

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*

2025-2026 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	Aimee Rinere	Arinere@rochesterteachers.com
2 nd Vice President	Margaret Sergent	mmsergent@rochesterteachers.com
Treasurer	Matt Lavonas	mlavonas@rochesterteachers.com
Secretary	Jason Valenti	jvalenti@rochesterteachers.com
Primary	Carrie Gilroy	carriegilroy@gmail.com
Intermediate	Gia Vallone	gval0615@gmail.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	Meagan Harris	damron154@gmail.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

John Pavone, Strategic Union Consultant, PAVRTA@aol.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.

Professional Development Incentive

After the first year of employment, any bargaining unit member may document professional development consistent with categories contained in the District's jointly developed Professional Development Plan and approved by the Joint Professional Development Planning Committee. Resident level teachers will receive an additional \$800 stipend for completion of an additional 24 hours of professional development. Professional level teachers will receive an additional \$1200 stipend for completion of an additional 36 hours of professional development.

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



RCSD Marking Period Dates
Elementary & Secondary School Marking Periods 2025-26

Marking Period 1..... 09/04/25 –11/07/25
 Marking Period 2..... 11/10/26 – 01/30/26
 Marking Period 3..... 02/02/26 – 04/17/26
 Marking Period 4..... 04/20/26 – 06/25/26

Parent-Teacher Conferences 2025-26 (set by RCSD)

Elementary: Tuesday, October 14, 2025 Tuesday, March 24, 2026	Secondary: Thursday, October 16, 2025 Thursday, March 26, 2026
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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 2025-2026
 Locate the full NYS testing schedule @
<https://www.nysed.gov/state-assessment/regents-examination-schedules>

High School January 2026 Exams

NYS Regents Exams Jan. 20 - 23, 2026

Elementary & Intermediate Testing Schedule

NYSAA-ELA, Math. Science..... March 9 - June 5, 2026
 NYS ELA Gr. 3 - 8 (Paper-Based) April - May 15, 2026
 NYS ELA/Math Gr. 3-8 (Computer-based).. April 6-May15, 2026
 NYS Math Grades 3 -8 (Paper-Based) April 6-May15, 2026
 NYS Science Performance (Computer-based)
 Grades 5 & 8 April 6 - May16, 2026
 NYSESLAT Speaking April 6 - May 22, 2026
 NYSESLAT L-R-W May 4 - May 22, 2026

High School Exams June & August 2026

NYS Regents Exams Tues. Jun 09, 2026
 NYS Regents Exams Wed. June 10, 2026
 NYS Regents Exams June 17 - 26, 2026
 NYS Regents Exams Tues. Aug 19 - Wed. Aug. 20, 2026

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 (BreeHealth)

BreeHealth 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 **BreeHealth** 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.BreeHealth.com to set up your account.

Group/Company ID: 9045

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



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



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

www.rcsdk12.org/cit

Need assistance in your classroom from an experienced mentor?

Contact **Anna Leone-Tobar** at C.I.T. for a Professional Support Mentor

Call: 262-8518

Anna.Leone-tobar@rcsdk12.org



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

School	Address	Phone	Teacher Arrival	Start Time	Dismissal
Kindergarten					
Florence S. Brown Center PreK @ School No. 33	500 Webster Avenue, 14609	288-2410	8:30 am	8:45 am	2:45 pm
Rochester Early Childhood Education Center NE PreK	107 Clinton Avenue N., 14604	324-3100	8:15 am	8:30 am	2:30 pm
Universal Kindergarten/Early Childhood PreK	(Various Sites)	262-8140			
Elementary Schools					
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	8:45 am	9:00 am	3:30 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
Dr. Iris J. Banister School No. 33 PreK-6	500 Webster Avenue, 14609	482-9290	8:45 am	9:00 am	3:30 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	8:45 am	9:00 am	3:30 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
Middle Schools					
Andrew Langston Middle School 7-8	1 Edgerton Park, 14608	324-5223	7:15 AM	7:30 am	2:30 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	7:15 am	7:30 am	2:30 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
High Schools					
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
Programs & Services					
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 W. 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
Support Phone Numbers			
RTA Office	546-2681	Information Management & Technology	262-8496
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
RCSD Phone Numbers			
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	RCSD Main Switchboard	262-8100

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

EARLY DISMISSAL FOR ALL STUDENTS 2025-26

October 31, 2025

February 13, 2026

(Full day for Teachers)

2025-2026 Pay Dates

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

*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:**

Aimee Rinere at Arinere@rochesterteachers.com or 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@resdk12.org for questions about sabbatical leave.

****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 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#]@rcsd12l.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 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



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 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 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*
(*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 2025 (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	

August 2025 (T=0/S=0)

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

September 2025 (T=21/S=19)

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			

October 2025 (T=22/S=22)

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

November 2025 (T=16/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

December 2025 (T=15/S=15)

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		

ROCHESTER CITY SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR



SEPTEMBER

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

OCTOBER

- 13 Indigenous Peoples' Day (All facilities closed)
- 14 Parent/Teacher Conferences/Elementary
- 16 Parent/Teacher Conferences/Secondary
- 31 Half-day for All Students

NOVEMBER

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

DECEMBER

- 22-31 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 Recess (School not in session – 12-month staff report)
- 19 Dr. Martin Luther King, Jr. Day (All facilities closed)
- 20-23 NYS Testing (Regents exams)

FEBRUARY

- 13 Half-day for All Students
- 16 Presidents' Day (All facilities closed)
- 17 Lunar New Year (12-month staff report)
- 17-20 Recess (School not in session – 12-month staff report)

MARCH

- 20 Eid al-Fitr Recess (School not in session – 12-month staff report)
- 24 Parent/Teacher Conferences/Elementary
- 26 Parent/Teacher Conferences/Secondary
- 30-31 Recess (School not in session – 12-month staff report)

APRIL

- 1-2 Recess (School not in session – 12-month staff report)
- 3 Good Friday (All facilities closed)
- 7-16 NYS Grades 3-8 English Language Arts Testing
- 17 Superintendent's Conference Day (No school for students)
- 20-30 NYS Grades 3-8 Mathematics Testing

MAY

- 11-15 NYS Grades 5 & 8 Science Testing
- 25 Memorial Day (All facilities closed)

JUNE

- 9-10 NYS Testing (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/Staff Report Day

Teacher Days = 185 (includes Supt Conf Days)

Student Days = 185 (includes Supt Conf Days)

First Emergency Make-up Day: June 29, 2026

Approved by the Board of Education: March 27, 2025

January 2026 (T=19/S=19)

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

February 2026 (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

March 2026 (T=19/S=19)

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			

April 2026 (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	

May 2026 (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

June 2026 (T=19/S=19)

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			