

# Jefferson Road Parent Information Overview



2019-2020

Jefferson Road Phone Numbers:

- **Main Office: 267-1300**
- **Attendance Number: 267-1309**
- **Nurses Office: 267-1340**
- **Counselor's Office: 267-1360**
- **Principal's Office: 267-1302**
- **Bus Garage: 267-1480**

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**2019-2020**  
Jefferson Road School  
15 School Lane  
Pittsford, New York 14534  
585-267-1300

# Basic School Information

## Jefferson Road Mission Statement

The Jefferson Road School community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.

## Jefferson Road Vision Statement

Our vision is to move students towards higher levels of intrinsic motivation by balancing and attending to their academic and social-emotional development

## Jefferson Road Values

- Student Centered
- Supportive Environment for All (Staff, Students, Families and Community)
- Continuous Improvement
- Progressive
- Collaborative

# Important Links

## Jefferson Road School Link

<http://pittsfordschools.org/jeffersonRoad.cfm>

## Jefferson Road Parent Handbook (Complete Version)

<http://pittsfordschools.org/jeffersonRoad.cfm?subpage=1604>

## Pittsford PTSA Link

<http://www.pittsfordptsa.net/>

## Jefferson Road Twitter Page

[https://twitter.com/PCSDJeffersonRd?ref\\_src=twsrc%5Etfw&ref\\_url=http%3A%2F%2Fpittsfordschools.org%2FjeffersonRoad.cfm](https://twitter.com/PCSDJeffersonRd?ref_src=twsrc%5Etfw&ref_url=http%3A%2F%2Fpittsfordschools.org%2FjeffersonRoad.cfm)

## Pittsford Food Service (My School Bucks and Payment Center)

<http://pittsfordschools.org/departments.cfm?subpage=158>

## Town of Pittsford

<http://www.townofpittsford.org/>

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# Pittsford Schools

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## Guidelines for Visitors at Lunch

We welcome opportunities for parents/guardians or other family members to visit school, on occasion, to have lunch with their children. Our primary goal is to provide our students with a safe and enjoyable experience during lunch each day. As such, there are certain expectations that need to be met in order to maintain a successful partnership between our school and community.

*The guidelines for Lunchtime Visitors are as follows:*

- As a public school serving the needs of all children, lunchtime visitors are to maintain confidentiality regarding all students. All of our students are special and unique. Discussing or sharing specific information about students with other parents or in any other public forum (i.e. social media) is prohibited.
- Visitors will defer to the cafeteria staff in matters regarding discipline, safety and student management.
- Lunchtime visitors are expected to uphold the cafeteria rules with all students.
- Lunchtime visitors are required to sign in at the main office, report directly to the cafeteria, and report directly back to the main office to sign out at the conclusion of the scheduled lunch time.
- Lunchtime visitors are not to visit or interrupt other classrooms in the building while visiting during lunch.
- Because lunch is intended to be a time for students to interact with their peers, please limit the frequency of your lunchtime visits.

Please note that the building principal reserves the right to curtail visits during lunchtime for any reason.

**All visitors are expected to comply with the District's Code of Conduct at all times.**

January, 2019 MRW ELT

# Basic School Information

## School Hours

Grade Level	Starting Time	Dismissal Time
Grades K-5	8:40 am	3:05 pm

## Earliest Student Arrival time:

Grades Kindergarten – 5th 8:30 am

Buses release students to enter at 8:30 am. School personnel are unable to assume responsibility for the supervision of children before those designated times.

**DUE TO FIRE MARSHALL REGULATIONS THERE IS NO PARKING OR STANDING IN THE BUS LOOP AT ANY TIME.**

## Attendance

In the event that your child will be absent or late, parents are to call the Attendance Line at 267-1309 before 9:30 am. You may call in advance or send a note to notify us of absences. If a parent brings a child to school late, the parent must bring the child to the main office to sign him/her in. Dismissals during the school day should be kept to a minimum. Whenever possible, parents are urged to schedule appointments, lessons, etc. when school is not in session.

## Birthday Celebrations at School



As a result of both Federal and State recommendations about the use of food in schools and in compliance with Pittsford's wellness policy, Jeff 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.

## Bicyclers/Walkers to and from School

A one-time note for the school year from parents permitting student to ride bicycles or walk to and from school is required. This note will be kept on file in the main office. Children who ride are required to wear helmets and should park their bikes in the bike rack located in front of the school. The school cannot take responsibility for damaged or stolen bikes. Therefore, we strongly advise that each child have a bike lock and use it.

## Classroom Interruptions

During the school day, parents are to drop off items for their children in the main office rather than classrooms. Minimizing classroom interruption is a priority at Jeff Road.

## Pick up/Early Dismissal Procedures

If your child needs to leave school early, a **note should be sent in to the teacher** stating the time and reason for leaving. In the event of an emergency, please call **before 1:00** to arrange pick up. This will insure that teachers are contacted. Emails to teachers are discouraged because teachers are often able to check their email during the afternoon. All children will be picked up in the office and signed out. Children may not wait outside or in bus loop.

## Health Services

When a child is ill please keep them home until their temperature has been normal without medication for 24 hours. A child who has vomited and/or has had diarrhea should remain home until they are symptom free for 24 hours and can tolerate a regular diet. If your child has been cultured for possible strep throat, please keep them home until you have heard the results from the doctor's recommendations. Please notify the health office at 267-1340 if they have been diagnosed with an infectious disease such as strep throat, etc.

## Lost & Found

Please label ALL BELONGINGS so that items can easily be returned when misplaced. Lost and found items are located in the cafeteria. The bus garage also has a located and found box in their office area.

## Recess

Students will go outside for recess every day weather permitting. Please make sure your child is dressed for the weather.