<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Program</td>
<td>15</td>
</tr>
<tr>
<td>Attendance Line</td>
<td>2</td>
</tr>
<tr>
<td>Behavior / Rules and Expectations</td>
<td>10, 11, 12</td>
</tr>
<tr>
<td>Birthday Celebrations</td>
<td>20</td>
</tr>
<tr>
<td>Bus Changes / Intramural bus</td>
<td>7, 8</td>
</tr>
<tr>
<td>Change of Contact Information</td>
<td>4</td>
</tr>
<tr>
<td>Counseling Informed Consent Statement</td>
<td>12</td>
</tr>
<tr>
<td>Commemoration Guidelines</td>
<td>20</td>
</tr>
<tr>
<td>Custody</td>
<td>4</td>
</tr>
<tr>
<td>Dropping off Items at School</td>
<td>8</td>
</tr>
<tr>
<td>Duplicate Mailings</td>
<td>4</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>11, 12</td>
</tr>
<tr>
<td>Emergency Illness / Medication for Students / Class Illness Alerts</td>
<td>9, 10</td>
</tr>
<tr>
<td>Faculty &amp; Staff Listing and Contact Information</td>
<td>1</td>
</tr>
<tr>
<td>Family Vacations</td>
<td>9</td>
</tr>
<tr>
<td>Field Trip Permission Slips</td>
<td>15</td>
</tr>
<tr>
<td>Fundraising During School</td>
<td>8</td>
</tr>
<tr>
<td>Home School Communication</td>
<td>2</td>
</tr>
<tr>
<td>Homework</td>
<td>15</td>
</tr>
<tr>
<td>Library</td>
<td>15</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>21</td>
</tr>
<tr>
<td>Lunch &amp; Breakfast Programs / Guidelines / Café Rules</td>
<td>16, 17, 18</td>
</tr>
<tr>
<td>Music Instrumental / Chorus / Performing Groups</td>
<td>13, 14</td>
</tr>
<tr>
<td>Parent Conferences / Curriculum Nights</td>
<td>14</td>
</tr>
<tr>
<td>Parent Portal</td>
<td>3</td>
</tr>
<tr>
<td>Parent Volunteers</td>
<td>4</td>
</tr>
<tr>
<td>Parking Lot Safety</td>
<td>5</td>
</tr>
<tr>
<td>Photos/Videos</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>13</td>
</tr>
<tr>
<td>PTA</td>
<td>21</td>
</tr>
<tr>
<td>Recess</td>
<td>18, 19</td>
</tr>
<tr>
<td>Report Cards</td>
<td>14</td>
</tr>
<tr>
<td>School Closings / Contingency Planning</td>
<td>4, 5</td>
</tr>
<tr>
<td>School Hours</td>
<td>2</td>
</tr>
<tr>
<td>Scribner Office/District Telephone Numbers</td>
<td>1</td>
</tr>
<tr>
<td>Security Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Signing In &amp; Out</td>
<td>8</td>
</tr>
<tr>
<td>Student Drop Off &amp; Pick Up</td>
<td>6</td>
</tr>
<tr>
<td>Student Absence</td>
<td>8, 9</td>
</tr>
<tr>
<td>Walkers &amp; Bikers</td>
<td>7</td>
</tr>
<tr>
<td>Web Page</td>
<td>2</td>
</tr>
</tbody>
</table>
**Classroom Teachers**

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Mrs. Nichole Heinsler</td>
<td>8415</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Mrs. Jennifer Layton</td>
<td>8408</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Mrs. Sherri Frederick</td>
<td>8413</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Mrs. Katherine Vick</td>
<td>8443</td>
</tr>
<tr>
<td>Mixed Primary, 8:1:1</td>
<td>Ms. Brittany Rae</td>
<td>8414</td>
</tr>
<tr>
<td>Special Educator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Educator, 12:1:1</td>
<td>Ms. Taylor Moore</td>
<td>2451</td>
</tr>
<tr>
<td>Grade One</td>
<td>Miss Laura Babocsi</td>
<td>8422</td>
</tr>
<tr>
<td>Grade One</td>
<td>Mrs. JoAnn Ihrig</td>
<td>8421</td>
</tr>
<tr>
<td>Grade One</td>
<td>Mr. Kevin Cetingier</td>
<td>8424</td>
</tr>
<tr>
<td>Grade One</td>
<td>Mrs. Roxanne Spogen</td>
<td>8423</td>
</tr>
<tr>
<td>Grade Two</td>
<td>Mrs. Tracy Aphorspe</td>
<td>8426</td>
</tr>
<tr>
<td>Grade Two</td>
<td>Mrs. Tricia Martinick</td>
<td>8425</td>
</tr>
<tr>
<td>Grade Two</td>
<td>Mrs. JoAnne Howard</td>
<td>8428</td>
</tr>
<tr>
<td>Grade Two</td>
<td>Mrs. Emily Marshall</td>
<td>8429</td>
</tr>
<tr>
<td>Grade Three</td>
<td>Mrs. Kristin Henderson</td>
<td>8417</td>
</tr>
<tr>
<td>Grade Three</td>
<td>Mrs. Sherriff Moon</td>
<td>8419</td>
</tr>
<tr>
<td>Grade Three</td>
<td>Mrs. Stephanie Sonner</td>
<td>8418</td>
</tr>
<tr>
<td>Grade Three</td>
<td>Mrs. Allison Stutt</td>
<td>8420</td>
</tr>
<tr>
<td>Grade Four</td>
<td>Ms. Ashley Gazzia</td>
<td>8494</td>
</tr>
<tr>
<td>Grade Four</td>
<td>Miss Hall Plummer</td>
<td>8454</td>
</tr>
<tr>
<td>Grade Four</td>
<td>Ms. Pamela Ryan</td>
<td>8493</td>
</tr>
<tr>
<td>Grade Four</td>
<td>Ms. Sara Edell</td>
<td>8453</td>
</tr>
<tr>
<td>Grade Five</td>
<td>Miss Christina Finke</td>
<td>8403</td>
</tr>
<tr>
<td>Grade Five</td>
<td>Mrs. Danielle Staversky</td>
<td>8404</td>
</tr>
<tr>
<td>Grade Five</td>
<td>Mrs. Mary McClellan</td>
<td>8402</td>
</tr>
<tr>
<td>Grade Five</td>
<td>Miss Katie Gagolev</td>
<td>8400</td>
</tr>
<tr>
<td>Grade Five, 15:1:1</td>
<td>Ms. Alyce Milella</td>
<td>8412</td>
</tr>
<tr>
<td>Special Educator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Educator</td>
<td>Mrs. Melissa Grey</td>
<td>8411</td>
</tr>
<tr>
<td>Special Educator</td>
<td>Mrs. Amy Reinhardt</td>
<td>8449</td>
</tr>
<tr>
<td>Special Educator</td>
<td>Mrs. Catherine Hancock</td>
<td>8427</td>
</tr>
<tr>
<td>Special Educator</td>
<td>Mrs. Stephanie Zamosky</td>
<td>8364</td>
</tr>
</tbody>
</table>

**Special Area Teachers**

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Mrs. Melissa Cox</td>
<td>8324</td>
</tr>
<tr>
<td>General Music</td>
<td>Mrs. Annie Nichol</td>
<td>8440</td>
</tr>
<tr>
<td>Instrumental-Band</td>
<td>Mr. Jeremy Stringer</td>
<td>8407</td>
</tr>
<tr>
<td>Instrumental-Orchstra</td>
<td>Ms. Mary Russek</td>
<td>8430</td>
</tr>
<tr>
<td>Library/Media Res.</td>
<td>Mrs. Susan Chauncey</td>
<td>6407</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Mr. Michael Fusare</td>
<td>8434</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Mrs. Kaitlyn Fiorentino</td>
<td>8432</td>
</tr>
<tr>
<td>Vocal/General Music</td>
<td>Mrs. Tanya Fletcher</td>
<td>8435</td>
</tr>
</tbody>
</table>

**Pupil Support Services/Specialists**

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESOL</td>
<td>TBD</td>
<td>8315</td>
</tr>
<tr>
<td>Nurse</td>
<td>Mrs. Kathy Harris</td>
<td>6406</td>
</tr>
<tr>
<td>Physical Therapist</td>
<td>Mr. Todd Wendt</td>
<td>8405</td>
</tr>
<tr>
<td>Prevention Specialist</td>
<td>Ms. Diane Maring</td>
<td>8544</td>
</tr>
<tr>
<td>Project Challenge</td>
<td>Mrs. Beth Catalfo</td>
<td>8431</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Mrs. Jill Kotlarchyk</td>
<td>6410</td>
</tr>
<tr>
<td>Reading Specialist</td>
<td>Mrs. Jennifer Mattes</td>
<td>8410</td>
</tr>
<tr>
<td>Reading Specialist</td>
<td>Ms. Carol Koncelik</td>
<td>8409</td>
</tr>
<tr>
<td>Reading Specialist</td>
<td>Mrs. Kim Walczyk</td>
<td>8452</td>
</tr>
<tr>
<td>School Counselor</td>
<td>Mrs. Meg Matteson</td>
<td>6405</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Ms. Colleen Near</td>
<td>6442</td>
</tr>
<tr>
<td>Speech Therapist</td>
<td>Mrs. Emily Cochran</td>
<td>8411</td>
</tr>
<tr>
<td>Speech Therapist</td>
<td>Ms. Monica Connolly</td>
<td>8444</td>
</tr>
<tr>
<td>Speech Therapist</td>
<td>Ms. Julie Flynn</td>
<td>8422</td>
</tr>
</tbody>
</table>

**Paraprofessionals**

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Suzanne Amann, Mrs. Beth Arndt, Mrs. Kathryn Blackburn, Mrs. Mary Brickla, Mrs. Jean Brown, Mr. Richard Lapp, Mrs. Mary Lou Meng, Mrs. Aimee Pfeiffer, Mrs. Michelle Richards, Mrs. Jill Sanders, Mr. Jason Wost, &amp; Mrs. Katie Willette, Mrs. Jan Lighthouse, Mrs. Lisa Scanlon, Heidi Hogle</td>
<td></td>
<td>249-6401</td>
</tr>
</tbody>
</table>

**Building Support Staff**

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaner</td>
<td>Mr. Pat Gary</td>
<td>249-6401</td>
</tr>
<tr>
<td>Food Services</td>
<td>TBD</td>
<td>249-6401</td>
</tr>
<tr>
<td>Library Clerk</td>
<td>Mrs. Lisa Silver</td>
<td>249-8439</td>
</tr>
<tr>
<td>Lunchroom Monitors</td>
<td>Mrs. Janet Goodno</td>
<td>249-6401</td>
</tr>
<tr>
<td>Recess Monitor</td>
<td>Mrs. Annette Farmer, Mrs. Kristin Jones, Mrs. Tina Wilcox, Ms. Pat Young, Mrs. Alison Petsky</td>
<td>249-6401</td>
</tr>
<tr>
<td>Security/Hall Monitor</td>
<td>Mrs. Donna Harrington</td>
<td>249-6491</td>
</tr>
</tbody>
</table>
SCHOOL HOURS

Grades K-5 ......................................................... 8:50 A.M. to 3:25 P.M.

Office Hours ................................................. 7:30 P.M. to 4:00 P.M.

Student drop off time is 8:40 A.M. Scribner faculty members are engaged in classroom preparation and meetings prior to the start of the school day and are not able to supervise children that are dropped off early. Thank you for ensuring the safety of your child and adhering to this policy.

HOME SCHOOL COMMUNICATION

Scribner Main Office: 249-6400 – prompt #1
Hours: 7:30 A.M. to 4:00 P.M. During school hours all calls for faculty members will be put through to voice mail.

Attendance Line: 249-6400 – prompt #3
Please call this line to report a student absence or tardiness. You will be prompted to leave a detailed voice message. You do not have to wait for school hours to report an illness.

School Nurse: 249-6406 - This number rings directly into the school nurse’s office. Please use our Attendance Line to report an absence.

Transportation Changes/Time Sensitive Messages: Please send a note to your child’s teacher regarding any change to her/his usual school routine. Printable “Note to School” Forms can be found on the Scribner and the PTA websites.

If you need to notify us during the school day of an unexpected change in arrangements for “drop off” or “pick up”, call the main office at 249-6403 before 2:00 P.M. Do not leave a voice mail or an email for a time sensitive message.

Email: Faculty e-mail addresses can be found on the District Web Page www.penfield.edu under Staff Directory. When dealing with time sensitive issues, please contact the office directly, teachers and staff may not be in and/or able to read the message in time to attend to your needs. Also, in the event the teacher has a substitute, they do not have access to teacher email.

Check here first for up-to-date information. Calendars, forms, policies, and other links are accessible 24-hours a day.

District Phone Number and Web Page: Main office: 249-5700, www.penfield.edu

Transportation Department: 249-5650

School to Home Communications: Infinite Campus Messenger is an email tool that simplifies school to home communications by sending messages electronically via your email address on file with Infinite Campus (our district database of student information). This is one of Scribner’s many “Go Green” initiatives. If you have not established your Parent Portal or have questions regarding the email being used for this communication tool, please contact Scribner’s main office at 249-6402 or 249-6408. If you do not have an email account on file with us, a hard copy of the communication will be sent home with your child via backpack. Please note that messages sent via the Infinite Campus Messenger (ICmessageDoNotReply@penfield.edu) are sent from a generic account and replies to that account will not go through, so please do not reply back.
**PARENT PORTAL**

This portal is a confidential communications tool providing parents secure access to data related to students that is managed within Infinite Campus. Access to contact information, attendance, immunizations, posted grade reports, bus schedules and assessment tests are available for the school year.

To create your account you will need internet access and your Campus Portal Activation Key. The Campus Portal Activation Key can only be emailed to an email listed on Infinite Campus or we can mail it to the home. Scribner office staff (249-6402 or 249-6408) can assist you to obtain your Portal Activation Key.

**SAFETY FIRST**

**SCHOOL SECURITY PROCEDURES**

The safety of our students and staff at Scribner has been, and will always remain a top priority. As our world changes, so do our responses to help ensure our facilities are secure. The entire Penfield Central School District is committed to being proactive to maintain safe situations as well as improve our response should unsafe situations arise. Listed below are procedures designed to provide a safe, secure and positive school climate and to limit class interruptions as well.

- Our Security desk in the main office is staffed by Mrs. Donna Harrington from 8:00 A.M. to 4:30 P.M. every day.
- Scribner staff members wear I.D. badges.
- Kindergartners and first grade students will follow a buddy system when walking through the halls.
- Student arrival and student dismissal will be monitored by staff members.
- All exterior doors will be locked until dismissal.
- During school hours, visitors, volunteers, etc. will sign in at our security desk (with Mrs. Harrington), state their business and obtain a visitor sticker. Visitors will be required to present a valid form of photo ID that will be electronically checked against a national sex offender database prior to obtaining a visitor sticker.
- Visits to classrooms during instruction time are not allowed unless planned for ahead of time with teachers (teacher will notify Mrs. Harrington). Uninterrupted instructional time will benefit all of our students.
- Any person in the building without a ‘visitor sticker’ will be asked or escorted to return to our security desk to obtain one.
PHOTOS/VIDEOS

Throughout the school year, photographs and/or videos may be taken of students as they are engaged in a variety of school activities for use in district publications and by area news media. If you DO NOT wish your child to be photographed and/or videotaped, you must notify the Principal in writing. In addition, if you are in the building for lunch or volunteering, taking pictures of your child and other students can be disruptive and is discouraged. Also, please remember, when you are posting pictures of school events to social media, as a courtesy, you should have parental permission from the parents of any students in the picture prior to posting.

PARENT VOLUNTEERS

- In order to volunteer at Scribner a “Volunteer Application Form” must be completed annually and kept on file at school.
- The PCSD Visitor Policy is located on the District Web Page #3210.
- Returned forms are submitted to the Principal for review and approval.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

It is imperative that we have current contact information for each Scribner Road student. Census summary sheets have been sent home. We request that all families review, update, and sign the forms whether or not there are corrections. If there are changes at any time during the year, please contact the office. You can also make changes via the Infinite Campus Parent Portal.

CUSTODY

Parents who have joint custody of their children, and/or who have special arrangements for custody, must provide legal documentation of the arrangement to the school.

DUPLICATE MAILINGS:

Per District policy #7240, the District may presume that the noncustodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent’s access to the records, it would be his/her responsibility to obtain and present to the school, a legally binding instrument that prevents the release of said information.

EMERGENCY SCHOOL CLOSING

School Messenger is our district communication system that allows the district to communicate weather-related and other emergency school closings to you and all of our community stakeholder groups simultaneously. When necessary, you will receive a recorded message to your home phone number or other number you have previously provided as your main contact number (i.e. cell phone) in Infinite Campus, as well as your email address.
Penfield Central School District will continue to also notify the news media to report information about any closings. Please listen to one of the following stations/channels to determine if school is in session:

**TELEVISION**
- WROC TV 8
- WHEC TV 10
- WOKR TV 13
- RNEWS TV 9

**FM RADIO**
- WBEE 92.5
- ZONE 94.1
- WCMF 96.5
- WXXI 1370

**AM RADIO**
- WKLX 98.9
- MIX 100.5
- WARM 101.3
- WBBF 950
- WYSL 1040
- WHAM 1180

---

**EMERGENCY CONTINGENCY PLAN**

PLAN AHEAD. There is always the possibility of an early dismissal from school due to weather, water, or heat equipment failure, or other emergency situations.

- Each family should develop a plan for what your child should do in case of an emergency early dismissal.

- In the event of an emergency dismissal, your child will be bused to his/her normal dismissal destination.

- Please practice & frequently review with your child an alternate plan to be used in the event he or she arrives home and no adult is there. Children should know and understand the plan.

---

**PARKING LOT SAFETY**

It is crucial for the safety of the children and for all adults who drive students to and from school to become familiar with the safety instructions outlined below. Please review them carefully and share this information with relatives and friends who transport your children.

1. **REMEMBER THE LAW**: No cars on any thoroughfare may pass a stopped school bus while children are being dropped off or picked up. The buses will have their flashing red lights on to remind you of this law.

2. While on school property, keep your speed to 5 mph or less in the parking lot and watch for children and adults who are walking.

3. When dropping off a student, make sure they exit the car from the passenger side. Do not have them exit from the driver side of the car due to traffic driving by.

4. Use the Scribner parking lot, located at the north end of the school to drop off and pick up students during school hours.

5. The speed limit from the corner of Atlantic/Scribner, past our school is 20 mph and will be monitored by the Sheriff's Dept. during the year.
STUDENT DROP OFF AND PICK UP

Arrival Time: 8:40 A.M.
Students who arrive on buses enter the building at 8:40 A.M. Any parents who drive their children to school should plan to drop off at this time as well. Scribner teachers are not available to supervise students prior to 8:40 A.M. because of frequent early morning meetings and preparations for the school day.

Drop off children only at our main office entrance. Students will then walk through the building to their classroom. When dropping off children, keep your car parallel to the building. Do not pull into a parking place unless you intend to leave your car and accompany your children into the building.

Dismissal/Parent Pick-Up

Dismissal Time: 3:25 P.M.

All students being picked up at dismissal must report to the cafeteria and parents must follow the dismissal procedure of car pick-up (a sign with your child’s name displayed on the dashboard and you will be asked by a staff member to sign out your child when he/she is escorted to your car). This process takes place behind our school at the cafeteria back exit door. Only pick-up prior to 3:15 pm will take place in the main office.

If you need to have your child picked up by someone other than yourself, or if your child must leave school early, a note stating who will be picking up, as well as the time for dismissal and the reason must be sent to school with your child and given to the classroom teacher on the day this will occur.

If you are planning to pick your child up, you must write a note to the classroom teacher so that your child will be sent to Parent Pick-up and not put on the bus. If your child is attending an after school club or activity, the office must receive a note each day they will be staying or one note indicating the dates they will be staying.

If you will be picking up daily, you will only need to write one note for the school year.
STUDENT WALKERS AND BIKE RIDERS

Students may walk or ride their bicycle to and from school with written parental permission. Parents must provide the school with a date specific letter of permission each day they are allowing their child to walk/bike home. A letter of permission must be provided for each child in a family.

Please consider carefully if your child is ready for the responsibility to transport him/herself to or from school. Review with your child safe walking and riding rules and your expectations for their behavior. **ALL children MUST** wear a helmet. Students should always cross at the "flashing beacon" on Scribner Road.

Student walkers and bikers will go to the bus lobby with their class at regular dismissal time. Students may ONLY exit from the front bus lobby doors. *(The exception to this is those students who are met by parents or those who walk home through Nature Land. Those students will either exit from the cafeteria or be called from the cafeteria to the hall monitor's desk when their parents have arrived.)* Both of these exits are monitored by staff.

Parents of children within the walking zone (those not eligible for busing) should send permission notes to school **only** when routine walking plans are changed.

**Very Important:**

- Students are not permitted to decide for themselves to walk home.
- Bikes must be parked and locked outside the school building in the available bike racks. They may not be ridden on school property or brought into the building.
- NYS law requires children to wear a helmet while bike riding. Remind your child to buckle their helmet.

**INTRAMURAL BUS**

Children in Grades 4 and 5 may sign up for after-school sports programs. If students are not picked up by a parent by 4:15 P.M., they will be transported home by a school bus at 4:20 P.M. Please make every effort to be prompt. Should an issue arise, please call the school in a timely manner. Students who are voluntary transfers at Scribner or Urban Suburban students, will need to be picked up after intramurals since transportation is not provided.

**BUS CHANGES**

We expect that each child will usually ride his/her own bus to and from school. If a child is going to ride home on a different bus or ride the same bus but get off at a different stop, please send a note to your child's teacher on that day. The teacher will send your note to the office. The office will issue a single day "Bus Pass". Your child will give this "Bus Pass" to the bus driver.

**Note:** Due to the Scribner buses being at full-capacity, the ability for students to ride home on a different bus for a play date is limited to one student per bus rider. In situations where students are having a play date, the best practice would be to have the students picked up at parent pick-up.
When writing bus change notes, please include your child’s full name, the date, the name & address of the child’s destination, and the bus number (if known). Your signature is required.

“Notes to School” forms can be downloaded from the Scribner website. In the event a note was not sent to school, please call the main office at 249-6403 before 1:30 P.M.

**SIGNING IN AND OUT**  
(During School Hours - After 8:50 A.M. and Before 3:25 P.M.)

- Please make every effort to have your children arrive on time.

- When arriving late (after 8:50 A.M.) **you must accompany your child into school** and sign our attendance book in the main office at the security desk.

- If your child must leave school early, a note stating the time for dismissal and the reason **must** be sent to the classroom teacher on the day of the appointment. Parents must meet students at the security desk to sign them out.

- If your child's pick up time falls during recess time, please come to the security desk in the main office to sign your child out.

**DROPPING ITEMS OFF AT SCHOOL**

During the school day, if any supplies, materials, lunches, instruments, gym clothes, birthday treats or other items for your child or for the classroom, need to be brought to school, deliver the item to the security desk labeled with the child's full name & teacher.

If the child is expecting the delivery, the teacher will send the student to the security desk at the time the item is needed i.e. lunches, instruments, PE clothing or intramural clothing. When parents drop off unexpected items, Mrs. Harrington will notify the classrooms when the parent delivers the item to her desk. Please label all items.

**FUNDRAISING DURING SCHOOL**

We ask that students not bring things to school to sell. Many organizations require that children sell items to support the organization. Please do not allow your children to bring any fundraising items to school.

**STUDENT ABSENCE**

**Attendance Line: 249-6400 – prompt #3**

Please call this line to report a student's absence. You will be prompted to leave a voice message. You do not have to wait for school hours to report an illness, absence or tardiness. Please do not email teachers with early dismissal or pick-up instructions since they may not be readily available to check their email and substitutes do not have access. Instead, please be sure to contact the main office with any dismissal or pick-up changes.

Each time a child is absent, the school must be notified. New York State requires an excuse for each absence. Please call the attendance line in advance of an absence, or the morning of the absence. Students are expected and encouraged to make up assignments that were missed during their absence. Parents may also make arrangements to have work sent home.
due to extended illness. Please contact your child’s teacher and provide as much notice as possible before coming to school to pick up assignments. The PCSD Board Policy on attendance, Policy #7110, can be located on the District website.

You will be notified in writing if your student’s attendance falls below 90%. Your child’s attendance record can be viewed through the Infinite Campus Parent Portal.

**STUDENT ABSENCES DUE TO FAMILY VACATIONS**

The nature of the curriculum and the teaching-learning process itself requires regular student attendance. Missed instruction in school cannot always be easily made up or duplicated. Days students are absent from school due to family vacation, by law, must be recorded as illegal absences. Teachers are not required to provide work/assignments.

Please consider the following when planning a vacation:

- Family vacations should be arranged to coincide with scheduled school vacations.
- The classroom teacher and the main office should be informed of a pending, extended absence as soon as possible.
- The parent should secure from the teacher an understanding of what work will be missed and the implications of missing it.
- Teachers will determine the degree and manner in which all missed work is to be completed.

**ILLNESS / INJURY**

If a parent needs to be reached during the school day due to illness or injury, it is important that we have current contact information on file. Please make sure that contact information and emergency contacts are kept up-to-date.

It is important to keep the school nurse, Mrs. Harris, informed of any medical condition such as asthma, allergies, seizures, etc. that may impact your child during the school day. Information will only be shared with staff that need to know.

**MEDICATIONS FOR STUDENTS**

If a child needs to take any type of medication during the school hours, an adult should bring the medication in the original pharmacy container to the school nurse with written parent and physician permission. *Students should not bring medication on school buses.*
CLASSROOM NOTIFICATIONS OF COMMUNICABLE ILLNESSES

Please inform the nurse if your child is diagnosed with a contagious illness such as strep throat or pink eye. To help the rest of the students remain healthy, the nurse will send an automated letter to the child's classroom or grade level as appropriate via email. This letter will serve as an alert to all parents to watch for similar symptoms and to seek medical treatment should they appear. No individuals will be named in the announcement. If you do not have an email account on file, a hard copy of the letter will be sent home with your student via backpack.

HEALTH APPRAISALS

Health appraisals (physical examinations) are required in Grades Kindergarten, 1st, 3rd and 5th. This is a change for the 2018-2019 school year. Health appraisals should be completed by a New York State physician within one year of entering that grade.

RULES AND EXPECTATIONS OF BEHAVIOR

The Scribner Road Character Education Program focuses on our motto, "Kids Who Care." It was developed in conjunction with the District Mission. The program involves instruction, recognition, communication and school/community activities centered around five pillars of character, as listed below. It also serves as the foundation of our school rules and what is expected of all students at Scribner.

Respect: Realizing that each person deserves courtesy, consideration and acceptance.
\textit{We will treat each other with respect.}

Caring: Realizing that each person deserves kindness, compassion and empathy.
\textit{We will demonstrate caring through our words and actions.}

Integrity: Realizing the importance of truth, honor and sincerity.
\textit{We will act with integrity.}

Responsibility: Realizing that we are all accountable for our actions and words.
\textit{We will accept responsibility.}

Self-Discipline: Realizing that we are responsible for controlling our words and actions.
\textit{We will exercise self-discipline.}
Dress Code

Student Dress and Appearance Shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Shorts and tops must be modest and appropriate; containing no inappropriate words or graphics.
- No bellies showing.
- Hats may not be worn during the instructional day.
- Appropriate dress for outside recess is necessary for every season. When on playground equipment, sandals without ankle straps i.e. flip flops/slides are not permitted.

Electronic Devices in School

As we become more immersed in the technology that surrounds us, demonstrating proficiency and being able to apply technology successfully in a variety of settings is becoming more important each day. More and more, new technologies are becoming accessible to children and will have significant educational impacts for the future. In some settings, cell phones and similar devices are being utilized in classrooms in various parts of the country in an instructional manner. However, these types of technology also can detract from the learning and socialization that is crucial for children in a school setting.

It is understood that children having devices such as a cell phone, etc. is a personal decision that is made by families. There are extenuating circumstances and emergencies that arise and these situations will be handled with care and on an individual basis. Please take the time to discuss the following rules with your child:

- Should a student bring a cell phone, or similar device to school, these devices must be turned off upon entering Scribner and secured in book bags for the day.
- No cell phone should be used at school without written permission from an adult in charge and only for extenuating circumstances.
- Under no circumstance should pictures be taken by children of others using cell phones, cameras or other devices.
Should a student not adhere to the rules above, the following procedures will be followed:

- The device will be confiscated by a staff member in the building.
- The student will be directed to the principal’s office.
- A phone call will be made to parents by the principal.
- The device will be returned to the student at the end of the day with the expectation it not be brought back.
- The device will be returned only to the parent of a student should a device be found a second time.

COUNSELING DEPARTMENT INFORMED CONSENT STATEMENT

When school counselors work with students in the Penfield Central School District, their work is governed by the following:

- Counselors follow the ethical guidelines of the American Counseling Association (ACA) and the American School Counselor Association (ASCA), as well as the policies of the Penfield Central School District.
- Counselors act in the best interest of the client/student according to what is considered reasonable intervention/service according to the guidelines recommended by ASCA.
- Consultation with colleagues may occur, while maintaining the confidential identity of the client/student, in order to determine the appropriate options for intervention/helpful strategies.
- Referrals for additional mental health counseling for other types of support services may be recommended or made available upon request.
- Counseling interventions will remain confidential unless the client/student is considered to be at-risk of personal injury, or for committing injury to self or others. In those instances, appropriate individuals/agencies will be notified.

CHILD ABUSE HOTLINE

The Penfield Central School District is committed to the health and safety of all students. If you suspect child abuse, please contact the New York State Office of Child and Family Services hotline at 1-800-342-3720. For additional information, visit the office website at: http://ocfs.ny.gov/main/.
PHYSICAL EDUCATION

All children in Grades K-5 attend three physical education classes per six day cycle. All students must wear sneakers to physical education class. The teacher may require a student to remove any body jewelry; however this is at the discretion of the teacher (Physical Education Department, Jewelry Policy for K-12 - Policy #7421). Students who bring a parent or doctor’s excuse saying they cannot participate in PE will also be unable to play outdoors during recess.

Intramurals - This is an after school program organized by our physical education teachers; Mr. Fusare and Mrs. Fiorentino. It is offered to both 4th and 5th grade students. Intramurals will begin immediately after school, and will end at 4:15 PM. There is bus transportation home, but if you plan to pick up your child, pick up is at 4:15 PM. Parents will need to fill out a permission slip to allow the student to participate. Students who are voluntary transfers or Urban Suburban students at Scribner will need to be picked up after intramurals since transportation is not provided.

INSTRUMENTAL MUSIC

All instrumental music students provide their own instruments, books and other necessary supplies. Lessons are delivered in small groups and meet once a week. Listed below are the opportunities available for your child at each grade level.

Grade 1: Instruction on violin and cello are given using the Suzuki approach that requires a parent to come to lessons and practice with the child.

Grade 2: Continuation of students who started in first grade. A few beginners start Suzuki at this age level if there is room in the program.

Grade 3: Continuation of Suzuki program. Also, students are able to study string instruments in the traditional method. It is not required for a parent to attend these lessons.

Grade 4, 5: At this age level, the physical development of the child is suitable for all woodwind, brass, and percussion instruments. The following wind instruments are started at this grade:
Woodwinds: Oboe, Clarinet, Bassoon, Flute, Saxophone
Brasses: French horn, Trumpet, Trombone, Baritone

There are Beginning Band, Senior Band, Beginning Orchestra, 4th Grade Orchestra and 5th Grade Orchestra groups at Scribner Road School. Membership is open to all students who take lessons on a band or orchestral instrument. Students begin participating in the appropriate performance level orchestra in grade three and band in grade four. Rehearsals are held once each week during recess.

If you have any further questions about the instrumental music program, please contact Mr. Jeremy Stringer (Woodwinds, Brasses, Percussion, and Band) or Ms. Mary Russek (Strings and Orchestra) at 249-6400.
CHORUS

Membership in the Fourth and Fifth Grade Chorus is open to all children of the specific grade levels who are willing to make the necessary commitment. Rehearsals are held during recess, one day each week. If you have any further questions regarding Chorus, please contact Mrs. Tanya Fletcher at 249-6400.

PERFORMING GROUPS

Students who participate in these ensembles are expected to exercise the responsibilities of membership by always performing their best and by attending all rehearsals and concerts. The Winter Concert and the Spring Concert will be announced at a later date. Evening concerts will be performed at Penfield High School. Concert attire for all performing groups will be white blouses and dark skirts for girls and white shirts, ties, and dark pants for boys.

REPORT CARDS

Academic report cards are issued three times a year during the year: November, March and June. The report cards are sent home in advance of Parent Teacher Conferences. Students take home the final reports in June.

Special Area report cards (Art, Music, and Physical Education) are sent home with students two times a year: January and June. If applicable, Enrichment, English for New Language Learners and RtI ELA/Math progress reports will also be sent home in January and June.

CURRICULUM NIGHTS

Curriculum Night provides an opportunity for parents to be informed about curriculum, classroom procedures and the typical school day. You will have the opportunity to meet your child's teacher in his/her classroom setting. Curriculum Nights are held in September on the following dates:

- September 11th – Grades K-2 (6:00-7:15 pm)
- September 13th – Grades 3-5 (6:00-7:15 pm)

Parent-Teacher Conferences

Sign-up sheets for your conference time will be available in classrooms at Curriculum Nights in September.

All parents are encouraged to conference with the teachers of their children at least twice a year, once in November and again in March. In the event you have concerns at other times of the year, please contact your child's teacher.
HOMEWORK

The teachers at Scribner recognize the need for and the benefits of homework. Therefore, students at Scribner will have regular homework assignments to be completed at home and returned to school. The amount of homework will depend upon the grade level and abilities of the student. Parents are encouraged to support the completion of homework. Often, expressing an interest motivates the children, as well as affording parents an opportunity to stay abreast of what the students are learning. Please contact your child's teacher with any specific homework questions or concerns.

FIELD TRIP PERMISSION SLIPS

Field trips are an integral and important part of the educational process as such trips enrich the learning process for students. In order for your child to participate, a field trip permission slip must be completed for each field trip your child attends. Students will bring these preprinted slips home in backpacks. You will be asked to complete, sign and return the bottom half of the permission slip to your child's teacher prior to your child's participation in the field trip. If you happen to misplace the preprinted permission slip, you may print a generic one from the Scribner website under the Forms tab. Fill in only the destination and date of the field trip, add your signature and return it to your child's teacher. Written permission is required for field trip attendance, please make sure to return the form.

ELEMENTARY ART PROGRAM

The elementary art program allows children to be actively engaged in the processes that constitute creation of visual arts. The children will experiment, explore, and discover the use of a variety of art materials. Students will be taught a variety of skills and techniques, thereby helping them give form and substance to their creative ideas.

Students in grades 1-5 have a 45-minute art class once each 6-day cycle, and students in Kindergarten have a 35-minute art class each 6-day cycle. It will be helpful if the children come to school properly dressed to experiment working with paints, inks, chalks, clay and other messy materials and techniques on art day.

If you have any questions about the art program, please contact Mrs. Cox.

LIBRARY

The library is open throughout the day for use by students, faculty and staff. Students in Grades K-5 will have a 40-minute library class once each 6-day cycle. During this time, students are: a) instructed in the use of libraries and their materials, b) provided the opportunity to develop an appreciation of literature and books by exposure to the various genres of literature, c) encouraged to borrow and return library materials, and d) or doing a keyboard lesson. The library has many books, which your child will find useful in writing
reports or just for pleasure/practice reading. In addition, students in grades 1-5 will have 13 weeks of keyboarding each year during their library special.

If you have any questions about the library program, please contact Mrs. Chauncey.

**SCHOOL LUNCH PROGRAM**

Many students choose to bring lunch to school; however, students also have the option of purchasing lunch at Scribner. Monthly menus are sent home and posted on the District and Scribner websites. Students can purchase a full lunch, which consists of one entrée, a choice of two sides, and milk. A julienne salad & roll, yogurt, or a peanut butter and jelly sandwich can be purchased as an alternative to the daily entrée. Students are limited to one snack per day. Milk can also be purchased separately.

**STUDENT LUNCH PRICES**

- Lunch $2.80
- Milk $.50

**ADULT LUNCH PRICES**

- $4.00

**BREAKFAST PROGRAM**

Students are able to go to the cafeteria from 8:45-9:00 each morning and for $1.50 may purchase milk, juice or fruit and a choice of cereal or bagel.

**PRE-PAYMENT FOR LUNCHES**

We subscribe to a system that allows you to pre-pay for your child’s lunches and/or snacks, as well as make any food restrictions you desire. A general account provides funds for any food purchase or you can set up separate accounts for meals and snacks. This system, called MypaymentsPlus, is available online 24-hours a day. You can register your child online and add money to their account at your convenience.

To get started, you will need your child’s nine-digit student ID number. The student ID number is located in Infinite Campus on your child’s summary page and/or you may contact the school office for assistance. This program will generate reminders when your account is running low, so you will know when you need more money. Also, you may deposit any amount at any time; it does not have to be a multiple of the meal price.

You may also pay cash or pre-pay for lunches by sending in a check to our Scribner lunchroom cashier, payable to “Penfield School Lunch”. When your account is low, a note will be sent home via your child’s backpack.

If you have any additional questions, please feel free to contact the food service office at 249-6483.

**FOOD SERVICE GUIDELINES/LUNCHROOM**

- Please send lunches in containers and packages that are easily opened by your own child. (No glass containers or bottles are permitted)
- Remind your child to wash hands after using the bathroom, blowing nose, sneezing, coughing, and playing outside and especially before handling food.
- Children may not trade or share lunch items.
CAFETERIA RULES

- No food sharing
- No saving seats
- All students who buy lunch should get their snack when they go through the line
- All students must raise their hand if they need utensils/napkins/adult support
- Students in grades K-2 will not be allowed to go back to their room to get something without a monitor escorting them
- Students must be dressed for recess when they come to the cafeteria
- Students K-5 can throw their own garbage away once they are finished
- The teachers/aides in the 8:1:1, 12:1:1 and 15:1:1 are responsible for their students

Timeout Table

In instances when a student is not behaving appropriately, they will be instructed to move with their lunch tray to a designated "Timeout Table" by lunch monitors. When this occurs, the monitor will complete a yellow cafeteria behavior report to be signed by the principal and sent home to parents. A copy will also be given to the classroom teacher. On this form, parents are asked to speak with their child regarding the inappropriate behavior and to sign and return it to the classroom teacher.

Visitors for Lunch

Parents having lunch with their child in the cafeteria is a valued Scribner tradition. However, if you plan to purchase a lunch from the school kitchen, you need to send your order to school with your child the day before or the morning of the day you plan to come in. The adult price for a school lunch is $4.00. Parents are not permitted to bring food or treats for anyone other than their own child. When you come for lunch, sign in at the security desk and then go directly to the cafeteria.

Lunch times are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>11:00-11:30 PM</td>
</tr>
<tr>
<td>Grade 1</td>
<td>11:30-12:00 PM</td>
</tr>
<tr>
<td>Grade 2</td>
<td>12:30-1:00 PM</td>
</tr>
<tr>
<td>Grade 3</td>
<td>12:00-12:30 PM</td>
</tr>
<tr>
<td>Grade 4</td>
<td>1:00-1:30 PM</td>
</tr>
<tr>
<td>Grade 5</td>
<td>1:10-1:40 PM</td>
</tr>
</tbody>
</table>
5th Grade Parents Visiting for Lunch:

- 5th grade parents are required to sign in at the Scribner security desk and walk down with the 5th grade classes to the Bay Trail cafeteria for lunch
- Parents MUST wear a Scribner visitor’s badge so that hall monitors at Bay Trail can identify you
- Following lunch, parents are to return and sign out in the main office at the Scribner security desk

Recess is reserved for students and our supervising staff only and our playgrounds are closed to the public during school hours.

Recess

Grades K-5 enjoys a 30-minute recess every day. Weather permitting, recess is held outdoors. Parents are asked to send their children to school dressed appropriately for outside play. When on playground equipment, sandals without ankle straps i.e. flip flips/slides are not permitted. In the event of snowy weather, grades K-2 are required to wear snow pants, boots, hats and gloves in order to go outside for recess Grades 3-5 do not require snow pants to go outside. Children will go outside for recess when the temperature & wind chill is over 20°.

Students who bring a parent or doctor’s excuse stating they cannot participate in PE will also be unable to play outdoors during recess.

General Rules

- Students must stay away from Nature Land (beyond the multi-purpose field)
- No parents are allowed outside at recess
- Students must wear appropriate footwear on equipment (i.e. shoes, sneakers, or boots with appropriate traction; no sandals or open toe shoes)
- Students must have 2 hands and 2 feet on all equipment; no sitting on top
- Climbing apparatus may be used from top to bottom or bottom to top, but only one person and one direction at a time
- No climbing on top of the equipment
- Foul language and rough or dangerous play is not permitted
- No contact sports
- No tag games allowed near the equipment
- No pushing or tackling allowed in any games
- No hanging from knees upside down on equipment
- No jumping from one section to another
- Face forward when climbing all ladders
- Always return equipment to the wheelbarrow
- Balls used are to be provided by school; no balls from home are permitted
- No gymnastics
• No picking each other up off the ground
• No catch football on the blacktop
• Students may only play 2-Hand Touch Football and it must be on the grass
• The teachers/teaching assistants in the 8:1:1, 12:1:1 and 15:1:1 are responsible for their students

SWINGS
• Students are not allowed to push each other on the swings
• Only one student on the swing at a time
• No jumping off the swings
• Swing on your bottom only using both hands, not on your belly
• Swing back and forth, not side to side
• Do not twist the swings

SLIDES
• Make sure the person before you is off the bottom of the slide before going down
• Never stop in the middle of the slide
• One person at a time on or in the slide or tunnel
• No wood chips or snow on the slide

COLD WEATHER RECESS
• Students need the Fab-5 to play in the snow (coats, gloves, hats, snow pants and boots)
• No throwing snowballs or climbing on snow piles
• Coat rule: students need to wear a coat or sweatshirt when it is below 40 degrees
• Shorts rule: students need to wear pants when it is below 40 degrees. If students have pants, they must put them on. If they do not have pants, students in grades K-5 will sit on the cafeteria steps.

INDOOR RECESS RULES
• Kindergarten and first grade: students stay in their own classrooms.
• Grade 2: use two classrooms and the hallway. Rooms change with the color of the day and students pick which room to be in.
• Grade 3: use four rooms for recess.
• Grade 4: students stay in their own room.
• Grade 5: use four rooms for recess. Students may go to any room they want depending on the theme of the room.
• Even if classroom teachers are in the room, recess monitors are still responsible for watching that classroom.
COMMEMORATION GUIDELINES

A school commemoration is intended to bring closure to a period of grieving and serves as a point from which to move on. Commemorations should reflect the needs of the school community while being respectful to the deceased individual and their family.

Penfield Central School District has adopted Commemoration Guidelines to assist individuals or groups in planning a memorial in recognition of a deceased student, faculty or other community member. The Commemoration Guidelines are located on the District website: www.penfield.edu.

Prior to any commemorative activities or events occurring in any of the schools, Commemoration Request Forms must be completed and submitted to the District TIG Advisory Committee for approval. This form is also available on the District website.

BIRTHDAY CELEBRATIONS/CLASSROOM FOOD CONSUMPTION

One of the most important days of the school year for a student is his/her birthday. It has been a tradition at Scribner that the birthday girl or boy brings to school a treat for the class to enjoy together as a way to celebrate their special day. We plan to continue this tradition in ways that meet the adaptive challenges of childhood obesity and food allergies.

Penfield Schools have implemented a Board of Education policy that relates to nutrition and food served during the school day. The Sensible Snack List is available on the Scribner website, under Health Office. It lists the foods that meet the Federal guidelines for minimal nutritional value.

- Birthday treats baked at home are not permitted. School policy requires for food items intended for distribution to be commercially prepared. This includes any fresh cut fruit or vegetables. These items should be purchased pre-cut from a store or be prepared in the classroom while wearing gloves & using a clean cutting surface.

- Another choice for a birthday celebration is to send in non-food treats, i.e., pencils, erasers, trinkets, etc.

- Birthday party invitations are not permitted to be distributed at school.

- Please advise your child’s teacher in advance when you plan to send in a birthday treat, for their approval.
LOST AND FOUND

Valuable and personal lost and found items are kept in the school office: wallets, purses, glasses, jewelry, etc. All other lost and found items are placed in a bin in the bus lobby. Please write your child's name on clothing and other items, such as lunch boxes and backpacks.

PTA

everychild. onevoice.

SCRIBNER ROAD PARENT TEACHER ASSOCIATION (PTA)

Welcome to the beginning of a new school year! Membership in the PTA is open to anyone who is concerned with the education, health and welfare of children and youth: parents, grandparents, caregivers, faculty, staff and community members. Membership in the Scribner Road PTA is all-inclusive and automatically gives you membership in the state and national PTA. Meetings occur once a month and are always open to our community. We hope to continue the strong bond of cooperation between parents and teachers in providing rich learning and growing experiences for our children. To do this we need your help in the projects that are planned for the year. You may indicate your willingness to help by contacting any of the Board members. We welcome your ideas and your help! Join us and make this a great year.

PTA 2017-2018 Officers

President................................................................. Jessica Salamone
President Elect.............................................................. Jessica O'Connor
Treasurer.................................................................. Sarah Wake
Secretary............................................................. Alison Cundy
Assistant Secretary ............................................... Danielle Welz

PTA Web Page

Stay up to date and in the know, visit the PTA Web Page @ http://scribnerroadpta.org/