

# EAST ROCHESTER UNION FREE SCHOOL DISTRICT ELEMENTARY HANDBOOK



Be Safe  
Be Responsible  
Be Respectful

*Paper copies of our Family Handbook are available in our  
Elementary Main Office.  
It is also available on our school website.*

**Principal:** Marisa Capuano  
**Assistant Principal:** Jared Snyder  
400 Woodbine Avenue  
East Rochester, NY 14445  
Phone: (585) 248-6311

# Welcome Students and Families!



The East Rochester Elementary School faculty and staff are excited to begin the new school year. We are committed to providing the best possible education and environment for our children. We believe through the cooperation of both home and school, our goals will be achieved.

Not only are we concerned about our children's academic growth but also with their emotional, social and physical development. This includes a sense of appropriate behavior by demonstrating the 3 B's: *Be Respectful, Be Responsible and Be Safe*. We work together as a team to accomplish all of these goals.

We encourage you to take an active interest in your children's education and overall school lives. If you have any questions and/or concerns, we want to hear from you. Please let your children know that you care about their education by being supportive and participating in school activities. These are crucial years for children. Therefore, we all need to work cooperatively to make these years productive and positive. We look forward to working with you and your most treasured possession ... your children!

Sincerely,  
*Marisa Capuano*  
Elementary Principal



The East Rochester Union Free School District does not discriminate on the basis of sex, race, color, national origin or handicapping condition in the educational programs or activities, which it operates. Questions about Title IX Compliance should be directed to Staci SanSoucie, School Business Administrator at (585) 248-6308.

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# STUDENT HANDBOOK

## Our District's Mission

The Mission of the East Rochester School District is to prepare students to be college and career ready and to provide a quality education in a safe environment where all students develop the abilities, attitudes and values necessary for responsible, productive citizenship.

## Our District's Vision

The Vision of the East Rochester School District is that students will learn through the highest quality instruction which recognizes each student's strengths, talents, interests, learning styles and rates of learning, using developmentally appropriate methods.

## Our District's Core Values - S.O.A.R.S.

**Students First:** Students are our first priority. We dedicate ourselves to holistic student development in a safe, nurturing environment.

**Opportunity:** We provide every student equal access to strong academic programs, clubs, teams and events that enable students to reach their fullest potential.

**Achievement:** Everyone can improve. We collaborate to learn, observe, measure and grow. We proudly celebrate achievements.

**Responsibility:** We are all accountable to ourselves, to our students and to each other. Our shared responsibility is to be respectful.

**Strength:** Together, we will accomplish excellence.

## Board of Education and Administration

### Board of Education

- Mr. Patrick Flanagan, School Board President
- Mr. Vincent Antonicelli, Vice President
- Mr. Jeffrey Ugine, School Board Member
- Mr. Matt Hogan, School Board Member
- Mrs. Jenalee Herb, School Board Member

### District Administration

- Mr. James Haugh, Superintendent of Schools
- Mrs. Staci SanSoucie, Assistant Superintendent for Finance and Operations
- Mrs. Sarah Callahan, Executive Director of Curriculum, Instruction and Professional Learning

## Goals

1. **Targeted Academic Success-** Provide an authentic, individualized, age-appropriate, inclusive, and student-centered approach to instruction guided by realistic assessments to gauge student performance and our efforts to support their learning. Offer diverse programming options to enhance learning opportunities and focus professional learning communities around continuous student achievement. Promote critical thinking, effective communication, and a growth mindset in our educators and our students to empower them to meet the expectations for learning in our rapidly changing world.
2. **Social and Emotional Stability-** We are committed to the holistic development of every child. While a primary focus for schools is academic achievement, we realize that social and emotional stability is essential for success in the classroom, a foundation for problem solving and an integral part of effective communication in and outside the school building. Through the implementation of multi-tiered systems of support, we will promote self-efficacy and resilience within our students and employees as they face difference challenges before, during and after school hours. Our instructional practices will be trauma informed with the aim at ensuring that all students can learn regardless of their life circumstances.
3. **Engagement in Education-** To succeed in our mission, we must have all stakeholder groups regularly involved in dialogue about student performance. Strive to create and enhance learning partnerships that focus on student empowerment, giving families a voice in our curriculum process, and our community engaging in and supporting academic initiatives. It is essential that our engagement is regular and predictable. Engage in partnerships with community groups, agencies, and families to foster pride in our work on campus.
4. **Alignment of Support Systems-** We will have streamlined communication, processes and procedures that govern our operations. Strategic initiatives including curriculum, technology, budgeting, infrastructure, and long-range planning will be focused on outcomes for students and staff. Our district level departments will provide direct support to buildings and departments to ensure they are equipped to meet targets. Our work will enable employees to work as part of a team whose goal is to support the measurable growth and development of students and staff.

### Elementary School Administration

- Ms. Marisa Capuano, Principal
- Mr. Jared Snyder, AP

### Director of Pupil Personnel Services

- Mrs. Monica Stadler, Special Education

### Health, Physical Education, Athletics and Community Recreation

- Mr. Jeffrey Onze

## Faculty and Staff

### Elementary School Office Personnel

- Mrs. Terrie Koch, Main Office Administrative Assistant 248-6311
- Mrs. Kristine McCarthy, School Nurse 641-3199
- Mrs. Jennifer Taylor, LPN, School Nurse 248-6317

### Elementary School Guidance/Psychological Services

- Mr. La'Ron White, School Counselor (Grades 1, 2 and self-contained classrooms) 641-3110
- Miss. Amanda Wigle, School Counselor (Grades K, 3-5) 248-6315
- Ms. Dana Eddy Social Worker 248-6335

## Before School Procedure

Elementary doors open at 8:10 a.m. After entry, students will get breakfast if they need it and will listen to morning announcements. In an effort to maintain safety for all students, **please do not allow your child(ren) to arrive at school before 8:10 a.m. in the morning.**

- **Breakfast:** Breakfast will be served at 7:45 a.m. Children may line up outside of the breakfast door (E03 - across from the Elementary Cafeteria between the MLA and District Office entrances).

Please be reminded that the "loop" in front of the school is for drop-off only. Vehicles may pull up to the sidewalk, allow children to exit curbside and then leave the loop immediately. Any parent wishing to come into school must park in the visitor lot or in the lower parking lot. **Children should never cross from the visitor lot to the school without an adult.**

## Late Arrival/Sign-in Procedure

If your children are arriving tardy to school, you are required to bring them to the Single Point of Entry (SPE) and sign them in.

\*All students and visitors will be required to enter and exit the school building through the SPE while school is in session. This includes, but is not limited to, visitors such as classroom volunteers, parents dropping off lunches or other items, and parents dropping off and picking up students, including those with illnesses, unless otherwise directed.

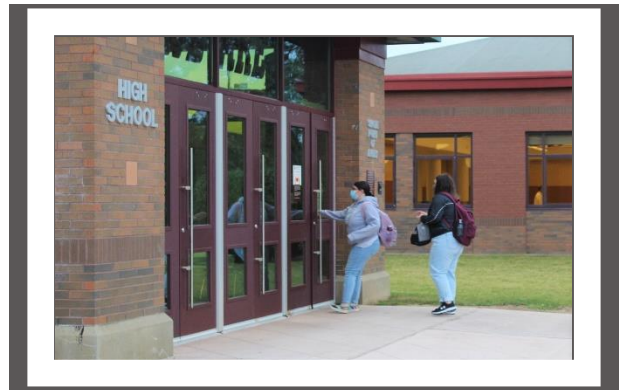
## Sign-out Procedure/Single Point of Entry

Please send a note with your child on the morning of the day they are to be excused early. Be sure to instruct your child(ren) to give the note to their teacher immediately upon entering the classroom.

\*All visitors will be required to enter and exit the school building through the single point of entry (high school) while school is in session. This includes, but is not limited to, visitors such as classroom volunteers, parents dropping off lunches or other items and parents dropping off and picking up students, including those with illnesses, unless otherwise directed.

**Special Note:** To ensure the safety of your child(ren), only adults approved by a child's guardian may pick them up.

**This will be cross-checked through our school database. Please make sure you fill out the emergency forms available and return them on the first day of school with your child. This is the information we will be updating in our database and checking in order to dismiss your child to an adult. In addition, if you have updated custody paperwork, please provide the Main Office with a copy so that we can follow the guidance of this document. It is the family's responsibility to keep this information up to date.**



## After School Procedure and Dismissal

**School dismisses daily at 2:20 p.m. from the main entrance of the school.** At dismissal, students are expected to go to after school activities or leave school grounds immediately. **Students are NOT allowed to play on the playground after school unless attended by a supervising adult that is physically present on the playground.** This is for the child's own safety.

Students who are waiting for siblings to dismiss from the MS/HS will be brought to the "Students Waiting for Siblings" room for pick-up **by 2:45 p.m.** The intended purpose of this room is for students waiting for their siblings only. Students will not be held in this room for late parent pick-ups. Parents **MUST** pick-up their children on time from school if that is the dismissal arrangement.

**Please note:** If a student is *not* picked up after school, the office will attempt to contact all the emergency contacts provided by the parents. As a last resort, if we are unsuccessful in reaching all alternative pick-up adults, we will have to contact the East Rochester Police Department and request assistance.



## Attendance

Educational research finds that positive student attendance is imperative to the academic, social and emotional growth and stability of our students. It is the responsibility of the student and the parent/guardian to ensure that an attendance pattern appropriate to meet these needs is established. A positive pattern will result in its own rewards. The following are incentives to positive attendance:

- **Ability to maximize improved academic performance**
- **Opportunity for socialization with peers**
- **Opportunity to develop positive relationships with school personnel**

State law requires that students' attendance records be maintained by all public schools.

**In the event of a student's absence, a parent/guardian must call and notify the main office the morning of the absence at (585) 248-6311.**

**School personnel will notify the parent/guardian by telephone of unexcused student absences.**

**Excused Absence:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, military obligations or other such reasons as may be approved by the Board of Education.

**Unexcused Absence:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, oversleeping).

**Re-Entry:** A signed note from a medical provider is required for:

- 1) Extended illnesses (5 or more days)
- 2) Post hospitalization for a surgical intervention
- 3) Post hospitalization for a psychiatric evaluation and/or treatment
- 4) After an injury resulting in a cast or brace or requiring use of an assistive device such as crutches or a wheelchair
- 5) Refer to COVID-19 re-entry procedures for other important information

**Upon returning to school, the student must bring in a written excuse within 3 days of the absence. The note should indicate the student's name, the date of the absence, the specific reason for the absence and the parent/guardian's signature.**

If a pattern of negative attendance begins to develop, a letter will be sent home to the family. In addition, school personnel including the school nurse, social worker, psychologist, teacher or administrator may make contact with the parent and/or student to discuss the issue and attempt to help the student be in attendance on a regular basis. If intervention at this level is not successful, the following may be applied to students with chronic unexcused absences:

- **Referral to the attendance team**
- **Referral to Child Protective Services for educational neglect and/or a law enforcement referral**

Thank you for your help and support.

## Bicycles, Skateboards, Roller Blades and Sneaker Skates

In order to avoid unnecessary accidents, students must not ride their bikes, skateboards, scooters, roller blades and sneaker skates (wheelies) when on school grounds. Bike racks are provided and all bikes should be locked since the school cannot assume responsibility for them. If a student uses these items on school property, they may be confiscated and held until a parent comes to school and picks them up.

## Book Damage

Fines will be collected for damaged books. The amount of the fine will be determined by the degree of damage. If a book is lost, the school must be reimbursed for the cost of the book.

## Birthday Celebrations, Classroom Parties and Snacks

In an effort to respect dietary restrictions, food allergies and the health concerns of our students, any food that is brought into school for classroom parties or snacks must be:

- Store purchased
- Commercially packaged with the ingredients listed
- Already in individual servings (no cutting needed)

Please consider sending in healthy choices or non-edible items for birthday celebrations. In addition, notifying the teacher at least 3 days in advance of the birthday treat is expected. This is so that alternatives can be made for children who have food restrictions. As an alternative to sending in birthday treats, you may choose to donate a favorite book to your child's classroom library in honor of their birthday. Snacks will be available for purchase from our School Nutrition Manager.

## Breakfast Program

Students in grades K-5 will be able to get breakfast at 7:45 a.m.

## Change of Address, Telephone and Email

It is very important that we have your current address, telephone number and email address. These will be our sources to contact you to keep you updated on school events, as well as in case of illness or emergency with your child. Please notify the Elementary Office of any change that occurs during the school year. PLEASE KEEP THIS INFORMATION UPDATED.

## Cafeteria and Lunch Periods

Our cafeteria is available to all students for hot lunches, milk and snack purchases. We encourage parents to pre-pay student breakfast/lunch accounts. All meal pricing is available on our district website at [www.erschools.org](http://www.erschools.org). In addition, there is a direct link to [myschoolbucks.com](http://myschoolbucks.com).

When sending in money by check or cash, please include your child's name on the check or envelope to ensure that it is deposited into the correct account. Make checks out to "East Rochester School Nutrition." A student will be allowed to charge only if there is money in their account.

**During the 2023-24 school year, East Rochester Schools will be implementing meals at no cost for all students through a New York State Community Eligibility Provision approved in the recent State Budget. Please be aware that this includes one breakfast and one lunch every day but does not apply to a la carte items and additional meals. Households are still asked to fill out an application, as the information collected in these applications are used by the district for purposes that extend beyond meals, including both family and the district's eligibility for additional funding opportunities. Applications are included in the printed calendar and on our website, under the forms and applications tab. If you are concerned about a food allergy that your child has, please notify the cafeteria staff. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray.**

## Code of Conduct

[Click here to access the District Code of Conduct.](http://www.erschools.org) *The Code of Conduct can also be located on our District's website [www.erschools.org](http://www.erschools.org).*

## Crossing Guards

Crossing Guards are stationed at strategic intersections for your children's safety in crossing. All inquiries concerning the Crossing Guards should be directed to:

- **E.R. Police Department:** (585) 586-4399
- **Town of Perinton:** (585) 223-0770
- **Town of Pittsford:** (585) 248-6200

## Custodial Considerations and Court Orders

In the case of custodial or guardianship issues, please provide the Elementary Main Office with a copy of the court documents on file. Please make sure to provide us with new updated copies anytime there are changes.

## Dress Code

The responsibility for appropriate dress and appearance of students rests with the student and their parent(s). Every adult that comes onto campus should consider the appropriateness of their dress as well, as we are all role models. All attire should comply with requirements for health and safety. Attire that interferes with the educational process or impinges upon the rights of others will not be tolerated. The administration will determine what is or is not appropriate and is authorized to take action in instances where an individual's dress does not meet these stated requirements:

1. Students may wear off-the-shoulder tops, halter tops, and tank tops including those with spaghetti straps.
2. Revealing underwear is not permitted. Outer clothing should fit appropriately.
3. **Please make sure that your child has a pair of sneakers in school every day.** Footwear that is a "safety hazard" is not permitted. This includes, but is not limited to slippers, flip-flops and wheelie sneakers.
4. Clothing containing words or designs that are vulgar, obscene and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability is not permitted.
5. Clothing that contains words or designs that promote the use of alcohol, tobacco, marijuana or illegal drugs and/or encourage other illegal or violent activities is not permitted.
6. While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts and t-shirts, we do not prescribe specific brands.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item.

## Elementary Faculty/Staff

Our faculty/staff members are accessible through voicemail. Please dial (585) 248-6311 and follow the prompts to reach staff and faculty extensions. You may also contact faculty/staff members by email. Faculty and staff email addresses are contained within the Staff Directory found at [http://www.erschools.org/staff\\_directory](http://www.erschools.org/staff_directory).

## Emergency Evacuation Plan

In the event of a major emergency that would require the evacuation of the entire campus, the following plan will be implemented:

Students in grades PK-5 will be accompanied by school personnel to the Bird & Morgan School's Auditorium.

In cases of emergency school closings, school personnel will attempt to contact parents/guardians using the information provided on the "Emergency Contact Sheets." School staff will remain with students until your arrival. Please note: Students will only be released to those persons whose names appear on the Emergency Contact Sheet.

## Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA) is a law that outlines how states can use federal money to support public schools. In January 2018, the federal government approved New York State's plan to spend the approximately \$1.6 billion the state receives annually under ESSA. New York State is committed to ensuring that all students succeed and thrive in school no matter who they are, where they live, where they go to school or where they come from. Since fall 2016, New York State asked for feedback to design a plan that improves equity, access and opportunity for all students.

New York State's goals of the program are to:

1. Provide a well-rounded education for all
2. Reduce testing time and improve the testing experience
3. Help teacher and school leaders to be ready for success
4. Pilot a process to ask parents for additional help when their child's school is identified for improvement
5. Provide parents with a more complete picture of their child's school

As part of our school ESSA program, a School-Parent Compact is available at the back of this manual and complete program information on ESSA can be found at <http://www.nysed.gov/essa/information-parents>.

NYS has put in place a process for parents and other stakeholders to submit a complaint if they feel the LEA, or has violated a law or regulation in relation to ESSA, and allow for resolution of the complaint. The complete complaint procedure can be found at <http://www.nysed.gov/essa/new-york-state-essa-funded-programs-complaint-procedures>

## Field Trips

During the course of the school year, your child's teacher may decide to take the class on field trips. Specific information about each trip will be sent home, along with a permission slip to participate in the event. If you do **not** respond or choose not to grant permission for your child to attend a trip, they are still required to come to school and will be provided alternative instruction for the allotted time.

## Fire Drills

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed routes as quickly and as quietly as possible. The teacher in each classroom will give the students instructions.

## Health Office Information

The school nurse provides professional service, in cooperation with parents, to help establish and maintain the welfare, safety and health of the school child. This is accomplished by bringing to the attention of the parent, or other appropriate person, any child that would benefit from medical attention or other services provided for the welfare of the child.

Keep communication lines open with the school nurse, and other concerned personnel. Our nurse can be contacted at any time by calling (585) 248-6317. You can leave a message on the answering machine and your call will be returned.

It is not uncommon for elementary schools to have an occasional outbreak of pediculosis (head lice). When this occurs, we act on the guidelines developed by WorkFit Medical School Health Services.

It is important that you understand that the nurse can only treat illness and injuries that occur during the school day and is limited to First Aid care only. This is in keeping with New York State Law. In addition, **New York State Law prohibits the dispensing of any medication, including over-the-counter medicine, without a written statement from the physician, a signed permission from the parent and the original prescription bottle.** These orders must be renewed each school year. **Students are not allowed to transport any medication to school.**

**It is extremely important that you read the information that has been/will be sent home.**



In order for a child to begin school, immunizations are required for all students, as is a physical exam for all new incoming students and students in specific grades designated by New York State Law. **If the record of immunization is not complete or a required physical is not obtained, your child will not be allowed to attend school.** Education Law requires physical examinations for students when they enter the district for the first time, and/or they are in grades PK, K, 1, 3 and 5. This physical must be dated not more than twelve months prior to the commencement of the school year in which the examination is required (Education Law, Section 903). A dental certificate is also requested at these grades. If you have no dental insurance, the state of New York has set up a web page with resources. Please visit <http://www.nyssmiles.org/nys-directory/>.

## Homework

**Homework has value because it:** Extends learning experiences beyond the classroom and into the home and community; reinforces learning by giving students chances to practice; teaches children to organize time, work independently and develop good study skills and self-esteem; integrates several skills such as research, writing and oral delivery; and involves parents in their children's education.

Parents and the school share the responsibility for student learning. Parents can assist their children with their homework by:

- Each day asking your child what they did that day in school
- Each day asking to see your child's papers and notices from school
- Having a quiet time and location each day, when your child can sit down and do their homework – TV OFF
- Making sure that your child gets proper rest so they can function at school – a reasonable bedtime
- Helping your children with choices about how to spend time after school
- Creating a "school spot" at home. Choose one place where you and your children will always know where to look for the lunch box, lunch money, school notices and announcements, school papers and messages. Whether you choose the top of the kitchen counter or the dining table, your "school spot" can become your vital communication center.
- Letting your child know that you care about what they do in school

The Elementary School Shared Decision-Making Team understands the importance of the school-to-home connection. The team also recognizes that students should begin the practice of developing good study habits as early as kindergarten. These habits develop as students learn the importance of establishing a daily routine of setting aside a quiet time at home each day, devoted to learning.

As a guideline, teacher-directed home-study experiences average 10 minutes per grade level (per day):

**Kindergarten:** 10 minutes

**First Grade:** 20 minutes

**Second Grade:** 30 minutes

**Third Grade:** 40 minutes

**Fourth Grade:** 50 minutes

**Fifth Grade:** 60 minutes

For the most part, homework is independent in nature. The activities may include academic projects, skill/drill practice, reading or being read to. As parents/guardians it is your responsibility to provide the structure and setting for completion of homework. If your child experiences significant difficulty/frustration in completing homework, please contact your child's teacher the next day for assistance or advice.

In all grades, it is encouraged that children spend time each evening reading independently. When students read independently, they are practicing the skills learned in school. Even just 15 minutes a day can greatly increase student reading fluency and comprehension over time.

### Strive for 25 Books Program:

All students are encouraged to achieve the recommended New York State goal of reading 25 books during the year. To encourage this, students are rewarded for their level of accomplishment. Students must pass assessments in order to receive credit for a book. Records are kept electronically and displayed in the classroom.

To facilitate communication of expectations, students in K-3 use "take-home" folders. Students in grades 4-5 use "agendas".

## Instructional Support Team

The East Rochester Elementary School Instructional Support Team (IST) is a problem-solving group of educators whose purpose it is to assist teachers and parents with strategies for dealing with students “at-risk” academically or behaviorally. This team promotes solution-focused collaboration between home and school. Team members include a representation from all faculty/staff areas including general education, special education, support area, etc. who have demonstrated experience and commitment to solving classroom-based problems.

## Internet Acceptable Use Policy

Parents/guardians who object to their children having Internet access may write to the principal requesting that the student be given alternate assignments and be barred from recreational Internet use.

### East Rochester Schools – Internet Acceptable Use Policy

Use of the district’s computerized information resources is covered in district policy. See [7315 Student Use of Computerized Information Resources \(Acceptable Use Policy\)](#) for more complete details.

The Internet has become an integral part of the learning process in the East Rochester Union Free School District. We subscribe to extensive online databases and encyclopedias for research at all grade levels, and we teach students how to locate and evaluate materials on the World Wide Web. We encourage all students to use the resources available over the Internet, but they must do so responsibly.

To protect our students from inappropriate materials on the Internet, we have installed filtering software throughout the district. The software uses a combination of lists of blocked sites and real-time content checkers to ensure safe, appropriate Internet use for all. This does not excuse the student from personal responsibility – no filter is perfect – but it significantly reduces the chance of problems. In some locations, student activity may be remotely monitored. Student Internet use is a privilege, not a right.

By using the Internet on any computer within the East Rochester Union Free School District, students implicitly agree to:

- Use the Internet responsibly
- Limit their use to school-related work, unless specifically given free surfing time by an instructor
- Not downloading or installing any programs or other files, whether from the Internet or brought from outside
- Not run any unauthorized programs from portable media or from the Internet
- Report any problems immediately to the instructor
- Use the printers only for school-related items and with discretion
- Not create websites with inappropriate or malicious content using district machines
- Treat the staff and equipment with respect

Refusal or failure to comply with any of the rules above will result in a consequence deemed appropriate by teachers and/or administration. This may include temporary or permanent loss of Internet privileges, detention, suspension, etc., depending on the severity of the infraction.

## Lost and Found

Students should not bring large amounts of money, valuable jewelry or expensive electronics to school. Bike racks are available, yet students need to provide their own locks to secure their bikes. While the school takes every measure possible to protect students from the loss of items, it cannot assume any responsibility in the event of a loss. **Please be sure to label all clothing, personal property and lunch boxes.**

## Parent/Teacher Conferences

Conferences are designed to let you know how your children are doing in school. Teachers realize that they cannot do the best possible job of educating each child without the help of the parents/guardians.

Two-way communication is very valuable. Parents can provide insights into their child’s learning. Teachers can offer suggestions on how parents can help at home. Often the best way to discuss such matters is during face-to-face (in-person or virtual) meetings where both you and your child’s teacher have an opportunity to fully explore progress at school.

### Photo Release

Parents/guardians who object to having pictures of their child or their child's work in printed or electronic school publications may write to the principal, requesting that their child not have photos published.

### Placement Process

During the month of May, we begin our placement process for the following year. Much time, energy and expertise is expended in the hope that we will be able to find an excellent placement for your child as well as quality classroom compositions.

**Parent Input Forms** will be sent home in the spring. **No specific teachers or programs may be requested.** The purpose of this form is for parents/guardians to give insight into their child's needs to help inform placement for the following school year. Should a placement concern arise after the school year begins, the issue should be addressed first with the classroom teacher. If unresolved, administration should be contacted.

### Playground

Please be reminded that this is **NOT** a supervised area before and after school. **Students wishing to play before or after school must be accompanied by a parent/guardian/childcare provider.**

### Problem Solving

Students succeed best when parents, teachers and administration work together. Because our children learn by our example, we have a special responsibility to demonstrate how problems can be constructively resolved. That shouldn't change because of a problem or disagreement at school.

The key to feeling more comfortable is knowing how to approach the problem and knowing where to go for help. In general, most problems can be resolved if people treat each other with dignity and respect.

For problems concerning a specific teacher or a child's performance in a specific grade, follow these steps:

Always discuss the issue with your child's teacher first.

If the problem is not resolved to your satisfaction, the next step is to contact school administration.

### Safety

In an effort to foster a safe learning environment, we are requesting your compliance with the following:

- When you escort your child to school, please see them safely to the entrance area and allow them to enter on their own. (Escorting your child to their classroom door can often exacerbate separation anxiety.)
- If you need to pick-up your child before school is dismissed, you must go to the Single Point of Entry (SPE). **No student will be dismissed directly from the classroom.**
- At dismissal time, please meet your child outside.

### Parent Teacher Organization (PTO)

Each year, the PTO supports many activities throughout the school, such as the Book Fair, Breakfast with Santa, school pictures, teacher/staff appreciation day and more. The PTO encourages the participation of interested parents to volunteer with its committees or to attend monthly meetings to provide insight and new ideas.

### Personal Electronic Devices

Personal electronic devices (radios, video games, Walkmans, Ipods, MP3 players, cell phones, etc.) **may not be used in elementary school.** All devices should be **off** and stored in lockers, book bags or classroom cubbies during the regular school day. Items that interfere with the teaching and learning process will be confiscated. **Confiscated items will be returned to the student or a parent at the end of the school day.**

### Toys and Other Distractions

It is important for students to know that school is a place for learning and focus. Toys, stuffed animals and other distractions are to be left at home or securely stored in book bags for the entirety of the school day. (Fidget spinners, etc. can also be distracting if not used properly.) Children who attend before/after school programs for care may bring these items, but they are to be secured for the day in their backpacks. On special occasions, as noted by the classroom teacher, it may be necessary to bring in these items as part of their educational program. These situations, though rare, are acceptable times to bring these items to school.

### Release of Information

Unless the cumulative record contains information to the contrary, it is assumed that separated parents/guardians have joint custody. In the event of joint custody and when both parents/guardians provide address information, both parents/guardians will be provided copies of all progress reports, report cards, test notices, etc. Please provide the Main Office with updated copies of custody agreements.

### Report Cards

When your child brings home his/her report card, we ask that you sign and return the envelope it comes home in. If your child is absent on the day that the report cards are distributed, it will be held in the classroom.

- When entering school, for any reason, you must first report to the SPE to sign in.
- It is a safety concern and highly discouraged for an adult to visit other areas of the school besides their written destination upon signing in (e.g., going to the classroom when signing in for the lunchroom).
- Please be reminded that we will only release students to people who have been given permission by the parent/guardian.
- It is important that the office, and teacher, be notified as soon as possible of any change in phone number, address, email or name. It is also important to notify the school of a change of sitters or an emergency number change.

## Student Entry Locations

8:10 a.m. DAILY

**K-5:** Each grade has a designated entrance.

- Pre-K: Doors closest to the playground (Red Doors)
- K: Doors closest to the playground and directly behind the K wing. (Red & Orange Doors)
- 1: Main Entrance (Yellow Door)
- 2: Main Entrance (Yellow Door)
- 3: Behind the School (Green Door)
- 4 / 5: Behind the School (Blue Doors)

*Please verify your child's entry door with their classroom teacher, as there may be some exceptions to the above.*

## Student Records

Student records are available for inspection and review to the person(s) in legal custody of a student under 18 years of age. Records are classified as confidential and may not be released or made available to persons other than person(s) in legal custody or students 18 years of age or older without written consent of such person(s) or student. Exceptions to this rule are school employees and officials, and certain state and federal officers who have a legitimate educational need for access to such records in the course of their employment.

## Substitute Teachers

Our schools are fortunate to have capable people to help us whenever our regular teachers are ill or are attending conferences. Substitute teachers are important members of our school district and should be respected as such. All students are asked to be polite, helpful and considerate to our substitute teachers.

## Lunchroom Visitor Policy

**Visitor Table:** When eating with your child, it is expected that you will sit at the visitor table. For the safety of our students, you will only be able to eat with your child (not their friends). In addition, visitors are prohibited from joining recess or returning to the classroom with their children. This is disruptive. Please report back to the Single Point of Entry.

**Social/Emotional Growth of our Children:** Lunch is a wonderful opportunity for your child to decompress and socialize. Please keep visitations to a minimum (1-2 times per month maximum) so that your child has the opportunity to gain independence, socialize with peers and make friends. If you have concerns about your child's social/emotional growth, please contact a school counselor, school social worker or school psychologist.

**Closed to Visitors:** It is important that students have time to establish their routines at the beginning of the year, as well as end their year with their peers. Therefore, please refrain from visiting for lunch during September and June, with the exception of student birthdays. In addition, please avoid visiting the day before breaks including Thanksgiving, December, February, and March/April breaks. These are hectic days and we have experienced an overflow of visitors, which makes it difficult on our students and staff.

**Questions/Concerns:** If there are any questions or concerns about the lunchroom, please contact the Elementary Principal or Assistant Principal.

## Threats

Faculty and staff will undertake the enforcement of the District Code of Conduct. It is important to note that threats are not tolerated. Any threat to "kill", bring a weapon and/or physically harm, etc. will result in disciplinary action.

## Visitors

All visitors to the school must report to the office or single point of entry (high school) and sign in upon arrival. **Parents are required to arrange classroom visits in advance with the classroom teacher(s) so that class disruption is minimal.** Teachers are expected NOT to take class time to discuss individual matters with visitors. Visitation to the school may be restricted if an adult is presenting behavior that would threaten the safety and welfare of the students and/or faculty and staff.

## **East Rochester Union Free School District School-Parent/Guardian Compact (2023-2024)**

The East Rochester Elementary School and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve the State's high standards.

### **The East Rochester Elementary School agrees to:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the States' academic achievement standards as follows:
  - We engage in regular and ongoing curriculum review cycles, with our focus on adapting that curriculum to meet the demands of the revised learning standards as well as to ensure educational equity and access for all students.
  - We analyze the data from assessments to determine the curriculum areas we need to strengthen, and we revise units as needed.
  - We provide parents/guardians with curriculum information during scheduled curriculum open houses in the fall of the year.
2. Hold parent/guardian-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents/guardians with frequent reports on their children's progress. Specifically, the school will provide reports as follows: report cards, phone calls to parents/guardians, emails to parents/guardians, school report cards as generated by NYSED.
4. Provide parents/guardians reasonable access to staff. Specifically, staff will be available for consultation with parents/guardians as follows: before and after school, at parent/guardian's request, by calls and emails to teachers, through student agendas/take home folders.
5. Provide parents/guardians opportunities to participate in their child's class in supporting their child's classroom activities, as follows:
  - We welcome parents/guardians to participate, and encourage them to volunteer either on a regular basis or for a specific school event.
  - Parents/guardians are also invited to participate on our Shared Decision-making Teams which bring together teachers, staff, administrators, parents/guardians and student to focus on school decisions and practices (potential volunteers must submit an application and are subject to approval).
  - Parents/guardians are also invited to join and participate in PTO meetings and activities.

### **The parents/guardians of the East Rochester Elementary School students agree to support their children's learning in the following ways:**

- monitor their attendance and their participation in remote learning (when applicable)
- make sure that homework is completed
- monitor the amount of TV and screen time our children watch
- volunteer to assist with activities in my child's classroom
- participate, as appropriate, in decisions relating to my child's education
- promote positive use of my child's extracurricular time
- stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the district either received my child or by mail, and responding, as appropriate
- serving, to the extent possible, on policy advisory groups, such as being a representative on the School's or District's Shared Decision-Making Team, the PTO, or other school advisory or policy groups



**We are looking forward to an excellent year of teaching and learning together.**

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**Please remember to always do your best and take responsibility for your actions and work.**



**Be Safe**



**Be Responsible**



**Be Respectful**

