

# Thornell **R**oad **E**lementary **S**chool

431 Thornell Road, Pittsford, New York 14534



*A Learning Community Dedicated to  
**T**eamwork, **R**espect and  
**E**xcellence for **S**tudents*

**Parent/Student Handbook  
2022-2023**

**The Thornell Road Way**

*At Thornell Road School, we pursue excellence in learning and character. We celebrate and honor each other by being respectful, responsible, fair, trustworthy and caring. We give our best inside and outside the classroom. This is who we are, even when no one is watching.*

Dear TRE Students and Families,

On behalf of the faculty and staff, we are so glad you are part of the TRE family! At our school, every day is a great day for learning. Our goal is to provide all of our students with a positive and rewarding educational experience.

In addition to this handbook, our district and school websites are excellent resources for information. To link to the Thornell Road website go to <https://www.pittsfordschools.org/> and click on the menu icon and select “Schools”.

If you need further information or have any questions, please contact us.

Sincerely,

*Edward Foote*

Principal

**Frequently Used Telephone Numbers:**

<b>Main Office Secretary</b>	<b>267-1700</b>
Mrs. Eucelia Hill (morning) & Mrs. Sarah Jacob (afternoon)	
<b>Attendance Line</b>	<b>267-1709</b>
<b>Mrs. Carol Weber, Principal’s Secretary</b>	<b>267-1702</b>
<b>Mr. Edward Foote, Principal</b>	<b>267-1702</b>
<i>Fax to Main Office</i>	<i>385-2099</i>
<b>Health Office</b>	<b>267-1740</b>
Mrs. Teresa Lattuca and Mrs. Jessica Lupinetti, School Nurses	
<i>Fax to Health Office</i>	<i>218-1741</i>
<b>Mrs. Lisa Hems, School Counselor</b>	<b>267-1760</b>
<b>Transportation Department</b>	<b>267-1480</b>

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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 8:35 A.M.
- Student dismissal for all grade levels (K-5) begins at 3:05 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.**

### *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 - Grade 4 Chorus
- Tuesday - Orchestra
- Wednesday - Grade 5 Chorus
- Thursday – Concert Band

There may be other occasions when students have special permission to remain on campus for other scheduled after-school activities. During these times, students will work directly with the person responsible for supervising that activity.

Students not participating in rehearsals or other after-school activities are expected to leave school at 3:05 p.m. and report directly home or to a designated caregiver. Playing in the parking lot after school hours is not permitted.

## Attendance and Absences

When your child will be out of school, please call the Attendance Line at 267-1709 by 9:00 A.M. on each day he/she is 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. You may request homework if your child is absent for more than one day.

### *Illegal Absences:*

If children are out of school on family vacations, when school is in session, it is recorded as an illegal absence. Under our homework policy, teachers are not required to prepare materials in advance for students who will be on vacation.

## 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 and report to the Main Office.

### *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 11:05 A.M. and 1:15 P.M. The recess/lunch period is 45 minutes for each grade and students enjoy recess before lunch. Children have approximately 20 minutes to eat their lunch. Students in each grade level will work with Mr. DeBell to create the rules/expectations for recess and lunch on the first day of school.

Parents are welcome to join their children for lunch by signing in at the Main Office and reviewing the district “Guidelines for Visitors at Lunch”.

### *Menus:*

Parents 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 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; that is, small portions of fruit, crackers, cheese, raw vegetables, etc.

## Communications with Thornell Road Elementary School

### *District and School Websites:*

To link to the PCSD and/or Thornell 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.pittsfordpta.net/>. Click on “eNEWS” in the top banner and then “eNews Sign Up”. Type your information and subscribe to Thornell Road Elementary and other information as you wish. Click “Subscribe to List” when complete.

### *Twitter:*

Follow Thornell Road on Twitter @PCSDThornellRd

### *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

### *School Nurses/School Nurse Teacher:*

Our school nurses provide first aid care, dispense medications, and conduct health screenings (height, weight, vision, and hearing) on each student every year. Our school nurse teacher also spends time in each classroom instructing students on the health curriculum. Accommodations in the school environment and health care counseling are other services provided to ensure all children are learning in a safe and healthy setting.

***Allergies:***

Parents should notify a school nurse if their child has any health concerns/issues, particularly if there is a food, bee sting, latex, or other serious allergy. Appropriate measures will then be taken.

***Contagious Diseases:***

Please report when a child has tested positive for COVID-19, been diagnosed with strep or chickenpox or has head lice.

- *COVID-19* – The school district, in collaboration with the Monroe County Department of Public Health will communicate current COVID-19 guidelines as they become available. Additional information can be found by following this link - **School & Safety Protocols / COVID -19 Information (pittsfordschools.org)**
- *Strep* - Students diagnosed with strep may return to school after they have been on medication for 24 hours and no longer have a fever.
- *Chickenpox* - Students with chickenpox may return to school after they have crusted over, usually 7-10 days from onset.
- *Head Lice* - Call the child's physician for recommendations on what product to use for lice. Remove all nits (eggs) and contact a school nurse so thorough care can be discussed, and all children in the classroom are checked. The student will need to be seen by the nurse before returning to class. Careful attention in the following weeks is necessary.

***Fever:***

Students who have a fever of 100° or more should be kept home until they are without a fever for a full 24 hours. If students are sent home with a fever, they should not be in school the next day.

***Emergency Cards:***

At the beginning of each school year, families complete a new emergency phone card for each student to be kept on file. These cards should be updated as soon as there are any changes in the student's medical condition, emergency phone numbers, etc. Also, be sure to notify teachers, coordinators of after-school activities, and daycare providers of any changes.

***Injuries:***

Please call the Health Office if a child will be coming to school with stitches, a cast, crutches, ace bandage, etc. A note from their physician that describes the injury and the gym/recess activities that are restricted is required. This can either be faxed to the Health Office at 218-1741 or brought to school.

***Medications:***

According to New York State law, any medications administered at school, including non-prescription medications such as Advil, Tylenol, Benadryl, Hydrocortisone cream and even cough drops, require written permission from the physician and the parent or guardian. The medications must be in the original container and brought to school by an adult. Contact a school nurse for guidelines in administering medications at school.

***Physicals and Immunizations:***

Physical exams by the child's physician are required for all students in kindergarten, first and third grades. They are also required for all students new to the Pittsford Schools. Check with the physician for required immunizations.

**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.

For all after-school activities, children should bring their own snacks. Food should not be shared with other students due to allergies or religious, ethnic, or parental preference.

**Homework Requests**

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

**Instructional Leadership Team (ILT)**

The ILT's purpose is to formulate policies, study instructional matters, improve communications among staff members and with the school community, initiate committees as needed, review reports and make recommendations. The ILT is responsible for developing and overseeing the building's Comprehensive Action Plan (annual building goals). The ILT meets each month before school.

The ILT (Instructional Leadership Team) includes the following representatives:

- Building Principal
- PDTA Representative
- Grade Level Chairs
- Special Area Teacher Representative
- Special Services (Pupil Services Team) Representative
- Representative to the Instructional Leadership Council (ILC)
- Representative to the Elementary Academic Council (EAC)
- Paraprofessional Representative
- PTSA (Parent) Representatives

The Role of the PTSA Parent Representatives on ILT is to:

- Provide a parent's perspective and input into the shared decision making process;
- Serve as a liaison between the PTSA and the ILT (e.g., attending regular PTSA and ILT meetings); and
- Provide a contact for individual parents to seek information and answers to questions about the curriculum, the instructional program, and issues affecting the school.

**Interruption Free Policy**

The staff and students at Thornell 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., lunches, lunch money) at an appropriate time determined by the teacher.



***Student Drop-Off:***

Parents 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. In order to minimize interruptions to this essential part of the day, **parents may not accompany students to classrooms in the morning.**

**Open Houses*****Parent/Student Orientations:***

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

**Here are the dates and times for this year's parent/student orientations:**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>New Family Orientation</b>	<b>Tuesday August 30<sup>th</sup></b>	<b>Gr 1 &amp; 2 – 1:00-1:45pm Gr 3, 4, 5 2:15-3:00pm</b>	Main Lobby and Cafeteria
<b>Parent/Student Orientations</b> <b>(Grades 5, 4 &amp; 3)</b>	<b>Tuesday Sept. 6<sup>th</sup></b>	<b>Grade 5 – 2-3 pm Grade 4 – 1-2 pm Grade 3 12-1 pm</b>	Classrooms, Auditorium, etc.
<b>Parent/Student Orientations</b> <b>(Grades 2, 1 &amp; K)</b>	<b>Tuesday Sept. 6<sup>th</sup></b>	<b>Grade 2 11-12 pm Grade 1 10-11 am Kindergarten 9-10 am</b>	Classrooms, Auditorium, etc.
<b>School Opens – 1<sup>st</sup> Day for Students</b>	<b>Weds. Sept. 7<sup>th</sup></b>	<b>8:30am – 3:05p</b>	TRES
<b>PTSA Welcome Back Picnic</b>	<b>Friday, Sept. 16<sup>th</sup></b>	<b>5:00-7:00p</b>	TRES Fields and Cafeteria

***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.

**Our K-5 Open House is scheduled for Wednesday, May 3<sup>rd</sup> from 6-7:00pm.**

## Parent Participation

### *Adult Classroom Helpers:*

Every year a number of individuals express an interest in assisting the classroom teacher during the school day by becoming Adult Classroom Helpers. Responsibilities are varied and may include working with small groups of students on curriculum related projects.

### *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.pittsfordptsa.net/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.pittsfordptsa.net/membership>

## Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled at certain times during the school year. However, parents 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/visitors should use the side parking lot at the top of the hill.**

- Obey all stop signs, cross walks and traffic flow arrows
- Speed limit is 15 miles per hour coming up the hill
- Use the designated student drop-off lane near the flagpole. 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 (e.g., pen, pencil, notebook, or as outlined by the teacher) and homework to school each day and are responsible for them. During the summer, 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.

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 outside of the cafeteria. Any items not claimed at the end of the school year are donated to charity. 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.

## **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 radio or TV weather forecast to determine how to dress your child for the day's weather. Children will play outdoors except when it is raining or on days when the temperature with the wind-chill factor is below 10 degrees.

***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 listed below:

<u>AM</u>	<u>FM</u>	<u>TV</u>	
WHAM – 1180	WBEE – 92.5	WROC – TV 8	WHAM – TV 13
WXXI – 1370	WARM – 101.3	WHEC – TV 10	YNN – Cable TV 9

The District will also post a notice on the District website, send an e-Message email/text message, and update the switchboard 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 or guardians to make the final decision regarding school attendance. If parents 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 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 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.

**Provisions made by the school district during early dismissal due to an emergency include the following:**

- The decision to release students to walk home or intermediate level students to walk with primary students will be made by the school principal.
- The schools will be supervised by staff until all students have departed the grounds.
- The district is equipped to provide for students in the event it is necessary to keep them in school for several hours or overnight.

Information will be reported on the local radio and television stations as well as the Pittsford Schools web site.

Click on this link <https://www.pittsfordschools.org/Page/17942> to reference the Notice of School Closings section of our district website for additional information.

## **Science Action**

Science Action, sponsored by Thornell Road PTSA, is a fun and interactive parent-led program that enhances the kindergarten through third grade science curriculum. Parent volunteers provide a set of “hands-on” experiments demonstrating simple science concepts to small groups of children in each classroom throughout the year. The program covers topics ranging from plants and animals to magnetism and acids and bases. For more information about Science Action and other PTSA activities, please visit the Thornell Road PTSA website.

## **Student Behavior**

### **The Thornell Road Way**

*At Thornell Road School, we pursue excellence in learning and character. We celebrate and honor each other by being respectful, responsible, fair, trustworthy and caring. We give our best inside and outside the classroom. This is who we are, even when no one is watching.*

Our efforts to model, encourage, and teach respect and dignity for all is at the heart of our educational program. These simple values are part of our culture and are critical to every aspect of our daily instruction.

The District Code of Conduct provides additional information about student behavior. 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 (a.k.a. “The Dignity 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: <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- (i.e. hitting, kicking, punching spitting, pushing)  
 Verbal- (i.e. teasing, name calling, making threats)  
 Emotional- (i.e. spreading rumors, leaving someone out)

### ***Cyberbullying***

Technology used inappropriately in order to hurt others.

*Could be....* Email  
 Text messages  
 Social Media  
 Digital photographs  
 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**

Students will reflect on 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?*

## **Student Dress Guidelines**

As a public school system, we must maintain certain standards regarding the attire that our students are permitted to wear in school.

The following is an excerpt from the Pittsford Central School District Code of Conduct regarding student dress:

*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. Each building will determine appropriate guidelines and rules for student dress at their grade levels that meet the minimum standards of this code.*

At Thornell 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
- Shorts or skirts higher than mid-thigh
- Any clothing that exposes undergarments
- Long, dangling earrings

Please note that students who do not follow these dress guidelines will be required to modify their appearance by covering or removing the inappropriate item and replacing it with an appropriate article of clothing.

***School Pride Fridays:***

Each Friday, students and staff are invited to show their school spirit by wearing school colors **burgundy** and **gold**.

## **Student Sign-In/Sign-Out**

**For their safety, students are to be picked up from the Main Office only.**

Parents must go to the Main Office when picking up their children at any time during or after school. If you need to pick up your child during the school day, ask one of the secretaries to have your child come to the Main Office. Our concerns are for the health and safety of every child in our building. Your cooperation is needed to make sure all children are accounted for at all times during school hours.

Parents will need to send a note in with their children to be given to the teacher and then to the Main Office. Include the child's full name, date, time of pickup and signature of adult. If someone other than a parent will be picking up the student, then that individual will need proper identification and a written permission slip from the parent granting authorization to do so.

**When arriving to pick-up your child(ren), you must park in the parking lot on the east side of our campus and enter the building through the Main Entrance.**

Students will wait for pick-up in the Main Office.

*Sign-Out:* Adult will sign name and record time on the Student Log in the Main Office.

*Sign-In:* For students arriving late or returning from appointments, etc., adult will sign name and record time on the Student Log in the Main Office.

## **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 whose children attend daycare must fill out a daycare request for transportation. This form is available from the bus garage. 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.

## **Walking and Biking to School**

Many students desire to walk or ride their bicycles to and from school. There are many safety factors to be considered. Students who walk or bike to school should travel with a buddy. **A written permission slip delivered to the Main Office is necessary on the day(s) that a student will be walking or riding a bike home from school.**

**For a longer term arrangement, please complete the Walk/Bike Permission Form available through the link below:**

**[Walk/Bike Permission Form / Walk/Bike Permission Form \(pittsfordschools.org\)](http://pittsfordschools.org)**

If you opt to let your child ride a bike to school, please review bicycle safety rules. A bicycle helmet is required for all bikers. Bikers are to walk bikes on the sidewalks adjacent to the parking lot when approaching the school.



**We value your partnership and support.**



**THANK YOU!**