



# Parent Information Handbook

## 2023-2024



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## Attendance

The District has an attendance policy in place to help create a positive and focused learning environment. Understanding that occasionally unforeseen circumstances may arise, please notify your child's school of any absence in advance.

It is important to emphasize that frequent or unexplained absences can have a significant impact on a student's academic progress. Prolonged absences can result in missed lessons, incomplete assignments, and difficulties catching up with the class, which may lead to lower academic performance.

The following guidelines are in place to help foster a strong partnership between families, students, and schools:

1. **Regular Attendance:** Ensure your child attends school regularly and arrives on time each day unless there is a legitimate reason for absence.
2. **Communication:** Notify the school in advance of any planned absences or as soon as possible if your child needs to be absent due to illness or an emergency.
3. **Documentation:** Provide valid documentation for any absence, such as a medical certificate, if applicable.

If you have any questions or concerns regarding the attendance policy, please do not hesitate to reach out to the Attendance Department at 585-763-3160.

### Excused Absences

- Child's illness – a doctor's note is required after three consecutive illness absences
- Doctor or dentist appointments
- Sickness or death of an out-of-town family member for up to three days within New York State or five days outside of the state
- Court appearances
- Religious observances

### Unexcused Absences

- Oversleeping
- Family vacations
- All unexplained or undocumented absences are considered to be unexcused

Attendance Rate Chart				
% Present	Day(s) Present	Day(s) Absent	Month(s) Absent	Effect
100%	180	0	0	Great!
95%	171	9	½	More chance of success and progress!!
90%	162	18	1	Worrying: less chance of success and harder to make progress when chronically absent
85%	153	27	1 ½	
80%	144	36	2	Serious concern: excessive absences make it extremely difficult to succeed and make progress
75%	135	45	2 ½	
70%	126	54+	3+	Serious concern
RCSD Reminds You That ATTENDANCE MATTERS!!!				

## Homework

Homework is an essential component of a student's academic life that provides numerous benefits beyond just reinforcing classroom learning. By completing homework assignments regularly, students can develop important skills, prepare for future challenges, and improve communication with teachers and parents. Therefore, it is crucial for both educators and families to understand the importance of homework and to encourage students to view it as an opportunity for growth and learning.

Homework also helps to bridge the gap between parents, teachers, and students by creating an opportunity for open communication. When students bring home assignments, parents can see the topics covered in class and can better understand what their child is learning. Additionally, homework can help students to identify gaps in their understanding, which they can then address with their teacher. By communicating with parents and teachers about their homework, students learn to advocate for themselves and take ownership of their learning. This fosters a sense of responsibility and self-reliance in students, which can serve them well not only in academics but also in their personal and professional lives.

### Students are encouraged to:

- Take ownership of their learning by actively engaging with homework assignments and seeing them as an opportunity for growth rather than a chore to be completed.
- Use homework as a tool for reinforcing what was learned in class and identifying areas where they need to seek additional support or clarification from their teacher.
- Develop good time management skills by creating a homework schedule that allows for adequate time to complete assignments, while also balancing other commitments like extracurricular activities and family time.

### Families are encouraged to:

- Create a designated homework area that is quiet and free from distractions to help students focus on their work.
- Monitor their child's homework progress and offer support and guidance when needed, without taking over the work for them.
- Communicate with their child's teacher about any homework-related concerns or questions to ensure the child is getting the support they need to succeed.

## Reading

Reading daily can have a tremendous impact on a student's academic success. It helps them to improve their vocabulary, spelling, grammar, and comprehension skills, which are fundamental when it comes to subjects such as language arts and social studies. Evidence suggests that students who read more perform better on standardized tests and are more successful in school and future careers. Daily reading also helps students develop critical thinking, creativity, and imagination, which are important skills for problem-solving, communication, and innovation. Additionally, reading introduces students to new worlds, cultures, and perspectives, which can broaden their knowledge and understanding of the world around them.



Reading is not only crucial for academic success, but it is also a valuable way for families to bond and create meaningful memories. Setting aside some time each day to read together as a family can help promote a love for reading and create a positive family experience. It encourages children to share their thoughts and emotions, leading to more open communication and stronger family relationships. It also promotes a lifelong habit of reading and sets a positive example for children to follow. Reading can also be a great stress-reducer and provide a much-needed break from the distractions of technology and social media. Therefore, incorporating daily reading into a family's routine can have long-lasting benefits for everyone involved.

**Here are the recommended daily reading amounts for elementary, middle, and high school students:**

#### **Elementary School Students**

- Kindergarten and 1st grade: 20 minutes per day
- 2nd grade: 20-30 minutes per day
- 3rd and 4th grades: 30 minutes per day
- 5th grade: 30-40 minutes per day

#### **Middle School Students**

- 6th grade: 40 minutes per day
- 7th grade: 45 minutes per day
- 8th grade: 50 minutes per day

#### **High School Students**

- 9th grade: 60 minutes per day
- 10th grade: 60-75 minutes per day
- 11th grade: 75 minutes per day
- 12th grade: 75-90 minutes per day

Please note that these are general guidelines, and individual student's needs and preferences may vary. Additionally, it is important to prioritize quality over quantity when it comes to reading and to allow students to read at their own pace and level.

### ***Food Service***

Breakfast and lunch are free for all students in every school. Monthly menus can be accessed on District's website via the food service icon on the main page.

### ***PowerSchool Parent Portal***

PowerSchool Parent Portal is a user-friendly mobile app and web portal designed to help monitor students' academic progress. Parents and students can monitor grades, view report cards, and check attendance reports in real time.

For more information and video tutorials, please visit [www.rcsdk12.org/parentportal](http://www.rcsdk12.org/parentportal). You will need to contact your child's school to obtain a unique access code that allows you to add students to your PowerSchool Parent Portal account.

## ***Registering for School***

Parents and guardians can register their children for school at [www.rcsdk12.org/enroll](http://www.rcsdk12.org/enroll) or at 131 West Broad Street, Rochester, NY 14614, 585-262-8241.

Office of Student Equity and Placement staff will assist parents and guardians with every step of the registration process. They will also provide parents with information about the schools available to their children to help parents make an informed choice.

Parents and guardians of children who speak a language other than English will also be helped at the Office of Student Equity and Placement. A language assessment for their child will be provided, which will help determine the best academic placement for the student.

## ***Elementary School Selection and Registration***

Children who will be five years old on or before December 1 should start the registration process in January to begin kindergarten in September.

The School of Choice process divides the District into three attendance zones: Northeast, Northwest, and South. Parents can choose from all the schools in the zone in which they live (including their neighborhood school) and several “citywide” schools open to all students if space is available.

School selection of students entering kindergarten the following school year takes place online. Profiles of each elementary school are available on the website. Learn how to register for kindergarten at [www.rcsdk12.org/enroll](http://www.rcsdk12.org/enroll).

When registering an elementary student, be sure to upload the following documents:

- A copy of the child’s birth certificate or other satisfactory documentation as proof of age (An Alien Registration Card is not a requirement for the registration of any student)
- Proof of immunization from your healthcare provider
- Two proofs of address (e.g., utility bill, phone bill, rent agreement, lease, or mortgage)
- Proof of guardianship if the child does not reside with parents
- Photo identification for the registering parent and guardian
- If a child is new to the District and in grades K-8, you will need a report card or relevant document indicating the child’s grade level from the previous school

For additional information, visit [www.rcsdk12.org/enroll](http://www.rcsdk12.org/enroll) or call 585-262-8241.

## ***Secondary School (Grades 7 and 9) Selection and Registration***

School selection of students entering 7th and 9th grades the following year takes place online. Profiles of each high school are available on the website. Learn how to register for 7th and 9th grade at [www.rcsdk12.org/enroll](http://www.rcsdk12.org/enroll).

When registering a secondary student, be sure to upload the following documents:

- Copy of the child’s birth certificate or other satisfactory documentation as proof of age (An Alien Registration Card is not a requirement for the registration of any student)



- Proof of immunization from your healthcare provider
- Two proofs of address (e.g., utility bill, phone bill, rent agreement, lease, or mortgage)
- Proof of guardianship if the child does not reside with parents
- Photo identification for the registering parent and guardian
- If a child is new to the District and in grades K-8, you will need a report card or relevant document indicating the student's grade level from the previous school.
- If a student is in grades 9-12, a secondary transcript is needed

For additional information, visit [www.rcsdk12.org/enroll](http://www.rcsdk12.org/enroll) or call 585-262-8241.

## ***Prekindergarten Programs***

Rochester's prekindergarten programs build the foundation for high academic performance and lay the groundwork for what children will be expected to learn and do as they progress through elementary and high school.

Prekindergarten programs are six hours in length and are offered at most elementary schools, two District operated PreK centers, and community-based organizations located throughout the city. Bilingual PreK four-year-old programs are offered at Schools 9, 12, 17, 22, and 33 while bilingual three-year-old programs are offered at Schools 9, 17, 22, and 33 for native Spanish speakers. Schools 5, 15, and 50 offer a multilingual prekindergarten program.

Children who will be three or four years old on or by December 1 can register to begin prekindergarten in September. All city residents who meet the age criteria are eligible for the three- and four-year-old District prekindergarten programs.

For more information about PreK programs and locations throughout the city, including online registration, visit [www.rocprek.org](http://www.rocprek.org) or call 585-262-8140.

## ***Transportation***

Students who live more than a mile and a half from the school they attend and children who have certain disabilities receive free transportation to and from school. The District utilizes a combination of contracted yellow school buses and Regional Transit Service (RTS) for student transportation. All student transportation information is sent to parents prior to the first day of school. Secondary school students who ride RTS buses will receive a temporary bus pass in the mail before the first day of school. Permanent passes will be issued to students by each school.

If your child attends a private, parochial, or charter school, a new application for transportation must be submitted each year by April 1.

All private/parochial applications should be sent to [privateparochialinfo@rcsdk12.org](mailto:privateparochialinfo@rcsdk12.org).

All charter school applications should be sent to [charterinfo@rcsdk12.org](mailto:charterinfo@rcsdk12.org).

Applications can also be dropped off to:  
Office of Student Equity and Placement  
131 W. Broad Street, Rochester, NY 14614

If your address changes during the school year, you must notify your child's school office or the Office of Student Equity and Placement so appropriate transportation arrangements can be made.

Parents are responsible for their child's safety and supervision prior to boarding the bus each morning and after their child gets off the bus each afternoon.

### **Important Information for Students Who Ride Buses**

- When boarding the bus, find a seat immediately
- No smoking, eating, or drinking
- Respect your driver and attendant as well as other students
- No use of profanity or offensive language
- Stay in your seat while the bus is moving
- Do not leave paper or garbage on the floors or seats
- Keep head, hands, and arms inside the bus
- Keep aisles clear of arms, legs, and bags, which can create safety hazards for other students boarding the bus and can block the way in the event of an emergency
- Be courteous and talk quietly
- Students are not permitted to bring items such as live animals, glass objects, or any school project that cannot be safely held on their lap
- Students should not remove items from book bags until they get home
- If a secondary school student loses their bus pass, a replacement must be obtained through the school, and they will not be able to board the bus without a pass
- If a student witnesses or experiences improper behavior on the bus, they should tell the driver or attendant before getting off the bus

### **Additional Bus Transportation Information**

- Be outside at your assigned stop 10-15 minutes ahead of time – if a child misses the bus, it will be the parent's responsibility to get them to school
- Be on time – buses leave school 10 minutes after dismissal
- Ride only the bus assigned to you
- Before you cross the street, wait at your stop for the universal crossing signal from the driver (a hand signal taught at the beginning of the year), or wait for an attendant to come across to get you
- If the driver honks the horn while you are crossing, it means it is not safe to cross, and you should return to the curb

### **Safety Tips for Students Who Walk to School**

- Cross at corners, not mid-block or between parked cars
- Stop and look in all directions before crossing
- Be extra alert in bad weather when visibility is reduced, and cars cannot stop as fast
- Obey the directions of police officers, crossing guards, and safety patrols, and pay attention to traffic signs and signals



- Use the “buddy system” and walk with a friend whenever possible
- Never talk to strangers or get into a stranger’s car, and tell a parent or teacher if a stranger has approached you
- Get a Safe Walking Route Map from your school – it outlines the safest walking route to school

## ***School Nursing Services***

Through a contract with Monroe #1 BOCES, registered nurses (RN), licensed practical nurses (LPN), and/or health aides (HA) are assigned to all schools during school hours and during summer school. A school nurse (RN) oversees each school and supervises other staff.

### **Responsibilities of School Nursing Services include:**

- Managing medical emergencies
- Caring for students with minor injuries and illnesses
- Administering medications
- Planning interventions for children with special health needs

### **The District complies with New York State laws and regulations. State requirements for school health services include:**

- A complete immunization record for all students
- Scoliosis screening for girls in grades 5 and 7
- Scoliosis screening for boys in grade 9
- Vision screening for new students and those in grades PreK-1, 2, 3, 5, 7, and 11\*
- Hearing screening for new students and those in grades PreK-1, 3, 5, 7, and 11\*
- Receipt of a physical examination form for new students and those in grades PreK-1, 3, 5, 7, 9, and 11. Physical examination forms are available at each school’s health office and on the District website. Your private healthcare provider should conduct physical examinations. If an examination is done in school, written parent permission is required. An examination is valid for one year through the last day of the month in which the examination was conducted
- Verification of a dental examination by a dental office is requested to be submitted with the physical examination form in grades PreK-1, 3, 5, 7, 9, and 11
- Documenting blood pressure, height, weight, and calculation of the Body Mass Index (BMI) is required for students’ physical examinations. BMI results are reported to the State in group form; individual student information is not provided. If you do not want your child’s information included, please notify your school nurse in writing
- A physical examination is required each year for secondary school sports

\*If you do not want your child screened, please notify your school nurse in writing.

If your child must receive medications or treatments at school, please provide the school with your written permission and a doctor’s signed order. Forms are available at the school health office and on the District website. All medications must be in an original labeled container and delivered to school by an adult.

If a student needs an ambulance or needs to be sent home, the nurse or aide will attempt to call the parent. Parents and legal guardians must provide the school with the following emergency information, updated as necessary, to keep the school informed of changes:

- Home, work, and cell phone numbers
- Names and phone numbers of others who can be called in an emergency
- Name and phone number of the child's healthcare provider

Parents are expected to notify the school when a child is ill at home. If there is a question about an illness, please call the school nurse.

### ***Emergency Contact Information***

Parents are asked to give the school office the names of people who can be contacted in an emergency, with current home, work, and cell phone numbers for each. Parents should notify the school immediately if emergency contact numbers change during the year.

### ***Emergency School Closings***

If schools are closed due to severe weather or another emergency, an announcement will be made on local TV and radio stations. The District will notify stations by 6:00 am if schools are closed for the day. Parents and staff will also get an automated telephone call, email, and text message informing them of the closure. A notice will also be posted on the District website and shared on social media.

### ***School Safety Hotline***

The School Safety Hotline provides a single, confidential number that students, parents, or employees can call anonymously to report threats of violence and illegal activities. The toll-free hotline number is 585-324-SAFE (7233). It is available 24 hours a day, seven days a week. Callers may remain anonymous. Please call 911 for immediate threats or emergencies for police assistance.

### ***Whistleblower Hotline***

The Board of Education operates a Whistleblower Hotline to report illegal or unethical activities. Callers are able to report anonymously or include their contact information. Reportable activities include fraud, theft, misuse of funds, conflicts of interest, and other ethics violations. The toll-free number is 1-866-284-7040 - Option 1 and is available 24 hours a day, seven days a week.

### ***Critical Feedback Line for District Leaders***

The Board of Education operates a Critical Feedback Line to provide critical feedback to District leaders anonymously. Callers are able to provide unilateral comments, which will be shared with District leaders. The feedback may include general or specific suggestions and criticisms. The toll-free number is 1-866-284-7040 - Option 2 and is available 24 hours a day, seven days a week. Individuals can also fill out the Critical Feedback Form on the District's website or the Board's webpage.



## ***RCSD's Medicaid Whistleblower***

A toll-free District Medicaid Whistleblower Hotline (1-855-411-3636) is solely for the purpose of providing a method for employees, service providers, and parents to confidentially report any suspected wrongdoing of Medicaid billing. The name of the caller is optional. All names given remain confidential and are only known to the Medicaid Compliance Officer. Upon receipt of a report, an investigation is initiated immediately.

## ***Safety Drills***

Per New York State education law, all schools are required to have 12 drills conducted each school year. Eight of these drills must be evacuation with the remaining four to be lockdown drills. Eight drills must be completed by December 31 (six evacuations and two lockdowns). Additional drills may include lockouts, shelter-in-place, or hold- in-place. Lockdown and evacuation drills are the only protective action types specifically required by NYS statute. Drills will be called at the discretion of the school principals and may be recorded for training purposes only. State guidelines also require the production and submission of building-level emergency response plans, which are reviewed and updated annually and remain confidential.

## ***Personal Student Information***

Parents of RCSD students have the right to request that the District not release directory information about their children to outside organizations. Directory information includes a student's name, address, telephone number, date and place of birth; grade level; major field of study; height and weight of members of athletic teams; dates of attendance; degrees and awards received; photographs; and most recent educational institution attended. Occasionally, the District may be asked for such information pursuant to the Freedom of Information Law request by parent or student associations, social service or community groups, and providers of educational, training, or employment opportunities, including recruiters for colleges and the armed services.

Parents and guardians should notify the District if they do not want any or all such information released without prior consent. Parents may do so by completing the student opt-out form available in schools and on the District website. The District will keep a record of your response in this matter and act accordingly. A new form must be completed each school year.

## ***Photo Release/Opt-Out Form***

The District often invites the news media to cover school activities and publicize students' achievements. District staff and approved partner organizations also may photograph and videotape students for the same purpose. Photos and videos of students may be used in District communications, including brochures, broadcast productions, and the website.

If parents and guardians do not want their child's photo or video image used, they should complete a student opt-out form to refuse consent. The form also allows families to opt out of sharing basic student information (such as name, address, and grade level) with military recruiters, colleges, and outside agencies that work with schools. The form is available at your child's school and on the District website. Parents who do not want photos or other information released should indicate this on the opt-out form and return it to the school's main office. A new form must be completed each school year.

## ***Make-up Days***

New York State law requires schools to provide students at least 180 days of instruction each school year. If instructional days fall below the minimum because of emergency closings, make-up days will be added immediately after the scheduled end of the school year.

## ***Athletics/Extracurricular Eligibility***

The District's Interscholastic Sports Program offers opportunities for students to participate in competitive sports at the modified, freshman, junior varsity, and varsity levels. Student-athletes are provided opportunities for physical exams and must be re-qualified by a nurse or doctor prior to each season. Each student-athlete must also adhere to the RCSD Code of Conduct and all Section V and NYSPHSAA rules and regulations.

The sports program supports academic achievement by emphasizing the following eligibility requirements:

- Maintain at least a C average in all subjects
- Maintain 90 percent daily attendance in each class
- Demonstrate good citizenship

Student eligibility is assessed at each of the high schools by the Athletic Department. For more information, call 585-262- 8205.

## ***Student Work Permits***

All work permit applications for RCSD students are processed and issued at a child's school. Interested student applicants should see their school's main office clerical staff for support.

RCSD students must follow a series of steps to obtain a work permit. Please visit [www.rcsdk12.org/workpermits](http://www.rcsdk12.org/workpermits) for more information, including links to the required forms.

Work permits can be obtained for non-RCSD students through email at [workpermit@rcsdk12.org](mailto:workpermit@rcsdk12.org) upon receipt of all necessary and signed documents. Non-RCSD students are private, parochial, charter, or home school students who do not attend an RCSD school. Please visit [www.rcsdk12.org/workpermits](http://www.rcsdk12.org/workpermits) for more information.

## ***Code of Conduct***

The Code of Conduct was amended and approved by the Board of Education on June 29, 2023. It was developed through a collaborative effort involving families, students, teachers, District staff, and community members. Its goal is to make our classrooms and schools safe, supportive, and joyful environments for teaching and learning.

The Code defines rights, responsibilities, and expectations for students, families, school staff members, and District leadership. It applies to all these groups as well as visitors and other people on school property or attending any school function. It is designed to promote positive behavior by individuals as the foundation to building and maintaining a positive culture within each school.



The Code of Conduct is available in the main office of every school and on the District's website at [www.rcsdk12.org/codeofconduct](http://www.rcsdk12.org/codeofconduct).

### **Prevention, Intervention, and Progressive Discipline**

The Code of Conduct encourages restorative practices that help schools maintain a positive climate and hold community members accountable to each other. This policy employs progressive discipline, with a list of potential responses to inappropriate behaviors that in most cases use guidance interventions to teach positive behavior before employing harsher punishment. The District will reserve suspensions from school only for cases where progressive interventions have been tried without success or when the safety of students or staff or continuance of the educational process is at risk.

The Code of Conduct defines the purpose of discipline as “to understand and address the root causes of behavior, resolve conflicts, repair the harm done, restore relationships, and re-integrate students into the school community.”

### ***Dress Code***

All persons are expected to give proper attention to personal hygiene and dress appropriately for school and school functions. When on school property or at a school function, a person's dress, grooming, and appearance, including jewelry, make-up, and nails, must:

- Cover buttocks, stomach/midriff, and chest
- Not include clothing, headgear, or jewelry that is associated with or identifiable as a symbol of gang membership
- Be void of 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
- Include shoes, which are to be worn at all times for health and safety reasons

In addition to the standards above, schools may prescribe reasonable school-level dress standards. 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. Students who refuse to do so may be subject to intervention in accordance with the Code of Conduct.

### ***Visiting Schools***

Upon arriving at school, visitors should report to the main office, sign in, and obtain a visitor's badge to wear while in the school. Visitors will need to show identification and be screened through the Raptor Visitor Management System, helping maintain the safety and security of our students, staff, and other persons in the buildings.

Visitors, including parents, who wish to observe a classroom in session should make arrangements by contacting the teacher. Meetings with teachers to discuss individual matters should be pre-arranged by phone or through written correspondence. For the safety of students, unauthorized persons on school property will be asked to leave.

## ***Adult and Career Education (High School Equivalency, English as a Second Language, Career and Technical Education)***

If you wish to study for your High School Equivalency Diploma, improve your English language skills, or train for a job, contact the Office of Adult and Career Education Services (OACES). Career training programs include Automotive Technology, Culinary Careers, Electrical, Security Guard Training, and hundreds of self-paced online training programs. For more information about programs, visit [www.oaces.net/online](http://www.oaces.net/online). Register online at [www.oaces.net/intake](http://www.oaces.net/intake). You can also call OACES at 585-467-7683 (IMPROVE) to make a registration appointment.

## ***Office of Parent Engagement***

Family engagement is a mutual responsibility in which schools and community agencies and organizations are committed to engaging families in meaningful ways, and families are committed to actively supporting their children's learning and development toward educational success.

The Office of Parent Engagement (OPE) is designed to support stronger home-school connections, helping to bridge the gap between home and school and empowering families to play a meaningful role in their child's education and school on a continuous basis. OPE's goal is to **R.E.A.C.H.** parents:

- Respond to the needs of parents
- Encourage partnerships
- Advocate on behalf of parents
- Collaborate with community partners
- Help support parents with their child's academic success

OPE staff can help you become more engaged in your child's learning. They are located at 131 West Broad Street on the first floor. For more information, visit the website at [www.rcsdk12.org/OPE](http://www.rcsdk12.org/OPE), call 585-262-8318, or email [parentcenter@rcsdk12.org](mailto:parentcenter@rcsdk12.org).

## **Steps to Address a Concern Involving Your Child**

### **Step #1**

If you have a concern about an issue involving your child, you should begin by making an appointment to meet with the teacher. Our firm belief is that most problems can be resolved at the classroom level when a parent and teacher work together.

### **Step #2**

If the issue goes beyond something the teacher can address, contact the school's main office to arrange an appointment with the principal. You may also contact the school's parent liaison at the elementary level or the home-school assistant at the high school level.

### **Step #3**

If a concern remains after you have followed these steps, please contact the Office of Parent Engagement at 585-262-8318 or 585-324-9999.

OPE staff are available to meet with parents at Central Office or the school. Staff members serve as impartial mediators between parties and can help identify the best means of resolving issues successfully. OPE staff can also answer questions about the District, its policies, and administrative procedures.

If the concern has not been resolved to your satisfaction, you may contact the New York State Department of Education using the Written Complaint and Appeal Procedures link on the District's website at [www.rcsdk12.org/NCLBcomplaintappeal](http://www.rcsdk12.org/NCLBcomplaintappeal).

### ***Parent University***

Parent University provides training workshops and information to help parents strengthen their skills in supporting their children's education, including understanding curriculum, graduation requirements, special education, and partnerships with community-based organizations. Workshops are held in person and virtually.

"Engaged Parents," also known as Padres Comprometidos, is a well-known Parent Leadership Training that prepares parents for leadership roles in parent organizations. For more information on workshops and trainings, contact the Office of Parent Engagement at 585-262-8334, visit the OPE website at [www.rcsdk12.org/OPE](http://www.rcsdk12.org/OPE), or email [parentcenter@rcsdk12.org](mailto:parentcenter@rcsdk12.org).

### ***Parent Leadership Advisory Council***

The Districtwide Parent Leadership Advisory Council (PLAC) encourages authentic engagement among a cross-section of parents selected to serve on the council by their school communities and District leadership.

PLAC meets regularly with the Board of Education, Superintendent, and Cabinet members. As part of this collaboration, the council raises concerns and seeks to work collaboratively to understand and resolve issues when possible, makes recommendations on the District's obligation to meaningful family engagement under legislation and policy, and serves as a conduit to bring information to the council from their school communities.

Council members communicate information to their schools through the PTA/ PTO, school-based planning teams, school newsletters, and websites. PLAC meets monthly, with informational meetings held throughout the year to hear parent concerns and receive feedback on District issues. Guest speakers are also invited to give presentations and gather input on various subject matters as appropriate. For more information, visit [www.rcsdk12.org/plac](http://www.rcsdk12.org/plac), email [plac@rcsdk12.org](mailto:plac@rcsdk12.org), or call 585-324-9999 or 585-262-8318.

### ***Bilingual Education Council***

The Bilingual Education Council (BEC) advises the Superintendent on issues regarding bilingual education, including curriculum, instructional materials, and cultural issues. Meetings are held monthly. For more information, visit [www.rcsdk12.org/bec](http://www.rcsdk12.org/bec), email [bec@rcsdk12.org](mailto:bec@rcsdk12.org), or call 585-324-9999 or 585-262-8318.



### ***Multilingual Parent Advisory Council***

The Multilingual Parent Advisory Council (MPAC) is a vehicle for ELL parents to collaborate for the purpose of problem-solving, program enhancement, communicating with parents, and recognition of student achievement. The purpose of MPAC is to support parental involvement and participation in English Language Learners' programming and academic achievement.

The council comprises multiple collaborators, including ELL parents, community members, and District staff. The parents from the learning community will elect officers to conduct their monthly meetings on behalf of MPAC. The District's role includes providing resources to support MPAC, such as receiving Parent Advisory Leadership training, orientation to available programs, and parent engagement opportunities. For more information, visit [www.rcsdk12.org/mpac](http://www.rcsdk12.org/mpac), email [mpac@rcsdk12.org](mailto:mpac@rcsdk12.org), or call 585-262-8234.

### ***Special Education Parent Advisory Council***

The Special Education Parent Advisory Committee (SEPAC) comprises a group of parents with special needs students in the District. Together, this group works to provide a supportive environment for students, families, and educators who will help each student achieve their potential.

SEPAC is seeking parents to join the committee. All meetings are open to parents of children receiving special education services in the Rochester City School District. For more information, visit [www.rcsdk12.org/sepac](http://www.rcsdk12.org/sepac) or email [rcsdsepac@rcsdk12.org](mailto:rcsdsepac@rcsdk12.org).

### ***School-Based Planning Teams***

School-Based Planning Teams (SBPT) are responsible for reviewing student performance, setting goals for academic improvement, and designing a program for the school to meet those goals. In order for a SBPT to be in NYS compliance, they must have a minimum of three parents on the team. This is the decision-making body of the school, and families have an opportunity to work with the principal and teachers in developing the school improvement plan. For more information, contact your child's school or call 585-324-9999 or 585-262-8318.

### ***Parent-Teacher Association (PTA) and Parent-Teacher Organization (PTO)***

Parent-Teacher Associations/Organizations support and advocate for children in their schools and in the community. All schools are required to have an active parent group in operation. For more information, contact your child's school or call 585-324-9999 or 585-262-8318.

### ***AHERA Compliance***

In accordance with the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), the District maintains a program of inspecting each school building for asbestos-containing building materials and developing written management plans to maintain safe environments in our schools. This information is available for review in the main office of each school. A master copy is available in the Facilities Department at the District's Service Center, 835 Hudson Avenue. For more information, call Stacie Darbey at 585-336-4005.

## ***Pesticide Notification***

Periodically, the District uses pesticides on school property in accordance with State regulations. New York State law requires the District to provide written notification to parents and guardians and school staff members who wish to be notified 48 hours in advance of the use of pesticides on school property. If you would like to receive such notification, please send a written request to:

Stacie Darbey  
Health, Safety, and Environmental Coordinator  
Rochester City School District  
835 Hudson Avenue, Building 3  
Rochester, NY 14621  
585-336-4005  
585-336-4060 (fax)

Your request should include your name, address, phone number (email optional), and the school your child attends (or your work location if a District employee).