

# Parent Handbook 2024-2025

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**RCSDsch42**

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

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## **School Calendar 2024-2025**

September 3, 2024	Meet and Greet 2:00-3:30
September 3-4, 2024	Superintendent's Conference Day (No school for students)
September 5, 2024	First Day of School for students
October 1, 2024	Open House, 5:00 pm to 6:30 pm
October 14, 2024	Indigenous Peoples' Day (All Facilities Closed)
October 15, 2024	Parent/Teacher Conferences, 5:00 pm to 6:30 pm
October 25, 2024	Half-day for All Students (Social Emotional Learning Day)
November 5, 2024	Superintendent's Conference Day/Election Day (No school for students)
November 11, 2024	Veterans Day (All facilities closed)
November 27, 2024	Recess Day (School not in session-12 month staff report)
November 28-29, 2024	Thanksgiving Recess (All facilities closed)
December 6, 2024	Half-day for All Students
December 12, 2024	Holiday Concert 5:30 pm
December 23-31, 2024	Recess and Christmas Observed (12 month staff report)
January 1, 2025	New Year's Day (All Facilities Closed)
January 2-3, 2025	Recess (School not in session-12 month staff Report)
January 6, 2025	School Reopens
January 20, 2025	Dr. Martin Luther King Jr. Day (All facilities closed)
January 29, 2025	Lunar New Year/Superintendent's Conference Day (No school for students)
February 17, 2025	Presidents' Day (All facilities closed)
February 18-21, 2025	Recess (School not in session-12 month staff report)
March 4, 2025	Parent/Teacher Conferences/5:00 pm – 6:30 pm
March 14, 2025	Half-day for All Students (Social Emotional Learning Day)
March 21, 2025	Superintendent's Conference Day (No school for students)
April 7-11, 2025	NYS Testing (5 & 8 Science assessments)
April 14-17, 2025	Recess (School not in session – 12-month staff report)
April 18, 2025	Good Friday (All facilities closed)
April 29-30, 2025	NYS Testing (3-8 ELA assessments)
May 1, 2025	NYS Testing (3-8 ELA assessments)
May 7-9, 2025	NYS Testing (3-8 Math assessments)
May 22, 2025	Half-day for All Students/Spring Concert 5:00 pm
May 26, 2025	Memorial Day (All facilities closed)
June 19, 2025	Juneteenth (All facilities closed)
June 25, 2025	Last day of school for PreK-12 Students
June 26, 2025	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. Email 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: Mrs. 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 9:00AM. Staff will assist students, if needed, to their assigned classrooms.

**Attendance**- The Rochester City School District is committed to increasing our scholars' academic performance through student attendance. It is our mission and goal to establish a clear collaboration and communication between RCSD departments, families, and the community by implementing strategies for improving student attendance. RCSD will focus on maximizing student attendance by clarifying the responsibilities of staff,

students, families, and the community by identifying appropriate resources, ensuring that students are successful academically, emotionally, and socially. The expectation is that all schools will continually strive toward 100% attendance.

We acknowledge that parents and guardians have the primary responsibility for ensuring that students arrive to school daily and on time, are obligated to inform the school that their child will be absent from school or classes and are responsible for encouraging students to stay in school.

In the event a student is absent, the parent is to provide a written excuse within five days of the absence.

School staff must make diligent efforts to resolve any non-attendance issues, in accordance with the Attendance Procedures. If your child is absent 10 or more days, the school will follow district attendance policies.

## 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 are allowed to bring cellphones to school. However, cell phones *must* be kept in their book bags which are kept in the classroom closet. At no time should a cell phone be used during the school day. The school is not responsible for lost or stolen cell phones.

**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 29, 2023, 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)

**Conferences**- Conferences with teachers should be scheduled in advance so that special time is set aside by the teacher for this purpose. Parent Teacher Conferences for the 2024-2025 school year are scheduled for: 10/15/24 & 03/04/25. All Conferences are from 5-6:30pm. 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

**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 will utilize a variety of support strategies: School Wide Positive Behavior Supports: S.T.A.R, Restorative Practices, Calming Corners and Zones of Regulation.

**S.T.A.R. (Safe, Togetherness, Accountable, and Respectful)** is a schoolwide system of behavioral supports which are needed to achieve academic and social success for all students, as well as fostering a positive school climate. See the S.T.A.R. matrix on page 18.

**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.

Data and proven research clearly show that creating a strategy bank will improve how students advocate for their academic and social emotional needs.

**Dismissal**- Student safety is our first priority; therefore, we ask for patience with our dismissal process. Pre-K teacher 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 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.

**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 help your child remember 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 unless permitted by the teacher and should be kept in the student's bookbag. These items are prohibited during emergency situations such as fire drills and lockdowns. 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:

**Evacuation** (is initiated when there are conditions inside the school building that can be unsafe).

**Lockout**-Threat Off Campus (is initiated when there may be a danger outside of the buildings or off campus).

**Lockdown**-Threat On Campus (is initiated when there may be 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.

## 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**- 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](http://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!

## 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 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 your child’s teacher 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-** 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-** 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 the parent liaison at 585-663-4330.

**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-** 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, your child’s cumulative record or 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



## T

**Tardiness**- Students in grades K-6 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.

**Transportation**- The phone number to our transportation department is 585-336-4000. Any child who lives 1.5 miles away or more 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 2:00 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 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 or Home School Assistant.

Our greatest desire is to create a welcoming and affirming environment. Behavior that does not support a welcoming and affirming environment will be addressed swiftly to build positive relationships and maintain a productive learning environment.

**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-** Volunteers are always needed at Abelard Reynolds School No. 42. Parents and family members are needed to volunteer as tutors. Here are a few opportunities for you to help!

- Listening to a child read
- Tutoring
- Homework Organization
- Helping at special events

- Chaperoning on field trips

If you are interested in volunteering, please call the school at 585-663-4330. You can get the volunteer form at:

[https://www.rcsdk12.org/cms/lib/NY01001156/Centricity/Domain/30/Volunteer%20Application\\_april2016.pdf](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	<a href="mailto:placement@rcsdk12.org">placement@rcsdk12.org</a>
Student Records	262-8523	<a href="mailto:records@rcsdk12.org">records@rcsdk12.org</a>
Transportation	336-4000	<a href="mailto:transportation@rcsdk12.org">transportation@rcsdk12.org</a>
Attendance Hotline	262-8105	<a href="mailto:attendance@rcsdk12.org">attendance@rcsdk12.org</a>
Food Service	336-4100	<a href="mailto:sfs@rcsdk12.org">sfs@rcsdk12.org</a>
Parent Engagement	324-9999	<a href="mailto:parentcenter@rcsdk12.org">parentcenter@rcsdk12.org</a>



# Emergency Response Guide for Families



The Rochester City School District has detailed emergency plans for each school building. We partner with our local law enforcement and fire/medical agencies to respond effectively and efficiently to any situation. Should a critical or emergency situation arise, the appropriate response will be initiated. Please be advised that students WILL NOT be released during any emergency response.



## Evacuation

An Evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the buildings to an outside location and assemble at predetermined locations. An off-site evacuation may be necessary depending on the incident. School district officials will coordinate traveling to a walking site or bus students to an off-campus location. Information on student reunification will be sent out by the District's automated phone system.



## Lockout (Threat Off Campus)

A Lockout is initiated when there may be a danger outside of the building or off campus. Students and staff are moved to (or remain in) classrooms and perimeter doors remain locked and monitored. Classroom instruction continues as normal, and necessary movement can occur within a building. Law enforcement will notify administration when the "All Clear" can be given.



## Lockdown (Threat On Campus)

A Lockdown is initiated when there may be an immediate threat or hazard on the school campus. Students and staff are moved to (or remain in) classrooms, sit away from sight-line of the doors and windows, and doors and windows are locked and covered. Classroom activities cease until the incident concludes. The office will be closed and phones will not be answered. No one will be allowed to enter or exit the building.



## Hold in Place

A 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 situation. During a Hold in Place, students and staff are moved to (or remain in) classrooms. Normal classroom activities continue until the incident concludes. The front office is unlocked and open. Hold in Place is used for short-term incidents, such as an isolated medical emergency or power outage.



## Shelter in Place

A Shelter in Place is initiated when students and staff need to be inside the building for safety. During a Shelter in Place, students and staff are moved to (or remain in) classrooms. Normal classroom activities continue until the incident concludes. The front office is unlocked and open for anyone seeking shelter. Shelter in Place is used to provide protection against the outdoor environment, such as weather.



## Family-Student Reunification

Family-Student Reunification is a process where parents/guardians will be asked to pick up their children from school or an alternate location in a formalized, controlled release. The goal of reunification is that all students remain safe while in the school's care until they are reunited with families. Students will be released ONLY to parents/guardians or other adults who are listed as emergency contacts and who present a picture ID. Please make sure all emergency contacts are updated and accurate. We appreciate your patience during this process to ensure your child's safety.


## What can you do to be prepared?

Communication is vital in any type of emergency. Make certain that your children's emergency contact information is accurate and up-to-date. Please report any telephone number, email, and home address changes to the main office at your children's schools. In an emergency, the District will contact parents via the District's automated phone system.

We strongly encourage families NOT to come to the school during an emergency unless directed to do so. While your natural instinct in an emergency is to go to the school to safeguard your children, please understand that doing so may significantly reduce the school's ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well-being of students and staff.

# School 42 S.T.A.R. Matrix

#42 School – 2019-2020 PBIS Matrix

	Classroom	Cafeteria	Hallway
<p><b>S</b> Safe</p>	<ul style="list-style-type: none"> <li>★ Stay in your assigned area</li> <li>★ Ask permission if you need to leave the room</li> <li>★ Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>★ Stay at your table until you are called to line up</li> <li>★ Eat your own food</li> <li>★ Ask permission to leave (like going to the bathroom or nurse)</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk in line on the right hand side of the hallway and stairs</li> <li>★ Take one stair at a time</li> </ul>
<p><b>T</b> Togetherness</p>	<ul style="list-style-type: none"> <li>★ Support people who make mistakes</li> <li>★ Compliment other people when they try hard</li> <li>★ Smile at others</li> </ul>	<ul style="list-style-type: none"> <li>★ Wait patiently in line</li> <li>★ Talk in a volume that only the person next to you can hear</li> </ul>	<ul style="list-style-type: none"> <li>★ Enjoy other student work or decorations by looking</li> <li>★ Pick up trash you see on the floor</li> </ul>
<p><b>A</b> Accountable</p>	<ul style="list-style-type: none"> <li>★ Volunteer to answer a question</li> <li>★ Complete the assigned task</li> <li>★ Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>★ Throw out your trash when the cafeteria worker comes around</li> <li>★ Put away games and coloring supplies</li> </ul>	<ul style="list-style-type: none"> <li>★ Go straight to your destination</li> <li>★ Use a pass when in the hallway</li> </ul>
<p><b>R</b> Respectful</p>	<ul style="list-style-type: none"> <li>★ Listen to others without interrupting, think about what they say, ask clarifying questions</li> <li>★ Use kind words to express yourself (please, thank you, excuse me, why did you do that?)</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep food on your tray or in your mouth</li> <li>★ Use kind words to express yourself (please, thank you, excuse me, why did you do that?)</li> </ul>	<ul style="list-style-type: none"> <li>★ Stay in your own personal space</li> <li>★ Stay quiet in the hallway</li> </ul>

# We are the Light of the City!

