

Parent Handbook

2025-2026

**Deborah Washington, Principal**

**Vaughn Collins, Assistant Principal**

***3330 Lake Avenue***

***Rochester, NY 14612***

***(585) 663-4330***

***Fax- (585) 621-0276***



**Abelard Reynolds Mission Statement**

The mission of Abelard Reynolds School 42 is to provide a community that is safe, caring and student-centered. We aspire to develop scholars by illuminating their passions, gifts and talents. We will ensure that all scholars engage in rich learning experiences that empower them to think critically, solve problems, and gain the knowledge and skills necessary to succeed in middle and high school.

The Board of Education is the officially designated body, which oversees the operation of the school district. Its main function is to assure that the Education Laws of the State of New York are being carried out. In that capacity, it hires the Superintendent of Schools who is then responsible for carrying out the policies of the Board, the State Education Laws and the Regulations of the Commissioner of Education.

This handbook is subject to review and revision. The purpose of this handbook is to give parents a detailed overview of policies that are specific to School 42 along with other key procedures and guidelines for instruction. All School 42 parents are to become familiar with the material contained in this handbook.

###### RCSD and School 42 Administrative Staff

Superintendent Dr. Eric Rosser

Board of Education Liaison Amy Maloy

School Chief Brenda Torres Santana

School Principal Dr. Deborah Washington

Assistant Principal Vaughn Collins

School Secretary Simona Jefferson

Parent Liaison Takeya Moore

Head Custodial Engineer Richard Dukes

Assistant Custodian Daquan Harris

**Table of Contents**

**TOPIC** **Page number**  
  
Calendar of Events 4

School Hours, Address change, Administration, Arrival, Attendance 5

Breakfast/lunch, Birthdays 6

Cell phones, Code of Conduct, Communication Concerns 7

Communication Checklist, Conferences, Discipline 8

Discipline continued, Dismissal 9-10

Dress code, Drop-offs, Electronic Devices 11

Emergency Forms, Emergency School Closings, Evacuation Drills 12

Field Trips, Health Office 13

Home Baked Goods, Homework, Injury /Illness 14

Library, Lunch, Medication, Office of Parent Engagement 15

Parent Classroom Observation Procedure, Parent Liaison, Parking 16

Phone calls, Photo Release, PE Attire, Playground, Parent Portal, PTO 17

Report Cards, Safety Tips for Walkers, School Based Planning Team 18

School Celebrations, Stolen Property, Student Records, Toys, Transportation 19

Verification of Attendance 19

Visitors, Voicemail, Volunteers, Weapons 20

Essential Services Appendix 21

Emergency Response Guide for Families 22

RCSD 2025-2026 Calendar at a Glance 23

***School Calendar 2025-2026***

September 2-3, 2025 Superintendent’s Conference Day (No school for students)

September 3, 2025 Meet and Greet 2:00-3:30

September 4, 2025 First Day of School for students

October 2, 2025 Open House 5:00 pm to 6:30 pm

October 13, 2025 Indigenous Peoples’ Day (All Facilities Closed)

October 14, 2025 Parent/Teacher Conferences, 5:00 pm to 6:30 pm

October 31, 2025 Half-day for All Students (Social Emotional Learning Day)

November 4, 2025 Superintendent’s Conference Day/Election Day (No school for students)

November 11, 2025 Veterans Day (All facilities closed)

November 26, 2025 Recess Day (School not in session-12 month staff report)

November 27-28, 2025 Thanksgiving Recess (All facilities closed)

December 11, 2025 Holiday Concert 5:30 pm

December 22-31, 2025 Recess and Christmas Observed (12 month staff report)

January 1, 2026 New Year’s Day (All Facilities Closed)

January 2, 2026 Recess (School not in session-12 month staff Report)

January 5, 2026 School Reopens

January 19, 2026 Dr. Martin Luther King Jr. Day (All facilities closed)

February 13, 2026 Half-day for All Students (Social Emotional Learning Day)

February 16, 2026 Presidents’ Day (All facilities closed)

February 17, 2026 Lunar New Year-12 month staff report

February 17-20, 2026 Recess (School not in session-12 month staff report)

February 26, 2026 Black History Celebration

March 20, 2026 Eid al-Fitr Recess School not in session – 12-month staff report)

March 30-April 2, 2026 Spring Recess (School not in session – 12-month staff report)

April 3, 2026 Good Friday (All facilities closed)

April 7-16, 2026 NYS Testing (3-8 ELA assessments)

April 17, 2026 Superintendent’s Conference Day (No school for students)

April 20-30, 2026 NYS Testing (3-8 Math assessments)

May 11-15, 2026 NYS Grade 5 Science Test

May 25, 2026 Memorial Day (All facilities closed)

May 27, 2026 Spring Concert 5:30 pm

June 19, 2026 Juneteenth (All facilities closed)

June 25, 2026 Last day of school for PreK-12 Students

June 26, 2026 Last day for 10 month staff

**School Hours: Monday-Friday**

K-6 Students Report: 9:00 am

K-6 Dismissal Time: 3:30 pm

PreK Students Report: 9:15 am

PreK Dismissal Time: 3:15 pm

Half Day Dismissal: 12:15 pm

**A**

**Address Change**- It is important that the school always has your current address and phone number for each student. If you move during the year, be sure to notify the office of the change. Your child is eligible for transportation if your address is more than 1.5 miles from school. Email or provide the main office with a valid proof of address, dated within the last month for address changes. The following forms will be accepted as proof. There are no exceptions. Emails can be sent to [42info@rcsdk12.org](mailto:42info@rcsdk12.org).

* Telephone bill
* Landlord lease
* RG&E bill
* Rent Statement
* A notarized form

**Administration-** There are two administrators at Abelard Reynolds School #42. They are:   
Dr. Deborah Washington, Principal and Mr. Vaughn Collins, Assistant Principal. If you wish to see an administrator, please call the school and set up an appointment. The phone number is (585) 663-4330.

**Arrival-** The instructional day begins at 9:00 AM. All students who are walkers should enter through the main entrance by the playground (exit #2), with the exception of PreK students. Students in the PreK program should enter at Exit 1 at 9:15 AM. Please do not leave your children unsupervised on school grounds before school starts. Staff will not be available to supervise students before school. School staff will be stationed outside and inside the building at 9:00 AM. Staff will assist students, if needed, to their assigned classrooms.

**Attendance-** Every minute at school matters. We want every child to benefit from continuous, prompt attendance at school. New York State Compulsory Education Law, Article 65, section 3205 states: School age minors, ages 6 to 16, **must** attend school regularly as prescribed where the student resides.

**Attendance Intervention**

It is important to maintain ongoing communication with your child’s teachers about health or family situations that may negatively affect your child’s consistent attendance in school. When frequent absences occur, intervention may be necessary to improve attendance. Intervention may take the form of a phone call, parent conference, or official letter at 3, 5, 10, and 20 days. In cases where a student is absent more than 20 days per school year, by law a referral may be made to Child Protective Services, Family Access Connection Team (FACT), and Family Court if poor attendance continues

.

Please call the School Office at **(585) 663-4330**, if your child is home ill and will not be in attendance. If a student is out for 3 consecutive days, parents will be contacted via a phone call from their child’s teacher. When a student has been absent, he/she must have a note explaining the absence.

**Excused and Unexcused Absences**

Absences and incidents of tardiness are excused or unexcused (see list below).

|  |  |
| --- | --- |
| **Excused**  Child illness  Doctor’s appointment  Death in the family  Impassable roads due to inclement weather  Religious observance  Quarantine  Required court appearances  Attendance at health clinics | **Unexcused**  Oversleeping  Problems with Transportation  Missed bus  Family vacation  Hunting  Babysitting  Hair cut  Shopping  Any other reason which does not fall into the categories listed under “excused” |

**Tardiness**

Students who arrive later than 9:15 a.m. are designated tardy. If your child is tardy, please bring him/her to the office to sign in. Please note that in order to record tardiness as “excused”, we must also receive a written note outlining the specific reason for the student’s tardiness. A tardiness may be deemed “excused” only if the reason falls into the category of excused absences listed above.

**B**

**Breakfast/Lunch-** All students receive free breakfast and lunch. Students pick up their breakfast following arrival and will eat in their classroom. Students have a scheduled lunch in the cafeteria. Please see the nurse if your child has any food allergies, and the cafeteria manager for any dietary needs or restrictions.

**Birthdays**- Instructional time cannot be used to celebrate birthdays. Please refrain from bringing in balloons, etc. for birthday celebrations.

**C**

**Cell Phones-** Students must place their phones in the cell phone lock box located in their classrooms upon arrival. The teacher will lock the box and be responsible for the key. All electronic devices and cell phones confiscated during the school day must be picked up by a parent or guardian. Please discuss this policy with your child.

**Code of Conduct-** The District's Code of Conduct is written to promote a positive learning environment for all students. It spells out expectations for the responsible behavior of all partners in the school community: students, teachers, administrators and other staff, parents/guardians, and visitors to schools.

The district has developed, and its Board of Education adopted a Revised Code of Conduct on June 20, 2024, as Policy 1400, which governs the conduct of students, all school personnel, parents, and other visitors when on school property, while traveling in vehicles funded by the district, or while attending school functions.

To read the Code of Conduct, go to: [www.rcsdk12.org/codeofconduct](http://www.rcsdk12.org/codeofconduct)

**Communicating Concerns**

We strive to make our relationships with parents as productive and positive as possible. We welcome parent input, and while we can’t guarantee that each suggestion will be adopted, or that every issue will be resolved in the manner that you wish, we can guarantee that parents will be heard, and feedback will be thoughtfully considered.

In communicating concerns, we expect parents to honor the same guiding principles we have developed for our staff:

* Go directly to the source – if you have a classroom-level concern, please speak directly with your child’s teachers. If you have a school-wide concern, please contact the Assistant Principal.
* Speak only for yourself – concerns are best understood when communicated directly by the person experiencing the issue – not by others attempting to represent one another.
* Involve as few people as necessary to resolve an issue – generally, an issue can be solved with a simple message or conversation between two parties.

The communications checklist is provided to help parents and community members contact appropriate staff members with questions or concerns. We encourage you to contact the staff member most directly involved with any question or concern first. If the question is not answered or the issue is not resolved at that level, the concern should proceed to the next step. The Principal

or Assistant Principal is available to communicate with parents via phone, email, or in person.

**Communication Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question/Concern About** | **Step 1** | **Step 2** | **Step 3** |
| **Academics:**   * **Concerns** * **Scheduling** * **Curriculum** | Contact classroom teacher | Contact  Assistant Principal | Contact  Principal |
| **Behavior/Incidents** | Contact classroom teacher | Contact Parent Liaison | Contact Assistant Assistant Principal |
| **Classroom Concerns** | Contact classroom teacher | Contact Parent Liaison | Contact Assistant Principal |
| **Medical** | Contact classroom teacher | Contact the Nurse | Contact Parent Liaison  or Assistant Principal |
| **Extra-Curricular Activities** | Contact the Main Office | Assistant Principal | Principal |
| **Special Education** | Contact classroom teacher | Contact Coordinator of Special Education | Contact Assistant Principal |
| **Transportation Concerns** | Contact School Secretary | Contact Transportation  336-4000 | Contact Parent Liaison or Main Office |
| **Use of Facilities** | Contact the Main Office | Contact Principal | Contact RCSD’s Facilities Department |
| **Safety** | Contact classroom teacher | Contact the Main Office | Contact  Assistant Principal |
| **Free/Reduced Meal**  **Program** | Contact the Lunchroom Supervisor | Contact Parent Liaison | Contact the Main Office |

**Conferences-** Conferences with teachers should be scheduled in advance so that special time is set aside by the teacher for this purpose. Teachers cannot confer with parents during instructional time. If you would like to meet with any staff member, please call the school, send in a note or email the teacher with your request in order to schedule a mutually agreeable time. If you are having difficulty setting up a meeting, please contact the school at 585-663-4330.

**D**

**Discipline-** Abelard Reynolds School 42 focuses on developing a caring, supportive school community in which students participate fully in solving problems, including problems of behavior. We believe that it is the experience with decision-making and problem solving that enables scholars to gain the necessary strategies to handle conflicts that arise.

Our school community’s core values of Excellence, Attitude, Grit, Leadership, Esteem and Self-Discipline are intended to guide individual behaviors.

**Restorative Discipline Procedures**

Our general discipline procedures are implemented with our core values in mind. The discipline procedures include:

* Ongoing classroom and school meetings to discuss discipline issues
* Restorative practices, conflict resolution and problem-solving strategies are taught to effectively address behavior issues
* Causes for misbehavior are sought and addressed to facilitate prevention of further misbehavior
* Alternative approaches are based on the analyses of causes
* Any action is monitored, evaluated and revised as necessary

The steps in Restoring Relationships could include:

* 1. Private consultation between student and teacher
  2. Class meeting
  3. School meeting
  4. Peace Circles (Teacher-student, Student-student, Family-student-teacher)
  5. Removal from the classroom (Buddy teacher)
  6. School Leader-student-family conference
  7. Alternative to Suspension
  8. Suspension

In all disciplinary matters, students will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions.

**The latter half of the list is enacted in those cases involving the health and safety of oneself or others, or continuous misbehavior which disrupts the educational program of others.**

Parents will be notified in writing in all cases of suspension. For a complete description of the school’s discipline policy and procedures, please contact the main office or visit the district’s website (rcsdk12.org) to view the student’s code of conduct.

**The Dignity Act**

New York State’s Dignity for All Students Act (**The Dignity Act**) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012. Teasing, name-calling, and bullying are also grounds for removal from school or suspension. We understand that an occasional incident may be developmentally appropriate, but we maintain zero tolerance for persistent and/or extreme cases.

**Suspension**

Suspensions may be short term (five or fewer days) or long term (more than five days). Disciplinary infractions leading to short term suspension may include: aggressive physical contact, assault on a student or staff member, teasing, name-calling, bullying, insubordination, threat of force, theft, abuse of school property or property not belonging to the student, obscene or abusive language or gestures, sexual harassment, possession of tobacco or alcohol, continuous disruption of the educational process, or any other act which school officials reasonably conclude warrants a short term suspension. These acts may also result in long term suspension, depending upon the record of the student. Other infractions leading to long term suspension include vandalism, possession of a weapon or other dangerous object of no reasonable use to a student at school, arson, assault on a student or staff member, continuous disruption of the educational process, or any other act which school officials reasonably conclude warrants a long term suspension. All Out-of-School suspensions will be assigned based on the RCSD’s Code of Conduct and at the discretion of the principal. Upon suspension, it is expected that parents will pick their child up within one hour of notification. Please provide the school with contact information so that you, or your designee, may be reached at all times.

**Alternative to Suspension**

Decreasing suspensions requires a proactive, preventative, multi-tiered approach to supporting student behavior. We will use restorative interventions such as in-school-suspensions, peace circles and restorative chats to support modifying students’ behaviors.

**We will utilize a variety of support strategies: Restorative Practices, Calming Corners and Zones of Regulation.**

**Restorative Practice** includes the use of informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing. Some of the processes are circles, affective statements–telling how you feel, and conferences to repair harm.

**Calming Corners** is a designated space in a classroom with the sole intent of being a safe place for a child to go to when they feel their emotions are running too high and they need to regain their emotional and physical control.

**Zones of Regulation** is an approach used to support the development of self-regulation in kids. This program teaches children how to identify their feelings, be aware of what zone they are in, and start to use tools to be in the appropriate zone for the moment.

**Dismissal-** Students are dismissed at **3:30** p.m. each day, unless otherwise specified. Staff members can only release students to friends and family members designated by the student’s parent or legal guardian. Please provide a list of people authorized to pick up your child if you have not already done so. **If we do not recognize this person, we will ask for identification.** It is for the security of the students that these precautions are taken. If you experience an emergency that prevents you from arriving at dismissal time, please call the school as soon as possible. Pre-K teachers will walk students to meet parents at Exit 1 at 3:15 PM.

Students in grades K-6 who have an assigned bus will be escorted to the bus by their classroom teacher at 3:30 PM each day. If your child will NOT be riding the bus, we ask that you call the main office ***by 2:00 PM*** stating you will be picking your child up and your child will not be put on the bus. Under no circumstance will staff accept a verbal report from the student about being picked up. It creates a safety issue to pull students off the bus once boarded, so please adhere to the 2:00 PM time frame.

Students who are picked up will be escorted to the gym by support staff at the end of the day. Parents may enter the school at Exit 2 by the playground at 3:30 PM. You will be asked to sign the child out. **Please be prepared to show a photo ID.** Students will only be released to parents/guardians and adults listed on the student information sheet for pick up. This will be verified by checking each student within the district computer system. Please make sure to update this form at the beginning of the school year and when situations change.

**Dress Code-** All staff and students are expected to adhere to the RCSD’s dress code policy. We ask that all staff and students dress appropriately for a school setting. Please check the RCSD’s dress code policy on the district’s website for additional information.

**Drop off-** If you plan to drive your child to and/or from school, please make sure you use the parking spaces along Lake Avenue, or the parking lot. Do not use the bus loop as this area is reserved for buses. Also, do not park in the circle behind the building near staff parking.

Students in grades K-6 should be dropped off to enter the building at Exit 2, by the playground at 9:00 AM. Students in the PreK 4-year-old program should enter at Exit 1 at 9:15 AM

Please do not park in the fire lane by the playground and leave your vehicle unattended. This blocks traffic and has caused unsafe conditions for our families. Double-parking spots behind the school are for staff members only.

**E**

**Electronic Devices-** Please remind your child that toys, electronic games, and similar devices need to remain at home. Each classroom is equipped with age-appropriate materials for learning.  The school is not responsible for items that are stolen or lost.  Electronic devices and cell phones may NOT be used in the classrooms.  These items are prohibited during emergency situations such as fire drills and lockdowns. NYS requires bell-to-bell restrictions on smartphones in K-12 schools. Students must place their phones in the cell phone lock box located in their classrooms upon arrival. The teacher will lock the box and be responsible for the key. All electronic devices and cell phones confiscated during the school day must be picked up by a parent or guardian. Please discuss this policy with your child.

**Emergency Forms-** Each year, parents are asked to complete a student information sheet for each of their children and return it to school. It is critical that you complete this with the most updated phone numbers, emergency contacts and addresses so that we may contact you in case of an emergency. Your child may only be released to the people identified on this form. If you need to make changes, please contact the school.

**Emergency School Closings-** If schools are closed due to severe weather or other emergency situations, an announcement will be made on local T.V. and radio stations. The district will notify stations by 6:00 a.m. if schools are closed for the day. Also, parents and staff will receive an automated telephone call informing them of the closure. When city public schools are closed, no transportation will be provided to any schools or programs served by the City School District. If schools remain open during inclement weather, it is the responsibility of parents to decide if it is safe for their children to travel their usual routes to school. If it becomes necessary to close schools early on a given day, an announcement will also be made on local T.V. and radio stations, and a phone call will be made to parents. School personnel will not leave their buildings until all students are provided transportation home and walkers are dismissed.

**Evacuation Drills (Fire Drills)-** The Rochester City School District has detailed emergency plans for each school building. All buildings are required to have 8 fire drills & 4 lockdown drills. We partner with our local law enforcement and fire/medical agencies to respond effectively and efficiently to any situation. Should an emergency arise, the appropriate response will be initiated. Please be advised that students WILL NOT be released during any emergency response.

The emergency response types are listed below:

***Evacuations*** are initiated when there are conditions inside the school building that can be unsafe.

***Lockouts***are initiated when there is a danger outside of the building or near the school campus.

***Lockdowns*** are initiated when there is an immediate threat or hazard on the school campus.

***Hold in Place*** is initiated when students and staff need to remain at their current location with limited movement for a short period of time due to a potential or actual emergency.

***Shelter in Place*** is initiated when students and staff need to be inside the building for safety.

**F**

**Field trips-** Each year, teachers take their classes on educational field trips. These field trips enhance the educational process and may be by bus or walking trips. Every student must have a completed medical form and a permission slip signed by a parent/guardian before the children will be permitted to go on this trip. Parents are occasionally needed to chaperone and if you are interested in volunteering your time, you should contact the classroom teacher to inquire if your help is needed. Parents may be asked to attend field studies with those students who pose a flight risk or display behavior concerns.

**H**

**Health Office-** RCSD continues to follow the recommendations from the Monroe County Health Department, New York State Department of Health, and Centers for Disease Control (CDC), along with the guidelines from the New York State Education Department.

**When to Keep Your Child Home**

If your child exhibits any of the following symptoms, please keep your child home:

* A fever of 101 or higher
* Vomiting
* Loose bowel movements
* Pain
* Difficulty breathing
* Runny nose with thick yellow or green discharge
* Open or draining sores
* Severe coughing
* Rash or hives
* Lice, ringworm or other contagious conditions
* Pink eye

**Early Dismissal Due to Illness/Injuries**

Our school nurse or Health Aide is on site each day to aid in our scholars’ health needs. The determination to send a child home is made by the school nurse or, in her absence, the Principal, using a “Keep Home” criterion. Parents or caregivers will be notified by telephone of the nature of the illness and will be asked to pick the child up. Please provide the school with emergency contact information so that you, or your designee, may be reached at all times. It is the expectation that ill children will be picked up within one hour of notification.

If your child becomes injured at school, you will be contacted and we will administer emergency first aid and complete an accident report for you to share with your child’s physician. In the event of serious injury requiring immediate emergency care, 911 will be called. The Principal or other staff person will accompany the child to the hospital in the event the parent or caregiver cannot be reached.

**Allergies**

Please alert us to any allergies your child may have and provide medication to the nurse (if necessary) to prevent a serious allergic reaction. This includes allergies to plants, animals, food, medicines, and other substances.

**Medication**

All medications, prescription and over-the-counter drugs, should be clearly labeled with the student’s name and presented with written directions for administration from a physician consistent with the labeled directions. We also require written permission from the parent or guardian to administer the medication in school. Students requiring over-the-counter medication for temporary conditions (cold, allergies, etc.) can also receive it from the nurse if documentation is provided by the parent. Students may not transport medications via school bus, and may not keep any medication in their personal belongings or in classrooms.

A licensed nurse gives medications to all children, unless your child is determined to be self-directed by the nurse. If the child is determined to be self-directed, the school health aide or Principal (or her designee) may give your child medication. A licensed nurse instructs the school health aide and Principal (or her designee) about your child’s medication, the proper dose, possible side effects, and when it is to be taken.

**Health Records**

Students’ health records are maintained separately and confidentially from other school records, as required by law. Please be sure that all immunizations are up to date and be prepared to provide documentation of all immunizations.

**Home-baked goods-** Based on the recommendation of the Monroe County Health Department, it is the school policy not to accept homemade baked goods. If you plan to send a treat in for your child’s classroom, it must be store bought. Please no peanut products, due to possible food allergies.

**Homework-** Counts as 10% of your child’s grade. It is our expectation that students receive and return homework when given. If you have any questions, please reach out to your child’s teacher to discuss or contact the principal with any questions or concerns.

**I**

**Injury or Illness-** Children may become ill or injured at school. The child will be sent to the health office as a first step. If your child is treated for a minor injury or illness at school, the nurse will send a note home explaining the cause of the injury and advising you what to do. If your child is ill at home, he or she should remain at home to avoid spreading the illness to others. If your child has a fever or nausea and vomiting, they must be symptom-free for 24 hours without medication before they can return to school.

If your child needs attention beyond what the school can provide, he or she will need to be sent home. Parents will receive a phone call from the nurse. Please make sure we have updated home and work phone numbers as well as someone else who may be called in an emergency.

In case of a serious emergency, your child may be transported to the hospital in an ambulance with a staff member by their side. Parents will be notified immediately. The primary insurance provider or parent will be billed.

**L**

**Library-** Students will be permitted to take books out of the library on loan. These books should be taken care of and returned in the same condition that they were taken in. Parents, we encourage you to take your children to the public library on a regular basis. The public libraries have many programs that benefit the entire family.

**Lunch-** All students receive free breakfast and lunch. The menus are available online on the district website www.rcsdk12.org. Students may also bring a packed lunch from home. Our policy at #42 is that students do not share food due to food allergies, etc. Please talk with your child(ren) regarding this matter.

**M**

**Medication-** The City School District regulations require that all medications be given only by doctor's written orders and dispensed from a pharmacy-labeled container. If your child must take their medication at school, please follow these procedures:

1. Have your doctor write orders for the school to dispense medication giving the dosage, name of the drug given, any side effects of which staff should be aware, and the length of time for the medication to be given.
2. Sign the school's written parental permission form.
3. Bring the medication to the health office in the pharmacy labeled bottle. Medications must be left in school. It cannot be taken home.
4. CHILDREN MAY NOT CARRY MEDICATION TO SCHOOL!

**O**

**Office of Parent Engagement (OPE)-** The Office of Parent Engagement serves our parents, students, and school in support of academic success for all students. Our mission is to help facilitate parent engagement that is systemic, integrated and sustained. The District’s Strategic Plan goals and objectives for family engagement are aligned with the National Standards for Family-School Partnerships.

The Office of Parent Engagement staff can help you become more engaged in your child’s learning. OPE is located at 131 W. Broad St. For more information, visit our website at [www.rcsdk12.org/OPE](http://www.rcsdk12.org/OPE). Contact our office at 324-9999 or via email at [parentcenter@rcsdk12.org](mailto:parentcenter@rcsdk12.org). All services are available in Spanish.

**P**

**Parent Classroom Observation Procedure-** Parent participation supports student success. We encourage and welcome adults to volunteer in classrooms and to participate in student learning. To enter the building, a government-issued photo ID is required. Below, are a few guidelines for classroom visits during the school day:

* Classroom observations are encouraged. Please contact the principal to schedule an observation. Requests must be made 24 hours before the observation. Parents are able to sit in the classroom but must not engage in conversation or disrupt the lesson.
* Parents must report to the Main Office to receive a Visitor’s Pass. Office staff will notify the classroom teacher once you arrive.
* In order to limit distractions to instruction, small children should not accompany parents on classroom visits.
* During an observation, the classroom teacher must continue to deliver instruction. If you need to conference with your child’s teacher, please contact the teacher by phone or email to schedule a conference outside of the instructional day.
* Classroom observations will be limited to 30 minutes.
* Former students cannot visit during the school day. Former students need to visit after school has been dismissed.

**Parent Liaisons-** Each elementary school has its own parent liaison. Parent Liaisons serve as a connection between family and school. They facilitate communication with parents and families, help families navigate the school system, and support meaningful parent engagement activities in the schools. Abelard Reynolds School No. 42’s Parent Liaison is available at 663-4330.

**Parking-** If you are driving your student to and from school, we ask that you use the spaces along Lake Avenue or the designated parent parking spaces in the front school parking lot. Please do not park in the bus loop. Please do not allow your children to walk through the bus loop or parking lot by themselves. Your child’s safety is our greatest concern. The rear school parking lot features double parking spaces assigned to School 42 staff only. We also want to remind everyone that no parking is allowed in the circle behind the building.

**Phone Calls-** Students are allowed to use the school phone if they need to call home but must have permission from an adult. If you have a family emergency during the day, please contact the main office. If you need to speak to your child’s teacher, the call will be put through to voicemail unless it is an emergency. The teacher will call you back during non-instruction time.

**Photo Release Form-**This is also known as the Opt-out form. In publicizing the achievement of its students, the district often invites the news media to cover activities in its schools. District staff and approved partner organizations also may photograph and videotape students for purposes of promoting student achievement. Photos and videos of students may be used in communications including the district’s website and “Students First” TV shows, and social media sites Twitter, FB and Instagram.

Parents and guardians should complete a Photo Release Form giving permission for their child’s photo and/or video image to be used for promotional purposes. The form is available at your child’s school and on the district’s website, [www.rcsdk12.org](http://www.rcsdk12.org), on the Parents & Students tab, Forms section. Return the completed form to your child’s school.

**If you do not want your child to be photographed or videotaped, be sure to indicate this on the Photo Release Form.**

**Physical Education Attire-** Students should wear sneakers to school on days they have Physical Education. Your child’s teacher will let you know what days your child has PE.

**Playground-** The Abelard Reynolds School No. 42 playground is located by the main entrance of the school building. Your children should not play on the playground before or after school when there is no supervision. The playground is closed to the public while school is in session, between the hours of 9:00-3:30.

**PowerSchool Parent Portal-** Families can now access your children’s grades and other student-specific information in real-time through the PowerSchool Portal. For more information or with questions about PowerSchool Portal, please visit <https://www.rcsdk12.org/parentportal>.

**PTO-** The Parent/Teacher Organization (PTO) sponsors fun family events and educational activities! It also supports classroom education by helping to fund numerous materials for classrooms as well as funding field trips. ***If you are interested in becoming a part of the PTO, please contact the parent liaison at 585-663-4330.***

**R**

**Report Cards-** The school is required to provide you with a report card of your child’s academic progress. The report card provides information on your child’s progress in each subject area. Below are the dates each marking period will begin and end for the 2025-26 school year.

|  |  |
| --- | --- |
| Marking period 1 | Sept 4 to Nov 7, 2025 |
| Marking period 2 | Nov 10 to Jan 30, 2026 |
| Marking period 3 | Feb 2 to April 17, 2026 |
| Marking period 4 | April 20 to June 25, 2026 |

**S**

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

* Cross at corners where there is a crossing guard, not mid-block or between parked cars. Stop and look in all directions before crossing. Watch for turning cars.
* 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. Pay attention to traffic signs and signals.
* Use the “buddy system.” Walk with a friend whenever possible.
* Never talk to strangers or get into a stranger’s car. Tell a parent or teacher if you’ve been approached by a stranger.

**School Based Planning Team-** School-Based Planning is the organizational structure for improving school productivity. This structure provides for the formation of a planning team at each school consisting of representatives of the full school community who hold primary responsibility for the design of a multi-year School Improvement Plan/Comprehensive Education Plan. The planning team, chaired by the principal, will assess student performance and school effectiveness, set improvement goals, and design instruction and other services in the context of those goals. The team’s work will proceed by consensus – decisions will be made through constituency consensus – and will provide for participation of all constituencies who share interest in the productivity of the school: teachers, administrators, support staff, parents, and students. The SBPT meets monthly at a mutually agreed upon time. If you are interested in participating on the SBPT please contact Dr. Washington at 585-663-4330.

**School Celebrations & Exhibitions**

Throughout the year, families are invited to participate in celebrations of learning and accomplishments. Announcements are sent home during the course of the school year to inform you about special events.

**Stolen Property-** Abelard Reynolds School No. 42 is not responsible for lost or stolen items. There is a lost/found bin located at exit #2. The bin is emptied at the end of each month. Students should keep valuables at home and only bring items to school that are necessary for schoolwork.

**Student Records-** RCSD complies with the Family Education Rights Act of 1974 (FERPA) in keeping student education records. Access to student education records is restricted to RCSD employees and parents. Parents may have access to their child’s school records within 24 hours upon completing a request form and providing proof of identity. Student records may be viewed in the main office with an administrator, however no copies of school records will be permitted.

**T**

**Toys-** Toys that look like weapons are not allowed in school. Please check your child’s book bag before they leave for school each day. Toys should not be used during instructional time. The school is not responsible for lost or stolen toys.

**Transportation-** Please be sure that our office has your current address as this determines your child’s transportation plan. The school district will provide transportation on all days school is in session. Any child who lives 1.5 miles away or more from the school qualifies for transportation.

Please speak with the school’s secretary if you need to make changes to your child’s transportation. A change in address will take up to five days to process, possibly more at the beginning of the school year. Parents are required to provide transportation during this time. If you have any questions or concerns regarding transportation, you may contact the Transportation Department at (585) 336-4000.

If your child is suspended from the bus, it is your responsibility to arrange for alternative transportation until a meeting has occurred with the school.

**V**

**Verification of Attendance-** Any requests for attendance verifications must be made to the main office by the parent or guardian of record and given 24-hour notice.

**Visitors-** Together, we all will work to create a welcoming and affirming environment. Your child’s safety is a top priority, and we want to provide some information on the established procedures for visitors to our school. They are in place to protect students and staff, and all visitors. All visitors must adhere to these regulations. Anyone who does not adhere to these procedures will not be permitted entry at the time of their visit. No exceptions.

* The school’s main entrance (Exit 2) will serve as the single point of entry for visitors. We would like to greet you personally, so visitors must report directly to the school office and present photo identification to obtain a visitor’s pass.
* Parents/caregivers must call the school office to arrange an early pickup time for their children by 2:00 p.m., or any other requested meeting with teachers/staff, and present photo identification upon arrival.
* As a safety protocol, visitors are subject to a search of their person and belongings. Anyone refusing will not be allowed to remain on District property, at the time of refusal.
* Any person asked to leave school property must do so immediately. In addition, if you feel that asking to leave was not warranted, please contact the School Chief. However, to maintain safety, the request to leave must be followed to avoid any interruption to your child’s productive learning environment.

The District Code of Conduct applies to everyone in our school community, including students, staff, families, and community members. If you feel that your rights, based on the code of conduct, are violated in any way, please contact your School’s Parent Liaison.

**Voicemail**- In order to prevent disruption to instruction, all phone messages for teachers will be put through to voicemail during school hours. It is our expectation that teachers reply to voicemail within 24 hours. If there is an emergency, please let the office staff know the nature of your call.

**Volunteers-** We welcome parent involvement in support of our scholars. We ask that parents contact our Parent Liaison regarding volunteering in our school. For the safety of our students, parents will be asked to complete a volunteer application and provide personal references before any volunteering can take place. You can also visit the RCSD Community Partnerships site for more information. You can get the volunteer form at:

<https://www.rcsdk12.org/cms/lib/NY01001156/Centricity/Domain/30/Volunteer%20Application_april2016.pdf>

**W**

**Weapons-** Weapons, real or toys are never allowed in school! A student found with a weapon on school grounds is subject to discipline as per the RCSD Code of Conduct.

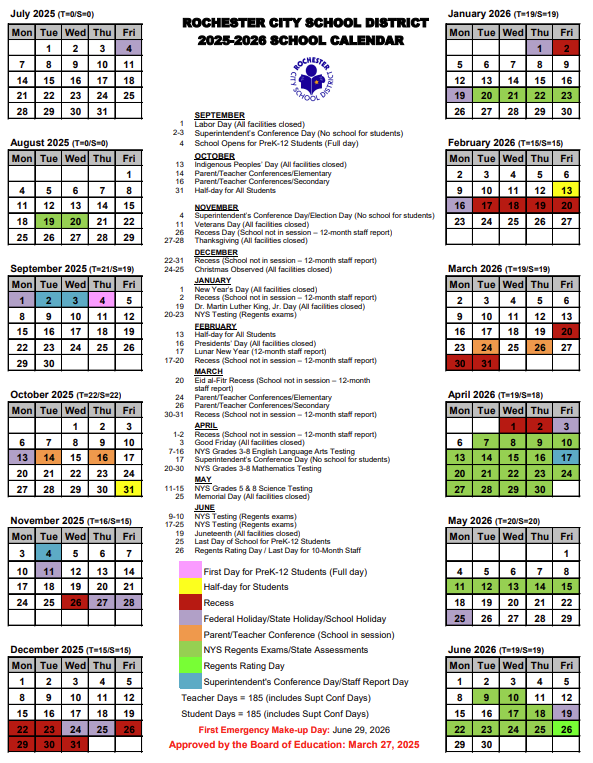
**APPENDIX**

**Essential Services**

|  |  |  |
| --- | --- | --- |
| **Department** | **Phone** | **Email** |
| Student Placement | 262-8241 | [placement@rcsdk12.org](mailto:placement@rcsdk12.org) |
| Student Records | 262-8523 | [records@rcsdk12.org](mailto:records@rcsdk12.org) |
| Transportation | 336-4000 | [transportation@rcsdk12.org](mailto:transportation@rcsdk12.org) |
| Attendance Hotline | 262-8105 | [attendance@rcsdk12.org](mailto:attendance@rcsdk12.org) |
| Food Service | 336-4100 | [sfs@rcsdk12.org](mailto:sfs@rcsdk12.org) |
| Parent Engagement | 324-9999 | [parentcenter@rcsdk12.org](mailto:parentcenter@rcsdk12.org) |

****

**RCSD 2025-2026 Calendar at a Glance**



**We are the Light of the City!**

