



Parent Handbook 2019-2020

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Abelard Reynolds
School No. 42



Follow us on Twitter!
@RCSDsch42

*“Dare to **DREAM**
Whether big or small
BELIEVE in yourself,
and you will **ACHIEVE** all!”*

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School Calendar 2019-2020

August 28, 2019	Orientation, 3:00 pm to 5:00 pm
September 2, 2019	Labor Day Holiday (All facilities closed)
September 3, 2019	Superintendent's Conference Day (No school for students)
September 4, 2019	First Day of School (Full day for Pre-K through 12 students)
October 10, 2019	Open House, 6:00 pm to 7:30 pm
October 11, 2019	Superintendent's Conference Day (No school for students)
October 11-14, 2019	Columbus Day Holiday (All facilities closed)
October 15, 2019	Parent/Teacher Conferences
October 21, 2019	Picture Day
November 5, 2019	Recess (No school for students)
November 11, 2019	Veterans Day Holiday (All facilities closed)
November 18-22, 2019	Report Cards sent home
November 27-29, 2019	Thanksgiving Recess (All facilities closed)
December 2, 2019	Picture Re-take Day
December 6, 2019	Early Dismissal Day for Students (Dismissal at 12:15 pm)
Dec. 23, 2019-Jan. 3, 2020	Winter Recess (School not in session)
January 1, 2020	New Year's Day Holiday (All facilities closed)
January 5, 2020	School Resumes
January 11, 2020	RCSD Expo & Fair
January 20, 2020	Dr. Martin Luther King Jr. Day (All facilities closed)
February 10-14, 2020	Report Cards sent home
February 17, 2020	Presidents Day Holiday (All facilities closed)
February 17-21, 2020	Mid-Winter Recess (No school for students)
March 3, 2020	Parent/Teacher Conferences
March 6, 2020	Early Dismissal Day for Students (Dismissal at 12:15 pm)
April 3, 2020	Superintendent's Conference Day (No school for students)
April 6-9, 2020	Spring Recess (No school for students)
April 10, 2020	Good Friday (All facilities closed)
April 13, 2020	Recess (No school for students)
April 27 to May 1, 2020	Report Cards Sent Home
May 4, 2020	Superintendent's Conference Day (No school for students)
May 25, 2020	Memorial Day (All facilities closed)
June 23, 2020	Sixth Grade Moving Up Ceremony
June 22-26, 2019	Report Cards sent home
June 24, 2020	Kindergarten Moving Up Ceremony
June 25, 2020	Last day of school for students
June 26, 2020	Last day for teachers

School Hours:

Monday, Tuesday, Wednesday, Thursday and Friday:

Students Report: 9:00 am

First Bell: 9:15 am

Students Dismissal Time: 3:30 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. Be sure to bring in 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.

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

Administration- There are two administrators at Abelard Reynolds School #42. They are: Ms. Lisa Whitlow, Principal and Mr. Terry Richards, 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 school day begins at 9:00 am. All walkers should enter through the main entrance (exit #2), by the playground. 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 9:00AM.

Attendance- Abelard Reynolds School #42 and the RCSD will focus on maximizing student attendance by clarifying responsibilities of staff, students, parents, and community, identifying appropriate resources, and ensuring that students are successful academically, economically, and socially. The expectation is that all schools will continually strive toward 100% attendance. Parents and guardians have primary responsibility for ensuring that students arrive to school daily and on time. They are obligated to inform the school that their child will be absent from school or classes, and responsible for encouraging students to stay in school.

In the event a student is absent, the parent should call the school, and then provide a written excuse the day the student returns to school. If a parent does not send a written excuse into school with their child, the absence will be recorded as an illegal absence. Automated calls will

be sent out each time your child is absent. District or school staff may call contact numbers to confirm student absence.

Rochester City School District Department of Attendance policy on chronic absences is below. The below policy is from the most recent attendance policy at the time of this handbook.

A. Attendance Referral Process

School staff must make diligent efforts to resolve any non-attendance issues, in accordance with the Attendance Procedures. These efforts include:

1. Blackboard Connect phone calls
2. Parent/Guardian conferences
3. Home Visits
4. Teacher and support staff phone calls
5. Mailed letters/Registered letters
6. Referral to CSD and community resources
7. Review of educational plan/intervention strategies
8. The principal or designee shall generate a referral to Child Protective Services for Educational Neglect for a student ages 5 to 11 years that has accumulated 20 days of unexcused absences from school
9. The principal or designee shall generate an **Attendance Referral, Form 5100 R-1** to the RCSD Attendance Department for a student ages 12-16 that has accumulated 20 days of unexcused absences from school. An Attendance Referral can be generated early in the school year if a student has a history of chronic absenteeism in the previous school year.



Students who have 20 or more unexcused absent school days are considered to have excessive absenteeism and the school is required to take the following steps:

Students ages 5 to 11 years

The principal or the designee must place a call to the Monroe County Child Abuse Reporting Hotline or the State Central Register for Child Abuse and Maltreatment regarding educational neglect for the student. All demographic information and documentation of actual or impending harm to the child's academic performance or progress as a result of the child's absenteeism should be gathered before the phone call is made. A call to the hotline must be followed up with the completion of a hard copy report to Child Protective Services (CPS). The school makes two copies of the completed CPS referral:

1. The original completed CPS form is mailed to:
Child Protective Services
111 Westfall Road
Rochester NY 14620

2. The school sends a copy of the completed CPS referral to:
RCSD-Department of Social Work
Central Office

3. The school keeps a copy of the completed CPS referral on file at the school

4. The principal or the designee initiates an Attendance Referral for PINS Diversion-Form 5100 R-1. Note: Students who are identified as Students with a Disability (SWD) or a student with a 504 plan are required to have Manifestation Team hearing prior to the initiation of the Attendance Referral

5. Principal signs the Attendance Referral in blue ink. A copy of the referral and all documentation is retained by the school. The original referral is sent via courier to the Family Court Services at Central Office.

6. Family Court Services logs the referral

7. The referral is reviewed by Family Court Services

Students ages 12 to 16 years

1. The principal or the designee initiates an Attendance Referral for PINS Diversion-Form 5100 R-1. Note: Students who are identified as Students with a Disability (SWD) or a student with a 504 plan are required to have Manifestation Team hearing prior to the initiation of the Attendance Referral

2. Principal signs the Attendance Referral a copy of the referral and all documentation is retained by the school. The original referral is sent via courier to the Family Court Services at Central Office

3. Family Court Services logs the referral

4. The referral is reviewed by Family Court Services.

5. If little or no improvement is seen in the student's attendance pattern, the referral is forwarded to the Family Access and Connection Team (FACT).

6. If the student's attendance does not improve after working with FACT, a Person in Need of Supervision (PINS) petition is filed in court by the district against the student

B

Blackboard Connect- The district's automated calling system that is used to provide families with important information related to district wide and school based issues, such as school closings and school wide events and student absence.

Breakfast/Lunch- All students receive a free breakfast and lunch. Breakfast is served in the classroom following arrival at 9:00AM. Students have a scheduled lunch in the cafeteria between 11:00 AM and 1:42 PM. Please see the nurse if your child has any food allergies and the cafeteria manager for any dietary needs or restrictions.

C

Cell Phones-

- **Staff Cell Phones:** All staff may have use of their personal cell phones during their planning period and lunch break. Cell phones should not be in use during the instructional day. Staff cell phones should not be in view of students. We model the behavior we want to see in our classrooms.
- **Student Cell Phones:** Student cell phones should be kept in their book bags. At no time should a cell phone be used during the school day. *RCSD is not responsible for lost or stolen property.* Students found using cell phones will receive a warning. If students need repeated warnings, a letter will be sent home to schedule a meeting with Mrs. Whitlow. In the event of an emergency, students can be reached during the school day by calling the school at (585)663-4330.

Code of Conduct- The Rochester City School District has established a set of expectations for conduct on school grounds that apply to all District personnel, students, parents and guardians and visitors. Each classroom establishes their expectations based on district expectations so that all children who attend our school will be provided a safe and secure learning environment.

Please visit the district website at <https://www.rcsdk12.org/> if you would like a copy of the RCSD Code of Conduct.

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 when they are instructing the class. If you would like to meet with any staff member, please send a note or leave a phone message for the teacher indicating a time that would be convenient for you to meet before or after school. If you are having difficulty setting up a meeting please contact Joanna Killigrew or Mrs. Whitlow at 663-4330.

D

Disciplinary Issues- Parents are asked to support the school by meeting with teachers or

administrators when asked to assist in resolving disciplinary issues. The RCSD Code of Conduct outlines the expectations and consequences for students. We utilize a school wide Positive Behavior Plan. Abelard Reynolds School #42 will also be implementing Restorative Practices again this year. Restorative practices focus on the following:

- Address and discuss the needs of the school community
- Build healthy relationships between educators and students
- Resolve conflicts, hold individuals and groups accountable
- Repair harm and restore positive relationships
- Reduce, prevent, and improve harmful behavior

Dismissal- Student safety is our first priority, therefore we ask for patience with our dismissal process. Pre-K teachers will lead students to meet parents at Exit 2. Students who have an assigned bus will be escorted to the bus by their classroom teacher at 3:30 each day. If your child will NOT be taking the bus, we ask that you send a note into the office stating you will be picking your child up. In the event of an emergency, please call the main office by 2:30 if you do not want us to put your child on the bus. It creates a safety issue to pull students off the bus once boarded. Students who are picked up will be escorted to the library by support staff at the end of the day. Parents may enter the school at Exit 2. You will be asked to sign the child out. Please be prepared to show photo ID. Students will only be released to parents or guardians 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. Students participating in the After School program will be escorted to the program by support staff. If your child is not going to participate in the after school program we ask that you send a written note in that day to the main office.

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 busses. Also, do not park in the circle behind the building near staff parking. Students should enter the building at Exit 2, by the playground.

E

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 come to the main office and a new form will be provided for you to fill out and sign.

Emergency School Closings- In the event that 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)- Each year schools must have 12 evacuation drills. Including fire, lockdown, shelter in place and lock out.

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 their parent 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.

H

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- It is our expectation that students receive and return homework each and every day. The amount of homework follows the guidelines below.

Grades K-2	30 minutes
Grade 3	30 -60 minutes
Grades 4, 5	90-150 minutes
Grade 6	90-150 minutes.

In addition, all children are to read 20 minutes per day. Beginning readers should be read to for 20 minutes each night.

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. 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.

Internet usage and available sites- To use the Internet at school, students and their parents must sign an internet usage form and return it to the classroom teacher.

L

Library- Students will visit the school library on a weekly basis. 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. Visit the public library online at <https://libraryweb.org/>.

Lunch- All students will be provided with a free lunch. The menus are available on line on the district website www.rcsdk12.org . Students may also bring a packed lunch from home.

M

Medication- The City School District regulations require that all medications be given only by doctors 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 schools 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!

N

Nurse- If you have any questions about procedures for your child regarding the health office, please call them at 663-4330. A nurse and/or nurse's aide is on duty each day.

O

Office of Parent Engagement (OPE)- The Office of Parent Engagement's mission is to REACH parents by Responding the needs of parents, Encouraging partnerships, Advocating on the behalf of parents, Collaborating with community partners and Helping parents help their students to success. OPE provides support for Parent University, Parent Support Services and RCSDlink/Parent CONNECTxp.

The Office of Parent (Family) Engagement is responsible for providing educational and technical

assistance to District Community around Family-School Partnerships. Family engagement is a shared responsibility in which schools and other community agencies and organizations are committed to engaging families in meaningful ways and in which families are committed to actively supporting their children's learning and development.

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. Contact our office at 324-9999 or via email at parentcenter@rcsdk12.org. All services are available in Spanish.

P

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 #42 Parent Liaison is Joanna Killigrew and is available at 663-4330 x6150.

Parent University- The Parent University offers parents of District students a wide range of courses on topics such as child development, parent-child communication skills, college readiness preparation, and health and financial literacy. The Parent University, in partnership with Every Person Influences Children (EPIC), also provides professional development and leadership training opportunities to more than 100 of the District's parent liaisons, advocates, and school-based planning team representatives to ensure they are equipped with the skills needed to serve their school community. Contact the Parent University through the Office of Parent Engagement at 324-9999.

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 schoolteachers and 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 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 our child's teacher, the call will be put through to voice mail unless it is an emergency. The teacher will call you back during non-instruction time.

Photo Release 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 i. 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 also on the District's website, 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 and notify your school's main office.

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

Playground- The Abelard Reynolds School #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.

PTO- The Parent/Teacher Organization is in need of volunteers to help organize and run events! The 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 call and ask for the parent liaison, Joanna Killigrew.***

R

RCSLink/ParentCONNECTxp- RCSLink is the district's mobile app designed to improve communication between school and home to support student achievement. RCSLink includes homework assignments, grades, class scores, class and school attendance, and the ability to communicate with your child's teacher! RCSLink also provides you with the latest news, school calendars, menus, school notifications, social media, contact information for teachers and staff, and more right to your mobile phone or tablet. Whether on the go, at work, or at home, you'll have the most up-to-date information about your child's progress at your fingertips.

Registration forms and information are available at schools and online at www.rcsdk12.org/ParentCONNECT.

For more information or with questions about RCSLink, email rcslink@rcsdk12.org or contact the Office of Parent Engagement at 262-8568 between the hours of 8 am - 5 pm.

Report Cards- Report cards are sent home four times a year in November, February, April and June. It is important that the report card is read, and the envelope signed and returned to school. You may keep the report card. Report cards are filed in the child's cumulative folder at the end of each school year.

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- Each School has a planning team that is responsible for instructional reviewing student performance, setting goals for improvement and designing a program to enable the school to advance toward its goals. This planning team consists of teachers, parents, non-teaching employees and administrators. ***If you are interested in becoming a parent representative on this team, please contact the parent liaison, Joanna Killigrew.***

Stolen Property- Abelard Reynolds School #42 is not responsible for articles of personal property stolen from students. Students should keep valuables at home and only bring items to school that are necessary for school work.

Student Records- The cumulative record file is considered confidential, but as a parent/guardian you have the right to view it with an administrator. The types of information included in the school record are report cards, attendance, test results, behavior summary, health and immunization records, a copy of the child’s birth certificate or adoption papers and in some cases an IEP (individual educational plan). If your child is transferring to another school, a copy of the school record will be sent to the child’s new school. The original cumulative record will be sent to Elementary Records in the RCSD.

SWPBS- Our school implements School Wide Positive Behavior Systems and Supports. Below is our SWPBS motto. There are school expectations that align to safety, responsibility, teamwork, respect, and kindness.

Our students are taught how to model the behaviors in various settings within the school. As we work together to ensure the success of our students you can also have discussions at home related to the behaviors.

S- Safe
T- Togetherness
A- Accountable
R- Respectful

You are a
STAR 

I

Tardiness- Students are considered tardy to school after 9:15 am. Students should report to the main office for a tardy pass. We expect students to be on time to school.

Toys- Toys that look like weapons are not allowed in school. See ***Weapons*** below for more information. 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. Please check your child's book bag before they leave for school each day.

Transportation- The phone number to our transportation department is 336-4000. Any child who lives 1.5 miles away from the school qualifies for transportation. If you have any questions, please call the transportation department. If your child takes a bus to and from school, they will be put on the bus at the end of the day unless a written note, signed by a parent is given to the teacher. **PLEASE CALL THE SCHOOL BY 2:30 pm IF YOUR CHILD IS NOT TO BE PUT ON THE BUS.** Any child who refuses to get on a bus must be provided transportation by the parent.

If you have a change in address, notify the school. 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 your child is suspended from the bus, it is your responsibility to arrange for alternative transportation until a meeting has occurred with the school. In this case, please make sure you notify the school in writing who will be transporting your child.

V

Verification of Attendance- Any requests for attendance verifications must be made by the parent or guardian of record and with 24 hour notice.

Visitation Procedure- Parent participation supports student success. We encourage and welcome adults to volunteer in classrooms and to participate in student learning. Below, are a few guidelines for classroom visits during the school day:

- Classroom visits are encouraged. Please contact your child's teacher to make an appointment prior to visiting.
- Parents must report to the Main Office to receive a Visitor's Pass. Office staff will notify the classroom teacher once you arrive.
- Please limit the number of guests on your visit to two adults.
- In order to limit distractions to instruction, small children should not accompany parents on classroom visits.
- During your visit, 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.
- Classroom visits will be limited to 30 minutes.

- Former students cannot visit during the school day.
Former students need to visit after school has been dismissed.

Visitors- Parents and other visitors must report directly to the main office upon entering Abelard Reynolds School #42. You will be asked to sign in and provide the make and model of your car, if applicable. You will then be given a visitors pass to wear while you are in the building. This policy is enforced for the safety of your children. Parents are to go to the main office to pick up their child during the day. Students will only be released to adults (18 and over) who are listed on the student information sheet. The adult must sign the child out in the main office before leaving the building and will be asked for photo ID.

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

Volunteers- Volunteers are always needed at Abelard Reynolds School #42. Parents and family members are needed to volunteer in a variety of places in our building! Here are a few opportunities for you to help!

- Listening to a child read
- Tutoring
- Assisting in the library
- Helping at special events
- Sharing your talents or knowledge
- Chaperoning on field trips
- Classroom Parents

If you are interested in volunteering, please call the school and ask for the parent liaison, Joanna Killigrew.

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.

Essential Services

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