



2023-2024
Parent-Student Handbook
Allen Creek Elementary

Welcome to Allen Creek School. The purpose of this handbook is to provide students and parents with information about our school. We have included frequently used phone numbers, building procedures and policies, behavior guidelines, support services, opportunities for students, information about the PTSA, and important district policies. We hope this handbook will answer many of your questions. If you need further information, please contact the office.

We look forward to working with you and your children so that each Allen Creek student has a rewarding and challenging educational experience.

Being our best selves; Doing our best work

Mr. Michael Biondi
Principal
2023

Allen Creek and District Phone Numbers

Allen Creek School Phone Numbers

Main Office	267-1200
Nurse's Office	267-1240
Attendance	267-1209
Fax Machine – office	381-9217
Fax Machine – Nurse	218-1213

Mr. Michael F. Biondi, Principal	267-1202
Mrs. Barbara Bock, Assistant to the Principal	267-1202
Mrs. Katie Reynolds, Attendance Secretary	267-1200
Mrs. Maria Hartman, Nurse/Teacher	267-1240
Mrs. Mary Klock, Nurse	267-1240

District Phone Numbers

District Office	267-1000
Transportation	267-1480

School Address

Allen Creek School
3188 East Avenue
Rochester, New York 14618

SCHOOL POLICIES AND PROCEDURES

Student Arrival

After arriving at AC, students will **unload from their buses beginning at 8:30 a.m.** Students will walk directly into the school using the three front doorways. Staff will be at the doors to guide children through his/her assigned door. Grades 2 and 4 will enter the far left doors, Grades K and 1 will enter the front porch doors and Grades 3 and 5 will enter the far right doors. Students will go directly to their homeroom where they will be greeted by their teacher. As has been done in the past, in the beginning weeks of school, Kindergarten and first grade teachers will be meeting their students at the front of the school and walking them as a class down to their classrooms. Doors will be locked at 8:40 so any student that arrives after 8:40 will need to enter the building through the **front porch doors**. If you do need to drive your student to school, **please do not arrive prior to 8:30 a.m.** We do not provide supervision in the building prior to that time. **Any student being dropped off must be walked into the school and signed in at the main office. When walking through the parking lot, please be aware of cars entering and exiting the lot.** Our homeroom period begins at 8:40 a.m. and announcements will be read at 8:45 a.m.

Student Dismissal

The students are **dismissed at 3:05 p.m.** Students will load buses at the direction of staff members on bus duty. Classroom teachers will continue to send out a bus card with one student to inform staff members that all students were dismissed. If your child is not riding the bus and you are picking them up, please send in a signed and completed permission slip in the morning. **To the extent possible, all dismissal arrangements should be made before your child arrives at school.** Only in extenuating circumstances, should after school plans be modified throughout the day.

Late Bus Dismissal

Our **after school activity periods will run from 3:05-3:45 p.m.**, with late busses pulling away at 3:50 p.m. Students who will be participating in chorus, band, and orchestra will be on a roster that remains consistent and will not require a permission slip to participate in their activity. However, for all other activities, students will need to have a permission slip because attendance in these activities may vary. The late bus service is not intended for afterschool enrichment classes, scouts or play dates.

If a child is being picked up, they will need to be signed out at the Main Office.

Attendance

Regular attendance and punctuality are essential if a child is to make good progress in school. Arrival on time is particularly important so that students are present for opening organizational activities. It is important for safety reasons that you call to let us know if your child will not be attending school.

When your child is absent, please telephone the attendance line, 267-1209, or the main office, 267-1200, before 8:40 a.m. You may call 267-1209 to leave a message outside of school hours.

Note: Illness, medical appointments, death/illness in family and religious holidays, impassable roads, and music lessons are legal absences. All other absences, including family trips or outings, are recorded as illegal. Written excuse notes are not required when the child returns to school as long as the parent has been in contact with the office. If an illness causes a student to be absent for more than 5 days, a note from the physician is required for the child to return to school.

Class work, Assignments for Non-legal Absences (family trips, etc.)

Teachers will not provide daily classroom assignments in advance for students missing school for family trips. Assignments cannot replace direct instruction by the teacher and are not generally appropriate for pre-assignment as they involve practice of what has been taught. The teacher will determine what a child needs to make up on his/her return and will assist with understanding of concepts and assignments as needed. According to Pittsford School Board policy, "students who are illegally absent shall be personally responsible for all work missed." Teachers may suggest some alternative projects for your child such as reading, journal writing, and learning about the vacation site. Parents should contact the teacher and the office to make the school aware of these absences.

Emergency Procedures

Allen Creek has written procedures for emergency situations including fire, bomb threat, and intruders. These procedures are regularly revised both district-wide and in the building, and reviewed with the staff annually. In addition, fire, Hold-in-Place, Automatic Emergency Defibrillator, and other emergency drills are conducted throughout the school year.

Emergency School Closings

If it becomes necessary to close school for an emergency situation (including weather), news of the closing will be sent out to media by 6:30 a.m. and announced on the following radio and TV stations:

AM: WHAM 1180

FM: WARM 101.3, FICKLE 93.3, ZONE 94.1

TV: WROC 8, WHEC 10, WHAM 13, Spectrum Channel 9

Closed caption announcements, channels 8, 9, 10, 13

Parents will update emergency contacts to inform the school of special circumstances, such as working parents, babysitters, etc., so that the school has the information about where your child should go. This will help us make appropriate plans for your child in the event of early dismissal. **Please be sure that your child knows where to go in your neighborhood in the event that you are not home.** Do not wait until the snow season. The principal will make the decision whether walking students will be released to walk home or be required to ride the bus. The district's switchboard will remain open until all children are home and all busses have arrived safely at our transportation garage.

Promoting Inclusivity through Social Emotional Learning at ACE



While we continue to live by our touchstone, “*Being our best selves, doing our best work*,” the ACES qualities are the very foundation of the culture of character at Allen Creek.

Accepting Cooperative Empathetic Supportive

These four traits are essential to create a school environment where ideas, backgrounds, and perspectives are tied together in a caring community.

In addition, the Social and Emotional Learning Standards and Competencies guide our efforts to promote the healthy social and emotional development of all students.

Social Emotional Learning Standards and Competencies

1. Develop self-awareness and self-management skills to achieve school and life success
 - a. Identify and manage one's emotions and behaviors.
 - b. Recognize personal qualities and external supports.
 - c. Demonstrate skills related to achieving personal and academic goals.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
 - a. Recognize the feelings and perspective of others.
 - b. Recognize individual and group similarities and differences.
 - c. Use communication skills and social skills to interact effectively with others.
 - d. Demonstrate an ability to prevent, manage, and resolve interpersonal conflicts in constructive ways.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts
 - a. Consider ethical, safety, and societal factors in making decisions.
 - b. Apply decision-making skills to deal responsibly with daily academic and social situations,
 - c. Contribute to the well-being of one's school and community.

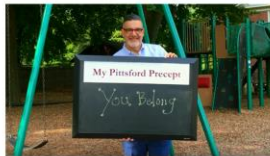
Allen Creek Playground/ Recess Compact

We are safe, respectful, and kind when we...

- ... listen carefully to the lunch/recess teachers.
- ... stay seated on swings and slides.
- ... use the playground equipment appropriately
- ... keep our hands and feet to ourselves.
- ... show sportsmanship.
- ... ask an adult for help.
- ... include everyone.
- ... play fair.
- ... problem solve/talk it out.
- ... come into the building quietly.

I promise to do my best and be my best during recess/lunch time.

"Being
our best
selves..."



...Doing
our best
work"



Allen Creek Bus Compact

We are safe, respectful, and kind when we...

- ... stay **seated** in our assigned bus seats.
- ... keep hands and feet to ourselves.
- ... keep feet and legs out of the aisle.
- ... **listen** carefully to the bus driver.
- ... use **quiet, calm voices** when talking.
- ... use polite and appropriate words when speaking to others.
- ... problem solve/talk it out.
- ... model leadership behaviors.
- ... ask an adult for help.
- ... line up carefully and **calmly** when exiting the bus.

I promise to do my best and be my best during my bus ride.

"Being
our best
selves..."



...Doing
our best
work"



Elementary Code of Conduct

School Expectations

Students will be kind and respectful to all people in all settings.

Unacceptable School Behavior:

Physical	Verbal	Emotional
•Hitting	•Teasing	•Spreading rumors
•Kicking	•Name calling	•Leaving someone out
•Punching	•Making threats	•Put-downs
•Grabbing	•Offensive language + jokes	•Slurs, derogatory language

Bullying/Harrassment

When actions are taken repeatedly over time that make a person feel uncomfortable or afraid.

Consequences

If bullying/harrassment or cyberbullying occur, the school will work with your parents to give consequences and make a plan to correct the problem.

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?
- How can people behave differently in the future?

Cyberbullying

When technology is used inappropriately in order to hurt others.

Could be...

- Email
- Text messages
- Digital photos
- Videos



Know the Rules!

Playground Guidelines

These guidelines, designed to make sure students are safe during recreation, are necessary in order to make sure that all students are safe during recreation and treat each other with respect.

Win-Win Playground

- Students will use good sportsmanship and use kind and encouraging words; all players must have an equal opportunity to participate.
- Students will play fairly and follow the agreed on rules of games. Games on the playground will be cooperative and not competitive. No score will be kept in any game.
- Aides will help students count off to choose teams. Once teams are chosen, players must remain on the team assigned. Captains will not be used to select teams.
- Students will work to resolve conflicts in peaceful ways.
- Students may choose to leave a game, but they may not rejoin any game that day.
- Students will respect each other's games and space. The grade above may not be on the field, play tetherball, or join a basketball or four-square game in progress until the grade below is whistled to line up.
- Students will be responsible for returning all equipment to the appropriate place at the end of recreation.

General Playground Rules

- Students will follow directions of aides and treat them with respect.
- Students will treat each other with respect.
- Students must go out to the playground unless they have a pass from the teacher for the library, art, computer lab, study hall, homeroom, or special activity.
- Students may not leave the playground to go to the office, to the nurse, to the restroom, or to their classrooms without permission of the aides.
- Students will stay within playground boundaries—**not**: behind fences, on bridge, in parking lot, on steps from cafeteria or steps near locker room doors.
- Contact sports or games are not permitted – rugby, tackle football, king of the mountain, roughhousing, games involving someone being hit with a ball.
- No bats, hard or softballs, lacrosse balls, lacrosse sticks or hockey sticks are permitted on the playground.
- The following acts are not permitted: throwing of sand, stones, sticks, snowballs, etc., inappropriate language, spitting.
- When fields are wet and muddy, students must stay on blacktop as directed by aides. Aides will determine when coats, boots, snow pants, hats, and gloves must be worn and when boots must be worn on the field. All students are expected to come to school prepared to go outside.
- Clubs are not permitted.

Classroom Interruptions

To allow for focused education in our classrooms, interruptions of classes are kept to a minimum once the school day has begun. **Parents are asked not to go to their child's classroom unless invited. If your child forgets a book, homework, sneakers, lunch money, etc., please, bring these to the office.** Pupils are asked to check with the office at lunch time for such forgotten items.

In the interest of the child's education, we urge you not to make a practice of bringing forgotten items to school. The child should be developing his/her own sense of responsibility for these items.

If a parent wishes to talk to a teacher, or visit a classroom, he/she should make an appointment. The office should be contacted regarding emergency situations or messages.

Dress

Students should be prepared to wear sneakers for Physical Education class and for recess on the playground. Except on rainy days or on days below 15 degrees or with high wind chill, the children will be playing outside during recess. They look forward to this break in their day, and they need the freedom to use their large muscles. We ask your help in outfitting them appropriately for outdoor play throughout the year. Boots, snow pants/suits, hats, and mittens are required on snowy, cold days.

Lunch Program

Hot lunches are available daily in the cafeteria. A menu is sent home each month. Lunch boxes/bags should be clearly marked with owner's name and grade.

Students have lunch cards to purchase lunches or drinks or snacks/dessert. Parents may send checks or go through the Internet to put money on student lunch cards. Parents will be notified when the card will run out of money before the end of the next week. Parents may limit what students may purchase.

Physical Exams

New York State requires a physical examination for every child who is registering in the school district for the first time and for every child entering grades K, 1, 3, 5, 7, 9 and 11. Each spring you should receive the necessary form for your physician to complete. Each September you will be asked to fill out a health information card which will update your child's health and immunization record. Hearing and vision screening is done each year and scoliosis screening is completed on children ages 10-16. If screening reveals

the possibility of a problem, the parents are informed and a professional evaluation is recommended.

Smoking

Smoking is not permitted in the school building or on school property.

Student Records: Parental Access

Parents have the right to review their child's school records and there is a process for parents to challenge the contents of these records. If parents want to review their child's permanent records, they should contact the principal to make an appointment. The principal will share rights and procedures with parents at this time.

Travel To and From School

Busses

In late August parents receive detailed information as to time, routes, and bus stops. Questions should be directed to the bus garage (267-1480). Bus transportation is a privilege. Students who misuse that privilege may be required to furnish their own transportation.

BUS RULES

- Follow directions of bus driver and treat bus driver with respect. Observe the same appropriate behavior that is expected in the classroom.
- Stay seated.
- No more than three to a seat.
- Treat others with respect.
- No eating or drinking on the bus.
- Computer or other games, electronic equipment, and cards of any kind should not be used on the bus.

Consequences:

1. Warning by bus driver.
2. Written warning sent home and referral to principal.
3. Temporary suspension of bus privileges.
4. Permanent suspension of bus privileges.

The following items are not allowed on the bus:

1. Large musical instruments, such as tubas, cellos, drums, etc.
2. Pets
3. Bulky sport equipment such as hockey sticks, skis, skateboards, etc.

These rules conform to the requirements of the New York State Department of Transportation.

Bus Drills and Bus Safety

Allen Creek participates in the District's Safe Rider Program for grades K-1. This program, taught by bus drivers, instructs students in bus safety, including danger zones, safe crossing, safe stops and emergency evacuation.

Bus safety instruction and bus drills are held throughout the school year. One of these drills involves all students, including those who usually walk or ride bicycles to school.

Transportation for Daycare

Parents, whose children attend daycare, must fill out a daycare request for transportation. Forms are available from the bus garage or on the school website. Pittsford will bus to any daycare within school district boundaries.

Visitors and Volunteers

All visitors must identify themselves before being admitted into the building. Once allowed to enter, visitors will be issued a visitor badge. Office personnel may ask for identification at any time. Parents and/or students are not allowed in classrooms when the teacher is not present without permission of the teacher or the principal.

Student Support Services

Counselor

Our full-time guidance counselor provides a variety of services to students, parents, and teachers. These services are designed to support the social, emotional and academic growth of our students, and include but are not limited to:

- Support for children, individually and in groups, to enhance skills related to peer relationships, managing emotions, goal setting and problem solving.
- Support for children dealing with issues, such as stress, anxiety, transitions within the family and adjustment to school.
- Support for parents regarding issues including developmental concerns, behavioral strategies, and school-related issues, i.e., access to support services, and interpretation of standard test scores.
- Support for staff in dealing with student social, emotional and academic development and classroom strategies.
- Classroom lessons to promote social, emotional and academic skills and development which are aligned with the District Social and Emotional Learning competencies.
- Participation on building Pupil Services Team, and Social Emotional Learning Team.

Students may be referred for counseling support by classroom teachers, other building support staff or parents.

Most students will be invited to participate in casual “Lunch Buddies” groups with the counselor to facilitate peer relationships.

If parents have questions or concerns about their child’s social, emotional or academic development, they may choose to contact the school counselor at 267-1260.

Health Services

Allen Creek has a full-time Nurse/Teacher who provides health services for students and health education for grades K-5. The Health Office also has a full-time Nurse to provide health services.

Illness

When a child is absent (**fever of 100 ° F or more, vomiting, persistent diarrhea or excessive cough**), please call the school attendance line (267-1209) before 8:40 a.m. on the days of absence.

When your child is ill, please keep him/her home until his/her temperature has been normal for 24 hours without medication, and he/she is no longer contagious. This will help ensure that your child is again ready to participate fully in school activities.

If your doctor has examined and cultured your child’s throat for a possible strep infection, PLEASE keep him/her home until you have been notified of the results and received doctor’s recommendations. This will safeguard the health of the other children and the teacher.

Medication

New York State law prohibits the school nurse/teacher or any other school personnel from administering medication without a physician’s signed order. If your child requires medication during school hours, we must have a signed request from the physician prescribing the drug, and written permission from the parent indicating the name of the child to whom the drug is to be given, the name of the drug, and the time when it is to be administered. A bottle label, with the doctor’s name, is not a substitute for the doctor’s note. This applies to non-prescription items such as cough drops, aspirin, etc., as well as prescription drugs. The drug must be in the original container. Students are not allowed to transport medication to or from school. Parents must had deliver/pickup all medication to the Nurse.

Parents of children who require special medical attention should discuss the matter with the school nurse/teacher.

Psychologist

The school psychologist, assigned to Allen Creek School two and one half days a week, conducts intellectual and social/emotional assessments of students. Other services include diagnostic observations of students, consultations with parents and teachers, and support of students in conjunction with the counselor.

Pupil Services Team (PST), Instructional Services Team (IST)

The Pupil Services Team (PST) and Instructional Services Team (IST) work with teachers and parents to provide for the special learning needs of our students. When a teacher or a parent has a concern about a student's progress, he/she may bring this concern to the attention of the IST by filling out a form available from the special services teacher or counselor. Either a teacher or a parent may initiate contact with the IST. Parents and teachers are encouraged to discuss their concerns with each other before contacting the team. The form should be given to the counselor or to the office secretary.

The PST includes the principal, special services teacher, counselor, psychologist, nurse/teacher, learning specialist, reading specialist, and speech/language specialist and classroom teachers.

Once the form is received, the IST meets with the classroom teacher to discuss the concerns raised and to consider recommendations for action. Possible actions might include: development of special teaching strategies, recommendations for services to be delivered by building specialists, individual assessments through formal testing, consideration of a 504 Plan, or referral to the Committee On Special Education (CSE) when a disability is suspected. Throughout the process, the PST works closely with parents, both to develop and follow-up on recommendations.

If the PST does not recommend formal consideration by the CSE, parents may initiate such a referral themselves by informing the principal or by writing to the Pupil Services Associate. Further information on this process is contained in a booklet, Parents' Guide to Special Education, available from the counselor. Parents may also contact Pittsford Advocates for Special Students (PASS). The names of contact people are available through the school office. The referral process can be complicated and confusing. We encourage parents to call the principal or counselor at any time if they have questions or concerns.

Special Services Teacher

The SST coordinates and facilitates special education processes, including Pupil Services Team, Instructional Services Team, committee on Special Education referrals and other state and national special education requirements.

Learning Support Services

To support students' academic needs, a variety of trained specialists are permanent members of our staff, including reading specialists, learning specialists, speech-language teacher and ENL teacher. Services may be provided in a variety of ways depending on the needs of the student. The intent is to support students within the regular classroom curriculum.

Speech-Language

Speech-language services are provided to students by a speech-language pathologist, based on student assessment and his/her level of communication needs. Student peers may also be informally invited to attend occasional speech-language sessions with classmates.

Communication support may involve assistance with:

- articulation issues that adversely affect speech intelligibility
 - Articulation screenings are conducted throughout the school year based on teacher or parent request. If results indicate the need for further intervention, parent permission is obtained.
- language concerns that impact the ability to *understand* language (e.g., in following directions or understanding instruction) or the ability to *express* language (e.g., in verbally expressing one's ideas)
- pragmatic language concerns that warrant intervention for students to effectively interact socially with others
- fluency needs that affect the rhythm and fluent production of spoken language (e.g., stuttering)
- voice disorders (e.g., inappropriate pitch, loudness, or quality) that are determined to be amenable to voice therapy, based on physician/ENT referral
- hearing disorders that affect speech and language

Teachers who have communication concerns for their students (e.g., in the area of language) may consult with Allen Creek building teams for further assistance.

Parents who have concerns about their child's communication skills may contact the building speech-language pathologist or their child's teacher.

Math Support

Extra math support is provided by a paraprofessional for students in grades 2 through 5 who fall below the state reference point on the State math test. Students may also be recommended for math support by the Instructional Support Team. The classroom teacher works with the paraprofessional to determine how this support will be provided.

Students with Handicapping Conditions

Support for students identified with education handicaps is provided by the learning specialists, certified special education teachers. The students receive service as determined by the student's Individual Education Plan (IEP), as approved by the Committee on Special Education. The special education teacher and other education specialists work closely with the classroom teacher and parents to develop and implement specific educational goals.

For students with a physically disabling condition, a 504 Accommodation Plan, may be provided. The principal and other education specialists will work closely with classroom teachers to provide necessary accommodations.

Other Special Services for Students

Special services, such as Occupational Therapy (OT), Physical Therapy (PT), and itinerant teachers for hearing or visually impaired students, are available by contract with BOCES. Requests for these services are considered first by the PST and then forwarded to the Pupil Services Associate for action.

Services are provided to students for whom English is a second language by an English as a New Language (ENL) teacher hired by the district.

Pittsford Youth Service, Inc. assigns one of their counselors part-time at Allen Creek, both to conduct groups, including social skills and divorce support, and to counsel individuals.

Programs and Activities

Student Activities

	<u>GRADE(S)</u>
Band and Orchestra	5
Chorus	4-5
Odyssey of the Mind	4-5
Safety Patrol	5
Student Council	4-5
PTSA-sponsored enrichment classes	K-5

Chorus

Chorus is available for students in grades 4 and 5. Membership in chorus is based on student interest. A winter and spring concert are presented by the groups, as well as special musical programs. Information about chorus is available from the vocal music teacher.

Instrumental Music

Instrumental music instruction begins at the 5th grade and is open to any interested students. A letter describing the program is sent home to all fourth grade students in the spring. Weekly lessons and group musical experiences are provided for both string instruments and for band instruments.

Odyssey of the Mind

OM competitions are intended to foster the students' creative thinking skills by having teams of students, coached by parent volunteers, working cooperatively to solve pre-designed problems. Odyssey of the Mind competitions are open to students in grades 4-5. Teams compete locally with winning teams having the opportunity to compete state-wide and nationally. Teams are formed in the fall and are sponsored by the school district and PTSA.

Safety Patrol

Fifth graders apply to serve on safety patrol in the fall. Students are on duty per their schedule created by the faculty advisor. Safety patrol students are not independently responsible for students; they are under the direction of a faculty advisor and work to enhance adult supervision. Members are expected to be role models and adhere to all elementary code of conduct expectations.

Student Council

Student representatives in grades 4 and 5 are elected by each classroom. Officers are elected from these representatives by intermediate students. The Student Council members are responsible for planning school projects, discussing concerns, and coordinating service activities.

PTSA: Parent/Teacher/Student Association

What is PTSA?

The Pittsford PTSA is a constituent organization of the National PTA and is organized and chartered under the authority of the New York State PTA.

The objective of the Pittsford PTSA is to bring into close relationship the home and school so that the parents and teachers may cooperate intelligently in the education of the youth of the community.

Each elementary and secondary school in the Pittsford School District has a PTSA school committee consisting of a chairperson, assistant chairperson and numerous standing committee chairpersons. The school chairperson is a member of the Pittsford District PTSA Executive Board along with numerous district standing committee chairpersons.

What does the Allen Creek PTSA do?

The Allen Creek PTSA does many things to enrich the children's experience in school:

- The PTSA provides a large volunteer force of parents for classrooms, library and extracurricular activities.
- PTSA volunteers organize and assist at the school book fair to raise money to bring authors and illustrators to the school.
- The PTSA cultural arts committee brings special assemblies and programs to the school.
- The PTSA trains volunteers to lead literary discussion groups for children in grades 2-5.
- School picture days are organized by the PTSA.
- The PTSA art ambassadors work in classrooms to promote student interest in and knowledge and understanding of art using projects and field trips related to the curriculum.
- The PTSA recognizes the service provided by teachers several times during the school year.
- The PTSA has a newcomer's network to welcome families new to Allen Creek.
- A PTSA committee produces a photographic yearbook.
- The annual PTSA family picnic, sock hop and Spring celebration bring our school community together.
- The district PTSA sponsors a grand "Super Sale" in the fall to raise funds for PTSA to do all these things and more. There are volunteer opportunities throughout the year for anyone who wishes to help out.

How do I join the PTSA?

In the fall of each school year all parents and teachers are invited to join the PTSA. The membership dues are an important source of funds for the PTSA. Two thirds of the dues go to the state and national PTA to support efforts of state and national concern. One third of the dues supports the Pittsford PTSA programs.

Building PTSA meetings are open to all. Notices of time and place for meetings are listed in the district calendar.

District Policies

Attendance

Attendance-taking procedures

At the Elementary Level in Grades K through Five:

Building attendance will be taken once a day, at the start of the school day, by the classroom teacher. The classroom teacher will enter daily attendance into the electronic database. The building attendance clerk is responsible for recording the reason for each individual student absence, using the coding system established in this policy. Students arriving late or leaving early from school shall report to the building attendance clerk who will enter that information into the electronic database to become a part of the student's permanent attendance record.

Parents or guardians are required to call the school in the morning if their child will be absent. If a child is tardy to school, the parent must accompany their child into school and sign in at the main office. Parents or guardians are required to send a note to the building attendance clerk if their child will be leaving school early. For all early dismissals, the parent or guardian must report to the main office to sign their child out of school.

Determination of Excused and Unexcused Absences, Tardiness, and Early Departures

The following reasons for absences and tardiness are accepted by the Pittsford Central School District as excused:

- Sickness
- Sickness in the family
- Death in the family
- Religious observance
- Court attendance
- School music lesson
- DMV road tests
- Impassable roads or bad weather
- Approved school visits
- Medical appointment
- Approved cooperative work program
- School-sponsored activities
- Approved employment visits
- Activities in which students are representing the school or district
- Principal-approved educational experiences
- Death of a close friend, military obligation, or other reason as approved by the Superintendent.

All other reasons for absence and tardiness will be considered unexcused.

A written excuse, signed by a parent or guardian should be presented by the student when returning to school following each absence. Alternatively, parents or guardians may call the school with the reason for the absence.

Attendance Review

At the Elementary and Middle Level in Grades K through Eight:

Every five weeks, the building principal will review the following attendance reports: students with fifteen or more absences, students with ten or more tardiness, and students with ten or more early dismissals, and determine if any intervention strategies need to be employed. Possible intervention strategies would include, but are not limited to: conference with student, letter to parent or guardian, phone call to parent or guardian, conference with parent or guardian, referral to appropriate community agency/support. Communication will include the reason for concern, a description of District policy, the impact on student learning and potential disciplinary and academic consequences.

Recordkeeping

The building attendance clerk will be responsible for maintaining the Register of Attendance for the building. In accordance to the procedures outlined in this policy. The Register will be kept electronically. Building attendance files, including, but not limited to: written excuses and investigation reports, will be kept for one year after the end of the school year.