

# 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*

### *2024-2025 Edition*

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



*[www.rochesterteachers.org](http://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](mailto:kzschultz@gmail.com)

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## *RTA Officers and Executive Council*

Position	Name	E-mail Address
President	Adam Urbanski	urbanski@rochesterteachers.com
1 <sup>st</sup> Vice President	John Pavone	pavrta@aol.com
2 <sup>nd</sup> Vice President	Margaret Sergent	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	mariagonzalez@rochesterteachers.com
Special Education	Maureen Doohan	mduohan@rochesterteachers.com
School Instructors	Vacant	Vacant
Home Hospital	Lisa Silverstein	lsilver@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](mailto:Maskerade6@aol.com)*

*Mary Barnum, Consultant, [mbarnum@rochesterteachers.com](mailto:mbarnum@rochesterteachers.com)*

*Bill Gerber, Technology Consultant, [Bgerber@rochesterteachers.com](mailto:Bgerber@rochesterteachers.com)*

*Annamaria Manso, P. D. Consultant, [amanso@rochesterteachers.com](mailto:amanso@rochesterteachers.com)*

### *Office Staff*

*Bernadette Ferrara, Office Manager, [ferrta@aol.com](mailto:ferrta@aol.com)*

*Charlotte Caceres, Administrative Assistant, [ccaceres@rochesterteachers.com](mailto:ccaceres@rochesterteachers.com)*

*Barbara Bordeaux, Secretary, [bbordeaux@rochesterteachers.com](mailto:bbordeaux@rochesterteachers.com)*

### *RTA Phone Numbers/Website*

546-2681 ..... Office

546-4123 ..... Fax

546-2768 ..... Hotline

[www.rochesterteachers.org](http://www.rochesterteachers.org)



## **Rochester Teaching Academy**

Annamaria Manso - [amanso@rochesterteachers.com](mailto: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](http://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](http://www.rochesterteachercenter.org)

Susan Goodwin - RTC Director..... [sgoodwin@rochesterteachers.com](mailto:sgoodwin@rochesterteachers.com)

Yolanda Montalvo - Assoc. Director..... [ymontalvo@rochesterteachers.com](mailto:ymontalvo@rochesterteachers.com)

30 Hart Street

Rochester, NY 14605

Phone: 262-8080 Fax: 546-4123



***RCSD Marking Period Dates***  
***Elementary & Secondary School Marking Periods 2024-25***

Marking Period 1..... 09/05/24 - 11/08/24  
 Marking Period 2..... 11/11/24– 01/31/25  
 Marking Period 3..... 02/03/25 – 04/18/25  
 Marking Period 4..... 04/21/25 – 06/25/25

***Parent-Teacher Conferences 2024-25 (set by RCSD)***

<b><u>Elementary:</u></b> Tuesday, October 15, 2024 Tuesday, March 4, 2025	<b><u>Secondary:</u></b> Thursday, October 17, 2024 Thursday, March 6, 2025
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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 2024-2025***  
 Locate the full NYS testing schedule @  
<https://www.nysed.gov/state-assessment/regents-examination-schedules>

***High School January 2025 Exams***

NYS Regents Exams ..... Jan. 21 - 24, 2025

***Elementary & Intermediate Testing Schedule***

NYSAA-ELA, Math. Science..... March 10 - June 6, 2025  
 NYS ELA Gr. 3 & 7 (Paper-Based) ..... April 29-May 1, 2025  
 NYS ELA/Math Gr. 3-8 (Computer-based).. April 7-May16, 2025  
 NYS Math Grades 3 & 7 (Paper-Based) ..... May 7-9, 2025  
 NYS Science Performance (Computer-based)  
 Grades 5 & 8 ..... April 7 - May16, 2025  
 NYSESLAT Speaking ..... April 14 - May 23, 2025  
 NYSESLAT L-R-W ..... May 12 - May 23, 2025

***High School Exams June & August 2025***

NYS Regents Exams (Life Sciences) ..... Tues. Jun 10, 2025  
 NYS Regents Exam (Geometry) ..... Wed. June 11, 2025  
 NYS Regents Exams ..... June 17 - 27, 2025  
 NYS Regents Exams ..... Tues. Aug 19 - Wed. Aug. 20, 2025

### 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](http://www.nexgeneap.com) to set up your account.*

Group ID: 9045

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



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



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

[www.rcsdk12.org/cit](http://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*



PreK & Elementary School Address/Phone/Start-Dismissal Times

School	Address	Phone	Teacher Arrival	Start Time	Dismissal
<b>Prekindergarten</b>					
Florence S. Brown PreK Center PreK	500 Webster Avenue, 14609	288-2410	7:00 am	7:15 am	1:15 pm
Rochester Early Childhood Education Center NE PreK	107 Clinton Avenue N., 14604	324-3100	8:15/8:45 am	8:30/9:00 am	2:30/3:00 pm
Universal Prekindergarten/Early Childhood PreK	(Various Sites)	262-8140			
<b>Elementary Schools</b>					
George Mather Forbes School No. 4 PreK-6	198 Dr. Samuel McCree Way, 14611	235-7848	8:45 am	9:00 am	3:30 pm
John Williams School No. 5 PreK-6	555 N. Plymouth Avenue, 14608	325-2255	8:45 am	9:00 am	3:30 pm
Virgil I. Grissom School No. 7 PreK-6	31 Bryan Street, 14613	254-3110	8:45 am	9:00 am	3:30 pm
Roberto Clemente School No. 8 PreK-6	1180 St. Paul Street, 14621	262-8888	7:15 am	7:30 am	2:00 pm
Dr. Martin Luther King, Jr. School No. 9 PreK-6	485 Clinton Avenue N., 14605	325-7828	7:15 am	7:30 am	2:00 pm
Anna Murray-Douglass Academy School No. 12 PreK-6	999 South Avenue, 14620	461-3280	7:15 am	7:30 am	2:00 pm
The Children's School of Rochester No. 15 PreK-6	85 Hillside Avenue, 14610	262-8830	7:15 am	7:30 am	2:00 pm
Dr. David and Ruth Anderson School No. 16 PreK-6	321 Post Avenue, 14619	235-1272	8:45 am	9:00 am	3:30 pm
Enrico Fermi School No. 17 PreK-6	158 Orchard Street, 14611	436-2560	7:15 am	7:30 am	2:00 pm
Dr. Charles T. Lunsford School No. 19 PreK-6	465 Seward Street, 14608	328-7454	8:45 am	9:00 am	3:30 pm
Abraham Lincoln School No. 22 PreK-6	595 Upper Falls Blvd., 14605	467-7160	8:45 am	9:00 am	3:30 pm
Francis Parker School No. 23 PreK-6	170 Barrington Street, 14607	473-5099	7:15 am	7:30 am	2:00 pm
Nathaniel Hawthorne School No. 25 PreK-6	190 Reynolds Street, 14608	288-3654	7:15 am	7:30 am	2:00 pm
Henry Hudson School No. 28 PreK-6	450 Humboldt Street, 14610	482-4836	8:45 am	9:00 am	3:30 pm
John James Audubon School No. 33 PreK-6	500 Webster Avenue, 14609	482-9290	7:15 am	7:30 am	2:00 pm
Ida B. Wells-Barnett Elementary School No. 34 PreK-6	530 Lexington Avenue, 14613	458-3210	8:45 am	9:00 am	3:30 pm
Pinnacle School No. 35 PreK-6	194 Field Street, 14620	271-4583	7:15 am	7:30 am	2:00 pm
Abelard Reynolds School No. 42 PreK-6	3330 Lake Avenue, 14612	663-4330	8:45 am	9:00 am	3:30 pm
Mary McLeod Bethune School No. 45 PreK-6	1445 Clifford Avenue, 14621	325-6945	7:15 am	7:30 am	2:00 pm
Austin Steward Elementary School No. 46 PreK-6	250 Newcastle Road, 14610	288-8008	8:45 am	9:00 am	3:30 pm
Helen Barrett Montgomery School No. 50 PreK-6	301 Seneca Avenue, 14621	266-0331	7:15 am	7:30 am	2:00 pm
Frank Fowler Dow School No. 52 PreK-6	100 Farmington Road, 14609	482-9614	8:45 am	9:00 am	3:30 pm
Montessori Academy School No. 53 PreK-6	353 Congress Avenue, 14619	325-0935	7:15 am	7:30 am	2:00 pm
The Flower City School No. 54 PreK-6	36 Otis Street, 14606	254-2080	8:45 am	9:00 am	3:30 pm
World of Inquiry School No. 58 K-6	200 University Avenue, 14605	325-6170	8:45 am	9:00 am	3:30 pm

**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



## *Middle & High School-Programs Address/Phone/Start/Dismissal Times*

School	Address	Phone	Teacher Arrival	Start Time	Dismissal
<b>Middle Schools</b>					
Andrew Langston Middle School 7-8	1 Edgerton Park, 14608	324-5223	8:45 AM	9:00 am	4:00 pm
Dr. Freddie Thomas Middle School 7-8	625 Scio Street, 14605	262-8850	7:15 am	7:30 am	2:30 pm
East Lower School 6-8	1801 E. Main Street, 14609	288-3130	7:15 am	7:30 am	3:00 pm
Loretta Johnson Middle School 7-8	200 Genesee Street, 14611	463-4100	7:15 am	7:30 am	2:30 pm
Northwest Junior High at Douglass 7-8	940 Fernwood Park, 14609	324-9289	8:45 am	9:00 am	4:00 pm
School of the Arts 7-8	45 Prince Street, 14607	242-7682	8:15 am	8:30 am	3:30 pm
Thurgood Marshall Middle School 7-8	4115 Lake Avenue, 14612	663-7070	7:15 am	7:30 am	2:30 pm
World of Inquiry School No. 58 7-8	200 University Avenue, 14605	325-6170	7:15 am	7:30 am	2:30 pm
<b>High Schools</b>					
East Upper School 9-12	1801 E. Main Street, 14609	288-3130	7:45 am	8:00 am	3:30 pm
Edison Career & Technology High School 9-12	655 Colfax Street, 14606	324-9700	7:15 am	7:30 am	2:30 pm
James Monroe Upper School 9-12	164 Alexander Street, 14607	232-1530	8:15 am	8:30 am	3:30 pm
Joseph C. Wilson Magnet High School Commencement Academy 9-12	501 Genesee Street, 14611	328-3440	7:15 am	7:30 am	2:30 pm
Padilla High School at the Franklin Campus 9-12	950 Norton Street, 14621	467-3131	7:15 am	7:30 am	2:30 pm
Rochester Early College International High School 9-12	85 Adams Street, 14608	324-9010	7:15 am	7:30 am	2:30 pm
School of the Arts 9-12	45 Prince Street, 14607	242-7682	8:15 am	8:30 am	3:30 pm
School Without Walls Commencement Academy 9-12	480 Broadway, 14607	546-6732	7:45 am	8:00 am	3:00 pm
World of Inquiry School No. 58 9-12	200 University Avenue, 14605	325-6170	7:15 am	7:30 am	2:30 pm
<b>Programs &amp; Services</b>					
All City High 10-12	1305 Lyell Avenue, 14606	458-2110	7:15 am	7:30 am	2:30 pm
Home Hospital Instruction K-12	30 Hart Street, 14605	454-1095			
Families in Transition PreK-12	30 Hart Street, 14605	324-9984 324-9983			
NorthSTAR Program	54 Oakman Street, 14605	324-9945			
OACES-Office of Adult/Career Education Services	30 Hart Street, 14605	467-7683			
Office of Parent Engagement	131 West Broad Street, 14614	324-9999			
Rochester International Academy K-12	1 Edgerton Park, 14608	324-5250	7:15 am	7:30 am	2:00 pm
Rochester Preschool Parent Program (PreK)	107 N. Clinton Street , 14604	328-3360			
Youth & Justice Program	30 Hart Street, 14605	262-8939			

**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

## Support & RCSD Phone Numbers

Location	Phone	Location	Phone
<b>Support Phone Numbers</b>			
RTA Office	546-2681	Information Management & Technology	262-849
RCSD Main Number	262-8100	Employee Benefits	262-8206
RCSD Help Desk	262-8151	Teacher Payroll	262-8265
RCSD Help Desk	700-8151	Career-In-Teaching	262-8541
I. D. Badges/Finger Printing	262-8606	Career-In-Teaching:Tuition Reimbursement	262-8518
<b>RCSD Phone Numbers</b>			
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 Records	262-8523
Career & Technical Ed.	262-8532	Student Support Services	262-8584
Career-in-Teaching (C.I.T)	262-8518	Superintendent's Office	262-8378
Communications	262-.8162	Teaching and Learning	262-8770
Department of Law	262-8412	Testing	262-8328
Early Childhood	262-8140	Transportation	336-4000
Facilities	336-4095	Volunteers and Partnerships	262-8133
Food Service	336-4100	World Languages	262-8234
Human Capital	262-8597	Work Permits	262-8523
Information in Spanish	262-8234	Office of School Chiefs	262-8607
Interpreters for Hearing Impaired	262-8220	Youth Development & Family Services	262-8677
Student Equity & Placement Center	262-8241	<b>RCSD Main Switchboard</b>	<b>262-8100</b>

### 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. *It is Recommended that a RTA faculty representative accompany you when viewing your file.*

**Website Addresses**

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

***EARLY DISMISSAL FOR ALL STUDENTS 2024-25*****October 25, 2024****December 6, 2024****March 14, 2025****May 22, 2025****(Full day for Teachers)**

## 2024-2025 Pay Dates

Pay Period	Pay Date	Day	Pay Period	Pay Date	Day
1	09/06/24	Friday	14	03/07/25	Friday
2	09/20/24	Friday	15	03/21/25	Friday
3	10/04/24	Friday	16	04/04/25	Friday
4	10/18/24	Friday	17	04/17/25	Thursday
5	11/01/24	Friday	18	05/02/25	Friday
6	11/15/24	Friday	19	05/16/25	Friday
7	11/27/24	Wednesday	20	05/30/25	Friday
8	12/13/24	Friday	21	06/13/25	Friday
9	12/27/24	Friday	22	06/27/25	Friday
10	01/10/25	Friday	23*	07/11/25	Friday
11	01/24/25	Friday	24*	07/25/25	Friday
12	02/07/25	Friday	25*	08/08/25	Friday
13	02/21/25	Friday	26*	08/22/25	Friday

Teachers receive 22 paychecks for the school year. This year the last paycheck will be on 6/27/25

**The Rochester  
Teacher**  
At: [Rochesterteachers.com](http://Rochesterteachers.com)

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

### *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*

### *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](mailto:sabbatical@rcsdk12.org) for questions about sabbatical leave. The RTA/RCSD Sabbatical Leave Committee Co-Chairs are: Aneli Rivera-Nothnagle (RCSD) and Stefan Cohen (RTA). **\*\*Check with RTA for any change to the due date.\*\***

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 **Jason Valenti** at (585) 755-4366 or the RTA office 546-2681. 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**)

- a. Tenured teachers are eligible to receive this benefit after completing a minimum of ten (10) years continual service with the district.
- b. Accumulated illness days prior to 2004-05 are excluded from this plan.
- c. 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](http://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.**

1. 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).
2. After the application is reviewed, the CIT office will email a letter indicating whether or not the application has been approved. Once Approved...
3. The teacher completes all registration processes and pays for approved courses in full.
4. 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.
5. Submit ALL documents as e-mail attachments to: [CIT@rcsdk12.org](mailto: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](http://www.rcsdk12.org/CIT/Tuition)



# 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 30<sup>th</sup>*

- 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 1<sup>st</sup>*  
(“*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 Capital)\*\**

**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 1<sup>st</sup>*  
(*In order to receive monies from Absentee Reduction Plan Incentive*)

**Job Sharing** (*initial request*)..... *March 1<sup>st</sup>*  
(*To Superintendent in writing*)

**Job Sharing** (*continue or discontinue*)..... *March 1<sup>st</sup>*  
(*To Human Capital in writing*)

### *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 Guide for Mandated Reporters in New York State go to:**

<https://ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf>

### *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/>

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 2024 (T=0/S=0)

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		

August 2024 (T=0/S=0)

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	30

September 2024 (T=20/S=18)

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				

October 2024 (T=22/S=22)

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	

November 2024 (T=17/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

December 2024 (T=15/S=15)

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			

## ROCHESTER CITY SCHOOL DISTRICT 2024-25 SCHOOL CALENDAR



**SEPTEMBER**

- 2 Labor Day (All facilities closed)
- 3-4 Superintendent's Conference Day (No school for students)
- 5 School Opens for PreK-12 Students (Full day)

**OCTOBER**

- 14 Indigenous Peoples' Day (All facilities closed)
- 15 Parent/Teacher Conferences/Elementary
- 17 Parent/Teacher Conferences/Secondary
- 25 Half-day for All Students (Social Emotional Learning Day)

**NOVEMBER**

- 5 Superintendent's Conference Day/Election Day (No school for students)
- 11 Veterans Day (All facilities closed)
- 27 Recess Day (School not in session – 12-month staff report)
- 28-29 Thanksgiving (All facilities closed)

**DECEMBER**

- 6 Half-day for All Students
- 23-31 Recess (School not in session – 12-month staff report)
- 24-25 Christmas Observed (All facilities closed)

**JANUARY**

- 1 New Year's Day (All facilities closed)
- 2-3 Recess (School not in session – 12-month staff report)
- 20 Dr. Martin Luther King, Jr. Day (All facilities closed)
- 21-24 NYS Testing (Regents exams)
- 29 Lunar New Year/Superintendent's Conference Day (No school for students)

**FEBRUARY**

- 17 Presidents' Day (All facilities closed)
- 18-21 Recess (School not in session – 12-month staff report)

**MARCH**

- 4 Parent/Teacher Conferences/Elementary
- 6 Parent/Teacher Conferences/Secondary
- 14 Half-day for All Students (Social Emotional Learning Day)
- 21 Superintendent's Conference Day (No school for students)

**APRIL**

- 7-11 NYS Testing (5 & 8 Science assessments)
- 14-17 Recess (School not in session – 12-month staff report)
- 18 Good Friday (All facilities closed)
- 29-30 NYS Testing (3-8 ELA assessments)

**MAY**

- 1 NYS Testing (3-8 ELA assessments)
- 7-9 NYS Testing (3-8 Math assessments)
- 22 Half-day for All Students
- 26 Memorial Day (All facilities closed)

**JUNE**

- 4 & 10 NYS Testing (New Regents exams)
- 17-25 NYS Testing (Regents exams)
- 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 Holiday/State Holiday/School 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 = 183 (includes Supt Conf Days)

**First Emergency Make-up Day:** June 27, 2025

**Approved by the Board of Education:** March 28, 2024

January 2025 (T=19/S=18)

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

February 2025 (T=15/S=15)

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

March 2025 (T=21/S=20)

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				

April 2025 (T=17/S=17)

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		

May 2025 (T=21/S=21)

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	30

\* = NYS test make-up days

June 2025 (T=18/S=17)

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				