

Rochester Teachers Association

a union of professionals



RTA



RESOURCE HANDBOOK

*This Resource Handbook is a
“Quick-Guide” to Support
Teachers Throughout the School Year*

*Rochester Teachers Association
30 North Union Street
Rochester, NY 14607
Office: 546-2681*

2023-2024 Edition

Sponsored by RTA/NYSUT L.A.P. Initiative



www.rochesterteachers.org 546-2681

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rochester teachers association

Representing teachers • school instructors • substitute teachers • home/hospital teachers • retired teachers



Dear Colleagues,

The RTA Resource Handbook contains useful information about services and benefits that your union offers to you. And the more informed you are, the more responsible and responsive our union becomes.

The most important reason for having a strong union is to ensure effective advocacy for teachers, students and public education. Together, guided by the collective wisdom of teachers, we have built a strong union so that we have a more genuine profession and more effective schools for all our students. That's why I'm glad that you're sticking with your union to continue our drive for dignity, fairness, self-determination, and a powerful collective voice.

In solidarity,

Adam Urbanski

Adam Urbanski, RTA President



Booklet Production by Ken Schultz
Made on a Mac

Suggestions for future items send e-mail to: kzschultz@gmail.com
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RTA Officers and Executive Council

Position	Name	E-mail Address
President	Adam Urbanski	urbanski@rochesterteachers.com
1 st Vice President	John Pavone	pavrta@aol.com
2 nd Vice President	Margaret Sergeant	mmsergent@rochesterteachers.com
Treasurer	Aimee Rinere	Arinere@rochesterteachers.com
Secretary	Matt Lavonas	mlavonas@rochesterteachers.com
Primary	Carrie Gilroy	carriegilroy@gmail.com
Intermediate	Jason Valenti	jvalenti@rochesterteachers.com
Junior High	Thomas Rossiter	tom.m.rossiter@gmail.com
Senior High	Kristine Price	kpriceek@gmail.com
Special Services	Maria Gonzales	maricgh2@gmail.com
Special Education	Maureen Doohan	mdoohan@rochesterteachers.com
School Instructors	Vacant	Vacant
Home Hospital	Lisa Silverstein	lbsilver@rochester.rr.com
Per Diem Substitutes	George Greven	georgegreven@frontier.com
RRTA	Charlie Dean	deanswim@aol.com
Pre-K	Jason Fenner	jasonfenner1@gmail.com

Support Staff & Consultants

Martha Keating, Labor Relations Consultant, Maskerade6@aol.com

Mary Barnum, Consultant, mbarnum@rochesterteachers.com

Bill Gerber, Technology Consultant, Bgerber@rochesterteachers.com

Annamaria Manso, P. D. Consultant, amanso@rochesterteachers.com

Office Staff

Bernadette Ferrara, Office Manager, ferrta@aol.com

Charlotte Caceres, Administrative Assistant, ccaceres@rochesterteachers.com

Barbara Bordeaux, Secretary, bbordeaux@rochesterteachers.com

RTA Phone Numbers/Website

546-2681..... Office

546-4123..... Fax

546-2768..... Hotline

www.rochesterteachers.org



Rochester Teaching Academy

Annamaria Manso - amanso@rochesterteachers.com

*The Rochester Teaching Academy is the union's professional development program for RTA members. The Rochester Teaching Academy offers workshops and courses on effective instruction, behavior management, and other topics of interest to members. Courses and workshops are offered after school, on Saturdays, and during the summer. Information on currently scheduled programs can be found on the True North Logic system. **All programs are free of charge and most are approved for professional development credit.***

Sharemylesson - www.sharemylesson.com

The *Share My Lesson* website gives teachers a way to share resources and innovative ideas from PreK-12. *Share My Lesson* members contribute content, share ideas, get educated on the topics that matter, online, 24/7. By Teachers for Teachers with over 1.8 million members and over 420,000 resources available for you to choose from. *Share My Lesson* also has a dedicated resource bank for the New York State standards.

True North Logic

<https://rcsdk12.truenorthlogic.com>

TrueNorthLogic is a comprehensive web-based tool used to manage and track all of the District's professional learning opportunities. TrueNorthLogic offers teachers the ability to manage their individual professional development plans by searching for available courses in an online catalog. Teachers are able to register for courses of interest, and track their progress by reviewing detailed transcripts of their completed coursework and earned credits anytime, anywhere. The system provides the District with the ability to administer and monitor all professional development efforts, to analyze district-wide progress. **Teachers are required to keep track of their own hours and keep records of their hours for 8 years. Teachers who hold Professional Certificates are required to complete 100 hours every 5 years to maintain their certifications.**

Rochester Teacher Center

"Transforming Education through Professional Development"

www.rochesterteachercenter.org

Susan Goodwin - RTC Director..... sgoodwin@rochesterteachers.com

Yolanda Montalvo - Assoc. Director..... ymontalvo@rochesterteachers.com

30 Hart Street

Rochester, NY 14605

Phone: 262-8080 Fax: 546-4123



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RCSD Marking Period Dates
Elementary & Secondary School Marking Periods 2023-24

Marking Period 1..... 09/06/23 - 11/09/23
 Marking Period 2..... 11/10/23– 01/26/24
 Marking Period 3..... 01/27/24 – 04/12/24
 Marking Period 4..... 04/13/24 – 06/25/24

Parent-Teacher Conferences 2023-24 (set by RCSD)

<u>Elementary:</u> Tuesday, October 10, 2023 Tuesday, March 5, 2024	<u>Secondary:</u> Thursday, October 12, 2023 Thursday, March 7, 2024
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Each School-Based Planning Team will establish dates for the remaining two P-T conferences.

NYS Testing Schedule for School Year 2023-2024
 Locate the full NYS testing schedule @
<https://www.nysed.gov/state-assessment/regents-examination-schedules>

This is a Tentative Schedule of the New York State testing exams for the 2023-2024 school year.

NYS Regents Exams Jan. 23 - 26, 2024

NYS ELA Gr. 3, 4, 6, 8 (Paper-Based) April 10-17, 2024
 NYS ELA & Math Gr. 3-8 (Computer-based).. April 8-17, 2024
 NYS Math Grades 3,4 6, 8 (Paper-Based) May 7-14, 2024
 NYS Science Performance (Computer-based)
 Grades 5 & 8 April, 8 - May17, 2024
 NYSESLAT Speaking April 15 - May 24, 2024
 NYSESLAT L-R-W May 13 - May 24, 2024

NYS Regents Exams (Algebra I) Tues. Jun 4, 2024
 NYS Regents Exams June 14 - 25, 2024
 NYS Regents Exams Mon. Aug 19 -Tues. Aug. 20, 2024

Grievance-Advisory Committee

The Grievance Advisory Committee assists members not only with filing grievances but also with performance issues, handling work-related problems, and other matters pertaining to employment. The Committee works **confidentially** and makes suggestions, provides strategies, and offers guidance to all members. The committee meets year-round on Wednesdays. Making an appointment with the Committee is easily accomplished by speaking with any of the office secretaries at **546-2681**. Meetings during the year begin at 4:15 P.M. while summer appointments start at 9:15 A.M. Tenured teachers who are interesting in joining this committee should contact: **Martha Keating @ maskerade6@aol.com**.

Crime Victims Assistance Program

No Member should experience being a victim alone. If YOU feel that you have been assaulted physically or emotionally, call the Crime Victims Assistance Committee.

546-2681

546-2681

Steps to follow if YOU believe you have been assaulted:

1. Notify the principal or your supervisor immediately.
2. Notify your RTA building rep immediately to assist you with filling out an Employee Report of Assault and Workers Compensation forms.
3. Call your building School Resource Officer (SRO) to fill out a police report.
4. Get medical attention immediately by having someone take you to your doctor or hospital emergency room. Indicate to your doctor or hospital that this is a Workers Compensation case.
5. A substitute should be provided, don't feel that you have to go back or remain in the classroom.

Employee Assistance Program (NexGenEAP)

NexGenEAP is a confidential benefit designed to help you and your eligible family members manage your work and life issues. **There is no cost to you for these services.** You can call NexGenEAP 24 hours a day, 7 days a week, 365 days a year to reach a personal assistant or counselor to assist you.

Call: 1-800-327-2255 or Go To: www.nexgeneap.com to set up your account.

Member ID: 99037010

Group ID: 9045

Available services include: Counseling services, child and elder care resources, legal and financial consultations, personal assistant, and more.



Access the **BalanceGo** mobile app at:
Apple App Store or at Google Play



Career-In-Teaching (C.I.T.)

www.rcsdk12.org/cit

If you think you need assistance in your classroom from an experienced mentor call Stefan Cohen at C.I.T. for a Professional Support Mentor

Call: 262-8518

Stefan.Cohen@RCSDk12.org



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Elementary & High School Addresses & Phone Numbers

Prekindergarten Early Childhood Centers

Florence S. Brown PreK Center (PreK-2)
500 Webster Avenue, 14609 288-2410
Rochester Early Childhood Education Center-NE (PreK-1)
107 North Clinton Avenue, 14604 324-3100

Elementary Schools

Clara Barton School No. 2 (PreK-6)
190 Reynolds Street, 14608 235-2820
George Mather Forbes School No. 4 (PreK-6)
198 Dr. Samuel McCree Way, 14611 235-7848
John H. Williams School No. 5 (PreK-8)
555 N. Plymouth Avenue, 14608 325-2255
Virgil I. Grissom School No. 7 (PreK-6)
31 Bryan Street, 14613 254-3110
Roberto Clemente School No. 8 (PreK-8)
1180 St. Paul Street, 14621 262-8888
Dr. Martin Luther King, Jr. School No. 9 (PreK-6)
485 Clinton Avenue, N. 14605 325-7828
Dr. Walter Cooper Academy School No. 10 (PreK-6)
353 Congress Avenue, 14619 324-2010
Anna Murray-Douglass Academy Schl. No.12 (PreK-8)
999 South Avenue, 14620 461-3280
The Children's School of Rochester No. 15 (PreK-6)
85 Hillside Drive, 14610 262-8830
John Walton Spencer School No. 16 (PreK-6)
321 Post Avenue, 14619 235-1272
Enrico Fermi School No. 17 (PreK-8)
158 Orchard Street 14611 436-2560
Dr. Charles T. Lunsford School No. 19 (PreK-8)
465 Seward Street, 14608 328-7454
Abraham Lincoln School No. 22 (PreK-6)
595 Upper Falls Blvd, 14605 467-7160
Francis Parker School No. 23 (PreK-6)
170 Barrington Street, 14607 473-5099
Nathaniel Hawthorne School No. 25 (PreK-6)
625 Scio Street, 14605 288-3654
Henry Hudson School No. 28 (K-8)
450 Humboldt Street, 14610 482-4836
Adlai E. Stevenson School No. 29 (PreK-6)
88 Kirkland Road, 14611 328-8228
John James Audubon School No. 33 (PreK-6)
500 Webster Avenue, 14609 482-9290
Dr. Louis A. Cerulli School No. 34 (PreK-6)
530 Lexington Avenue, 14613 458-3210
Pinnacle School No. 35 (K-6)
194 Field Street, 14620 271-4583
Andrew J. Townson School No. 39 (PreK-6)
145 Midland Avenue, 14621 467-8816
Abelard Reynolds School No. 42 (PreK-6)
3330 Lake Avenue, 14612 663-4330
Mary McLeod Bethune School No. 45 (PreK-8)
1445 Clifford Avenue, 14621 325-6945
Charles Carroll School No. 46 (PreK-6)
250 Newcastle Road, 14610 288-8008
Helen Barrett Montgomery School No. 50 (PreK-8)
301 Seneca Ave., 14621 266-0331
Frank Fowler Dow School No. 52 (PreK-6)
100 Farmington Road, 14609 482-9614
Montessori Academy School No. 53 (PreK-6)
625 Scio Street 14605 325-0935
The Flower City School No. 54 (K-6)
36 Otis Street, 14606 254-2080
World of Inquiry School No. 58 (K-6)
200 University Avenue, 14605 325-6170
Community School No. 106 (PreK-6)
279 W. Ridge Road, 14615 254-4472
Joseph C. Wilson Foundation Academy (K-8)
200 Genesee Street, 14611 463-4100

Secondary Schools

Dr. Alice Holloway Young School of Excellence (7-8)
85 Adams Street, 14608 454-3525
East Upper and Lower Schools (6-12)
1801 E. Main Street, 14609 288-3130
Edison Career & Technology High School (9-12)
655 Colfax Street, 14606 324-9700
Franklin Lower & Upper School (7-12)
950 Norton Street, 14621 467-3131
James Monroe Upper & Lower (7-12)
164 Alexander Street, 14607 232-1530
Joseph C. Wilson Magnet H.S. (9-12)
501 Genesee Street, 14611 328-3440
Northeast College Preparatory High School (9-12)
4115 Lake Avenue, 14612 324-9273
Northwest Junior High at Douglass (7-8)
940 Fernwood Park, 14609 324-9289
Rochester Early College International H.S. (9-12)
200 Genesee Street, 14611 324-9010
School of the Arts (7-12)
45 Prince Street, 14607 242-7682
School Without Walls Commencement Academy (9-12)
480 Broadway, 14607 546-6732
World of Inquiry School No. 58 (7-12)
200 University Avenue, 14605 325-6170

Programs & Services

All City High (7-12)
1305 Lyell Ave., 14606 458-2110
Office of Adult/Career Education Services/OACES
30 Hart Street, 14605 467-7683
Homeless Students & Families Program (PreK-12)
30 Hart Street, 14605 324-9984 / 324-9983
Home Hospital Instruction (K-12)
30 Hart Street, 14605 454-1095
LyncX Academy (7-12)
30 Hart Street, 14605 254-1240
NorthSTAR Program (7-12)
54 Oakman Street, 14605 324-9945
Office of Parent Engagement
131 West Broad Street, 14614 262-8318
Rochester International Academy (7-12)
1 Edgerton Park, 14608 324-5250
Youth and Justice Programs
30 Hart Street, 14605 262-8939
Universal PreK/Early Childhood. Programs (PreK)
Various Sites 262-8140

Elementary School Start/Dismissal Times

Prekindergarten & Elementary	Teacher Arrival Time	School Starts	School Dismissal
Rochester Early Childhood Education Center- NE (PreK)	8:15/8:45 a.m.	8:30/9:00 a.m.	2:30/3:00 p.m.
Rochester Early Childhood Education Center- NE (K/1)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Florence S. Brown PreK Center (PreK-2)	7:00 a.m.	7:15 a.m.	1:15 p.m.
Clara Barton School No. 2 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
George Mather Forbes School No. 4 (PreK-8)	8:45 a.m.	9:00 a.m.	3:30p.m.
John H. Williams School No. 5 (PreK-8)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Virgil I. Grissom School No. 7 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Roberto Clemente School No. 8 (PreK-8)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Dr. Martin Luther King, Jr. School No. 9 (PreK-6)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Dr. Walter Cooper Academy School No. 10 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
James P. B. Duffy School No.12 (PreK-8)	7:15 a.m.	7:30 a.m.	2:00 p.m.
The Children's School of Rochester No.15 (PreK-6)	7:15 a.m.	7:30 a.m.	2:00 p.m.
John Walton Spencer School No.16 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Enrico Fermi School No. 17 (PreK-8)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Dr. Charles T. Lunsford School No.19 (PreK-8)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Abraham Lincoln School No. 22 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Francis Parker School No. 23 (PreK-6)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Nathaniel Hawthorne School No. 25 (PreK-6)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Henry Hudson School No. 28 (K-8)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Adlai E. Stevenson School No. 29 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
John James Audubon School No. 33	7:15 a.m.	7:30 a.m.	2:00 p.m.
Dr. Louis A. Cerulli School No. 34 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Pinnacle School No. 35 (K-6)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Andrew J. Townson School No. 39 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Abelard Reynolds School No. 42 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Mary McLeod Bethune School No. 45 (PreK-8)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Charles Carroll School No. 46 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Helen Barrett Montgomery School No. 50 (PreK-8)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Frank Fowler Dow School No. 52 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
Montessori Academy School No. 53 (PreK-6)	7:15 a.m.	7:30 a.m.	2:00 p.m.
The Flower City School No. 54 (PreK-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
World of Inquiry School No. 58 (K-6)	8:45 a.m.	9:00 a.m.	3:30 p.m.
RISE Community School #106 (PreK-6)	7:15 a.m.	7:30 a.m.	2:00 p.m.
Joseph C. Wilson Foundation Academy (K-8)	7:15 a.m.	7:30 a.m.	2:00 p.m.

Secondary School Start/Dismissal Times

Secondary Schools	Teacher Arrival Time	School Starts	School Dismissal
Dr. Alice Holloway Young School of Excellence (7-8)	8:15 a.m.	8:30 a.m.	3:30 p.m.
East Lower School (6-8)	7:15 a.m.	7:30 a.m.	3:00 p.m.
East Upper School (9-12)	7:45 a.m.	8:00 a.m.	3:30 p.m.
Edison Career and Technology High School (9-12)	7:15 a.m.	7:30 a.m.	2:30 p.m.
Franklin Upper (9-12) and Lower (7-8)	7:15 a.m.	7:30 a.m.	2:30 p.m.
James Monroe Upper (9-12) and Lower (7-8)	8:15 a.m.	8:30 a.m.	3:30 p.m.
Joseph C. Wilson Magnet H. S. Commencement Academy (9-12)	7:15 a.m.	7:30 a.m.	2:30 p.m.
Northeast College Preparatory High School (9-12)	8:15 a.m.	8:30 a.m.	3:30 p.m.
Northwest College Junior High at Douglass (7-8)	8:15 a.m.	8:30 a.m.	3:30 p.m.
Rochester Early College International High School (9-12)	7:15 a.m.	7:30 a.m.	2:30 p.m.
School of the Arts (7-12)	8:15 a.m.	8:30 a.m.	3:30 p.m.
School Without Walls Commencement Academy (9-12)	8:15 a.m.	8:30 a.m.	3:30 p.m.
World of Inquiry School No. 58 (7-12)	7:15 a.m.	7:30 a.m.	2:30 p.m.
Programs			
All City High (7-12)	7:15 a.m.	7:30 a.m.	2:30 p.m.
Home Hospital Instruction (K-12)			
LyncX Academy (7-12)	7:15 a.m.	7:30 a.m.	2:30 p.m.
NorthSTAR Program (7-12)	8:15 a.m.	8:30 a.m.	3:30 p.m.
Rochester International Academy (7-12)	7:15 a.m.	7:30 a.m.	2:30 p.m.

EARLY DISMISSAL FOR ALL STUDENTS 2023-24

October 27, 2023

December 8, 2023

March 1, 2024

May 23, 2024

(Full day for Teachers)

As per the contract with the RCSD, the length of the school day for teachers is as follows:

Secondary: 7:00 hours plus 15:00 minutes reporting time prior to the first session = 7 hours 15 minutes

Elementary: 6:30 hours plus 15:00 minutes reporting time prior to the first session = 6 hours 45 minutes



Process to View Your Personnel File

To view your personnel file, contact the HR Director or assistant personnel analyst who supports your work location. Call 262-8597 and listen to message. Ask to view your personnel file and request a date. You must notify HR at least one working day prior to viewing your file. Documents may not be removed but you can request copies to be provided. ***A RTA faculty representative may accompany you when viewing your file.***

VOTE- COPE

Voice Of Teachers in Education Committee On Political Education (VOTE-COPE) is the “watchdog” that works for you to promote legislation favorable to teachers on education issues and to protect your well deserved pension. The voluntary contributions made to this fund are used to help finance the campaigns of lawmakers who are “friends” of education.

To receive a contribution form, contact David Altobelli at RTA 546-2681 or 880-5795 (cell).

Please join your colleagues, over 1,500 Members Strong.

Absentee Reduction Plan (Section 60)

Eligible teachers who plan to retire/resign and wish to receive this benefit must notify the district of their intention by March 1st. The credits accrued will be paid as cash to the eligible teacher upon retirement or resignation. In the event that an eligible teacher decides to retire/resign after the March 1st date, the teacher may appeal to the Joint Absence Reduction Appeals Committee for consideration to receive this benefit. (see eligibility in section 60 of CBA)

- Tenured teachers are eligible to receive this benefit after completing a minimum of ten (10) years continual service with the district.
- Accumulated illness days prior to 2004-05 are excluded from this plan.
- For the purpose of this section only, sick days used for religious observation shall not be counted.

The credits will be earned per day as follows for the preceding school year:

No illness days used.....\$115 per day x10 days = \$1150.00

One (1) illness day used.....\$95 per day x 9 days = \$855.00

Two (2) illness days used.....\$80 per day x 8 days = \$640.00

Three (3) illness days used.....\$70 per day x7 days = \$490.00

Four(4) or more days used.....\$0.00

Process for Teacher Tuition Reimbursement

PLEASE NOTE: New Procedure for Application

Tuition reimbursement is available for teachers who are in the process of obtaining their first Master's Degree toward Professional Certification, or who are seeking additional certification in one of the district-designated shortage areas. Visit www.rcsdk12.org/CIT/Tuition for eligibility information and other details or call CIT Secretary Wendy Underhill (262-8518) with questions.

Applications are due at least 30 days prior to the start of the class.

- Complete the tuition reimbursement application for teachers on-line using the Google Form: <https://forms.gle/R1U9G9X5yoXGEADp9> (You must log into your RCSD Google account [Your 7-digit ID#]@rcsd121.org and use your district password).
- After the application is reviewed, the CIT office will email a letter indicating whether or not the application has been approved. Once Approved...
- The teacher completes all registration processes and pays for approved courses in full.
- After completing the approved courses, the teacher submits the original tuition invoice with **proof of payment** (in the form of an itemized paid bill showing a zero balance for the relevant semester) **AND** a copy of the **final grade report**. Successful completion of a course requires a grade of 'C' or higher.
- Submit ALL documents as e-mail attachments to: CIT@rcsdk12.org with subject line, “Tuition Reimbursement”. The Payroll Department will generate a check according to the payroll schedule.

PLEASE NOTE: That each year, after receiving \$5250 in the calendar year (January-December), federal regulations require tuition reimbursement to be taxable.

For More information, please visit the C.I.T. website: www.rcsdk12.org/CIT/Tuition



2023-2024 Pay Dates

Pay Period	Pay Date	Day	Pay Period	Pay Date	Day
1	09/08/23	Friday	14	03/08/24	Friday
2	09/22/23	Friday	15	03/22/24	Friday
3	10/06/23	Friday	16	04/05/24	Friday
4	10/20/23	Friday	17	04/19/24	Friday
5	11/03/23	Friday	18	05/03/24	Friday
6	11/17/23	Friday	19	05/17/24	Friday
7	12/01/23	Friday	20	05/31/24	Friday
8	12/15/23	Friday	21	06/14/24	Friday
9	12/29/23	Friday	22	06/28/24	Friday
10	01/12/24	Friday	23*	07/12/24	Friday
11	01/26/24	Friday	24*	07/26/24	Friday
12	02/09/24	Friday	25*	08/09/24	Friday
13	02/23/24	Friday	26*	08/23/24	Friday

Teachers receive 22 paychecks for the school year. This year the last paycheck will be on 6/28/24

The Rochester Teacher
At: Rochesterteachers.com

**Paychecks 23-26 are for those who selected "spread-a-check" option for summer pay.*

Sabbaticals Leave for Accredited Study (Section 42.5)

Regularly appointed teachers who have served at least five (5) years may apply for a sabbatical (leave of absence for accredited study). Applications can be obtained online @ [Sabbatical Leave Application](#) (click on Link to left) Email: sabbatical@rcsdk12.org for questions about sabbatical leave. The RTA/RCSd Sabbatical Leave Committee Co-Chairs are Aneli Rivera-Nothnagle and Stefan Cohen.

RTA Conference Day Funds

Each school is allotted funds and substitute days to be used for teachers to attend conferences throughout the year. RTA Faculty Reps in each building will inform their members of the procedures, amount of monies, and sub days that may be used. RTA members may obtain a conference day form from their RTA Building Faculty Rep or in the main office of their school.

1. RTA members have until March 31st of each year to apply for funds/sub days in their building.
2. After March 31st any remaining funds or sub days reverts back to the RTA Pool.
3. RTA members may apply to the RTA pool after March 31st, for funds or sub days, (if any remain in the pool), to attend a conference.
4. To apply for RTA pool funds and/or sub day(s) or questions, **contact John Pavone** at the RTA office: 546-2681.



Support Telephone Numbers & Web Addresses

Phone # for Calling Substitute: _____

My Supervisor is: _____

Central Office Main Number	262-8100
RCSD Help Desk	262-8151
Direct line from classrooms	700-8151
I. D. Badges/Finger Printing	262-8606
Information Management & Technology(IM&T)	262-8496
Employee Benefits	262-8206
Teacher Payroll	262-8265
Benefits	262-8206
Career-In-Teaching (C.I.T)	
Stefan Cohen - Director	262-8541
Tuition Reimbursement	262-8518

Web Addresses

Rochester Teachers Association	www.rochesterteachers.org
Rochester Teacher Center	www.rochesterteachercenter.org
eLearning	https://rcsdonline.next.agilixbuzz.com
eDoctrina	www.eDoctrina.org
True North Logic	https://rcsdk12.truenorthlogic.com
RCSD Full Testing Schedule	www.rcsdk12.org/domain/36
RCSD Board Resolutions	www.rcsdk12.org/domain/25
NYS Teacher Certification Information/Status ...	www.highered.nysed.gov/tcert/certificate/
New York State Teachers Retirement System	www.NYSTRS.org
New York State United Teachers	www.NYSUT.org
NYS Education Department	www.NYSED.gov
American Federation of Teachers	www.AFT.org
Share My Lesson	www.sharemylesson.com
National Education Association	www.NEA.org
ROConnect	https://launchpad.classlink.com/rcsdk12

RCSD Administrative Offices

Adult Education	324-9900	Parent Engagement	324-9999
Athletics/Physical Education	262-8205	Safety and Security	262-8600
Attendance	262-8105	School Counseling Services	262-8470
Bilingual Education	262-8234	Special Education (CSE)	262-8220
Board of Education	262-8525	Student Equity and Placement/Parent Information and Registration Center.....	262-8241
Career and Technical Education	262-8532	Student Records	262-8523
Career-in-Teaching (C.I.T)	262-8518	Student Support Services.....	262-8584
Communications	262-8162	Superintendent's Office	262-8378
Department of Law	262-8412	Teaching and Learning	262-8770
Early Childhood	262-8140	Testing	262-8328
Facilities	336-4095	Transportation	336-4000
Food Service.....	336-4100	Volunteers and Partnerships	262-8133
Human Resources	262-8597	World Languages	262-8234
Information in Spanish	262-8234	Work Permits	262-8523
Interpreters for the Hearing Impaired	262-8220	Youth Development and Family Services	262-8677
Office of School Chiefs	262-8607		

For numbers not listed here, call 262-8100



Important Dates To Remember

APPR and Observations

*2 Observations for Tenured Teachers
1 Formal + 1 Informal/Unannounced
(Formal Observation By April 30th)*

*3 for Non-Tenured Teacher
2 Formal + 1 Informal/Unannounced
(1st Formal by November 30th)
(2nd Formal by April 30th)*

Informal Observations..... *October-June*
(Can be unannounced, can be any length of time, no pre-conference, there should be either written feedback or a post-conference)

Formal Observations..... *October-April 30th*

- A pre-conference will take place at least five days prior to any formal observation.
- Administrators/Peer Reviewers will document the beginning and end time of observations and will stay at least 30 minutes.
- All formal observations will be reported through E-Performance.
- A post-conference will take place no later than five working days after any formal observation.
- Observation write-ups can be changed.
- Rebuttals can be written and filed.
- Be sure to ***sign*** and indicate “Agree or Not Agree”.

APPR Conference review..... *by June 1st*
(“Evaluation Shared”)

APPR Composite Scores *Upon Receipt of State Scores*

APPR Appeals *15 Business days after receipt of Composite Scores*
(*contact RTA for assistance with appeals process*)

****Composite/Transition scores will be sent to teachers by RCSD e-mail****

Other Due Dates

Voluntary Transfer Application(s)..... *Announced on RTA Website*
(Deadline date, By 4:00 to Human Resources)

Sabbatical Leave Application *Announced on RTA Website*
Last day of First Semester **(Look for Sabbatical Flyer or contact the RTA office for any date extension)**

Intent to Retire (form on RTA website)..... *March 1st*
(In order to receive monies from Absentee Reduction Plan Incentive)

Job Sharing (initial request)..... *March 1st*
(To Superintendent in writing)

Job Sharing (continue or discontinue)..... *March 1st*



Mandated Reporting of Child Abuse or Maltreatment

New York State recognizes that certain professionals are specially equipped to perform the important role of mandated reporter of child abuse or maltreatment. The following is a list of school personnel required to report child abuse or maltreatment: School official, including (but not limited to): school teacher, school guidance counselor, school psychologist, school social worker, school nurse, school administrator, or other school personnel required to hold a teaching or administrative license or certificate.

When Am I Mandated to Report?

Mandated reporters are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment in a situation where a child, parent, or other person legally responsible for the child is before the mandated reporter when the mandated reporter is acting in his or her official or professional capacity. The telephone numbers to report child abuse or maltreatment in Monroe County (585)461-5690 or NYS Mandated Reporter (800) 635-1522.

To view the Summary Guide for Mandated Reporters in New York State go to:

<http://www.ocfs.state.ny.us/main/publications/Pub1159.pdf>

Rochester Teachers Care Project

RTA has launched an initiative to highlight the terrific work that Rochester teachers do every day and to educate the public about the exciting learning opportunities in our public schools. Please visit the RTA website rochesterteachers.com to view the videos. If you know a teacher or a group of teachers that should be highlighted, please contact:

Matt Lavonas at mlavonas@rochesterteachers.com or

Aimee Rinere at arinere@rochesterteachers.com

We would love to share your story!

Continuing Teacher and Leader Education (CTLE)

All certified staff holding **Permanent or Professional Certificates** must register in their SED TEACH account every five (5) years in the month of the birth date. Teachers with **Professional Certificates** require 100 hours of Professional Development for the next five (5) years. It is the responsibility of each teacher to keep their own record of their professional development activities for eight (8) years.

To register go to: <http://www.highered.nysed.gov/tcert/teach/>

Follow These Steps:

1. Click “Create a NY.gov TEACH account” **2.** Check the box “I have not created a TEACH account” **3.** Click “Create Account” **4.** Fill in requested information **5.** Click “Teach Online Services” **6.** Click ” View Registration Stats” **7.** Follow the prompts...

If you are having problems registering contact:

The RTA office @ 546-2681



July 2023 (T=0/S=0)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023 (T=0/S=0)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023 (T=19/S=18)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023 (T=21/S=21)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023 (T=18/S=17)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023 (T=16/S=16)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

ROCHESTER CITY SCHOOL DISTRICT 2023-24 SCHOOL CALENDAR



SEPTEMBER

- 4 Labor Day (All facilities closed)
- 5 Superintendent's Conference Day (No school for students)
- 6 School Opens for PreK - 12 Students (Full day)

OCTOBER

- 9 Indigenous Peoples' (All facilities closed)
- 10 Parent/Teacher Conferences/Elementary
- 12 Parent/Teacher Conferences/Secondary
- 27 Half-day for All Students (Social Emotional Learning Day)
- 7 Superintendent's Conference Day/Election Day
- 10 Veterans Day (All facilities closed)
- 22 Recess Day (School not in session – 12-month staff report)
- 23-24 Thanksgiving (All facilities closed)

DECEMBER

- 8 Half-day for All Students
- 25-26 Christmas Observed (All facilities closed)
- 27-29 Recess (School not in session – 12-month staff report)

JANUARY

- 1 New Year's Day (All facilities closed)
- 15 Martin Luther King, Jr. Day (All facilities closed)
- 23-26 NYS Testing (Regents exams)

FEBRUARY

- 19 Presidents' Day (All facilities closed)
- 20-23 Recess (School not in session – 12-month staff report)

MARCH

- 1 Half-day for All Students (Social Emotional Learning Day)
- 5 Parent/Teacher Conferences/Elementary
- 7 Parent/Teacher Conferences/Secondary
- 29 Good Friday (All facilities closed)

APRIL

- 1-5 Recess (School not in session – 12-month staff report)
- 8 Recess—Eclipse (School not in session – 12-month staff report)
- 10-17 NYS Paper-Based Testing (3-8 ELA assessments)
- 22 Superintendent's Conference Day (No school for students)
- 24-30 NYS Computer-Based Testing (5 & 8 Science assessments)

MAY

- 1 NYS Computer-Based Testing (5 & 8 Science assessments)
- 7-14 NYS Paper-Based Testing (3-8 Math assessments)
- 17 Superintendent's Conference Day (No school for students)
- 23 Half-day for All Students
- 24 Recess (School not in session – 12-month staff report)
- 27 Memorial Day (All facilities closed)

JUNE

- 4,14-25 NYS Testing (Regents exams)—Rating Day June 17
- 19 Juneteenth (All facilities closed)
- 25 Last Day of School for PreK-12 Students
- 26 Regents Rating Day / Last Day for 10-Month Staff

- First Day for PreK-12 Students (Full day)
- Half-day for Students
- Recess
- Federal/State Holiday
- Parent/Teacher Conference (School in session)
- NYS Regents Exams/State Assessments
- Regents Rating Day
- Superintendent's Conference Day

Teacher Days = 185 (includes Supt Conf Days)

Student Days = 184 (includes Supt Conf Days)

First Emergency Make-up Day: May 24, 2024

Approved by the Board of Education: March 23, 2023 Approved Final

January 2024 (T=21/S=21)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024 (T=16/S=16)

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024 (T=20/S=20)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024 (T=17/S=16)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

= NYS test make-up days

May 2024 (T=21/S=20)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

= NYS test make-up days

June 2024 (T=17/S=16)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

