



A BEACON AT THE CENTER OF AN URBAN VILLAGE
UNA LUZ DE ESPERANZA AL CENTRO DE UNA VILLA URBANA

SCHOOL 17 ■ ESCUELA 17

Enrico Fermi School No. 17
2024-2025
Parent Handbook

**158 Orchard Street
Rochester, NY 14611
Tel: (585) 436-2560
Fax: (585) 324-6705**

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Our Diversity is Our Strength

A Snapshot of 17

Grades served: PreK –6

Community School

We are a beacon at the center of an urban village. In collaboration with others, we offer our families a connection to a variety of community services.

Bilingual/Dual Language Programs

To promote global literacy and understanding.

What I Need (WIN) Time

All students receive 40 additional minutes of literacy & math skills instruction.

Enrichment Opportunities

Students and teachers pursue their passions together.

Restorative Practice

We value relationships and center our work around relationship building. Our desire is to create a sense of community for every person who enters our school.

Damaris Saltares

Principal

Meybhol Sapienza

Assistant Principal

Teresa James

Assistant Principal

Qawan Bollar

Community School Coordinator, CCSI



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School Hours

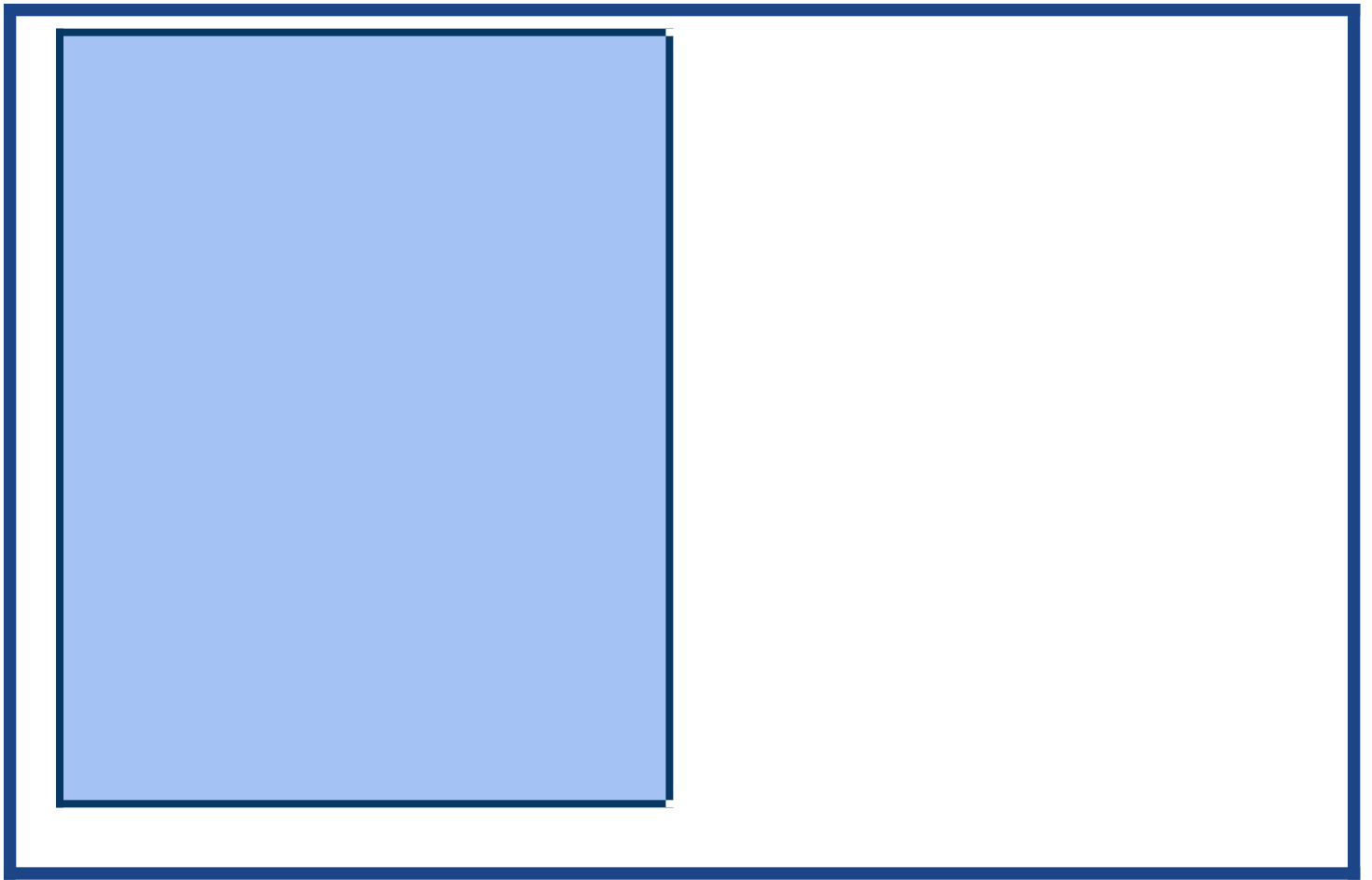
7:30 a.m.- 2:00 p.m.

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Mission

School 17 is a place of support and understanding. We strive to educate the whole child with respect for all. We seek parent and community involvement. As a school community, we value a safe environment in which to teach and learn. We embrace our diversity. We celebrate everyone, everything, every day!

Vision

School 17 is a beacon for our community and the center of an urban village.



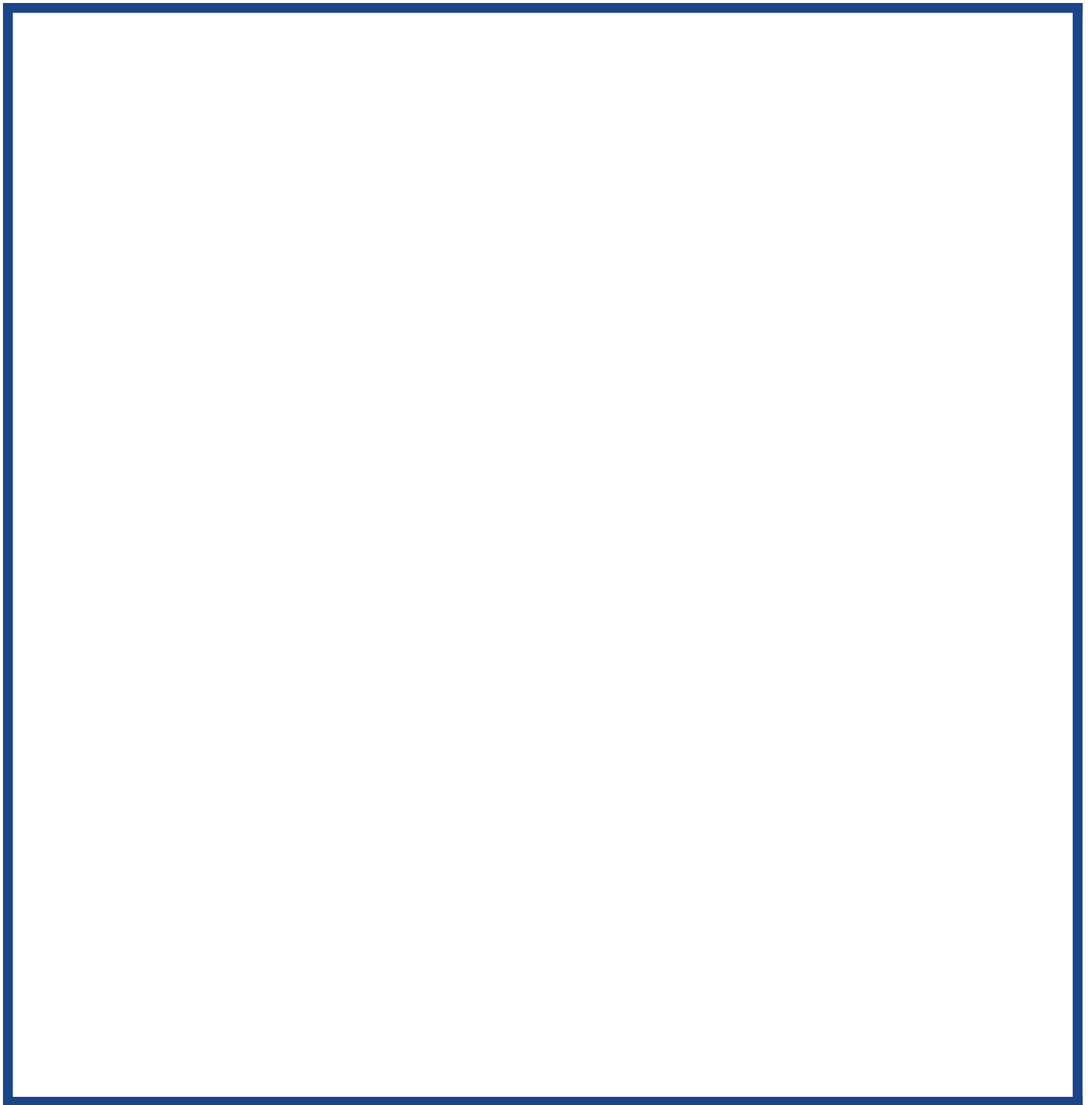
**Stay up to date with
all of the exciting things happening at
Enrico Fermi School No. 17.**

Visit us at:

<https://www.rcsdk12.org/17>



17info@rcsdk12.org



Arrival & Dismissal

ARRIVAL PROCEDURES

Students are scheduled to arrive beginning at 7:30 a.m. Students who ride a bus in Grades K-6 will enter the building by Exit 7.. Walkers (Grades K-6) will enter through Exit 1 near the main office.

- All other bus students (K-6) will enter through Exit 7 by the cafeteria.
- All walkers enter through Exit 1 and proceed to report to their classroom via Exit 3 stairwell near the main office.
- All students will enter walking quietly on the right side of the hallways and stairways.

ARRIVAL - BREAKFAST

Students in Grades K-6 will go to their homeroom.. Teachers will be in their classroom for student arrival. All remaining staff will be on posts to ensure student transitions to classrooms run smoothly. It is expected that breakfast will be completed within 10-15 minutes and that instruction should begin promptly after announcements at 7:45 a.m.

DISMISSAL PROCEDURES

There is nothing more important to any of us at Enrico Fermi School #17 and Rochester City School District than the safety of your children. It is with this safety in mind that School #17 has established and will strictly enforce the following dismissal procedures:

Student dismissal begins **at 1:50 p.m.** and is complete by **2:00 p.m.**

Please note: There are several EARLY DISMISSAL DAYS noted for the 2024-25 school year on the RCSD calendar.

Early Dismissal will be at 11:00 a.m. on the following dates:

***October 24, December 6, March 14 and May 22
are early dismissal days for all RCSD students.***

If a parent requests to go home differently than usual, parents/guardians must send a note to school with signature verification. For security reasons, neither teachers nor the office can accept changes in transportation via phone calls nor email accounts that are not registered on the child's annual emergency form.

We cannot guarantee that phone calls will reach the teacher in time for a change in that day's dismissal plan. **Calls received after 1:00 p.m. cannot be honored as there is no way to contact teachers during the dismissal process. The office staff stops calls to the classrooms at 1:00 p.m.**

All students are expected to be in school from 7:30 a.m. to 2:00 p.m. each day. If you have any concerns regarding regular dismissal time or procedures, please contact the main office to make an appointment to discuss with the appropriate administrator.

Early Dismissal

All parents who need to pick up their children for early dismissal (**prior to 1:30 p.m.**) need to enter through main entrance of School #17 and report to the reception desk.

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 be called down to the office ***upon your arrival. Students will not be sent to the office to wait for parents.***

After 1:30 p.m., we will follow the dismissal procedures outlined below for Student Pick-Up. ***We cannot dismiss any student between 1:30 and 2:00 p.m.*** as it creates a gap in our security protocol and puts our children at risk. **Parents arriving after 1:30 p.m. will be redirected to Exit 9 to await school dismissal at 2:00 p.m.**

Enrico Fermi School #17 utilizes three primary procedures to dismiss students from school at the end of the day: (1) student walkers, (2) student pick-up, (3) bus students.

Student Walkers

PROCEDURE – All student walkers must have a written permission slip on file in the main office specifying the method of dismissal. Students will exit the classroom with their teacher when their grade level is dismissed. Walkers must check out with the designated adult in the cafeteria. Please note, for the safety of all children, students who are designated as walkers are expected to walk straight home and should not enter any vehicle before arriving safely home. Any parent wishing to pick their child up by vehicle should follow the School #17 Parent Pick-up procedures.

DISMISSAL PROCEDURES CONTINUED...

Important Points:

- Students are NOT supervised after they check out of the cafeteria and leave the building via Exit 9.
- Upon dismissal, student walkers are expected to walk straight home.
- Student walkers are NOT expected to get into any vehicle before arriving safely home.

Student Pick-Up

PROCEDURE – Parents/Guardians who wish to pick their children up from school will enter the doors closest to the School #17 gymnasium and parking lot (Exit 9). Adults picking up children must have prior written authorization on file in the student management system and have a photo ID. Photo ID will be checked upon entry at Exit 9. Please remember that a student will not be dismissed as a pick-up unless there is written permission from the parent/guardian on file in the main office. Written authorization from the parent/guardian must be on file for the current school year. Students will be dismissed from their classroom with their teacher and check into the cafeteria to await pick up. Upon entry, parents will be issued a pick up pass for their child. A pick up pass will be given to the designated adult at the cafeteria entrance. Parents must wait for the child to be dismissed in the hallway outside of the cafeteria; parents are not permitted to remove

their child from the line or the bus. Parents and child will check-out with the designated adult in the cafeteria prior to leaving the school building.

Important Points:

- Photo ID is required to pick your children up from the Parent Pick-up Exit #9.
- Photo ID ensures that the adult picking the child up is on the approved pick-up list.
- Students awaiting pick up will exit their classroom with their teacher when their grade level is called.

Bus Students

All students at School #17 receive free transportation to and from school. If your address changes during the school year, you must notify the main office so that appropriate transportation arrangements can be made. Appropriate documentation of a new address is required to change an address (Ex.: lease, RGE bill, landlord statement, etc.). You may email a photo of any of these documents and email changes to 17info@rcsdk12.org Please be sure to register your email address on your child's information documents for verification purposes.

PROCEDURE - Students riding home on a school bus are dismissed at staggered times, depending on bus arrival and grade level. Dismissal begins at 1:45 p.m. (K-2) - 1:50 p.m., (3-5) - 1:53 p.m., (6-8) - 1:56 p.m. and is complete by 2:00 p.m. Arrival times to bus stops may vary due to many variables. If you have questions about your child's bus arrival time, please contact the Transportation Department at 336-4000.

Important Points:

- All students will be dismissed to their bus unless there is written documentation otherwise.
- Student behavior on the bus and at the bus stop directly affects their safety and is therefore treated very seriously.
- Parents are NOT allowed to get on the school bus to remove a child. If you seek to pick up your child, please follow the pick-up procedures outlined in this document.

Visitor Policy



Parents and other citizens are encouraged to visit Rochester's schools to observe the work of students and teachers. However, schools must maintain certain limits regarding visitors so that their primary mission of teaching and learning can take place effectively.



The following are among the rules for visitors stated in the Code of Conduct:

- Anyone who is not a regular staff member of Enrico Fermi Campus or student of the school will be considered a visitor.
- During school hours all visitors, including staff members from other buildings must report to the front desk upon arrival at the school. There they will be required to sign the visitor's register, show ID and wait for a staff member to escort them to their destination.
- Visitors who wish to observe a classroom while school is in session are required to arrange such visits 24 hours in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors. Meetings with teachers should be pre-arranged by phone or through written correspondence.
- All visitors are expected to abide by the rules for public conduct on school property including turning cell phones off and refraining from emailing and texting during classroom visits.

ATOMS

As a school community, we implement Restorative Practices. Restorative practices helps us build relationships with each other.

We are a community learning and growing together. In a world where conflict and violence are all too common, we know how important it is to teach children a different way to solve their problems. Every child at School 17 learns about nonviolent ways to work through problems together and the importance of making peace and building strong relationships with one another.

Help Zone at School 17

What is it? A space where students (grades K-8) can calm down, reflect, and get back to class as soon as possible.

Why is there a help zone? Because sometimes students need a moment.

How does a student get there? If a teacher has tried their Tier 1 interventions and a student is still disrupting the learning environment, they may send the student to the Help Zone.

What will they do there? Students will be supported to return to class as soon as possible. They will also be asked to reflect (using a google form) and answer the following questions: *What happened? What were you thinking at the time? What have you thought about since then? How did your choices affect others? Was anyone harmed (who)? What do you need to do to make things right (or) What do you think needs to happen to make things right? What would you like to see happen next? What would you do differently next time?*

How can students request help? Students in grade K-8 can request from their classroom teacher their desire to meet with the Help Zone.

ROCHESTER CITY SCHOOL 17 COMMUNITY SCHOOL ESSENTIAL ELEMENTS

158 Orchard Street, Rochester, NY 14611
Caterina Leone Mannino, Principal



RIGOROUS ACADEMICS & HIGH EXPECTATIONS

- Dual Language Enrichment Program (50/50 English/Spanish Language Immersion)
- Project-Based, Authentic, Engaging Learning Experiences
- Volunteer Tutors – Help Me Read, Professionally Speaking
- Service Learning



EXPANDED LEARNING OPPORTUNITIES & YOUTH DEVELOPMENT

- Longer learning day (1 additional hour each day)
- Summer Learning Opportunities (summer LEAP)
- What I Need (WIN) Time Daily
- Enrichment Clubs – Multi-Age, Student Choice
- Music (Orchestra, Band, Chorus), Visual Arts, Dance (Ballet, STEP, Zumba, Cheer)
- Gardening, Culinary, STEM Learning
- Ibero-American Action League
- AmeriCorps Mentoring & Attendance Outreach
- City of Rochester R-Center @ 17 (open until 9 p.m.)



HEALTH & MENTAL HEALTH SERVICES

- On-site Community Health Center (Rochester Regional Health)
- University of Rochester Eastman Dental Center
- Hillside Child-Family Therapy
- School-wide Restorative Practices & Morning Meeting
- MK Gandhi Institute HELP Zone
- Center for Youth Mediation and Social & Emotional Support



SOCIAL SERVICES

- Partnership with Monroe County Department of Human Services, Probation, Office of Mental Health
- Emergency Referrals for Rapid Rehousing Support
- Child & Family Centered Support Team Process-EMBRACE
- Coordinated Multi-Agency Case Management

FOR MORE INFORMATION, VISIT WWW.RCSDK12.ORG/17
FOLLOW US ON FACEBOOK @RCSD17



EARLY CHILDHOOD EDUCATION

- Full Day PreKindergarten Program for 3 & 4 year olds
- Full Day Kindergarten Program, including Dual Language Enrichment
- Healthy Baby Network Partnership



PARENT & FAMILY ENGAGEMENT

- Family Center & Parent Lounge
- Bilingual Parent Liaison
- Parent Volunteer Program
- Parent-Teacher Organization
- Monthly Family Events
- EMBRACE Multi-Agency Support Process
- Charles House Neighbors in Action (CHNA)



ADULT EDUCATION & WORKFORCE DEVELOPMENT

- Partnership with City of Rochester Operation Transformation Rochester
- Internet-Access for Applications & Resume Preparation
- Informational Sessions with Monroe Community College
- Rochester City School District OACES Program
- TES (Temporary Employment)
- Partnership with RCSD Facilities Department

Multi-Tiered System of Support

To support our students and families, School 17 has partnered with Coordinated Care Services of Rochester, Inc. (CCSI) to coordinate services with various community partners and help address the needs of students and families.

In addition to support from CCSI, partnerships with several community organizations assist us in providing our students with a well-rounded academic and social experience.

Community Partners

Center for Youth

Daisy Marquis Eastman Dental Center

Help Me Read

Hillside Children's Center

Horizons Summer Leap

M.K. Gandhi Institute for Nonviolence

Orchard Street Community Center

Unity Family Medicine Center

Encompass

Keep up to date with our partnerships using the following link:

www.rcsdk12.org/17

Open House

September 20, 2023

4:30pm-6:30pm

More information will be sent home the first week of school.

Parent Teacher Conferences

Parent teacher conferences are an excellent way to ensure that your children are making progress towards their goals. While conferences are on the district calendar for specific dates, parents are encouraged to contact teachers to request a meeting at any point throughout the school year. District conference dates are scheduled for:

October 10th, 2023 (PreK-6th)
October 12th, 2023 (7th and 8th)
March 5th, 2023 (PreK-6)
March 7th, 2023 (7th and 8th)

Report Cards

Quarter

July 6 - November 10
November 11- January 26
January 27 - April 12
April 22 - June 30

Report Cards Sent Home

Week of November 19th
Week of February 4th
Week of April 21st
Week of July 14th

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Parent Teacher Organization

Meets every **2nd Tuesday of the month, time is to be determined**, in the school with community partners, teachers, parent liaison and administrators. **Meeting dates:**

September 12 2023

October 10, 2023

November 14, 2023

December 12, 2023

January 9, 2024

February 6, 2024

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

In addition, event planning committees are established for PTO events throughout the school year. If you are interested in helping with a particular event, please speak with the Community School Site Coordinator, Qawan Bollar at 436-2560 x1060 or Parent Liaison at 436-2560 x 1050.

School wide events for students and families for the 2023-24 include:

Event Name	Date	Time
Back to School Bash	Thursday, August 31, 2023	12:00 – 2:00 p.m.
Principal Breakfast	Tuesday, September 19, 2023	8:30-9:30 a.m.
Curriculum Night	Wednesday, September 20, 2023	4:30 – 6:30 p.m..
Trunk-or-Treat / PTO Workshop	Friday, October 26, 2023	6:00 – 8:00 p.m.
Principal Breakfast	Tuesday, December 12, 2023	8:30-9:30 a.m.
Principal's Breakfast	Tuesday, March 19, 2024	8:30-9:30 a.m.
Student Talent Show	Thursday, March 28, 2024	
Instrumental Concert	Thursday, , June 6, 2024	5:00-6:00 p.m.
Principal's Breakfast	Tuesday, June 11th, 2024	8:30-9:30 a.m.

Field Day	Friday, June 21, 2024	
Kindergarten Moving Up Ceremony	Monday, June 24, 2024	9:00 – 11:00 a.m.
8 th grade Moving Up Ceremony	Tuesday, June 25, 2024	9:30 – 11:00 a.m.

Parent Volunteers

We welcome parents to be volunteers at School 17. Parent volunteer opportunities include lunchroom support, classroom support, administrative support, event planning and delivery. In order to become a parent volunteer, parents must submit a volunteer application, attend an orientation session, and submit a proposed schedule for administrator approval. All volunteers are required to work under the supervision of RCSD staff and in open work spaces. Any parent seeking to complete WEP or community service hours should set up a meeting to discuss with the Community School Site Coordinator, Qawam Bollar @ 436-2560 x 1060 or Parent Liaison, Irashivanette Diaz at 436-2560 x 1050.

Community Engagement Team (CET)

A representative site based leadership team which consists of families, students, community partners, unions, neighboring community residents, the principal, community school coordinator, teachers and other school personnel. The CET guides collaborative planning, implementation and oversight based on the identified assets and needs of the community and school 17. For more information, please contact Community School Site Coordinator, Qawan at 585-436-2560 x 1060 or the website: <https://sites.google.com/view/school17cet/cet-leadership>

Dress Code

School # 17 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 shall 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.

1. All persons are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions.
2. Shoes must be worn at all times. Flip flops or other footwear that could be considered as unsafe is not acceptable.
3. Headgear may not be worn in school except for students who do so as part of a recognized religious practice or for medical reasons. Approval must be obtained from Administration.
4. Coats, hats, jackets (hoods), or **outerwear** may not be worn in the building during regularly scheduled school hours. (ie. Denim jackets, outer vests)
5. Clothing that is disruptive to the learning environment is not acceptable. (i.e., halter tops, tank tops, muscle shirts, hot pants, short shorts, short skirts, mini-skirts, "spandex style" wear without a long covering top of some type, or clothing depicting obscene words or graphics, illegal activities, "gangsta" rap, or XL hooped earrings)
6. Clothing identifiable as a gang membership symbol may not be worn. Examples of clothing items that are not allowed are solid red or solid blue undershirts or bandanas.
7. All underwear must be completely covered by outer clothing, and pants should be held up with a belt of appropriate size.
8. Hoodies cannot be worn in school with the following guidelines (unless an administrator provides a special pass).
 - a. Hoods cannot be worn on heads in public spaces (hallways, cafeteria, gym)
 - b. Hoods can be worn in the classroom with adult approval.
 - c. If an adult requests for a hood to be removed, the scholar must comply with the request.
9. Jewelry that may be deemed a weapon is not acceptable. (i.e. spiked rings or belts)

The administration will have the final say as to whether clothing is acceptable.

Students who violate the dress code, including school-level standards, will be required to modify their appearance by covering or removing the offending item, and if necessary and/or practical, replacing it with an acceptable item. Any scholar who refuses to do so shall be subject to restorative disciplines.

STUDENT SUPPLY LIST

Backpack

Pencils 4 x 24 count

Colored Pencils

Erasers & Pencils Eraser Tops

Ink Pens: Blue, Black and Red**

Crayons*

Color safe markers*

Highlighters

Graph Paper**

1 tissue box (for class use)

Liquid Hand sanitizer (for class use)

Notebook Paper

Index Cards

Sticky Notes

5 different solid color folders with pockets and prongs

1-Three ring binder and 5 tab dividers**

Ear Buds/Headphones**

2 Composition Books

5 different solid color one-subject notebook

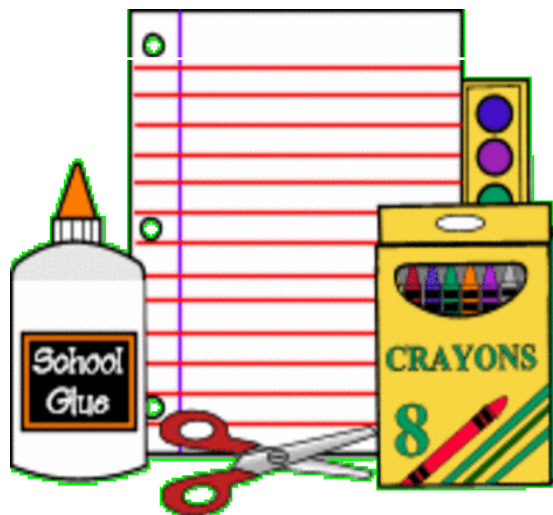
Child safe scissors*

4 glue sticks

Pencil Box or Pouch

*Grades 1-6

** Grades 7 & 8





New Email at School 17:
17info@rcsdk12.org !

Let us help you make the process easier.

If you need to update any of the following:

- Home address
- Pick up/drop off location (from daycare or relative)
- Phone numbers
- Parent email

Write an email or snap a picture of proof of address and send to

17info@rcsdk12.org

Be sure to include your child's full name and birthdate in the subject line.

DISCLAIMER: This email is strictly for updating contact information and transportation. Emails that do not meet this criteria will not receive a response. If you need assistance with other matters please call the main office at (585) 436-2560.

IMPORTANT: If you are planning to move or have already moved, proof of address is required in order for the change to occur. Below you will find a list of acceptable forms of proof

Examples of Proof of Residency you may provide:

- Pay Stub
- Income Tax Form
- Utility or Other Bills
- Tax Bill from the City of Rochester
- Telephone Bill
- Insurance Bill
- Bank Statement
- Voter Registration Docs
- DSS Declaration
- Docs issued by federal state or local agencies
- State or other government issued identification
- Docs issued by federal state or local agencies (e.g. local social services agency, federal office of Refugee Resettlement)

**Physical forms and any legal forms will have to be dropped off at the office or mailed. We are located at
158 Orchard St., Rochester, NY 14611*