
- If an excessive pattern of tardiness is identified by the principal or his/her designee, the school shall investigate the reasons for tardiness. If the tardiness is found to be unexcused, the student’s attendance shall be marked accordingly and the parent/legal guardian shall be notified.
- The designated school staff will submit information in the comment field on the student attendance or student note in the PowerSchool on-line system.
ANNOUNCEMENTS
• The “salute to the flag” and announcements will be led by administration and/or a student each morning from the Main Office. Daily announcements will begin at 7:45am. Adults model appropriate attention to the announcements for students. Students are expected to be quiet and attentive during this time. All students are encouraged to stand for the Pledge of Allegiance (students may abstain for religious reasons).

ADDRESS CHANGES/TRANSPORTATION
• All student change of addresses and phone numbers must be given to the Main Office as soon as the change is known. **Proof is required. Please consult Main Office staff with any questions.**

VISITOR PROCEDURES
• All visitors must sign-in at the Main Office immediately when entering the school building through Door #1 (Main Entrance). The following procedures must be followed when visitors enter the building:
  o All visitors to the building must be given a name tag to wear while in the building.
  o Parents or guardians are always welcome, but unscheduled visits are not encouraged. **All visits should be arranged in advance with the teacher or an administrator.**
  o Alumni or former students will not be permitted to visit during the school day. They must make prior arrangements to visit after hours.

VOLUNTEERS
• Volunteers are welcome! Please contact our Parent Liaison to review the district and school volunteer policy and complete the necessary forms.

BUILDING SECURITY
• Building doors are always locked. Students and staff are not to open the doors during the school day for anyone. All visitors to the school should enter through Door #1 and sign-in at the Main Office.

BUILDING GROUNDS
• It is our collective responsibility to make our campus beautiful and to keep it clean. We will continuously showcase student work, achievements, awards and important information. Please report any areas that need attention to the Main Office.
RESPECT FOR OUR SCHOOL BUILDING

Hallways:
- Students and staff are expected to “own” the hallways by keeping them clean, safe, and respectful of the learning environment. We are all responsible for the beautiful spaces at Francis Parker School #23. Teachers and staff will be in the hallways during transition times and students are expected to adhere to our Essential 23 (no yelling-refer to voice level chart, greeting one another and visitors, helping those who may need assistance, picking up litter and trash). Students and staff are expected to be quiet in the hallways. Students and staff have the right to teach, work, and learn without interruption from noise in the hallways.

Language:
- All members of the Francis Parker community are expected to adhere to the highest levels of respect for one another and to use language that reflects this. Language that demeans, insults, harasses, or humiliates another member of the community will not be tolerated. The following guidelines should be used in choosing the forms of communication that accurately capture our thoughts and feelings without violating another person’s sense of identity or self:
  - No swearing.
  - Refer to body parts by their proper name.
  - Do not refer to someone’s race, gender, sexual orientation or religious beliefs with contempt or disapproval.
  - Be aware that in public spaces (hallways, classrooms, etc...) your language affects more than just the people with whom you are talking.

Gum:
- Children are not permitted to chew gum in school.
Uniform Protocol for 2019-2020

DRESS CODE

● All students should report to school wearing the required uniform. A staff member will visit all classrooms in the morning to identify students out of compliance and provide those students with a uniform for the day.

● If a student arrives to class unprepared:
  o He/she will be taken to our uniform closet to find a size that fits him/her and put it on over his/her clothing if possible, or change in the privacy of a bathroom.
  o He/she will wear the top half of the required uniform if bottoms cannot be found that fit.
  o Any time a child needs to borrow from the uniform closet his/her parent will be notified. If a specific need becomes known, the school will work to address the issue and resolve it.

● At no time should any child be embarrassed or belittled if they do not have the required uniform.

Tops:

● Students will wear Navy, Light Blue or White shirts. Options include:
  o Polo-style long or short sleeve shirts with collar.
  o Oxford shirt – long or short sleeve, button down AND collar.

● During the winter, the following allowances will be made:
  o Tights or Leggings with feet – any color.
  o White turtlenecks may be worn under shirts.
  o Navy/Light Blue/White button down or crew neck pullover sweaters.
  o Navy/Light Blue/White zip-up or pullover sweatshirts with no labels, logos, designs, letters, or numbers.
  o Navy/Light Blue/White vests; zip-up or pull-over.
  o Navy/Light Blue/White hooded sweatshirts with no labels, logos, designs, letters, or numbers.
  o Hoods cannot be worn during the school day.

● During warmer weather, the following allowance will be made:
  o Navy/Light Blue/White sleeveless Polo-style shirts.
Bottoms:

- Students will wear Navy or Khaki colored bottoms. Options include:
  - Flat front or uniform style pants or shorts
  - Capris
  - Skirts or skorts (Leggings under skirts can be any color/pattern)
  - Jumpers
- **On Physical Education days ONLY,** the following allowance will be made:
  - Navy sweatpants/shorts allowed

**No labels, logos, designs, letters or numbers on any clothing (except #23 logo)**
**Pants must fit properly at waist; tops must fit properly**
**No exposed layering undershirts (except white turtlenecks in winter)**
**No flip flops**

**CODE OF CONDUCT**

Students may be subject to disciplinary action for:

- Participation in behavior that is disorderly and/or disruptive
- Participation in behavior that is disobedient
- Participation in behavior that is violent
- Participation in behavior that endangers the safety, morals, health, or welfare of others

**Vulgar, Profane Language:**

- Vulgar and profane language will not be tolerated.
- Profanity especially directed to adults will result in disciplinary action.
- Multiple occurrences will result in progressive consequences as determined by administration. This may include suspension.

**Weapons:**

- Weapons (real or toy) are not permitted on school grounds. These items will be confiscated.
- Possession of or use of a firearm, knife, weapon, explosives (including fireworks) will result in a long-term suspension.

**Fighting:**

- Fighting will result in a removal from the classroom which could include suspension.
- Assault, multiple instances of fighting, or a fight involving serious injury, will result in a recommendation for long-term suspension as determined by administration.
Damaging School Property:
- Defacing school property (desks, chairs, doors, walls, lockers, bathrooms, etc.) is not permitted.
- Damaging or destroying school property is not permitted.
- Disciplinary action will be determined by administration.
- Students and parents/guardians will be asked to reimburse the district for expenses when appropriate.

Illegal Substances:
- Alcoholic beverages, drugs, tobacco products or paraphernalia are not permitted on school grounds. These items will be confiscated.
- The penalty for possession or use of any of these substances will include parental notification, referral to a counselor, and further disciplinary action as determined by administration. This may include suspension.

Fire Devices:
- Do not touch fire alarm covers or boxes unless there is a real emergency.
- Do not touch or remove fire extinguishers unless there is a real emergency.
- Possession or use of matches, lighters, smoke bombs, stink bombs, etc. on school grounds is not permitted.
- The penalty for possession or use of any of these substances will include parental notification, referral to a counselor, and further disciplinary action as determined by administration. This may include suspension.
- Please be aware that intentionally engaging a fire alarm without cause is a felony offense and will result in a long-term suspension.

Leaving School:
- Students are not allowed to leave the school.
- Students may not leave the school at any time during the regular school day without permission from parents and school staff.
- A student needing to leave school before the end of the regular school day should report to the main office.
- Students who refuse to follow these instructions will receive consequences determined by administration. This may include suspension.

Not Reporting to Class:
- Being anywhere other than in the appropriate classroom without a pass will result in a consequence given by the teacher.
- Multiple occurrences will result in progressive consequences as determined by the teacher.
- Students who refuse to comply will receive consequences determined by administration.
**CELL PHONE AND ELECTRONIC DEVICE POLICY FOR STUDENTS**

**First and foremost we are asking that students leave these items at home.**

Cell Phones:
- Cell phones **cannot** be used during the instructional school day. This includes lunch and recess.
- Cell phones cannot be stored on a student’s person (body).
- Cell phones must be turned off and stored away in a student’s backpack or jacket/coat.
- Students are responsible for the location and usage of their own cell phones.
- If a cell phone is visible during the instructional day, the following steps will be taken:
  - **First Infraction:** Verbal warning to the student.
  - **Second Infraction:** The cell phone will be confiscated (parent notification will occur) and returned to the student at the end of the school day.
  - **Third Infraction:** The cell phone will be confiscated and returned during a parent meeting with administration.

Electronic Devices:
- The Rochester City School District prohibits the use of electronic devices by students in our schools that violate the Code of Conduct. These devices include, but are not limited to: cell phones, i-pods, mp3 players, and video games (*Code of Conduct - Section 5300.03*).
- In the event that a student brings one of these banned items to school,
  - The items **must be turned in to the teacher** upon entering the classroom.
  - The item will be locked away securely in the classroom.
  - The item will be returned to the student at the end of the day.
  - The student will be reminded to keep these items at home.
- If a student does not turn in their electronic device, an administrator will be notified to address the situation. Parents will be notified that they must come to the school to pick the device up.
CHOIR AND INSTRUMENTS: MUSIC PARTICIPATION PROTOCOLS

- In an effort to create a balance for arts enrichment and academic success, the following policy was created to support Francis Parker students’ access to music education while maintaining core academic success.
  - All students in grades 3-6 can participate in a combination of choir and 1 instrument only.
  - If a student maintains at least a “B” average in all of his/her core academic courses (ELA, Math, SS, Science), he/she will be eligible to pick up 1 additional instrument (This would now include choir & 2 instruments).
  - If at any time a student’s average falls below a “B” average in any of the core subject areas, he/she cannot continue to play 2 instruments.

SCHOOL SAFETIES

Description:

- Being a school safety is a privilege afforded to a few select students each school year. These students exemplify what it means to be a Parker Kid by following our Essential 23 at a high level.
- We expect our school safeties to be responsible, respectful, and safe both in and out of school.
- We hold our school safeties to the highest standards as both a role model and leader for all of the Francis Parker student community.

Accountability Policy:

- School safeties must wear their yellow safety belts at all times while in school; this is to help the community easily identify them.
- School safeties are expected to be a role model to others by following and using our Essential 23 daily.
- School safeties must maintain at least a “C” average. If academic struggles persist, they will be removed from their safety duties in order to focus on academic intervention, with the goal of returning to their role.

Behavior Policy:

- Warning - If a Safety chooses to behave inappropriately, he/she will receive a verbal warning by a School 23 adult. That adult will communicate to the classroom teacher that a warning has been given. The classroom teacher must then log this as a behavior “warning.”
• Suspension from Safety Duties – If a Safety chooses to continue with inappropriate behavior after they have been provided a warning, he/she will be suspended for an unspecified amount of time; this time will be determined by an administrator based on the behavior.

• Withdrawal from Safety Duties – if a Safety continues to behave inappropriately after their suspension, he/she will be permanently removed from the Safety position for the remainder of the school year.

**Any staff member can report a Safety’s inappropriate behavior, which will be investigated. If found to be true, the steps of the Behavior Policy will be implemented.**

EMERGENCY DRILLS

Fire Drills:
• Fire Drills are scheduled at various times throughout the school year to help prepare for an actual emergency. Section 807 of the Education Law directs school officials to instruct and train students by means of drills so that, in a sudden emergency, they are able to exit the school building in the shortest time possible without confusion and panic.

• During an emergency evacuation all students must:
  - Follow the directions posted on the Fire Alarm Card in their room.
  - Not go to their lockers.
  - Move in an orderly fashion as they follow their teacher out of the appropriate exit.
  - Proceed in an orderly fashion out to the sidewalk along the perimeter of the school grounds.
  - Remain with their teacher and stand quietly during the entire drill.
  - Stay with their teacher and group as they return to the building.

Lockdown Drills:
• In the event that an emergency occurs which places the students and staff in grave danger, the Principal over Safety & Security will declare a “Code 1.” The Principal or his/her designee will inform others of the “Code 1” in one or more of the following ways:
  - Broadcast over school radios.
  - Broadcast over the public address system.
  - Written notice through the fan-out system.
• **Students must:**
  o Move away from all doors and windows.
  o Not allow anyone in or out of the room, with the exception of the Principal/Principal Designee or a uniformed officer (no passes, no movement).
  o Not use the telephone unless they need immediate medical assistance.
  o Remain calm.
  o Follow teachers’ directions and be helpful.

**CAFETERIA**

• While in the cafeteria each student is expected to:
  o Remain seated
  o Behave appropriately
  o Throw away his/her trash
  o Remain in the cafeteria until dismissed
  o Leave all drinks and food items in the cafeteria

• **Students:** If you are given a pass to leave the cafeteria, you are expected to finish eating beforehand or should be picked-up and escorted by a staff member.

• **Parents:** You are welcome to have lunch with your child. Please provide the school with prior notice by calling the Main Office no later than that morning. You must sign in at the Main Office prior to reporting to the cafeteria. Parent/Student lunches can occur in a private space if needed.

**RECESS**

• All K-6 students are scheduled for a recess period. Please talk to your child about acceptable, safe behavior on the playground daily. Teachers will practice Active Supervision at all times. All attempts will be made to have outdoor recess on a daily basis. In the event that the “Feels Like” temperature dips below 20° Fahrenheit, outdoor recess will not occur and alternative indoor activities will.

**PARENT TEACHER ASSOCIATION (PTA)**

• Francis Parker School #23 is very fortunate to have an active Parent-Teacher Association (PTA). All parents and staff are invited to join the PTA. The parents that lead the PTA are very friendly and helpful, so please don’t hesitate to reach out to them with any questions you might have.
PTA meetings are held regularly. Everyone is invited to attend (you do not need to be a member to come to the meetings). Check the School No. 23 website calendar for upcoming PTA events and come be part of the fun! The PTA email address is: school23.pta@gmail.com

**Remember: By getting involved in your child’s school, you help make it a wonderful place for them to be.**

**PARENT CONNECT**
- Please visit [http://www.rcsdk12.org/connectxp](http://www.rcsdk12.org/connectxp) to sign up for Parent Connect which allows you to view your child’s grades and other important school information.

**REPORT CARDS**
- Report cards are sent home in November, January, April, and the last day of school in June.

**SCHOOL CLOSING INFORMATION**
- If school must be closed due to poor weather conditions or other emergencies, the District will make the decision as early as possible. Local television and radio stations will be contacted to relay the information and a robo-call may go out.

**THE HOUSE SYSTEM OF FRANCIS PARKER NO. 23**
- All of our students and staff are randomly sorted into one of four different Houses. The four Houses are Kuaminika, Heshima, Ubuntu, and Beneficus.
  - Kumanika - means Responsibility
  - Heshima - means Respect
  - Ubuntu - means Compassion
  - Beneficus - means Kindness
- Students will remain in their same House throughout their years at Francis Parker School No. 23.
- Students will earn points for their House by following The Essential 23.
- Once a month on House Days, students will be challenged to grow their relationships with their Francis Parker Family (check the school website for House Day dates) [www.rcsdk12.org/23](http://www.rcsdk12.org/23).
- The House with the most points at the end of the school year will win the HOUSE CUP!
The ESSENTIAL 23
1. Respect other students’ comments, ideas, and opinions.
2. If you win, do not brag. If you lose, do not show anger.
3. Congratulate your classmates.
4. Always say thank you when given something.
5. Don’t be a bully and if anyone is bullying you, let an adult know.
6. Make eye contact.
7. Wear the school uniform every day.
8. Transitions will be swift, quiet, and orderly.
9. Be as organized as possible.
10. Surprise others by performing random acts of kindness.
11. When a substitute teacher is present, all class rules apply and will be followed.
12. Learn from your mistakes and move on.
13. No matter the circumstances, always be honest.
14. Do not show disrespect with gestures.
15. During an assembly, do not speak or call out to friends.
16. When responding to adults, you must answer by saying “Yes Ma’am/No Sir.”
17. Hold the door for people rather than letting it close on them.
18. Keep yourself and the bathrooms clean and germ free.
19. If someone drops something and you are close, pick it up.
20. Know other teachers’ names and greet them in the hall by name.
21. When walking in line, keep your arms at your sides and move quietly.
22. If someone bumps into you, say excuse me, even if it was not your fault.
23. Be positive and enjoy life!

LAST WORDS
• We know that in order to truly have an impact on your child’s education we need you walking along side of us. Please do not hesitate to contact the school Principal or Assistant Principal if you are ever made to feel unwelcome in our school. We are here to work with you and do all that we can to make sure we are growing citizens.

COMMUNICATION: SOCIAL MEDIA
• Please Visit Our Website at: https://www.rcsdk12.org/23
• The Calendar on our website has dates for all school events.
• Stay connected with us on Social Media:
  o Facebook Public Page: https://www.facebook.com/RCSDFP23/
  o Facebook Private (Closed Page): https://www.facebook.com/groups/francisparker/
  o Twitter: @RCSDFP23 (Please use the hashtag: #ParkerMagic for posts)