

Jefferson Road Elementary School

15 School Lane Pittsford, New York 14534



*A Learning Community Dedicated to Doing Our
Best, Being Our Best, and Making a Difference
in the Lives of Others*

Parent/Guardian and Student Handbook 2023-2024

Dear Jefferson Road Families,

Welcome to Jefferson Road Elementary School. I am your new Principal, Stephanie Barg. I am thrilled to join the JRE community and cannot wait to get to know students and families in our learning community.

This handbook is designed to provide you with important information about our school. It is our hope that this answers many of your questions as we begin a new year together. If you need further information, please contact our Main Office at 267-1300 and we will gladly assist you.

In addition to this handbook, our District and school websites are excellent sources of information. To connect with the Jefferson Road website, go to <https://www.pittsfordschools.org/> and click on the menu icon, then select “Schools.” Additionally, our District calendar can be found on the main District homepage, using a quick link icon in the upper right corner.

It is our goal that every student and family at Jefferson Road feels welcome and included in our school family, to be seen as an individual and valued as part of our collective community of learners. We look forward to a successful 2023-24 school year!

Stephanie Barg

Principal

Jefferson Road Elementary School
15 School Lane
Pittsford, NY 14534

Main Office	267-1300
Attendance Line	267-1309
Mrs. Barg, Principal	267-1301
Mrs. Bartolotta, Principal's Assistant	267-1302
Miss Onimus, Faculty Assistant	267-1300
Mrs. Pichette, RN, School Nurse Teacher	267-1300
Mrs. Siebert-Hochreiter, RN	267-1340
Miss Candeias, School Counselor	267-1360
Mrs. Cochran, Student Services Teacher	267-3206
Fax Line - Main Office	385-6246
Fax Line - Health Office	218-1339
Transportation Department	267-1480

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Arrival/Dismissal Times

- Student arrival for all grade levels (K-5) begins at 8:30 A.M. (*doors are locked until 8:30*)
- Students are expected to be in their classroom by 8:40 A.M.
- Student dismissal for all grade levels (K-5) begins at 3:00 P.M.

Please Note: School personnel are unable to assume responsibility for the supervision of children before the start of the school day, **students may not be dropped off or otherwise arrive at school prior to 8:30 A.M.**

For the safety of our students both in and outside the school building, cars will not be permitted in the bus loop between the hours of 8:00 am and 4:00 pm. It is critical that we work together as a school community to ensure our school is safe. Please park in the side visitor lot to come in the school at any time during school hours, including to drop off or pick up your children, or items needed for their school day.

Parent/Guardian Pick Ups: Students getting picked up, walking, or riding a bicycle will be dismissed at 3:00. If parents/guardians are picking up their child for dismissal (at normal dismissal time) they should come to the school between 2:50 and 2:55 pm, park in the side lot, and line up at the front door nearest the cafeteria (door #19). Please form a line in the direction of the parking lot, rather than into the center toward the flagpole. This will keep our pick-up line from mixing with our bus rider dismissal flow (note this is a change from the 2022-23 school year).

If you are picking up your child early (NOT at the normal dismissal time), please come in through the main entrance (door #1) and sign your child out.

Walking and Biking: Some of our students walk or ride their bicycles to and from school. There are many safety factors to be considered. If you choose to let your child walk to school, we encourage him/her to walk with a buddy. If they will be walking or biking (or a combination of the two) all the time (i.e. Monday through Friday) or on a consistent schedule (i.e. every Tuesday and Thursday) a written permission slip sent to your child's teacher is necessary. This will be sent electronically to families in late August and is available through our main office at any time. Students walking or biking independently must always exit out the main office door and check out with the adult in the main lobby prior to leaving.

Bus Riders: Bus riders will be dismissed from classrooms between 3:00 and 3:05 for a timely departure. Please review bus safety rules with your child at home. It is District Transportation procedure that students in **grades K-3** must be met at the bus stop or driveway by an adult and cannot be let off at the stop unsupervised.

After-School Rehearsals & Activities:

Members of our performing ensembles will rehearse from 3:05 p.m. to 3:45 p.m. on the following days:

- Monday - Band
- Tuesday - Grade 5 Chorus
- Wednesday - Grade 4 Chorus
- Thursday – Orchestra

Important: If you need to change your child's regular dismissal (i.e. calling to have your child picked up by a parent/guardian at regular dismissal time, give permission to walk/bike, or be picked up early) please **SEND IN A NOTE** on the day of the occurrence. If you find it necessary to call the main office with such a change, please do so by **11:30 am**, unless it is an emergency. Phone calls made after that time may cause disruption to the classroom and last-minute changes can lead to confusion for students and teachers at dismissal time.

Attendance and Absences

When your child will be out of school, please call the Attendance Line at 267-1309 by 9:00 A.M. on each day they are absent. Please provide the following information:

- Child's full name
- Teacher's name
- Reason for absence

It is important for a school nurse to be informed of any contagious illness. For a list of contagious illnesses, refer to the Health Services Information section of this handbook.

Unexcused Absences:

If children are out of school on family vacations, when school is in session, it is recorded as an unexcused absence. Under our homework policy, teachers are **NOT** required to prepare materials in advance for students who will be on vacation. Instead, it is suggested that parents/guardians engage their child in trip-related educational activities such as keeping a journal, reading about the area visited, learning map skills, or creating a photo album that includes captions for the photos.

Building Safety and Security

Locked Doors:

For security and safety reasons, the doors to our school remain locked during normal school hours. Approved visitors will enter through the front doors (door #1) and report to the Main Office. We use a single point of entry each day, and doors are never to be propped open, under any circumstance. If you are entering the main office, please do not allow anyone (even someone you know) in behind you. Please encourage the person following you to use the bell system to gain authorized access.

Guests and Visitors:

Guests and visitors are welcome at our school, however, please prearrange classroom visits with the classroom teacher for mutual convenience. When arriving at school, you must park in the parking lot to the right of the building and enter through the Main Entrance. **Please report directly to the Main Office when entering the building. All visitors are required to show photo identification and obtain a "visitor" sticker.**

Cafeteria/Food Services

General Information:

Recess/Lunch for Kindergarten through Grade 5 is staggered between the hours of 10:55 A.M. and 1:20 P.M. The recess/lunch period is 45 minutes for each grade. Children have approximately 20 minutes to eat their lunch. Students in each grade level will work with the

principal and teachers to create the rules/expectations for recess and lunch during the first week of school.

Menus:

Parents/guardians of younger children may want to review the menu selections with their children before school each day from the school menu. This menu is available on the district web site at <https://www.pittsfordschools.org/Page/454>. Help your child be aware of what choices he/she can make. Alternate Lunches are listed on the menu. These items are always available to your child instead of the daily-featured entree.

Prepaid Lunch:

Parents/guardians are encouraged to use the prepaid lunch program for their children. The use of prepaid lunch makes lunchtime a better experience for everyone as lines move more efficiently. You may print an order form from the school or district website.

Food Service Website:

You can access the PCSD Food Service Department web page by clicking on this link, <https://www.pittsfordschools.org/Domain/75>. This website contains important information about the cafeteria including how to add money to your child's account and monitor it. You can also place limits on the amount of money your child can spend and what he or she can purchase.

Tips for Packing Lunches and Snacks:

- Consider sending one-half sandwich rather than a whole sandwich for younger children.
- Consider sending fruit slices rather than a large, whole piece of fruit.
- Stress the importance of eating the most nutritious items first.
- Please discuss food-related likes and dislikes with your child. Some students will routinely discard food that is disliked.
- Keep morning snacks light and nutritious when possible; that is, small portions of fruit, crackers, cheese, raw vegetables, etc.

Birthday Celebrations at School:

Birthdays are an important milestone in the lives of children in elementary school. In line with Federal and State recommendations about the use of food in schools, as well as Pittsford's Health and Wellness policy, Jefferson Road will limit its use of food for both rewards and celebrations. Birthdays will be acknowledged in classrooms without food in a manner determined by the classroom teacher. Please refrain from outside birthday activity on school grounds (i.e. invitations, gifts, group party pick up, etc.).

Code of Conduct on School Property

The District Code of Conduct provides information about common expectations for conduct on school property. You can view the entire District Code of Conduct by going to <https://www.pittsfordschools.org/Page/956>.

The Dignity Act for All Students Act

New York State's Dignity for All Students Act (also known as DASA) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

For more information, please visit the District's Dignity Act web page by going to the following link: <https://www.pittsfordschools.org/Page/571>.

As part of the Dignity Act, we have created the following "Plain Language" Code of Conduct for our Elementary Students:

School Expectations

- Students will be kind and respectful to all people in all settings.
- Students will respect all property.
- Students will make safe choices.
- Students will try their best in all things.

Unacceptable School Behavior

Bullying/Harassment

Actions that occur repeatedly that make a person feel unsafe, uncomfortable, or disrespected.

Could be....

Physical- (ie. hitting, kicking, punching spitting, pushing)

Verbal- (ie. teasing, name calling, making threats)

Emotional- (ie. spreading rumors, leaving someone out)

Cyberbullying

Technology used inappropriately in order to hurt others.

Could be....

Email, text messages, social media, digital photographs, or videos

Consequences

If bullying, cyberbullying, or harassment occurs, the school will work with you to make a plan to correct the problem. Parents/guardians will be notified. Consequences may occur in school and/or at home.

Post Incident Reflection

Students will be required to answer the following questions.

- What happened?
- Who/what was harmed?
- What needs to be done to make things right?
- Was a school rule broken? Which one?
- How can I or others behave differently in the future?

Communications with Jefferson Road Elementary School

District and School Websites:

To link to the PCSD and/or Jefferson Road website go to <https://www.pittsfordschools.org/> and click on the menu icon to select "Schools".

Communication Office Web Page:

You can link to the PCSD Communication Office web page by going to the following link, <https://www.pittsfordschools.org/Domain/73>. There are a number of ways to stay connected to our district and our school.

Infinite Campus Messenger:

By providing your e-mail address on the student information form, you will automatically receive information via our Infinite Campus message system.

PTSA E-news:

Subscribe and receive a monthly electronic newsletter by going to the PTSA website at <http://www.pittsfordptsa.net/>. Click on “eNEWS” in the top banner and then “eNews Sign Up”. Type your information and subscribe to Jefferson Road Elementary and other information as you wish. Click “Subscribe to List” when complete.

Twitter:

Follow Jefferson Road on Twitter @PCSDJeffersonRd

Via Your Child:

Check your child’s backpack daily as most classroom/school notices come home via your child. Other important information will also be mailed directly to your home.

Curriculum Overview

The following link will take you to the Elementary Curriculum page on the Pittsford Central School District website - <https://www.pittsfordschools.org/Page/19088>

Emergency Preparedness

The Pittsford Central School District has adopted a uniform Emergency Management Plan. All school personnel have been trained in the execution of these plans. In case of an emergency, students have been trained to remain calm and follow specific instructions.

Health Services Information

Medications

- The medication policy requires written orders from your child's physician and signed consent by a parent, for any and all medications to be administered at school. This includes non-prescription meds, such as Motrin and cough drops.
- A Permission to Administer Medication form can be found on the district website, or the physician can provide their own. This form must be completed by the child’s physician and must be **renewed annually**.
- All medication must be delivered to the health office by an adult.
- All over-the-counter medication is to be in its original, unopened, container.
- For all prescription medications, a current pharmacy label is required.
- Please provide an extra labeled prescription bottle to the school nurses to be used for your child on field trips, when medication administration will be necessary.

Physical Examinations

- Physical Exam Reports are required by NYS for students entering K, 1, 3, 5, 7, and 11 and all new students to the district.
- The exam must be dated no more than one year prior to the first day of school (i.e. Children entering in Fall 2023 must have a physical dated after September 2, 2022).

Health Office Policies

- If your child is home sick from school, please notify the Attendance Line at 267-1309.
- If your child has been diagnosed with strep throat, they will need to be fever free for 24 hours and have taken antibiotics for at least 12 hours prior to returning to school.
- If your child has a fever of greater than 100.4, they will also be required to stay home until they have been fever free for 24 hours without the use of any antipyretic medication.
- If your child is vomiting or has diarrhea, they must remain home until it has been 24 hours since their last occurrence.
- Please alert the school nurses of any contagious illness your child may develop (i.e. strep throat, pediculosis, conjunctivitis) so we may alert the classroom. Specific student names will never be shared.

Snacks

- Classroom teachers and parent volunteers will provide guidelines for snacks for school functions and classroom parties. If cider is served, it must be pasteurized.
- Food should not be shared with other students due to allergies or religious, ethnic, or parental preference.
- All classroom celebrations that involve food must follow District procedures for safety, and permission must be given by the parent/guardian to ensure safety with food allergies.
- In line with Federal and State recommendations about the use of food in schools, as well as Pittsford's Health and Wellness policy, Jefferson Road will limit its use of food for both rewards and celebrations. Birthdays will be acknowledged in classrooms without food in a manner determined by the classroom teacher.

Please contact our Health Office at 267-1340 or jre_nurse@pittsford.monroe.edu you have any questions or concerns.

Homework Requests

If your child has been legally absent for more than one day, please email your child's teacher and ask them to provide the missed assignments. The homework will be in the Main Office for you to pick up at or before 4:00 p.m.

Interruption Free Policy

The staff and students at Jefferson Road School value *uninterrupted instructional time*. The interruption-free school day policy and procedures promote the safety of our students and staff and the security of the building.

Deliveries:

Students will be allowed to go to the office to pick up any items left for them (e.g., glasses, lunches, lunch money) at an appropriate time determined by the teacher. Please support your child in developing independence around preparing items for school each day before leaving home, to minimize the volume of drop offs in the main office and maximize instructional time.

Student Drop-Off:

Parents/guardians are asked to go to the main office when dropping off students in the morning and during the school day. Morning routines are important to getting off to a good start in classrooms. To minimize interruptions to this essential part of the day, **parents/guardians may not accompany students to classrooms in the morning.**

Open Houses/Orientations

Parent/Student Orientations:

The purpose of our parent/student orientations is for teachers to share information with parents/guardians and students regarding grade level curriculum, classroom expectations, field trips, special events, etc.

Spring Open House:

The purpose of Spring Open House is for students and families to visit the school together and to view samples of student work.

All dates for both orientations and our open house can be found in the District calendar:

<https://www.pittsfordschools.org/Page/10>

PTSA

PTSA Volunteer Opportunities:

Volunteer opportunities exist both during and after school for everyone. The Pittsford PTSA has approximately 2,000 volunteers providing over 100,000 hours of volunteer time each year to the students of our district. Our volunteers are a vital part of our school community. Volunteers provide our children with opportunities for enriching experiences that only parent volunteers can provide. Individual volunteers have the opportunity to contribute in many ways such as becoming a room parent, working on fund-raising activities, or after-school clubs. To learn more about volunteer opportunities through our PTSA, please go to the following link:

<https://www.pittsfordptsanet/volunteer-opportunities>

PTSA Membership:

PTSA strongly encourages families to become members at the beginning of each school year. The small family membership fee helps to enhance the education of all children throughout the school district. Click on the following link to join our PTSA:

<https://www.pittsfordptsanet/membership>

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled at certain times during the school year. However, parents/guardians are encouraged to communicate directly with their child's teacher at any time.

Parking

For the safety of all our children, **CARS ARE NOT PERMITTED IN THE BUS LOOP DURING SCHOOL HOURS.**

Parents/guardians/visitors should use the side parking lot to the right of the bus loop.

- Obey all stop signs, cross walks and traffic flow arrows.
- Speed limit is 15 miles per hour.
- Use the designated student drop-off lane located to the right of the bus loop. Students should exit the vehicle on the curbside of the lane.
- Please be mindful of walkers and bike riders and use caution when driving on school property.

Personal Belongings

What to Bring / What Not to Bring:

Students are expected to bring appropriate school materials and homework to school each day and are responsible for them. During the summer, suggested supply lists will be posted on our school website. These items may be brought to school during the scheduled classroom visitation day or on the first day of school.

Pittsford Central School Districts strives to make our school environment one in which all children can learn and succeed. If any event, offering, or material serves as a financial hardship or strain on your family, please work directly with your building Principal or School Counselor at any time to secure necessary financial assistance through a confidential conversation.

Students may bring only legal and safe objects to school. Any weapon brought to school will result in disciplinary action. All objects that bear any resemblance to a weapon, or could be misconstrued as a weapon, must be cleared by the principal before being used as an instructional aide in the classroom or as part of a presentation.

Clothing should be appropriate for the weather and the school day activities. Footwear should be appropriate for school activities and should not pose a safety concern. Everything should be labeled with the student's name.

Cell Phones:

If it is necessary for a student to have a cell phone while at school, the phone must be turned off and not be visible during regular school hours. Violations will be reported to the building principal and may result in the phone being expropriated until the end of the school day.

Games and Toys:

Items of significant value should not be brought to school. Electronic games/gadgets are not permitted during school hours. Any other items should have the prior approval of the teacher.

Care of Personal Property:

A student's personal property is the sole responsibility of the student. Students should not bring large sums of money or valuable/irreplaceable personal items to school. The replacement of lost, damaged or stolen property is not covered by the District's insurance and the District does not replace personal property. During recess and lunch, students are responsible for the safe-keeping of all personal belongings.

Lost and Found:

The Lost and Found is located inside the cafeteria. Any items not claimed are donated to charity during winter break and the end of the school year. Please contact the bus garage directly for items left on school buses.

Pets in the Building

No animals are permitted in the school building without the permission of the principal.

Placement

In the spring of each year, a placement process is implemented that leads to classroom assignments for the following year. The process is lengthy and complex. It requires the

consideration of several criteria, and it takes into account both the individual student as well as the group. Our placement process is a team effort, and it is done with great care. The team consists of the classroom teachers, the principal, school counselor, reading teacher, special education teachers, special area teachers, and additional specialists as necessary. The principal, however, makes final placement decisions.

The team meets and considers such factors as individual needs, individual learning styles, social development, and peer relationships. Classes are designed to be well balanced in terms of academic abilities, and social-emotional needs. The ultimate goal is the optimum placement for each child.

Parents/guardians may provide input to the placement team by completing a form that is sent home in early spring. If a parent/guardian has extenuating circumstances that need to be considered, they may send a letter marked “Confidential- To the Principal.” Out of respect for all individuals in our school community, it is asked that parents/guardians refrain from any information or requests that are judgmental in nature, pertaining to specific students or teachers. Requests for specific teachers should not be made.

Parents/guardians should be assured that the staff will review each child’s needs individually and select the classroom in which they believe the child will learn effectively. Statements identifying the coming school year’s classroom placements will be mailed home in mid-August and are final.

Recess/Outside Play

Please make sure your children are properly dressed for winter weather. They will need coats, mittens, hats, and snow pants. Boots and snow pants are required for kindergarten through third grade when there is snow cover on the playground.

Consider sending a plastic bag in your child's backpack in case the outside clothes and boots get wet. This will help keep other backpack contents (e.g., papers, books, folders) dry.

Check the weather forecast to determine how to dress your child for the day’s weather. Children will play outdoors every day except when the temperature with the wind-chill factor is ***“feels like” 15 degrees or below.***

Playground Rules:

- Respect and follow the directions of the adults on duty
- Play safely
- Be kind to others - Take turns, include everyone, and keep hands and feet to yourself
- Take care of the equipment – Be responsible for returning balls, jump ropes, etc.
- Stay in the assigned area
- Ask for assistance or permission when needed

School Closings

When it is necessary to close or dismiss schools for any emergency, including inclement weather, announcements are made on local radio and television broadcasts by 6:30 a.m. on the radio stations and television affiliates.

The District will also post a notice on the District website, send an email/text message to subscribers, send phone call/messages, and update the central phone line.

When the decision has been made to close schools or dismiss early, all evening school activities will be cancelled, including athletic practices and contests, club meetings, and any other student after-school activities. The only exception would be a major district-wide event, such as a concert involving hundreds of students, which could be held if the weather clears sufficiently.

Guidelines and details about early dismissal provisions can be found in the back of the District calendar. Please familiarize yourself with these procedures.

It is the responsibility of parents/guardians or guardians to make the final decision regarding school attendance. If parents/guardians feel the weather is too severe, they have the right to keep their child(ren) home. In this instance, it is essential that the parent contact the school to alert them of their child(ren)'s absence and to make arrangements for missed work.

Early Dismissals due to Emergencies or Inclement Weather

School Messenger:

For emergency situations and inclement weather, PCSD utilizes *School Messenger* to quickly communicate important notifications to parents/guardians and staff. **PCSD families are automatically included in the School Messenger email system;** however:

- Remember to update your contact information with your school registrar whenever there is a change
- To receive text message notifications, an opt-in is required. Simply text the word "Subscribe" to 68453.

We urge you to follow these guidelines if an early dismissal is called:

- Do not call the schools. Phone lines must remain open for emergency calls and to notify the media.
- Do not drive to the school during inclement weather or during a school-closing emergency. School driveways must be clear to allow access by school buses.
- Students normally using school bus transportation will be released to their parents/guardians only after being properly signed out at the school office. Only children with a written release from their own parent(s) will be allowed to leave with another person.
- Be sure your child knows where to go in your neighborhood if you are not at home.

Student Dress Code

Please refer to our District Code of Conduct for detailed information about our Dress Code (<https://www.pittsfordschools.org/Page/956>).

Transportation – School Bus

PCSD Transportation Department

Bus Garage, 100 Mendon Center Road, 267-1480

All students who ride the school bus should carefully read and follow the bus regulations that are printed in the District Student Transportation Handbook mailed to all students' homes before

school begins in the fall. Failure to abide by the district safety rules can result in a loss of bus privileges such as a temporary suspension of busing.

Child Care Transportation Requests:

Parents/guardians whose children attend daycare or are traveling to dual residences must fill out the required forms. These are available on the Transportation Department website, <https://www.pittsfordschools.org/Page/885>. All questions pertaining to bus transportation should be directed to the Transportation Department at 267-1480.

Bus Safety:

The Pittsford Central School District has a comprehensive bus safety program in place called the “Safe Rider Program”. This consists of a series of three sessions for all classes in kindergarten through third grade, covering such topics as the “danger zone”, safe crossing, winter behavior, spring behavior and emergency evacuation. The program is presented by bus drivers and administrators and uses discussion, demonstration and role-playing as instructional tools.