

Student & Family Handbook 2025-2026

Francis Parker School 23



Francis Parker School No. 23
170 Barrington Street
Rochester, NY 14607
(585) 473-5099
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Principal: Kathryn Yarlett-Fenti
Assistant Principal: Teresa James

Dear Families and Students,

Welcome to Francis Parker School No. 23! We look forward to a new school year filled with endless possibilities and potential. We strive to provide a safe and welcoming learning environment where all our students, families and staff feel empowered, seen, affirmed and valued. Through the development of deep partnerships between home and school, we work together to ensure the great success of every student we serve.

This handbook provides important information regarding school procedures and expectations. Please keep it with you throughout the entire school year as it will answer many of the questions you may have. It is also available for viewing on our Francis Parker School No. 23 School Website at <https://www.rcsdk12.org/Domain/12077>.

****Please note that effective August 1, 2025, pursuant to NYS Education Law §2803, all public schools must implement distraction-free school policies which prohibit students' use of internet-enabled devices during the school day, on school grounds. Please see the procedures our school has developed in alignment with this policy on Page 11 of this handbook.****

Sincerely,

Kathryn Yarlett-Fenti

Principal

Francis Parker School No. 23

170 Barrington St.

Rochester, NY 14607

585-473-5099 (phone)

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TABLE OF CONTENTS

1	Welcome Letter to Families
2	Table of Contents
3	School No. 23 Mission, Vision, Motto and Powerful Pledge
4	Arrival Procedures
5	Dismissal Procedures
5	Homework Protocol
6	Attendance Guidelines
6	Announcements
6	Address Changes/Transportation
6	Building Security & Building Grounds
7	Visitor Procedures
7	Volunteers
7	Respect for Our School Building
8	RCSD Code of Conduct
9	Dress Code
10-12	RCSD Board of Education Policy 5695: Students and Personal Electronic Devices
12	Vocal and Instrumental Ensemble Participation Protocols
12	School Safeties
13	Emergency Drills
14	Cafeteria
14	Recess
14	Parent Teacher Association (PTA)*
14	Parent Connect
14	Emergency School Closings
15	Report Cards
15	House System
15-16	Communication/Social Media Handles

OUR MISSION STATEMENT

*Francis Parker School No. 23 is an incredible place where every student is **valued, loved, and nurtured** for who they are. They are empowered as they grow to become responsible adults through a focus on rigorous academics, engaging learning opportunities, social excellence, and building authentic relationships.*

OUR VISION

The vision at Francis Parker School No. 23 is to prepare and motivate our students for success in a rapidly changing world by instilling in them critical thinking skills, a global perspective, and a respect for core values of honesty, loyalty, perseverance, and compassion.

OUR MOTTO

Excellence Is Happening!

OUR 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!*

ARRIVAL PROCEDURES

Preschool Students

- Arrival is at 7:45 a.m.
- Students enter the building through Door #5 (Facing Milburn Street).
- Students will be marked tardy after 7:55 a.m.
- After 7:55 a.m., students must enter the school through Door #1, the Main Entrance.

Kindergarten - 6th Grade Students

- Arrival is at 7:30 a.m.
- Students must enter the building through their assigned grade level entrances.
 - Door #2 (Facing Park Avenue/Small Playground):
 - Kindergarten
 - 1st Grade
 - 2nd Grade
 - 6th Grade
 - Door #5 (Facing Milburn Street):
 - 3rd Grade
 - 4th Grade
 - 5th Grade
- Students will be marked tardy after 7:45 a.m.
- After 7:45 a.m., students must enter the school through Door #1, the Main Entrance.

Walkers/Car Riders

- Students must be dropped off on Milburn Street.
- Cars should pull up to the curb so students can safely and speedily exit the vehicles and enter the building through their assigned grade level doors.
- Please do **NOT** park along Milburn Street to keep traffic flowing.
- Please do **NOT** pull up or park in the Bus Loop at the front of the building on Barrington Street to drop off your child as it is for bus drop-off **ONLY**.

Bus Riders

- Students arriving at school on a bus will be dropped off in the bus loop on Barrington Street and enter the building through their assigned grade level door.

Parking Lot

- Please do not park in the school's parking lot. It is reserved for staff members only. There is parking available on the streets surrounding the school.

DISMISSAL PROCEDURES

Preschool Students

- Dismissal is at 1:45 p.m.
- Students will be dismissed at Door #5 (Facing Milburn Street).
- Parents/Approved People should go directly to Door #5 to pick up their child. A staff member will be there to greet you.
- Parents/Approved People should come to the Main Entrance **ONLY** if they are picking their child up prior to 1:45 p.m.

Kindergarten - 6th Grade Students

- Dismissal is at 2:00 p.m.

Bus Riders

- Students will be escorted to their buses using Door #1 (Main Entrance) beginning at 1:55 p.m.

Walkers/Car Riders

- Parents/Approved People should go directly to Door #5 (Milburn Street) beginning at 1:55 p.m. to pick up their child. A staff member will be there to greet you.
- Tell the staff member standing at Door #5 who you are picking up. Your child will then be escorted to you.
- Please do **NOT** pull up or park in the Bus Loop to pick up students as it is for Bus Pick-Up **ONLY**.
- Please do **NOT** park along Milburn Street as buses will be parked there waiting for students.
- Parents/Approved People **MUST** show a Photo ID and be on the approved list of people who can pick up a student. Parents should contact the Main Office at 585-473-5099 if they need to update this information.
- Parents **MUST** call the Main Office by 1:15p.m. if they need to change how their child is getting home on any given day, and/or who will be picking them up. The person designated to pick up their child **MUST** be on the approved list of people and show their Photo ID.

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

Kindergarten: 15 minutes/Grades 1 - 3: 20-30 minutes/Grades 4 - 6: 40-60 Minutes

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 for the absence to be considered legally excused. If your child is absent due to religious holidays, please contact the Main Office as soon as possible to let the staff know.
- Please note that automated attendance calls (robocalls) are made in the event that a student is not marked present prior to 8:30am. 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 everyday matters!***
- Kindergarten – 6th Grade students are tardy when they enter the school after 7:45am.
- Preschool students are tardy after 7:55am.
- 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. Morning announcements will begin at 7:45am. Adults will 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 choose to abstain).

ADDRESS CHANGES/TRANSPORTATION

- All changes to student addresses and phone numbers must be given to the Main Office staff as soon as the change is known. **Proof is required. Please consult Main Office staff with any questions.**

BUILDING SECURITY

- Building doors are ALWAYS locked.
- **Students and staff are not permitted to open the outer doors during the school day for ANYONE.** All visitors to the school must enter through Door No. 1 (Main Entrance) and sign in at the Main Office.

VISITOR PROCEDURES

- The safety of students and staff is the District's and School's top priority. We want to make visits to our school building pleasant and welcoming experiences in a safe environment for everyone.
- The school's Door #1 (Main Entrance) will serve as the single point of entry for visitors.
- Visitors must report immediately to the Main Office to sign in and present photo identification to obtain a visitor's pass.
- Any and all classroom visits must be pre-approved by the principal.
- Visitors are subject to search of their person and belongings. Anyone refusing will not be allowed to remain on District property.
- Parents/caregivers must call the school office to arrange an early pick-up time for their children **prior to 1:15pm** and present photo identification upon arrival.
- ***Any person asked to leave school property must do so immediately. Refusal to leave will result in police intervention.***
- Family members picking up students will be asked to wait outside (weather permitting) or in the Main Entrance foyer.
- Our school uses the "Raptor Visitor Management System," which is an online tool that enhances school security by screening and registering every campus visitor. The system works by reading a visitor's driver's license (or other approved government-issued ID) and comparing it to a database that contains registered sex offenders in all 50 states. Once cleared through the system, a visitor badge is produced that includes a photo, name of the visitor, date, time, and destination in the building. This is useful during emergencies to know exactly who is on campus.

VOLUNTEERS

- If you are interested in volunteering at our school, please call the school at (585) 473-5099. Our school secretary or Parent Liaison will assist you.

RESPECT FOR OUR SCHOOL BUILDING AND GROUNDS

- **Building Grounds**
 - It is our collective responsibility to make our campus beautiful and to keep it clean. Please report any outside areas that need attention to the Main Office.
- **Hallways**
 - All students, staff and visitors are expected to be quiet in the hallways and follow our PAWS expectations (Kindness, Respect, Responsibility, and Compassion), as students and staff have the right to teach, work, and learn without unnecessary interruptions.
 - Students, staff and visitors are expected to keep our hallways clean, safe, and respectful of the learning environment. We are all responsible for the beautiful

spaces at School No. 23.

- o We will continuously highlight student work, achievements, awards, and important information throughout our hallways and instructional spaces.

- **Gum**

- o No gum chewing is permitted in school.

- **Appropriate Language**

- o 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 our school community will not be tolerated. The following guidelines should be used when 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.

RCSD CODE OF CONDUCT

- The purpose of the RCSD Code of Conduct is to set standards for student behaviors that promote an environment conducive to learning, safety, and order in schools. It is our goal to provide students with a safe and secure learning environment at School No. 23. To do that, we need to have rules for all members of our school community. Your cooperation and support are appreciated. Click the link below to access the RCSD Code of Conduct: <https://drive.google.com/drive/folders/1a9621rJT9ZamtQZajwHqS-utJ4lVv5S8>

Code of Conduct Rules for School No. 23

- Possession of any weapon (real or toy) or incendiary device (firecracker, matches, etc.) could result in an automatic long-term suspension.
- No fighting (real or play) or hitting on school grounds.
- Speak respectfully to others (no swearing, threatening or insulting).
- Stay where adults are in charge.
- Follow the directions of all staff in the school.
- Respect things that belong to others (no stealing, extorting or destroying).
- Follow all safety rules.
- Alcoholic beverages, drugs or cigarettes are not permitted on school grounds.
- All non-instructional items (iPads, electronic games, cell phones, SMART watches, sports equipment and toys) must be left at home. Our school is not responsible for the loss of any of these items.

- Students who violate these areas or procedures are given a warning and/or consequence. 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.

Code of Conduct Potential Consequences for School No. 23

- Students who are found to be in violation of the Code of Conduct could face any or all of the following consequences after classroom level behavioral support and interventions have been exhausted:
- Parent/guardian contact and/or conference with teacher(s) and administration
- Referral to our Student Help Zone
- In school suspension
- Out of school suspension (short term - 5 days or less)
- Out of school suspension (long-term - more than 5 days)
- If you would like further details, please see the RCSD Code of Conduct at <https://drive.google.com/file/d/1FvyFdnXWcRcjDGUtpsan0OuBXzFhB6Bk/view?usp=sharing> or speak to an administrator or the Parent Liaison about this.

DRESS CODE

Francis Parker School No. 23 Dress Code Philosophy

- All students should be able to dress comfortably for school and engage in an educational environment without fear of unnecessary discipline or body shaming from others.
- Student dress code enforcement should not result in unnecessary barriers to school attendance or learning.
- All staff should use student/body-positive language to explain the dress code and to address dress code violations.

Our student dress code is designed to:

- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, pornography, etc.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed

as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

In accordance with the RCSD Code of Conduct, all students must adhere to the following guidelines:

- No inappropriate labels, designs, letters, or numbers on any clothing.
- No clothing that exposes buttocks, stomach/midriff, breasts, underwear, and/or bras.
- No clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership.
- No abusive, suggestive, or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment or deny dignity or respect to others.
- No exposed layering undershirts, except turtlenecks and long sleeves in winter.
- All underwear must be completely covered by outer clothing and pants should be held up with a belt of appropriate size for students' waists.
- 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 practicable, replacing it with an acceptable item.
- Any student who refuses to do so shall be subject to restorative discipline.
- Guidelines for Wearing Hoods or Hats:
 - Hoods and hats cannot be worn unless a special pass is provided by an administrator.
 - If an adult requests that a student remove his/her hood or hat, the student must comply.
- All students must follow the Rochester City School District's Dress Code, which includes expectations and consequences if not followed.
- Click here to view the RCSD's Dress Code Policy in the *Code of Conduct* on Page 50: <https://drive.google.com/drive/folders/1a9621rJT9ZamtQZajwHqS-utJ4lVv5S8>

RCSD BOARD OF EDUCATION POLICY 5695: STUDENTS AND PERSONAL ELECTRONIC DEVICES

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

- **Communication with Parents/Persons in Parental Relation**
 - The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include "internet-enabled devices" defined as: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access

content on the internet, including social media applications, but do not include any such device supplied by the District for educational purposes. These devices can create significant distractions to the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contributes to the spread of misinformation, create congestion in the emergency response system, and interfere with the district's emergency response protocols.

- o During the school day, to minimize distractions, parents (which, for purposes of this policy, includes persons in parental relation) may contact their children via the following methods: calling the school, and/or emailing the appropriate school personnel. If allowed pursuant to the protocols of each specific school, students may contact their parents by calling from the school. The district will notify parents in writing of the communication protocol at the beginning of each school year and upon enrollment. Generally, the District is not responsible for stolen, lost, or damaged personal electronic devices brought to school.

- **Personal Electronic Device Access**

- o As required by NYS Education Law §2803, this policy prohibits student use of personal internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception (i.e., IEP/Section 504 or as permitted below). Students are discouraged from bringing personal electronic devices to school.
- o If students at the elementary school level bring personal electronic devices to school, they must be silenced and turned over to the appropriate or designated school personnel (classroom teachers, administrators, etc.) for storage.

- **Classroom Personal Electronic Device Storage Procedure**

- o Upon arrival at the classroom, students must turn off all their electronic devices and place them within their classroom's locked electronic device cabinet.
- o At dismissal, students will retrieve their electronic device(s) from the classroom electronic device cabinet and place them in their bookbags.

- **Enforcement, Consequences and Reporting**

- o Enforcement of this policy is chiefly the responsibility of building administrative staff; however, all designated employees are expected to assist in enforcement. Students will be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.
- o For students out of compliance with this policy, the school must follow the

disciplinary protocol outlined in the matrix under “Portable Electronic Device Use at Unauthorized Times” in policy 1400, Code of Conduct.

- **First Infraction:** Verbal warning given to the student.
- **Second Infraction:** The electronic device(s) will be confiscated by an administrator and parent notification will occur. The device will be returned to the student at the end of the school day with a verbal warning given.
- **Third Infraction:** The electronic device will be confiscated by an administrator and parent/guardian notification will occur. The electronic device will be returned to the parent/guardian following a meeting with an administrator.

VOCAL AND INSTRUMENTAL ENSEMBLE PARTICIPATION PROTOCOLS

- To create equitable opportunities for artistic expression and exploration while supporting academic success for all students, the following protocols were put in place at School No. 23:
 - Ensemble music opportunities (e.g., choir, band, strings, etc.) are open to students in Grades 3-6.
 - Students in Grade 3 may participate in Choir or Strings.
 - Students in Grades 4-6 can participate in one instrumental ensemble and/or choir.
 - Students must meet the following expectations to participate in an ensemble.
 - Students must be on time and have their music and instruments for each lesson.
 - Students must follow all PAWS expectations in all classes.
 - Students must keep up with all academic work, including classwork and homework.
 - Students must attend school regularly.
 - The following procedures have been created to hold students accountable to these expectations:
 - Students and caregivers MUST sign a contract agreeing to the expectations to participate in any ensemble.
 - Ensemble teachers will regularly check in with classroom teachers and administrators about student behavior and academics.
 - If students struggle to meet any of the expectations listed above, a written communication will be sent home. After three written notices, the student may be dismissed from ensembles with approval from administration.

SCHOOL SAFETIES

Description

- Being a School Safety is an honor and 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 Code of Conduct Rules for School No. 23 at the highest 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 role models and leaders for all the Francis Parker student community.

Expectations

- School Safeties must always wear their yellow safety belts while in school; this is to help the community easily identify them.
- School Safeties must maintain at least a “C” average. If academic struggles persist, they will be removed from their safety duties to focus on academic intervention, with the goal of returning to their role.

Accountability

- Warning: If a School Safety chooses to behave inappropriately, he/she will receive a verbal warning by the supervising staff member. That adult will communicate to the classroom teacher and parent/guardian that a warning has been given.
- Withdrawal from School Safety Duties: If a School Safety continues to behave inappropriately after they have been verbally warned 3 times, he/she will be permanently removed from the School Safety position for the remainder of the school year.

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 can exit the school building in the shortest time possible without confusion and panic.
- **During an emergency evacuation all students, staff and visitors must:**
 - Follow the directions posted on the Emergency Procedures Card in their room.
 - Leave their personal items behind.
 - Proceed 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 class while standing quietly during the entire drill.
 - Remain with their teacher and class as they return to the building.

Lockdown Drills

- If an emergency occurs which places students and staff in grave danger, the Administrator in charge of Safety and Security will declare a “Lockdown.” The Administrator or his/her designee will inform others of the “Lockdown” in one or more

of the following ways:

- o Broadcast over school radios.
- o Broadcast over the public address system.
- o Written or electronic 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, except for 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

RECESS

- All students are scheduled for a recess period. Please talk to your child about acceptable, safe behavior on the playground daily. Teachers will always practice Active Supervision. All attempts will be made to have outdoor recess daily.

PARENT TEACHER ASSOCIATION (PTA)

- Francis Parker School No. 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 the first Tuesday of each month in the cafeteria. Everyone is invited to attend (you do not need to be an official member to come to the meetings). Check the School No. 23 website calendar for upcoming PTA events and come join the fun! The PTA email address is: school23.pta@gmail.com

PARENT CONNECT

- Please visit <https://www.rcsdk12.org/Page/54155> to sign up for Parent Connect which allows you to view your child's grades and other important school information.

EMERGENCY 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 robocall will go out.

REPORT CARDS

- Report cards are sent home in November, February, April, and the last day of school in June. Please see the school calendar for specific dates.

HOUSE SYSTEM (BASED ON THE RON CLARK ACADEMY HOUSE SYSTEM)

- Our House System is a dynamic, exciting way to create a powerful and positive school climate. Students are celebrated for their efforts through a process that builds character, empowers academic excellence, fosters school spirit, enhances relationships, and promotes a culture of belonging for all.
- All students and staff are randomly sorted into one of four multi-age/grade level Houses when they first arrive at our school. Students are provided with a variety of opportunities to interact with their peers across multiple grade levels through team building activities every marking period. This allows older students to become mentors and role models for younger students and help them grow into future leaders. This creates a positive school culture that fosters a sense of belonging for all. It also helps to build character, relationships, and school spirit!
- Each House represents an important core value that we emphasize at School No. 23, in alignment with our PAWS expectations. Students remain in their Houses throughout their entire time at School No. 23. Our four Houses are:
 - **Kumanika** - Responsibility
 - **Heshima** - Respect
 - **Ubuntu** - Compassion
 - **Beneficus** - Kindness
- Students remain in the same House throughout their time at School No. 23.
- Students earn points for their House by following PAWS expectations and participating in team building events during House Days.
- One House Day is held each marking period. Students work with their entire House Team to compete against other House Teams in a series of challenging tasks and events. Points are awarded based on the outcome of each event.
- The House with the most total points at the end of the school year wins the HOUSE CUP!

COMMUNICATION AND SOCIAL MEDIA FOR SCHOOL NO. 23

- Please visit our School Website at <https://www.rcsdk12.org/23>. You will see an interactive “Open House” on the main webpage that allows you to visit each teacher’s Bitmoji classroom or staff member’s office to view important information. Click on the double doors and have fun exploring!
- The Calendar on our website has dates for all school events, including flyers when appropriate.
- Stay connected with us on social media. We post important updates, event flyers, and photos of school events regularly.

- School No. 23 Facebook Public Page: <https://www.facebook.com/RCSDFP23/>
- School No. 23 Facebook Private Page (Facilitated by our School No. 23 PTA): <https://www.facebook.com/groups/francisparker/> (please request access when clicking on this link)
- School No. 23 “X” Social Media Platform: @RCSDFP23

