



PAUL ROAD
ELEMENTARY SCHOOL

Family Handbook

2021-2022

Main Office & Attendance: 585-247-2144

Health Office: 585-247-2149

Fax: 585-340-5471

Transportation Department: 585-247-4774

School District Office: 585-247-5050

Peter J Hens, Principal * Kimberly J Doty, Assistant Principal

@paulroadschool



www.gateschili.org



CONTENTS

Welcome from Mr. Hens.....	3
School Day Procedures.....	4
Health & Wellness.....	6
Communication.....	10
Code of Conduct & Character.....	13
Special Programs.....	15
Appendix.....	18

Dear Families,

I would like to welcome you to Paul Road School, one of the four elementary schools that make up the Gates Chili School District. This Family Handbook has been developed as an informative “go-to” resource for families.

We hope you will find answers to any questions you may have about your child’s elementary school, both operationally and instructionally. Please take some time to explore www.gateschili.org. Our school webpage warehouses an incredible amount of information as well as many forms and flyers that can be downloaded and printed for your convenience.

Paul Road School maintains a diverse student population of nearly 425 students and 80 staff members. Situated on 15 acres, our school is a place that families have been proud to call their neighborhood school since 1966.

Please accept my best wishes for an engaging 2021-2022 school year.

Sincerely,

A handwritten signature in cursive script that reads "Peter J. Hens". The signature is written in black ink and is positioned above the printed name.

Peter J. Hens, Principal

DAILY PROCEDURES



School Day: 9:05-3:35

Drop-Off: 8:50-9:00

Pick-up: 3:30

Morning Drop Off:

Students may be dropped off beginning at 8:50 A.M. Please **note if students arrive before 8:50, they will not be allowed into the building as there is no supervision before 8:50.**

If a student is dropped off after 9:00, they will need to be accompanied and signed in by an adult. They will be marked tardy on their cumulative attendance record.

Afternoon Pick Up:

Pick up for students begins at 3:20. Anyone picking up a student must be listed on the authorized pick-up list and shall present government-issued photo identification. Parents on the authorized list have the authority to pick up students regardless of custodial arrangements unless a copy of the court order is on file with the main office. Please notify the main office if you are planning to pick up your student before 3:00 P.M.

Students wishing to walk or bike to/from school must have written permission from a parent or guardian. Please note that there are no bike racks located on Paul Road School's property and that PRS is not responsible for lost or stolen items.

Transportation:

Except for extenuating circumstances, a student's transportation schedule shall remain the same for all five (5) days of the week. (*GCCS Board Policy #5720*)

Transportation changes should be arranged directly through the Transportation Department Office. (585-247-4774)

Absences / Tardy:

Please notify the main office before 10:00 AM if your student will be absent.

Students coming to school after 9:00 A.M. are considered tardy and will be marked as such on their permanent record.

An automated telephone message is sent to families whose students have not been reported by their parent/guardian as 'sick' or other legal reasons for absent from school.

Visitors: - PLEASE NOTE: DUE TO COVID-19 VISITORS TO SCHOOL DURING THE REGULAR SCHOOL DAY ARE VERY LIMITED AND SUBJECT TO CHANGES BY THE DEPARTMENT OF HEALTH OR NYS EDUCATION DEPARTMENT

For the safety and welfare of our students, the school building is locked during the school day. At any Gates Chili School visitors are required to sign in with the main office staff using our electronic management system. You will be required to have your identification scanned on your first visit. But please note that proper government-issued identification is required each time you visit the school.

- Visits to any classroom must be pre-arranged with the classroom teacher
- Visits to have lunch with your student must be pre-arranged with the main office 24 hours before your visit
- All visitors are expected to follow and model the core values of the *Spartan Way* as outlined in the district's Code of Conduct and Character
- Please see GCCD *BOE policy #3210* for more information about visiting our school

HEALTH AND WELLNESS



Our health office is staffed by a Registered Nurse and a Health Aide when school is in session.

Direct line: 247-2149

To support the health and safety of all students, we ask that you keep your child home if any of the following occur:

- **A fever of 100 degrees** or higher – a student may return when they are **24 hours fever-free without medication**
- **Diarrhea** or vomiting that morning prior to leaving for school
- **Head lice, scabies, pinworm and ringworm.** Please consult a physician to begin treatment before sending to school
- **Conjunctivitis** (pink eye). Please consult a physician before sending to school
- **Strep throat.** Do not send your child until they have been on antibiotics for 24 hours after a positive throat culture.
- **Chickenpox.** Do not send your child to school until the scabs heal over (about one week) or with a doctor's note

To request homework when your child is out for an extended amount of time, please contact your child's teacher directly using their district email account .

Student illness at school

If a child becomes ill or is injured in school, the health office staff will notify parents/guardians. Injuries are reported to parents based on severity and nurse's judgment. Students may be required to be picked up for all, but not limited to the following reasons:

- Fever
- Vomiting
- Diarrhea
- Headlice
- Injury lasting more than 2 hours

Medications:

For all medications (even over-the-counter ones such as Tylenol or cough drops) please follow these procedures:

- A written/faxed order from the physician (for all medications, even over-the-counter)
 - A new order is required each year and when dosage changes
- A written request from the parent or guardian
- Medication must be in original pharmacy-filled or store-bought packaging
- Medication must be dropped off by an adult.

NO CHILD IS ALLOWED TO CARRY OR TRANSPORT MEDICATION TO OR FROM SCHOOL.

Please know that this includes all medication, including over-the-counter medications. There are no exceptions to this protocol.

Physical Education and Recess Restrictions

Per New York State Department of Education, all children must attend and participate in Physical Education classes. If your child will miss a class due to injury, a note is required. For more than two absences from PE class, a note from a physician is required. Please note, an excuse from physical education class applies to all physical activities and may include being excluded from recess or field trips.

Excused and Unexcused Absences:

Pursuant to GCCS Board Policy #7110, students must provide an excuse from parents/guardians within 5 school days of an absence. If no excuse is provided within these 5 days, the absence will be documented as unexcused. To learn more about absences that are excused or unexcused please visit the school board policy website located at www.gateschili.org

NYS Physical Examinations

New York State Education Law requires students to have a current physical exam on record in the health office during elementary school. Physical exams are required for students who are:

- entering Kindergarten
- entering 2nd and 4th grades
- new to the Gates Chili School District

Copies of physical exam records must be submitted to the Health Office within **30 school days** after the new school year begins.

Immunization

In accordance with New York State Public Health Law, no student will be allowed to attend school without a complete and up-to-date immunization record on file with the School District.

Any student with an incomplete immunization record will be required to receive further immunizations before attendance at school will be permitted.

Documentation must be on file with the School District **before the first day of classes** or your child will be excluded from school until this is received.

Vision/Hearing Screening

Annual hearing and vision screenings are completed in the early part of the school year for every student. If your child fails either of these screenings, you will be notified.

Screening Schedule:

- **Kindergarten** and **new students** to the District will be screened for far, near & color vision, as well as hearing.
- **1st** and **3rd** grade students will be screened for vision and hearing.
- **2nd** grade students will be screened for vision only.
- **5th** grade students will be screened for far vision, hearing, and scoliosis.

Classroom Celebrations:

At PRS we participate in non-food celebrations. Our school does not support bringing in food-related items for classroom celebrations. Please keep the following suggestions in mind when offering to contribute to a holiday or birthday celebration in your child's classroom:

- A craft activity
- Reading with your child's class
- A book donation in your child's name for the classroom library
- Colorful pencils or markers
- Stickers or other age-appropriate surprises

Gates Chili Board of Education Wellness Policy

Since July 2006, school districts across the United States have been mandated to implement a Board of Education Wellness Policy. The focus of the policy adopted by the Gates Chili Board of Education is to provide guidelines for promoting health and physical fitness through education and a safe learning environment.

The School District is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by fostering healthy eating and physical activity. The district has established a Wellness Committee to develop the District's proposed local wellness policy, making such policy recommendations for review and adoption by the Board of Education.

COMMUNICATION



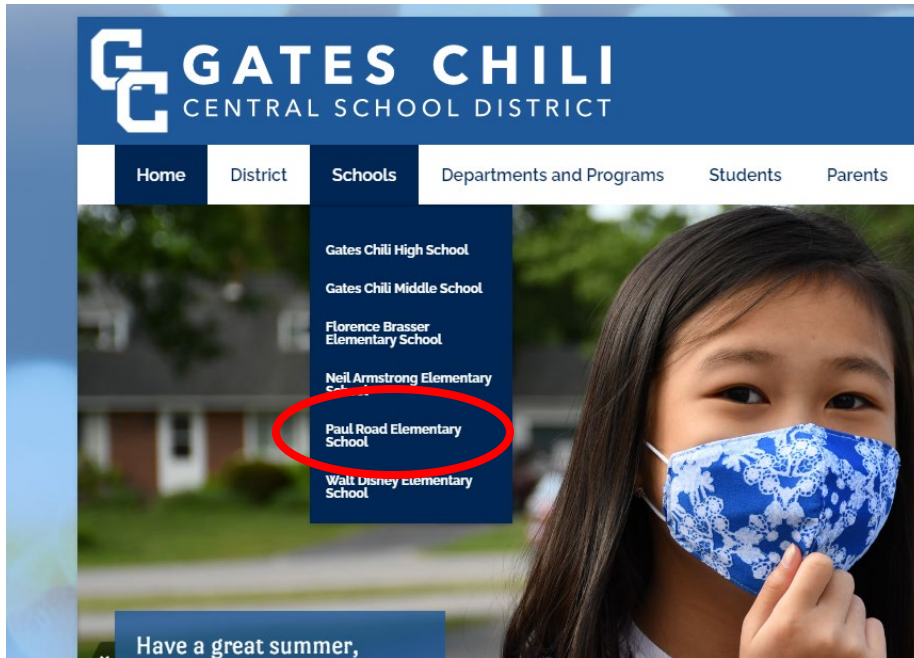
Paul Road School encourages open communication between teachers and families. We believe communication is the first step in building and maintaining positive relationships.

All staff members maintain voicemail and email accounts for your convenience. This information can be found on the Paul Road School website, or by calling the main office.

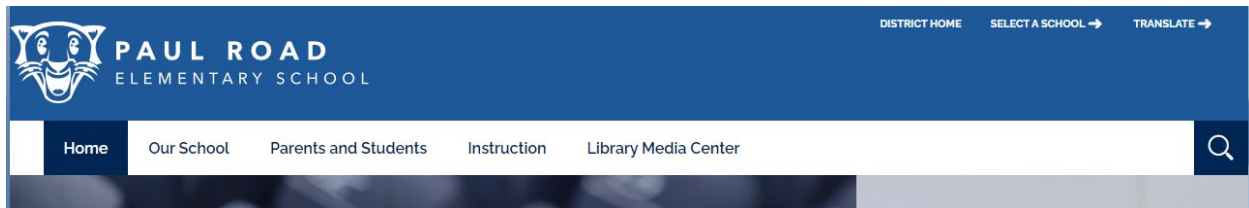
One of the best places to learn more about Paul Road School is through our website. It can be found using the “Schools” tab on www.gateschili.org. This website contains information about:

- School Calendar
- Library Media Center
- Schoology
- Requesting tech help
- Contact information for all Paul Road Staff
- PRSFA Website
- Curriculum information

Navigating the Paul Road School Webpage:



Once you arrive at the Paul Road School Website, you can access many different links:



Student Progress Reports & Conferences:

Student progress reports are designed to evaluate and communicate student progress in all subject areas over the 40-week school year. In December, all

parents in grades Pre-K -5 are scheduled to attend a parent teacher conference to receive the first report. Please know that you may contact your child's teacher to request a parent-teacher conference at any time during the school year.

- The first progress report is posted to the GC Parent Portal after the completion of all parent-teacher conferences.
- The second progress report is posted in the GC Parent Portal in March.
- The third progress report is posted in the GC Parent Portal one week after classes conclude in June.

The faculty and staff at Gates Chili are fully committed to ongoing and effective home/school communication. All staff members maintain voicemail and email accounts for your convenience. Please know that you may contact your child's teacher to request a parent-teacher conference at any time during the school year.

CODE OF CONDUCT



The Code of Conduct & Character exists to promote emotional and physical wellbeing for all students. The complete code of conduct, along with the dress code, can be found in the back of this handbook.

At Paul Road School, we commit to demonstrating the **‘Spartan Way.’**

This promotes positive behavior and citizenship through the values of:

- Respect
- Responsibility
- Compassion
- Hard work

We accomplish these values through a continued focus on:

- Rigor
- Relevance
- Relationships

Violations to the Code of Conduct and Character:

Code of Conduct Violations	Significant Code of Conduct Violations	Serious Code of Conduct Violations
<p>These actions disrupt the positive and orderly school environment and include behaviors such as:</p> <ul style="list-style-type: none"> • Misuse of bathroom privileges • Inappropriate playground behavior • Rough play • Not following cafeteria expectations • Pushing or shoving in line • Running in hallways or classrooms • Use of electronic devices inappropriately in school • Rudeness to peers or adults 	<p>Repeated violations will be treated as a significant violation. This level of misbehavior may result in a suspension from school.</p> <p>These violations include:</p> <ul style="list-style-type: none"> • Intentional vandalism to property • Leaving classroom or school without permission • Stealing • Defiance to staff (insubordination) • Bullying (i.e. intimidation, racial slurs, cyberbullying) • Deliberately destroying or damaging district electronic devices 	<p>These behaviors are highly disruptive. Repeated major violations will be dealt with seriously. This level of misbehavior may result in a suspension from school for multiple days.</p> <p>These violations include:</p> <ul style="list-style-type: none"> • Physical violence, verbal abuse, threats or repeated incidents of bullying or harassment • Throwing dangerous items • Major theft or vandalism • Possession of a weapon or dangerous items, such as bullets or fireworks • Misuse of social media (cyberbullying) • Deliberate or extreme non-compliance with staff

Dress Code:

Inappropriate attire may include the following:

- Clothing that allows undergarments or bare midriffs to be exposed
- Extremely tight clothing
- Skirts or shorts that are of a revealing nature as determined by school administration
- Clothing featuring violent or offensive pictures, words or slogans



SPECIAL PROGRAMS

School Meals Program:

The Paul Road School Cafeteria (*Panther Café*) offers healthy choices for student meals. The convenience of pre-paying makes it easy for families and students to manage school meal payments. Every student has their individual account which can be pre-paid using check, cash or online through the food service tab on the Gates-Chili website. Please make all checks payable to: Gates Chili School Nutrition

Meal Pricing

Free/reduced price meals are available to ALL students until Federal Funding is depleted. At that time more communication will be shared with families.

School Food Service Web Page

Detailed school meal information is available at www.gateschili.org. Click on the circle with the blue apple for menus. For online payment, select school programs on the top navigation bar, then 'school nutrition and meals'

Paul Road School and Family Association (PRSFA)

Parent, grandparent, and guardian members of the Paul Road School & Family Association (PRSFA) work tirelessly to maintain the high standards of the Paul Road learning community by supporting school-wide programs and raising funds. PRSFA enhances the curriculum by inviting special guests and sponsoring academic field trips and other social experiences.

All Paul Road families are automatically members of PRSFA and everyone is invited to attend monthly meetings. There are no dues collected – just a small donation of your time and effort are all it takes to make Paul Road School a great place for kids to learn!

The PRSFA Mission

The mission of PRSFA is to promote the educational welfare of our children through:

- Support and promotion of school-sponsored activities
- Voluntary assistance to faculty & staff
- A constructive line of communication between families and school
- Information to residents concerning community, school and district educational programs

Volunteer Opportunities (SUBJECT TO CHANGE DUE TO COVID-19)

For information about volunteer opportunities please contact our PRSFA volunteer coordinators and stay updated on our special events through social media and website. Volunteers are reminded to visit the Paul Road website to log hours.

Chaperone & Volunteer Procedures (SUBJECT TO CHANGE DUE TO COVID-19)

All volunteers and chaperones must be GCCS BOE approved before attending field trips or volunteering in the school community. **This process generally takes thirty days.** Please see your student's classroom teacher for more information about chaperoning field trips. Chaperones must adhere the GCCS BOE district code of conduct and character along with Paul Road School Rules. Additionally, chaperones may not post or share photos of students other than their own children on social media or other networking websites, to protect the identity and privacy of all PRS staff and Students.



APPENDIX

Technology & Digital Citizenship

Digital citizenship is defined as: *‘a person who develops the skills and knowledge to effectively use the Internet and other **digital** technology, especially to participate responsibly in social and civic activities.’*

We believe that to truly be 21st century learners, all students must learn how to use technology responsibly. This means abiding by the *Spartan Way* while using electronic devices at home and school.

As part of digital citizenship, no cell phones, tablets, gaming devices or other hand-held electronics are permitted to be used at school. If brought to school, they are to be stored in a book bag. Should the device be used during the school day without prior approval, an appropriate consequence could be given on a case-by-case basis. **PRS assumes no responsibility for lost or stolen devices.**

Number day schedules

On the following page you will find our district’s rotating number day schedule for the 2021-2022 school year. Instead of special area classes being assigned to specific days of the week, they will be assigned a different “number” day, for the entire school year. This will help to ensure that special classes and related services have equal facetime with our students. Families with students in middle or high school should already be familiar with this type of numeric rotating schedule.