

# **Park Road Elementary School Parent Handbook 2022-2023**



Dear Park Road Families,

Welcome to Park Road Elementary School. This handbook is designed to provide you with pertinent information about our school. We hope this handbook will be able to answer many of your questions. If you need further information, please contact the Main Office.

Park Road School is full of knowledge, enthusiasm, fun, challenge, creativity, support and encouragement. Our dedicated teaching staff and support personnel strive to provide for each student's individual needs. We encourage your support and assistance throughout the school year so that your child will have a successful and rewarding year.

*Dr. Mark Balsamo*  
*Principal*

**Park Road Elementary School  
50 Park Road  
Pittsford, NY 14534**

Main Office	267-1500
Attendance Line	267-1509
Dr. Mark Balsamo, Principal	267-1501
Mrs. Jen Figo, Principal's Secretary	267-1502
Ms. Kathleen Machiele, Faculty Secretary	267-1500
Mrs. Mary Scott, RN, School Nurse Teacher Mrs. Mackenzie Goss, RN	267-1540
Mrs. Robyn Paino, School Counselor	267-1560
Fax Line - Main Office	385-6356
Fax Line - Health Office	218-1550
Transportation Department	267-1480

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## ARRIVAL/DISMISSAL SCHEDULE

Grades	Arrival Window	Dismissal
K-5	8:30 – 8:40 a.m.	3:05 p.m.

**Arrival:** Park Road’s doors open for students at 8:30 am. Students should enter through our front doorway. If parents are dropping students off, please use the West parking lot area and drop students off at our West (A Wing) door and circle through and out the West parking lot. Cars are NOT allowed in our front loop during bus arrival. Students may not enter the building early without permission.

**All students should be in the building no later than 8:40 a.m.** Students arriving after 8:40 am will be considered late or tardy. If you arriving after 8:40 am, parents need to accompany students into the building and sign them in with the main office.

**Dismissal:** Student dismissal procedures will begin at 3:00 pm. Students getting picked up, walking, riding a bicycle or attending the after school YMCA program housed at Park Road will be dismissed at 3:00. Students riding the bus home will be dismissed to their busses at 3:05.

If parents are picking their child up for dismissal (at normal dismissal time) they should come to the school between 2:50 and 2:55, park in the West/Left side lot and enter the school through the door between C wing and maintenance, where you will check in, and then proceed into cafeteria B to meet your child.

If you are picking your child up early (e.g. NOT at the normal dismissal time), you will continue to come through the main entryway and sign your child out in the main office.

### **Walking and Biking**

Many 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 (e.g. Monday – Friday) or on a consistent schedule (e.g. every Tuesday and Thursday) a **one-time** written permission slip sent to your child’s teacher is necessary. If they will be walking or biking more sporadically, a written permission slip is required **EACH** time **that a student will be walking or riding a bike home from school.** Students walking or biking must always check out with the adult in the main lobby prior to leaving.

**Kindergarten and first grade students are not allowed to walk or bike home by themselves. They MUST be accompanied by an older, responsible sibling or other student identified by the parent.**

If you opt to let your child ride a bike to school, please be sure to review bike safety rules with your child. A bicycle helmet is required for all bikers. Reinforce with your child that riding in the parking lot is not permitted. Students must cross Park Road with the crossing guard.

***Please Note: If you are calling in to have your child picked up, give permission to walk, bike, or be picked up by another parent, please SEND IN A NOTE on the day of the occurrence. If you find it necessary to call the office with such a change, please do so by 11:00 a.m., unless it is an extreme emergency. Phone calls made after that time cause disruption to the classroom and last minute phone calls can lead to confusion at dismissal time.***

## **ATTENDANCE PROCEDURES**

Regular student attendance is an integral factor in maintaining a quality educational program. Parents are required to call the school at 267-1509 by 9:30 a.m. if their son/daughter will be absent. It is our policy to validate every child's absence by 11:00 a.m. each school day. If your child is tardy to school, it is required that a parent accompany their child into the school and sign him/her in at the Main Office.

If your child needs to leave early, a note should accompany your child stating the time of departure, the reason for leaving, and the name of the adult who will pick the child up. Please try to avoid calling to arrange this after school has started and ***do not email teachers or leave voicemail messages for teachers regarding a student leaving early.*** Parents must report to the Main Office to sign their child out of school for early dismissal.

It is for the safety of all of our students at Park Road School that we follow these guidelines. Thank you for your cooperation.

### **Determination of excused and unexcused absences**

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
- Music lesson
- 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

All other absences (e.g. vacations) are considered "unexcused."

## **CAFETERIA/FOOD SERVICES**

Recess/Lunch for Grades K – 5 is staggered between the hours of 11:00 AM and 1:25 PM. Each grade level has a combined recess/lunch block of 45 minutes.

Parents are encouraged to use the prepaid lunch program for their children. You may pre-pay for lunches by putting funds on your child’s debit lunch card. You may also print a form from the website.

The Food Service Department handles all aspects of lunch including: purchasing, menus, snack choices, debit cards. The menu is available on the district website. Please work with your child to ensure he/she is aware of their lunch options and any dietary restrictions. Alternate lunches are listed on the menu. These items are always available to your child instead of the daily-featured entrée.

Please note the website where you can check your accounts and add funds:  
[www.myschoolbucks.com](http://www.myschoolbucks.com)

**For additional information call 267-1575.**

## **CODE OF CONDUCT ON SCHOOL PROPERTY**

The District Code of Conduct provides information about student behavior. You can view the entire District Code of Conduct by going to <http://pittsfordschools.org> and clicking on the blue “Parents” tab located on the left side of the page. Click on the “Student Code of Conduct” link located in the Parent Center listings menu.

The District has developed and will amend, as appropriate, a written Code of Conduct for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors. The Board shall further provide for the enforcement of such Code of Conduct.

For purposes of this policy, and the implemented Code of Conduct, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District’s elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored event or activity, or athletic contest, whether on school property or not.

The District Code of Conduct has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

### **The Dignity Act for All Students Act**

New York State’s Dignity for All Students Act (a.k.a “The Dignity Act”) 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: <http://pittsfordschools.org/departments.cfm?subpage=47145>

**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 will be notified. Consequences may occur in school and/or at home.

### **Post Incident Reflection (“rethink/re-do”)**

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?



**Park Road Code of Conduct and Behavioral Philosophy**

Park Road utilizes a positive and proactive research based framework for supporting students with behavioral needs. This framework looks at student behavior through a positive lens, providing instruction, praise, encouragement, reinforcement and intervention regarding behavior in a timely fashion in order to encourage student engagement and success. During the school year, our Social Emotional Learning Committee, monitors student behaviors and works to support classroom staff in defining what these expectations look like in different settings across the school day (e.g. classroom, hallway, dismissal, cafeteria, etc.). Individual classroom management plans are built around our common framework, language and philosophy. All behavioral expectations will be directly taught, modeled and reinforced throughout the school year in multiple settings. We utilize common language and common systems to support our students. When problems do arise, we take a restorative approach to discipline, ensuring accountability for actions but importantly, working to identify ways that students can fix or restore relationships.

Our behavioral expectations are built around the framework of:

**Park Road Works Together**

**We Are:**

Kind

Safe

Respectful

**Park Road School Works Together!**

We are:	Kind	Safe	Respectful
<b>Classrooms</b> 	<ul style="list-style-type: none"> <li>• Listen to others</li> </ul>	<ul style="list-style-type: none"> <li>• Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use Manners</li> </ul>
<b>Cafeteria</b> 	<ul style="list-style-type: none"> <li>• Let others sit with you</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use manners and clean up</li> </ul>
<b>Playground</b> 	<ul style="list-style-type: none"> <li>• Invite others to play</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> </ul>
<b>Hallways</b> 	<ul style="list-style-type: none"> <li>• Walk calmly in line</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet voices</li> </ul>
<b>Bus</b> 	<ul style="list-style-type: none"> <li>• Share your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Do what the driver says</li> <li>• Quiet voices</li> </ul>

## CODE OF CONDUCT: STUDENT ATTIRE

As a public school system, we must maintain certain standards regarding the attire that our students are permitted to wear in school. Students are expected to come to school appropriately dressed. Individuality in dress is a matter of personal choice but it will not be permitted to interfere with, disrupt, or distract from the educational activities of the school. Clothing that promotes or advertises the use of cigarettes, alcohol or illegal substances or behaviors is not appropriate. Items of clothing that present problems regarding safety, hygiene, or decency are not appropriate. For reasons of safety and hygiene, shoes must be worn at all times.

At Park Road School, the following items are prohibited:

- Any attire that contains sexual content, vulgar or obscene language
- Any attire with drug, alcohol, or tobacco logos
- Any attire that exposes the midriff
- Any clothing that exposes undergarments
- Long, dangling earrings

### Recess

Students will be playing outside during recess with the exception of: rainy days, or days in which the temperature and wind-chill is “*feels like*” **15 degrees or below**. Boots, snow pants/suits, jackets, hats, and mittens/gloves are required on snowy, cold days.

To help ensure safety, sandals, flip-flops, and open-toed or high-heeled shoes are not allowed for playing ball sports (e.g. soccer, basketball, etc...). Students may not play on the playground with flip-flops or sandals. If students wear such footwear to school, please send them with sneakers to change into so that they can fully participate in recess.

## CORE PRINCIPLES

As part of the Pittsford Social Emotional Learning Initiative, Park Road is working to build a culture of character and excellence.

Our focus is on:

### Performance Character

*(Doing Your Best Work)*

Goal Setting  
Perseverance  
Strong Work Ethic  
Positive Attitude  
Self-Discipline

### Moral Character

*(Being Your Best Self)*

Caring  
Fairness  
Respect  
Integrity  
Responsibility

Our daily motto is “We Are: Kind, Safe and Respectful”.

## **CUMULATIVE FOLDERS (STUDENTS)**

At the time of registration, a cumulative folder is prepared for each student. These folders are, stored and locked within the Main Office. These records are confidential. Parents may examine these records upon request to the teacher or principal, and must examine the folder **in the presence of a staff member**. Parents may request copies of any or all parts of a cumulative folder. The following items are typically found in a student's cumulative folder:

- registration materials
- standardized test results
- classroom teacher, report card, conference summaries, etc.
- records of disciplinary action - suspension from school

## **EMERGENCY SCHOOL CLOSINGS/EARLY DISMISSAL PROCEDURES**

### **Closing Announcements**

If the decision is made to close schools, radio stations and local TV affiliates are contacted with the news for early morning broadcast and the information is shared through **School Messenger**.

- Consider signing up for District Urgent and e-Messaging notifications by going to <http://pittsfordschools.org> then click on the blue "Parents" tab located on the left side of the page. Click on the "District Communications" box and then click on the "e-Messaging" heading near the center of the page.

Pittsford Central School District parents are advised by letter every fall of the procedures to be followed when schools are closed or dismissed early.

### **Related School Activities**

Schools will be dismissed early or closed due to inclement weather only when absolutely necessary because of safety concerns.

When school is closed for the day or is dismissed early, all evening school activities will be cancelled, including games, practices, club meetings, continuing education classes and other student activities. There may be exceptions if the weather clears by evening.

### **Family Contingency Plans**

Have emergency plans and arrangements made and be sure your child understands them. Inform the teacher in advance of any special circumstances in the home that the school should know in the event of an early dismissal.

## **FIELD TRIPS**

Parents are asked to sign a one-time permission slip each fall for all routine school sponsored field trips. The permission applies to all trips using school transportation and short walks. Teachers will notify you when specific trips are planned during the year.

## **HOMEWORK GUIDELINES**

### **Rationale**

Homework is an important extension of classroom learning, and an integral part of the elementary school program. It is designed with attention to the cognitive and developmental level of the students.

Homework can also have beneficial effects other than the academic. It provides parents with an opportunity to see what is going on at school and express positive attitudes toward achievement.

For our younger students, homework can help:

- develop good study habits and organizational skills.
- develop independent learning.
- develop independent practice and work habits.
- develop responsible character traits.
- illustrate that learning occurs in places other than school.

Assignments will usually be on material that has been taught previously, and given only after guided practice has been provided and the probability of success is high.

Homework can provide an opportunity for:

- the extension of learning to higher levels of thinking.
- periodic review of previously learned materials.
- preparation for a new skill/concept.

Homework may not always be in written form, and the format may be varied. For example, in preparation for a new skill or topic students may be asked to read background material, collect materials, or discuss topics with parents. To extend/enrich learning, children may be asked to conduct an interview, complete a craft project, or work on "team" projects.

### **Guidelines**

The time needed to complete homework assignments may vary based on individual abilities, learning styles, and time management skills. In order to provide for individual differences/circumstances, a note from parents would be helpful when:

- students make a good effort to complete assignments, but are unable to because they "don't understand".
- students work beyond the time limits established and are unable to complete the work.

- students are unable to complete an assignment due to an action/decision by the parent.

Many religious observances prohibit students from spending any time on schoolwork. Students *will* be given a reasonable time to make up the missed class work and *will not* be penalized for missing classes. Even if class work was provided before the absence, teachers realize that many religious days of obligation do not allow students to complete any schoolwork while they are out due to considerable family obligations. Therefore, teachers *will not* expect students to return ready to take missed tests or quizzes or to have completed assignments on the first day back to school.

**The following are recommendations for frequency and length of assignments.**

K - No regular schedule for homework.

1<sup>st</sup> - Homework may be assigned on an occasional basis. It will often be projects to be shared between parent and child. Additional reading practice is encouraged. The frequency of assignments may increase throughout the year.

2<sup>nd</sup> - Homework may be assigned on a regular basis but will not exceed 10-15 minutes. Additional independent reading may be assigned. The frequency of assignments may increase throughout the year.

3<sup>rd</sup> - Generally, homework is assigned at least 2-4 times per week. Assignments are designed so that students will need no longer than 30 minutes to complete all homework. Additional independent reading may be assigned.

4<sup>th</sup> - Generally, homework is assigned 3-4 nights per week. Assignments are designed so that students will need no longer than 45 minutes to complete all homework. Additional independent reading may be assigned.

5<sup>th</sup> - Generally, homework is assigned each school night. Assignments are designed so that students will need no longer than one hour to complete homework. Additional independent reading may be assigned.

**Responsibilities**

**Student - Make an honest effort to:**

- complete and return assignments on time.
- take home materials needed for homework.
- do careful, neat work that demonstrates their best work

**Faculty**

- Identify and articulate the purpose of the homework.
- Link homework to instructional goals.
- Assign constructive not punitive homework.

- Share homework expectations with students and parents early in the school year.
- Design long-range assignments of greater length as students progress from the primary to the intermediate grades.
- Inform students and parents when and how homework will be graded.

### **Parent**

- Help set up a consistent organized place for homework to be done.
- Help your child establish a schedule for completing homework with sufficient time.
- Encourage, motivate, and prompt your child to do homework but do **not** do the homework for him/her.
- If your child is not consistently able to do the homework by him/herself, please contact the teacher.
- If your child is not consistently able to complete homework in the recommended time, contact the teacher.
- Even if your child is not finished, stop him/her at bedtime.
- Help your child by planning trips and doctor appointments when school is *not* in session.
- Do not ask teachers to provide assignments in anticipation of children being absent from school because of family pleasure trips or for other unexcused reasons. Please look at the student handbook for a description of excused and unexcused absences.

The above information is in accordance with the Pittsford Central School District Elementary Homework Guidelines.

### **NURSES' OFFICE INFORMATION AND MEDICATION ADMINISTRATION DURING SCHOOL HOURS**

For prescription and/or non-prescription medication delivery by the school nurses, please follow these procedures:

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. The medication must be delivered by an adult, in its original unopened container. 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. Please provide an extra labeled prescription bottle to the school nurses for your child to be used on field trips, when medication administration will be necessary.

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 2022 must have a physical dated after September 2, 2021). This form is located on the district website, under Pupil Services, or directly from your pediatrician.

If your child is home sick from school, please notify the Attendance Line at 267-1509. The district requires children stay home after a diagnosis of strep throat and conjunctivitis until they have been treated on antibiotics for 24 hours. Additionally, if your child has a fever of 100.0 F or greater, he or she will also be required to stay home for 24 hours.

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.

Please contact the school nurse, Mary Scott, RN or Mackenzie Goss, RN at 267-1540 or [mary\\_scott@pittsford.monroe.edu](mailto:mary_scott@pittsford.monroe.edu) or [Mackenzie\\_Goss@pittsford.monroe.edu](mailto:Mackenzie_Goss@pittsford.monroe.edu) you have any questions or concerns

### **PTSA (Parent Teacher Student Association)**

Park Road's PTSA has a very active parent volunteer group which works under the Pittsford District PTSA. PTSA works closely with staff and administration in areas of enrichment, curriculum, and recreation. Meetings are held regularly. All parents are welcome and encouraged to attend. If you wish to become an active member, please complete a PTSA volunteer form, call your PTSA chairperson, or speak with your child's classroom teacher. For more information regarding Park Road's PTSA, please visit the following link:  
<http://www.pittsfordptsa.net>

### **PARENT PARTICIPATION AND INVOLVEMENT**

Park Road offers many opportunities through the school and in conjunction with our PTSA for parents to get involved. Special events and programs include: Grade Level Orientations, Spring Open House, Fall Picnic, Parent Teacher Conferences, Book Fair, Talent Show, Field Day, Flag Day, Halloween Parade, and many more. Additionally, many teachers at our primary grade encourage parent support during instructional blocks during the day and we also encourage parents to come in and have lunch with students.

If parents have questions or concerns, we encourage parents to have a direct conversation with the classroom teacher or the teacher connected to the subject area. If parents feel concerns have not been addressed, they should then connect with the school principal or counselor depending on the nature of the concern.

### **PERSONAL PROPERTY / ELECTRONICS / ELECTRONIC DEVICES**

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. Under no conditions should money or valuables be left lying around loose. Students must report any theft to the Principal.

**Cell Phones and Related Electronic Devices:** Recently we have seen an increase in our students who have electronic devices in school and who are using them inappropriately and at inappropriate times. I wanted to remind all parents of our school district's policies relative to electronic devices (see below). I also wanted to clarify that the devices that fall under this policy are not just cell phones, but include other devices such as smart phones and smart wearables.

*“The Pittsford Central School District is committed to providing a variety of opportunities for students to obtain, process, evaluate and use information. The District’s ongoing Bring Your Own Device procedure supplements existing computer access by allowing students to bring and use their own personal electronic devices under certain guidelines. These devices include, but are not limited to: laptops, tablets, smart phones, smart wearables and other similar devices to access the District’s wireless network during the school day.*

*While this blended model of access to electronic technology may be beneficial, students are not required to bring a device to school, and the District seeks to prevent the usage of personal electronic devices in ways that disrupt the educational environment of the school or jeopardize the safety, health and well-being of students and employees. The below information summarizes expectations for student usage of personal electronic devices.”*

Policies around the use of electronic devices vary by school level. At the elementary level, the language is below:

#### Elementary Schools (Grades K-5)

*“Students are allowed to **bring** personal electronic devices to school; however, **they are to remain off and kept in students’ bags for the duration of the school day.**”*

I would encourage parents NOT to have students bring cell phones or electronic devices, such as Smart-phones, to school. Please know that if they do we will need to ask them to put them in backpacks for the 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. Please note this also applies to after school activities.



## **REPORT CARDS and PARENT/TEACHER CONFERENCES**

Report cards are completed in November, March, and at the end of the year.

### Purpose of K-5 Report Cards

The Pittsford School District is committed to establishing open and clear communication between parents, students, and teachers. The report card is an important vehicle that teachers can use to share information about students/ progress. Students should be told how they are progressing in schools and affirmed for their efforts. Parents must be informed about their children's progress so they can support and promote their children's education. Teachers and parents are encouraged to work together to develop ways to promote children's personal, social and academic development.

### Marking System

The District recognizes that experiences of success and accomplishment are essential for the development of student's positive self-esteem. The marking system for the report card has been revised to communicate achievement of learner outcomes and the amount of effort put forth. Reporting about the achievement of learner outcomes evaluates students' work in terms of objectives and expectations that have been previously established and communicated. This marking system does not provide information about a student's progress compared to the other students in the class or grade level.

Kindergarten report cards will be printed and sent home in November (abbreviated version), March and June. 1<sup>st</sup> – 5<sup>th</sup> grade report cards will be live via the Parent Portal in November, March and June (also sent home in June). Special Area (art, music, PE) will be provided twice per year (January and June).

### Conference Procedures

In grades K-5 there will be one (1) mandatory conference in the fall for each child. The Report Card will be the basis for the fall conference (at 10 weeks). The spring conference is optional and determined/scheduled between the classroom teacher and parents.

## **SAFETY AND SECURITY**

The following procedures were designed to improve security and safety for our children while on school property.

### 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 and report to the Main Office. **All visitors are required to show photo identification (e.g. a driver's license) and obtain a "visitor" sticker.**

The following procedures are designed to insure that our children are secure and safe while on school property. Please read them carefully and review them with your child.

### **ID Badges**

All faculty and staff in the Pittsford Central School District and leadership of the District PTSA have been issued permanent photo identification badges which are to be worn at all times.

### **Guests and Visitors**

All guests and visitors must pre-arrange their visits. When adults are in the building, to insure the safety of our children, all visitors must report to the main office upon entering the building. In order to sign in all visitors must have proper identification, and obtain a visitor's badge. The visitor's badge must be displayed at all times and the visitor must sign out at the conclusion of the visit.

Parents visiting in order to deliver items for students are to bring the items to the office for delivery and are not to go to the classroom.

Visitors may not park in the bus loop.

**Adults visiting any district school must sign-in and obtain a visitor sticker designed specifically for that school.**

### **Animals in the School**

The district has adopted a strict safety policy regarding animals in school:

- A number of animal species may not be brought into school for any reason. The teacher may utilize certain types of animals, such as butterflies, chicks, etc., for instructional purposes. Parents will be notified in advance if animals are to be used in the classroom.
- Pets may not be brought to school without specific written permission from a teacher or the building principal.
- Dogs are not allowed on school property, including the outdoor premises, during school hours.

## **TRANSPORTATION**

*PCSD Transportation Department  
Bus Garage, Mendon Center Road, 267-1480*

### **School Bus**

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.

As in previous years, parents are reminded that our transportation policy allows us to grant permission for children to ride a different bus from their own for the **purpose of childcare on-**

ly. This may be on a permanent, temporary, or single-day basis. A note requesting a change of bus, with the reason stated, is required. Even if your child may be riding their regular bus, but getting off at a different stop, they must have a note. Please send one note for each child.

Buses are not available for PTSA after-school enrichment classes.

## **VACATION HOMEWORK**

Occasionally, parents will inform us that children will be absent from school for a period of time due to family travel, vacation, etc. While we cannot condone such absences, we cannot prevent them from occurring. In fact, some travel experiences may be unique learning opportunities. However, parents often request that teachers prepare "homework" for the student while absent.

Our policy is that classroom instruction is important and cannot be replaced by homework. We discourage teachers from sending workbooks and textbooks, but we do encourage parents to involve the student in activities related to the trip which would maintain current skills. Teachers will make every effort to be supportive and help catch up students upon their return.

## **Pictures at School**

Parents should NOT take pictures if you are in for lunch or recess. A big event like the Halloween Parade is fine (and fine for our parents who take pictures for the Yearbook), but for day to day, please don't take pictures of other people's children as that has made kids and other parents feel uncomfortable. In this day and age where pictures can end up in many places on social media, taking pictures is not appropriate in school. Please call with any questions.

## **Yearly Events at PRE**

- **Welcome Back Picnic (September)**
  - The Welcome Back Picnic is an event to help kick off a great school year. This event is held in the back of the school after school hours. Students and family members come to play on the playground, eat pizza, enjoy music, play games, and participate in many other family friendly events outside.
- **Red Ribbon Week (October)**
  - Red Ribbon Week is an alcohol, tobacco, and other drug and violence prevention awareness campaign observed annually in October in the United States. At PRE we celebrate good health and strong minds during this week. Each day students and staff members are encouraged to wear or partake in events school-wide (i.e., wear red, eat a healthy snack, do the Chicken Dance, etc.)

- **Fall/Spring Book Fair (October)**
  - A scholastic book fair is organized and run by the PTSA. The book fair is open for students and teachers to purchase books. There are two book fairs held each year; one in the fall and one in the spring.
  
- **Halloween Parade (October)**
  - Halloween is quite an event at PRE! Students and staff enjoy dressing up and parading around the bus loop for family and friends. A sing-along or musical event typically occurs at the end of the day school-wide.
  
- **Family Fun Night (October)**
  - This event is held in the evening. Students and family members are welcome to attend the event to participate in various games and activities while socializing.
  
- **Visiting Author (Spring)**
  - Each year, PRE welcomes a new author to the school to share about his/her books. Students attend a presentation led by the author. Staff members welcome the visiting author by participating in a luncheon in the library.
  
- **Open House/Ice Cream Social (April/May)**
  - Parents and students are encouraged to attend the open house as an opportunity to get to see the students' hard work in their classrooms. Various projects and lessons are on display during this event. An ice-cream social is held in the cafeteria for families to socialize.
  
- **Flag Day (June)**
  - PRE welcomes Veterans and family members/relatives that are active law enforcement officers and first responders to come and celebrate Flag Day. As a school, we recognize and applaud all visitors at this event. PRE students and staff participate in a sing-along of American themed songs. Family and friends are welcome to participate in the event outside in the bus loop, weather pending.
  
- **Field Day (June)**
  - Students participate in various activities/events (i.e., relay races, standing long jump, human crochet, etc.) throughout the day. Weather pending, this event is held outdoors. Family members are asked to volunteer to lead events throughout the day.
  
- **5<sup>th</sup> Grade Moving up Ceremony (June)**
  - On the last day of school, there is a ceremony and picnic for all the fifth grade students. Family members are welcome to attend this event to help celebrate moving on to middle school.