



**PAUL ROAD**  
ELEMENTARY SCHOOL

**Family Handbook**  
**2022-2023**

571 Paul Road, Rochester, NY 14624  
(585) 247-5050 · [gateschili.org/prs](http://gateschili.org/prs) · @PaulRoadSchool

*Together we teach and inspire excellence for all learners.*

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# WELCOME FROM PAUL ROAD'S LEAD LEARNERS



Dear Families,

We would like to welcome you to Paul Road School (PRS), one of the four elementary schools that make up the Gates Chili Central School District (GCCSD). PRS maintains a diverse student population of nearly 420 students and over 90 staff members. Situated on 15 acres, our school is a place that families have been proud to call their neighborhood school since 1966. Welcome to our community!

At PRS, we strive to provide an inclusive, safe, welcoming, and engaging learning environment for our students, focusing on academic, social, emotional, and physical growth. We are looking forward to partnering with you to provide a meaningful and successful learning experience for your child.

This Family Handbook is intended as a 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.

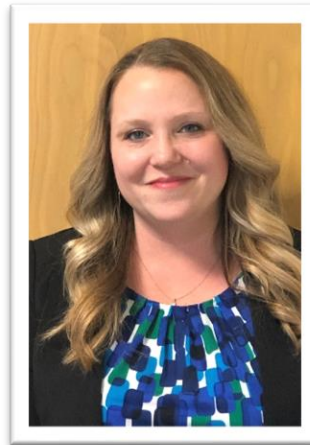
Additionally, please take some time to explore [gateschili.org](http://gateschili.org). Our school webpage warehouses additional information including schedules, menus, and many forms and flyers that can be downloaded and printed for your convenience.

Please accept our best wishes for an engaging and exciting 2022-23 school year. Feel free to reach out with any questions or concerns by calling the main office at (585) 247-2144, or by email at [amcutaia@gateschili.org](mailto:amcutaia@gateschili.org) or [kjdoty@gateschili.org](mailto:kjdoty@gateschili.org).

Sincerely,

Andraya Cutaia  
Principal

Kimberly Doty  
Assistant Principal



# CONTACT INFORMATION

## Gates Chili District Information

<b>Address</b>	Gates Chili Central School District 3 Spartan Way, Rochester NY 14624	
<b>Administration</b>	Mr. Christopher Dailey	Superintendent
	Mr. Troy Olin	Asst. Superintendent for Instruction
	Mr. Jason deJong	Asst. Superintendent for Student Support Services
	Dr. Mitchell Ball	Asst. Superintendent for Business
	Ms. Michaela Perrotto	Asst. Superintendent for Human Resources and Labor Relations
<b>Important Numbers</b>	Administration Building	(585) 247-5050
	Transportation	(585) 247-4774
	Nutrition & Meals	(585) 247-5050 ext. 3295

## Paul Road Elementary School Information

<b>School Hours</b>	Monday through Friday, 9:05 a.m. to 3:35 p.m. Drop-off is from 8:30-9:00 a.m. and pick-up is at 3:30 p.m.	
<b>Address</b>	Paul Road Elementary School 571 Paul Road, Rochester NY 14624	
<b>Principal</b>	Mrs. Andraya Cutaia	amcutaia@gateschili.org
<b>Assistant Principal</b>	Mrs. Kimberly Doty	kjdoty@gateschili.org
<b>School Secretary</b>	Ms. Claire Grattan	cdgrattan@gateschili.org
<b>Attendance Secretary</b>	Mrs. Ana Keller	ackeller@gateschili.org
<b>Building Reading Teacher</b>	Mr. Paul Adams	pmadams@gateschili.org
<b>Building Math Teacher</b>	Mrs. Tina Shito	tcshito@gateschili.org
<b>School Nurse</b>	Ms. Cynthia Cole	cmcole@gateschili.org
<b>School Psychologists</b>	Dr. Sarah Ryan	saryan@gateschili.org
	Mrs. Katy Dennstedt	kedennstedt@gateschili.org
<b>School Social Workers</b>	Mrs. Kim Keyser	kaksyser@gateschili.org
	Mrs. Catie Mahaney	cmmahaney@gateschili.org
<b>School Counselor</b>	Mr. Cameron Scharf	cpscharf@gateschili.org
<b>Important Numbers</b>	Main Office/Attendance	(585) 247-2144
	Health Office	(585) 247-2149
	Fax	(585) 340-5471

## HISTORY OF PAUL ROAD

Paul Road Elementary School opened its doors in September 1967. At the time, the school district was experiencing a tremendous surge in population and the Coldwater School, later renamed Walt Disney Elementary School, was also under construction. During the first few weeks, Paul Road Elementary School was not complete, and the staff was advised not to enter the gymnasium / cafeteria / music area.

Coldwater School was not expected to open until January 1968, and so several homerooms and teachers slated for that building were temporarily housed at Paul Road and other buildings. In January 1968, the Coldwater students and staff moved into their building and the Paul Road students and staff were able to expand and use the whole building for the first time. Within five years enrollment had risen to 583 students in grades K-6 and space reassignments were necessary! Eventually the sixth-graders were moved to the middle school.



Dr. William Hagenlocher was the Superintendent of Schools and Arthur Shilen was appointed Principal of the building in July 1967. Paul Road's architectural design was typical of the schools being built in the 1960's. An excellent balance in physical characteristics has been achieved by minor remodeling such as folding walls, opening between classrooms, carpet areas, library enlargement, etc. Over the years a variety of improvements have been made to the building including additions to each of the wings in the 1990s. In 2016 the main entryway (including the main office, administrative offices, and nurse's office) was renovated and made more secure. A conference room was added, and a parent drop-off and pick-up loop was created. Additionally, equipment was added to the intermediate playground.

In the mid-1990s, the Paul Road School and Family Association (PRSFA) and the Boy Scouts worked together to develop a Nature Center on the school's property. This Nature Center is still in use today, featuring a trail, outdoor classroom, and pavilion which was built by Mr. Shilen, a few staff members, and parent volunteers.

In 2013, the Paul Road School and Family Association collaborated with the Town of Chili Recreation and Transportation Departments to purchase and install a primary playground. Later, in 2020, a fence was added to make the playground more secure.

Our current enrollment is approximately 421 students K-5. There has been a total of four building principals at Paul Road School. After Arthur Shilen, Peter Villa was appointed in 1995 and Peter Hens was appointed in 2006. The current principal, Andraya Cutaia began in 2022. Andraya Cutaia is a proud graduate of Gates Chili Central School District. Additionally, many of the school's current teachers are Gates Chili graduates, such as Mrs. Shito, Mrs. A. Johnson, Mrs. K. Johnson, Mrs. Knight, and Mrs. Chatz. In fact, Mr. Fitzgerald and Mrs. Barr are former Paul Road Panthers!

# GENERAL SCHOOL INFORMATION

## School Hours and Phone Numbers:

Monday through Friday, 9:05 a.m. to 3:35 p.m.

Drop-off is from 8:30-9:00 a.m. and pick-up is at 3:30 p.m.

Main Office/Attendance: (585) 247-2144

Health Office: (585) 247-2149

## Attendance and Absences

Regular attendance is essential to your student's academic success. However, when an absence is unavoidable, **please call or email our attendance clerk, Ana Keller, before 10 a.m.** Please include the date and reason for the absence. An automated telephone message is sent to families whose students have been marked absent and whose absence has not been reported by their parent/guardian to the school.

Pursuant to [GCCDS Board Policy #7110](#), students must provide an excuse from parents/guardians within five (5) school days of an absence. If no excuse is provided within these five days, the absence will be documented as unexcused.

Whenever possible, please schedule appointments outside the school day and plan vacations to coincide with school recesses. If such accommodations are not possible, email the attendance clerk prior to any medical appointments, vacation or other planned absences. This will avoid a phone call home. Please do not send a student to school with signs and/or symptoms of illness. Your student's health is a priority. Keeping an ill child at home to recover is necessary. Immediate care to an illness prevents an extended absence from school and the spreading of the illness to others. Help us keep our school healthy!

## Arrival and Dismissal

### *Arrival*

School doors open at 8:50 a.m. Attendance is taken at 9 a.m. **Students are not to be dropped off before 8:50 a.m.** For the safety and security of your child, students will not be allowed to wait in the main foyer. The school staff is unavailable to provide supervision to students at this time due to planning times and meetings. Any child arriving after 9 a.m. will need to be signed in at the main office by a parent or guardian.

### *Late Arrivals*

Students arriving to school after 9 a.m. must be accompanied to the main foyer and signed in by an adult. The student will receive a pass to give to their homeroom teacher. This will ensure student safety and assist in providing the proper excuse for student absence. Lunch arrangements can also



be made at the time of arrival. If you plan to arrive after 9:30 a.m., please call the office to put in a hot lunch request.

### *Dismissal*

Pick up for students begins at 3:20 p.m. Anyone picking up a student must be listed on the authorized pick-up list and shall present government-issued photo identification. Parents/guardians 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 p.m.** Please park and walk up to the main entrance to pick up your student.

If you will be regularly picking your child up on a **certain day of the week**, please send a note stating the specific day you plan to pick them up. If you plan to pick your child up **every day of the week (Monday through Friday)**, you need to inform the main office in writing or email. In either case, please provide the name(s) of persons you authorize to pick up your child. This will eliminate the need for a daily note. Please remember, however, once you submit this form you will need to be at school every day by 3:20 p.m. to pick up your child. If you are not present at dismissal, your child will be put on their bus.



### *Early Dismissal*

If for any reason you need to take your child out of school early, we request a written excuse prior to dismissal if possible. If the early dismissal is unexpected, please call the office so the teacher can have the student prepared to leave upon your arrival. Please include within the note the time of pick-up, reason for dismissal and the person that will pick up your student. Written permission must be supplied to the office if the student is to be released to someone other than the parent or legal guardian. The office staff will request photo identification in the event of an early dismissal.

Parents/guardians are to report to the main office, not the classroom to sign out their student. Your student will be called down to the office when you arrive to minimize the loss of instructional time. Parents are asked to remain in the

office/front foyer. If your student becomes ill during the school day and an early sign-out is necessary, you will need to stop in the main office and your student will be called down after your

arrival. Please note: 3:00 p.m. is the latest timeframe to pick your student up early from school, with exceptions of emergencies. After that, students will be dismissed at 3:20 p.m.

### S.A.F.E. Program

The Town of Chili Recreation Department offers a before-and-after school childcare program for students at Florence Brasser and Paul Road elementary schools. The program is housed at the Chili Community Center with transportation to and from Paul Road. If you are interested in information regarding the cost and other details of this program, you can contact the department at (585) 889 - 4680.



### Transportation

All Gates Chili elementary students are transported to and from school. The Transportation Department will notify you of your child's bus assignments. Consistent **FIVE DAYS A WEEK** pick up and drop off locations within the PRS boundaries will be accommodated. Transportation to "registered daycare" within the Gates Chili School District can be arranged. Only children who are assigned to a particular bus may ride that bus. All bus riders will be dismissed to their assigned buses at the end of each school day ([GCCSD Board Policy #5720](#)). Transportation changes should be arranged directly through the Transportation Department Office at (585) 247-4774.

If there is an extraordinary circumstance and a child needs to be dropped off at an alternate location within our boundaries, we ask that a written note with an explanation from the parent be sent to school. After school social arrangements must be handled by parents

using private transportation. The Transportation Department cannot accommodate children switching buses for after school social activities. No child will be allowed to go home with a walker or with another adult without written parental permission.

The safe transportation of children is the major objective of the school bus service. At the primary level, during the first few weeks of school, you can help get your child safely to and from school by placing the provided nametag on them, reviewing your child's bus number(s) and getting to the bus stop early.

To help get all personal items to school and home safely, be sure your child has a backpack labeled with their name. On the first day of school, students will receive a bus tag filled out with their bus information. You must attach this tag to their backpack. Children may only carry items onto the bus that will fit in their laps. To prevent injuries, sharp objects and glass are prohibited.



### *Walkers and Bike Riders*

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. Additionally, there are no crossing guards available to assist students. Please keep in mind that there is no student supervision prior to 9:50 a.m.

### *Bus Expectations*

Appropriate behavior on the school bus plays an important role in maintaining Gates Chili's outstanding safety record. Riding the bus is a privilege and requires the cooperation of each child. Your child is expected to adhere to the posted rules and be courteous to all. Please review these rules with your child. You will be notified immediately if your child is involved in any action that endangers the welfare and safety of others.

### Safety Rules:

- Buckle your safety belt.
- Keep my feet out of the aisle.
- Keep my hands to myself.
- Stay in my seat.
- Use my inside voice.
- Listen to all directions from the driver.



The school bus is an extension of the school. The Code of Conduct and Character applies to the school bus. Students are expected to follow all rules and policies associated with the bus. Bus drivers, like classroom teachers, work with students to solve problems that may arise on the bus. If students do not respond to reminders or redirection, a Bus Conduct report will be filled out by the bus driver. The report will be sent to the building principal. The principal will review the report with the student and follow the procedures as stated in the Code of Conduct. A student may lose the privilege of riding the bus to school, and it then becomes the responsibility of the parent to transport the child to and from school.

# ACADEMICS

## Homework Policy

The Gates Chili School District has established a policy for homework. The basic guidelines are as follows ([Board of Education Policy #8410](#)):

Grade K – none	Grade 3 – 30 minutes
Grade 1 – 10 minutes	Grade 4 – 40 minutes
Grade 2 – 20 minutes	Grade 5 – 50 minutes

Homework in grades 1-2 may require families to work with their students on school related activities such as: reading with students, reviewing math facts, practicing spelling words, and reviewing reading word lists.

In grades 3-5, there is a transition to more independent work on the part of the student. Homework time may vary depending on the type of activity, grade level, and rate at which a student works.

Kindly note, as a general rule, homework will not be given on weekends.

In addition, all students should read or be read to nightly in order to foster adequate literacy growth and build a love of reading.



## New York State Assessments

Students in grades three through five participate in New York State Assessments each spring. Grades three and four participate in English/Language Arts (ELA) and Math. Grade 5 participates in ELA, Math and Science. **However, during the 2022-23 school year there will be NO Science assessment.** More information will be sent out to families of students in Grades 3-5 in early spring.

# Safety and Security

## Visitors

For the safety and welfare of our students, the school building is locked during the school day. All Gates Chili School District visitors are required to sign in with the main office staff using our electronic management system. Proper government-issued identification is required **each time** you visit the school and will be scanned upon your first visit.

- 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

## Code of Conduct and Character

The [Code of Conduct & Character](#) exists to promote emotional and physical wellbeing for all students. Additional information is provided in the [Dress Code](#).

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

- 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 [GCCSD BOE policy #3210](#) for more information about visiting our school

Please note that visitor policies are subject to change as articulated by the Department of Health or NYS Education Department.

## Parking

We have one parking lot at our main entrance for visitors and staff. Please **do not** park in our bus loop.



## *Violations to the Code of Conduct and Character*

### **Code of Conduct Violations**

These actions disrupt the positive and orderly school environment and include behaviors such as:

- 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

### **Significant Code of Conduct Violations**

Repeated violations will be treated as a significant violation.

**This level of misbehavior may result in a suspension from school.**

These violations include:  
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

### **Serious Code of Conduct Violations**

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.**

These violations include:

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

## *Technology and 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. **Paul Road Elementary School and Gates Chili Central School District assume no responsibility for lost or stolen devices.**

*Dignity for All Students Act (DASA)*

New York State passed the Dignity for All Students Act. This act states that: “No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property or at a school function.” Questions regarding DASA may be directed to our school DASA coordinator, assistant principal Kimberly Doty.

# HEALTH AND WELLNESS

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

**Direct line: (585) 247-2149**

## When do I keep my student home from school?

To support the health and safety of all students, we ask that you keep your student 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** in the morning prior to leaving for school.
- **Head lice, scabies, pinworm and ringworm**. Please consult a physician to begin treatment before sending your child to school.
- **Conjunctivitis (pink eye)**. Please consult a physician before sending your child 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 student is out for an extended period, please contact your child's teacher directly using their district email account.

## Student Illness at School

If a student becomes ill or is injured in school, the health office staff will notify parents/guardians. Injuries are reported to parents based on severity according to the 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 two (2) hours

## Medications

Any internal medication in the possession of a student, including over-the-counter medications, is a potential source of danger to the entire school population. In all cases where a student is observed with any type of medication in his/her possession, it is confiscated, and the parent is contacted and advised of the appropriate procedure. Whenever possible, oral medication should be administered

at home. **ALL medications (prescription and non-prescription) must be delivered to the nurse by an adult and require a doctor's note as described below.**

### **PRESCRIPTION MEDICATION requires:**

- The physician's written/fax request is required in which the frequency and dosage of the prescribed medicine is indicated (a prescription bottle label is not acceptable). A new order is required each time the medication is ordered, or the dosage is changed and for every year that the child is in school.
- The parent/guardian's written request to administer the medication as prescribed by the physician.
- Medication must be in the pharmacy-filled prescription bottle (ask your pharmacist for an extra prescription bottle for school use).

### **NON-PRESCRIPTION MEDICATION requires:**

*This includes any over-the-counter medication, i.e., Tylenol, cough syrup, Advil, medicated creams, cough drops*

- The physician's written/fax request in which the frequency and dosage of medication is indicated.
- The parent's written request to administer the medication with the dose and frequency indicated.
- Medication must be in the original unopened package.
- A fever of 100 degrees or higher. Student must be fever free (without medication) for 24 hours before returning to school.

### **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.

### **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 grades 2 and 4
- new to the Gates Chili Central 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 by New York State Law. 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 and color vision, as well as hearing
- Students in grades 1 and 3 will be screened for vision and hearing.
- Students in grade 2 will be screened for vision only.
- Students in grade 5 will be screened for far vision, hearing, and scoliosis.

## Social Emotional Learning

The Paul Road Elementary School Mental Health Team consists of a full-time school counselor, two school social workers and two school psychologists. A mental health team member will deliver targeted social emotional lessons tailored for each grade level. Topics that students will explore include: skills for learning, empathy, emotion management, upstanders and anti-bullying, problem solving, mindfulness, coping skills, growth mindset, executive functioning, personal safety, drug and alcohol prevention and career exploration. The personal safety lessons for each grade level, facilitated by the school counselor, are from the “Child Safety Matters” program. Any questions pertaining to this program can be directed to our school counselor.

## 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 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.





## Classroom Celebrations

At Paul Road, we do not support bringing in food-related items for classroom celebrations. Here are some suggestions for alternative ways to contribute to a holiday or birthday celebration in your student's classroom:

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



# COMMUNICATION

Paul Road Elementary School encourages open communication between teachers and families. We believe communication is the first step in building and maintaining positive relationships. We send out a monthly newsletter with important upcoming dates and information

All staff members maintain voicemail and email accounts for your convenience. This information can be found using the [PRS Staff Directory](#) on our website, or by calling the main office at (585) 247-2144.

One of the best places to learn more about Paul Road Elementary School is through our website, [gateschili.org/prs](http://gateschili.org/prs). This website contains information about:

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

You can also follow our school on Facebook, Instagram, and Twitter at **@PaulRoadSchool**.



It is important to find out the best way to communicate with your student's classroom teacher. Many teachers have communication systems setup, including various apps that you can have on your phone. In grades 3-5, students are provided student agendas. These agendas teach time management and support growing independence in completing homework and studying. They are also used by teachers to correspond with parents. Parents are encouraged to check student agendas nightly. All students are provided with take home folders which should also be checked nightly.

## SchoolTool Parent Portal

The Gates Chili Central School District uses SchoolTool as their student management application that maintains student information. The student and parent portal are a component of SchoolTool that allows for access to the following information:

- Contact Information
- Class schedule o Attendance record
- Grades
- Assessments

The student portal is accessible from virtually any device that can access the Internet using a modern web browser.

Parent/Guardian Access: primary contacts are automatically added to the parent portal.

Username: current email address that you have provided the district. If you do not remember or did not receive an email with your password, send a request to [support@gateschili.org](mailto:support@gateschili.org). Your request will be reviewed, and you will receive an email once your account is reactivated.

If you are not the primary contact, you will not have automatic access to the parent portal. If you would like to request access, please email [support@gateschili.org](mailto:support@gateschili.org). Please contact [support@gateschili.org](mailto:support@gateschili.org) for any questions regarding your account. To access the Parent Portal or for more information visit: [gateschili.org/ParentPortalAccess](http://gateschili.org/ParentPortalAccess).

### Emergency School Closing

Severe weather or other types of emergencies may result in the closing of school. In the event of an emergency or inclement weather, the district will provide information and updates via phone call, text message, district website and social media, as well as local television and radio stations. No private or parochial school transportation is provided when Gates Chili schools are closed.

Occasionally it may be necessary for school to close early. Therefore, parents should arrange alternative care for children when no one is home during the day. It is recommended that someone on the student's regular bus stop be chosen.

### Student Progress Reports and 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 UPK-5 are scheduled to attend a conference to receive the first report. Please know that you may contact your student's teacher to request a conference at any time during the school year.

Progress reports are posted to the [SchoolTool Parent Portal](#) throughout the year. The first progress report is posted after the completion of all parent-teacher conferences. The second progress report is posted in March. The third progress report is posted one week after classes conclude in June.

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



# FAMILY INVOLVEMENT

## 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 Elementary School a great place for kids to learn! [Learn more on their website.](#)

### *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 and staff
- A constructive line of communication between families and school
- Information to residents concerning community, school and district educational programs



### *PRSFA Meeting Schedule 2022-23*

Aug. 1 at 7 p.m.  
Sept. 12 at 7 p.m.  
Oct. 3 at 7 p.m.  
Nov. 7 at 7 p.m.  
Dec. 5 at 7 p.m.

Jan. 9 at 7 p.m.  
Feb. 6 at 7 p.m.  
March 6 at 7 p.m.  
April 10 at 7 p.m.  
May 1 at 7 p.m.

## School Improvement Team (SIT)

The School Improvement Team (SIT) is a collaborative organization of parents, guardians, teachers, school staff and administrators. The team's objective is to enrich students' educational experience at Paul Road Elementary School. Please contact principal, Andraya Cutaia if you are interested in being a part of this committee.

## Volunteer and Chaperone Opportunities

For information about volunteer opportunities please contact our PRSFA volunteer coordinators and stay updated on our special events through our social media and website.

**All** volunteers and chaperones must be approved by the GCCSD Board of Education before attending field trips or volunteering in the school community. [Online applications](#) are on the district website. **This process generally takes 30 days.** Please see your student's classroom teacher for

more information about chaperoning field trips. Chaperones must adhere the district's 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.

### Field Trips

We strive to provide field trip experiences for every student. Field trip experiences enhance students' learning. For each field trip a student takes, a permission slip must be signed and returned to school. Classroom teachers will notify parents of field trips ahead of time, including information about chaperone opportunities if applicable. Students without signed permission cannot attend field trips.



# SCHOOL NUTRITION AND THE CAFETERIA

The Paul Road School Cafeteria (*Panther Café*) offers healthy choices for student meals. The convenience of pre-paying using MySchoolBucks 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. Please make all checks payable to: Gates Chili School Nutrition.

You will find [applications for Free and Reduced priced meals](#), [breakfast and lunch menus](#), and [MySchoolBucks](#) on the [School Nutrition website](#).

## Breakfast

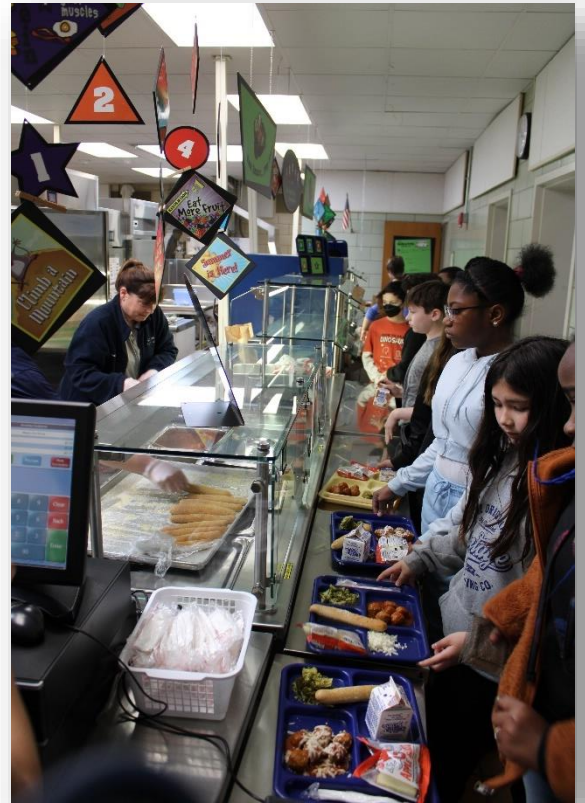
Breakfast is served daily from 8:50-9:00 a.m. Students will eat in the cafeteria and then head to their classrooms.

## Lunch Schedule

10:50-11:25	Grades 3 and 5
11:35-12:10	Grades 2 and 4
12:20-12:55	Grade 1
1:05-1:40	Grade K

## Lunchroom Visits

Parents/guardians are welcome to eat lunch with their students. Cafeteria guests must make at least 24-hour prior arrangement and then must sign in at the main office. This is in accordance with the district policy. We kindly ask that families leave five (5) minutes prior to the end of the lunchtime. This assists the cafeteria monitors as they transition students to the classroom teacher in a safe and timely manner.



## **CALENDARS AND SCHEDULES**

[Click this link](#) to access various calendars and schedules.