



FAMILY HANDBOOK

Terry A. Taylor Elementary School

Mrs. Hoch, Principal

399 Ogden Parma Town Line Road Spencerport, NY 14559



SPENCERPORT CENTRAL SCHOOL DISTRICT

Taylor Elementary
399 Ogden Parma Town Line Road
Spencerport, NY 14559

DANIELLE HOCH
Principal
Phone: (585) 349-5601
Fax: (585) 349-5666

Welcome to Terry A. Taylor Elementary School!

This Family Handbook is designed to provide families with a quick reference to many of the programs, procedures, and policies at Taylor Elementary School. The staff at Taylor Elementary is committed to meeting the needs of every student and fostering their love of learning.

A wide variety of extracurricular opportunities are available to our students. Band, intramurals, safety patrol, First Lego League, and chorus are just a few examples of the opportunities offered.

The Taylor Parent Organization (TPO) is our incredibly supportive parent organization. The TPO not only supports the school with fundraisers, but the parents are active in volunteering their time and talents to help the staff in a variety of ways. Parent involvement has enhanced our students' educational experience. Please consider supporting this organization.

Our children's learning is a responsibility shared by student, staff, and parents. It is my pleasure and privilege to serve the Taylor community as principal. Please feel free to call me at 349-5601 if you have any questions, suggestions, or comments about Taylor Elementary School.

Yours in Partnership,
Mrs. Danielle Hoch

Our Mission is to educate and inspire each student to love learning, pursue excellence and use knowledge, skills and attitudes to contribute respectfully and confidently to an ever-changing global community.

2022-2023 School Hours

- Buses arrival and Student Drop off: 8:45 am – 9:00am
- Attendance and morning announcements: 9:00 am

Students who are driven to school are not allowed into the building before 8:45 a.m. unless they are attending band, chorus, or a club. Please do not make requests for students to come to school early or remain after the regular dismissal time as teachers will not be able to supervise them due to other professional responsibilities. Students will be considered tardy after 9:00 and will need to be signed in by a parent or guardian.

Afternoon dismissal begins at 3:25. Students will be considered dismissed early if they leave before 3:25. The green form designates all adults who are specifically authorized to pick up your child. We kindly ask that all calls for dismissal are made to Mrs. Watson by **1:00** to ensure a safe and organized dismissal.

If you drive your child to school, please take all precautions to ensure that they safely cross through the painted walk. The best procedure is to park in the lot and escort your child through the painted walk and to the sidewalk.

Keep in mind that our teachers are using every minute of the day to work with the students. We are striving to raise independent citizens, so we expect to have the students enter on their own, take care of their belongings, and begin their day.

Telephone Directory

Main Office349-5601/349-5609
Attendance Line.....349-5650
Attendance Clerk (Mrs. Watson)349-5609
Principal (Mrs. Hoch)349-5602
Principal's Secretary (Mrs. Cerami)349-5601
School Nurse (Mrs. Cave)349-5651
Counselor (Mrs. Messner)349-5640
Counselor (Miss Shamp)349-5601
Psychologist (Mr. Platt).....349-5654

Communication from School and District

Please remember to get the latest news around our district by signing up for *Cornerstone*, the District electronic newsletter. The bi-monthly, *Cornerstone* contains important updates from our superintendent, instruction office, district operations, board of education, and Taylor's own photos and highlights. Subscribers may opt-in or out at any time, and contact information is not released for any purpose. To receive the *Cornerstone* please visit: <http://www.spencerportschools.org/newsletter/One.aspx>

Please also look for Friday emails from Mrs. Hoch about school happenings and events. Our webpage is another great resource and regularly updated:
<http://taylor.spencerportschools.org>

Finally, follow Spencerport on Facebook, Instagram, and Twitter! This is an easy way to catch a glimpse of the daily happenings in the district and at Taylor.

Facebook: Spencerport Central School District

Instagram: Spencerport_Central_Schools

Twitter: @SpencerportCSD

Elementary Homework/Grading Practices

K-5 Homework Protocols

Rationale: The purpose of homework is to practice, reinforce, apply, and extend student learning. Spencerport Central School District recognizes the various demands students and families face and value the partnership that exists between school and home. We believe that homework should be meaningful and allow students to make authentic connections to the concepts they are learning in the classroom. It is important that families understand what their child is learning in school to enhance open lines of communication. Providing at-home independent practice of classroom concepts is one way that teachers can maintain this communication.

Types of Homework: Spencerport does not subscribe to a one size fits all approach and recognizes that homework may be presented in a variety of ways.

- **Reading:** One of the district’s main priorities is to have our elementary students read whenever possible. The benefits of reading for your child are limitless, as this practice establishes the foundation of subsequent learning. Reading helps develop a child’s vocabulary and language skills, social skills, communication skills, cultural understanding, and develops their imagination and empathy.
- **Practice:** This process involves reviewing and reinforcing skills and concepts taught in class.
- **Extension:** Once students acquire the necessary learning, it is important that they transfer their knowledge and connect it to the real world.
- **Creative:** As a school system, we want to provide students with various ways to demonstrate their understanding. This approach personalizes the learning experience for each child and allows them to exercise their critical thinking and problem-solving skills.

Academic Guidelines: The amount of time students spend on independent practice will naturally increase as they get older. Spencerport is committed to providing a personalized learning experience for each child to support their individualized academic journey.

Grade Level Range	Daily Guidelines
Kindergarten – 2 nd Grade	<ul style="list-style-type: none">● Not to exceed 30 minutes<ul style="list-style-type: none">○ Read to child or independent reading 15-20 minutes each day○ Numeracy practice to develop math fluency

	<ul style="list-style-type: none"> ○ Extension of daily lessons that allows students to personalize their learning experience
<p>3rd – 5th Grade</p> <p>(cont. 3rd – 5th Grade)</p>	<ul style="list-style-type: none"> • Not to exceed 45 minutes <ul style="list-style-type: none"> ○ 30 minutes of reading each day ○ Numeracy practice to develop math fluency ○ Writing responses assigned by classroom teacher ○ Extension of daily lessons that allows students to personalize their learning experience

Academic Breaks: Holidays and recess periods outlined by the district calendar are intended as a necessary break for students and staff. As a result, no homework should be assigned for completion during this time and no testing is permitted on the first day of return. This is invaluable time for families to spend together and students are encouraged to remain physically active and make a concerted effort to read each day.

We are occasionally asked to prepare work for students who will be missing several days or weeks of school while a family is on vacation. This is difficult to do as many factors must be considered. Teachers are not obligated to assign students work during a vacation that takes place when school is in session. If the teacher chooses to do so, he/she might provide the student with a brief list of key concepts/ skills that will be covered during the student’s absence.

Our report cards reflect the New York State standards-based grading, with students achieving a rating that is based on a 4/3/2/1 scale. Standards-based grading requires teachers to measure individual student progress toward the end of year grade level benchmarks and standards rather than comparing students to each other or to their prior performance. Elementary reports cards are created three times per year and reflect a student’s progress at that time. Parents can access report cards digitally through Infinite Campus.

Lost and Found

Unclaimed items will be placed within our Lost and Found. Throughout the school year, we make several announcements for children to stop by to check for personal belongings. Items that are unclaimed for several months will be donated to children in need.

Bringing Toys to School

Children are so excited when they receive a new toy or gadget! If your child wants to share a special item with his/her class, please let the teacher know ahead of time. Expensive and popular toys like electronic devices, fidget spinners, and slime, however, often cause distraction. Please do not allow your child to bring these items to school unless the teacher has provided approval.

Student Phone Use

If students should ever need to communicate with their families during the school day, they should be sent to the main office to use one of our school phones. While we recognize that many students carry personal cell phones to and from school, all personal electronic devices should be turned off and placed away during the instructional day. The school is not responsible for any lost or stolen devices as they are not a required part of our educational program.

Attendance

Absences from school for valid reasons are described within the New York State Education Law.

- Excused absences include sickness or other medical reasons, death in the family, religious observance, required court attendance, impassable roads, or remedial health treatment.
 - **Please keep your child home if they are ill.** After being ill, students must be fever free (without fever reducers), free of vomiting and diarrhea and/or an antibiotic for 24 hours in order to return to school. For more details on common childhood illnesses and communicable disease guidelines, please visit our website- https://www.spencerportschools.org/district/health_services/exclusion_guidelines_-_communicable_disease
- Unexcused absences include vacations, babysitting, hunting, shopping, visiting relatives, and other such absences.
- When you sign your child in late or take them home early, you must list the reason for the missed school for our records. (Please refer to Spencerport Schools Comprehensive Attendance Policy.)

Parents are expected to call for each day your child will be absent: 349-5650

- You can leave a message any time of day. If your child is marked absent and we do not receive a call from you, you will receive a phone call from our attendance clerk.
- Please be sure that we have your most up-to-date information available in the school office. If your phone number, email or address changes, please contact the school immediately with this new information so that we can call you in an emergency.

Health Services

Mrs. Kelly Cave, Taylor full time registered professional nurse
LPN , Taylor half-day licensed practical nurse

- Our health office coordinates health care, answers routine medical questions, and gives immediate first aid to staff and students. In instances where the school needs to communicate with private health care providers, the guardian will need to complete the required form from their health care provider for school officials

to be able to speak with them. Please be advised that confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting and/or how to recognize and potentially manage significant medical concerns until medical help arrives.

Other guidance on health issues:

- Frequent handwashing is the best way to avoid getting sick. We encourage students to use soap and water and/or hand sanitizer to keep away germs. Please encourage your child to develop safe hygiene habits.
- Children should not come to school when they are ill or injured.
- Children should be free of an elevated temperature for at least 24 hours before returning to school.
- When a child has been out ill or is tardy, a written excuse is required the first day he/she returns to school.
- Without a written excuse for the absence on file, the student's absence will be marked as "unexcused."

The school district has a **medication policy** to which we must strictly adhere. The major points of the policy include:

- No child is allowed to carry medication (including over-the-counter) to school; it **MUST** be brought in by a parent.
- Any medication (including over-the-counter) that needs to be administered during school hours must be in a labeled prescription bottle or original container.
- The nurse must have written permission from a doctor and parent before a medication may be given.
- A photograph of the child is affixed to all prescription bottles as an added precaution.
- The Board of Education requests that all parents work with their children to ensure that they know the name and appearance of their medicine. The Board also asks parents to make sure their children realize that if they are asked to take a medicine that is not familiar to them or a dose that is incorrect, that they should tell the adult "no" and explain to the adult that there seems to be a mistake.
- Some children are able to carry life-saving medicines on their own. All self-carried, life-saving medicines must have a duplicate supply stored in the health office.
- Each year children have state mandated screenings: vision, hearing, weight, height, and scoliosis. Parents will be notified in writing of any abnormal screening results.
- New York State Education Law also mandates complete physical exams for all students entering kindergarten, first, third, fifth, seventh, ninth, and eleventh grades, as well as new entrants to the school district. A physical exam is good for twelve months through the last day of the month in which the exam was

conducted. At this time it is also a good idea to have a complete dental exam. A complete list of required immunizations and an immunization schedule can be found on our printed district calendar. The Board of Education recommends that all examinations be done by your own physician, physician's assistant, or nurse practitioner for optimal care.

- Please contact our school nurse or counselor if you require but cannot afford health insurance and they will assist you with applying for Child Health Plus, a state medical insurance program that serves uninsured children under age 19 in families whose household income exceeds Medicaid income eligibility. Coverage includes well-child check-ups, immunizations, prescriptions, doctor's visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. The application is a simple one-page form.
- Any child with a severe or life-threatening medical condition that may require adult intervention and oversight during the school day, such as diabetes, seizure disorder, respiratory problems, or anaphylaxis secondary to food or insect allergy should have an emergency care plan in place at school. Parents should call and speak with Mrs. Cave personally if a child has a medical condition, or if there are questions concerning the above policies. Parents of students with such conditions are encouraged to attend field trips with their children if the nurse is not available to do so.

District Insurance Policy

We urge families to obtain adequate health insurance coverage for student injuries that may occur during the school day or on school grounds. Spencerport does not carry this type of insurance, or insurance covering the theft of student belongings. The replacement of lost or stolen items is the responsibility of the parent or guardian.

Early Dismissals

At the beginning of each year, parents or guardians are asked to complete a green form which designates all adults who are specifically authorized to pick up your child. We ask that when picking up your child early, you provide the office with prior notification of date, time, and reason for the early dismissal. Please try to schedule medical and dental appointments outside of school hours.

Please report to our greeter's desk and expect to be asked to show identification. Once an adult arrives, the student will be called to the greeter's desk.

End of Day Dismissal

- Parents or other individuals picking up a student should be prepared to show I.D.
- Parents must sign the dismissal log when picking up children.

Please wait patiently for your child to come to you in the cafeteria. Please help us ensure safety by exiting through the designated door once your students have arrived to

the cafeteria. If your fifth grade child has a safety patrol post, you still need to sign your child out in the cafeteria before removing your child from his/her post. If you need to speak with a staff member, please make an appointment.

Contact Information

It is important for parents/guardians to update emergency cards frequently. Please let us know if your phone numbers, email or address change. We will need a few days' notice in order to prepare records if your child is transferring to a new school or will need a change in transportation.

Suggestions for Parents Sharing Custody

Please designate who is specifically authorized to pick up your child. If a custodial document exists, be sure that we have an **updated copy** of the document on file in the Taylor office. Take care to list in writing all individuals to whom your child may be released, including both parents where applicable. **If we do not have a custody document, then we must assume that both parents can have access to the child and school events.**

Our teachers send home reminders in many ways, including emails, digital platforms such as SeeSaw, and paper documents. Sometimes parents who are sharing custody miss important information such as field trip reminders, copies of fliers, etc. If this is the case for your family, please contact the main office and classroom teacher so that we can assist.

Visitors

Parents and other visitors are required to report to the Greeter upon entering the building, where they will be asked for identification (ID) in order to sign in through the Raptor Visitor Management System. Our greeters must request ID from every (new) visitor to populate this database, so please help us to expedite this entry by always bringing a driver's license. If you are unfamiliar with the system, here is how it works.

Raptor:

- scans a visitor's identification (driver's license)
- within seconds, checks the name and date of birth for sex offenders from a national database and custom alerts entered by the school/district; and once approved,
- issues a badge sticker with the visitor's name and photo.

This system provides our school with a quick and efficient way to enhance security and confirm who is in our building. Once the system populates with your license/ID, our greeters may approve future entry to familiar or frequent visitors manually and might not need you to show your identification.

For large events/assemblies, Taylor will continue to have faculty, aides, and security

personnel on-hand to expedite safe entry and dismissal. This goal is consistent with our existing practice to get visitors into a secured area as quickly as possible, and therefore Raptor will not be used. A visitor on site for another purpose will still need to be processed through Raptor.

With the exception of planned events (concerts, assemblies, etc.), all visitations must be scheduled and communicated no less than 24 hours in advance. This will help us to ensure the safety of our students and our school by having our greeter prepared for your arrival. Anyone wishing to have lunch with a student the family member must communicate this request in writing within the same 24-hour timeframe to allow the school the opportunity to identify a location/seating where you can enjoy a visit with your family member separate from other students.

All volunteers must be certified through our volunteer office. If you haven't completed our volunteer orientation or have any questions, please contact Christina Bowerman, our Community Programs Director at 349-5681 or at cbowerman@spencerportschools.org

Volunteer opportunities are at teachers' discretion, and not every teacher has opportunities within their classrooms. Any request for volunteers will come directly from teachers and they are responsible for notifying our greeter no less than 24 hours in advance. This will allow teachers to communicate with our greeter so that the school is aware of and prepared for your arrival.

Parking lot procedures

Visitors need to park in the parking lot, not in the bus loop. The bus loop is a fire lane and must be kept clear for emergency purposes. Vehicles that have been parked in "no parking" areas could be towed at the owner's expense. Thank you for helping us provide our students and staff with these safety precautions.

Field Trips

Field trips are an important element of the curriculum, and many parents look forward to serving as chaperones. If you are chaperoning a trip, we request that no siblings accompany you to ensure full attention on our Taylor students during the experiences. All students will be expected to ride the school bus to and from a field trip. A parent who chooses to transport a child in a personal vehicle will need to sign the student out of school to indicate personal responsibility for that child's supervision. Field trip chaperones must complete the district's volunteer orientation program before serving as a chaperone. Call Mrs. Bowerman (349-5680) to make an appointment for this training.

Hardship Funds

Every year our local Ladies Auxiliary donates a small amount of money to the school which is designated as "hardship funds. Hardship funds support families who are enduring tragedies or students who are experiencing difficulty paying for entrance fees to special events. Please contact Mrs. Hoch in order to access these funds. Your information will be kept confidential. Frequently our staff also contribute monetary amounts to this fund when our families go through tough times. We appreciate the generosity of the Taylor family.

Dress Code

All students, visitors, and staff members are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting.

While wheeled sneakers are a fun toy, they are not safe to be worn at school. Students will be asked to remove these shoes if the wheels are being used either inside or outside the building. Students are not permitted to wear flip flops on the playground. Students may not wear a hat or hood inside the building.

Individuals who violate the dress code shall be required to modify their appearance by covering or removing the prohibited item and, if necessary or practical, replacing it with an acceptable item.

Code of Conduct (Excerpts)

Members of our school community will learn and exhibit the following characteristics:

Responsible Behavior

Contributing to a safe and orderly environment; contributing to a productive learning environment

Mutual Respect

Respecting themselves and others; respecting differences in others

Personal Dignity

Maintaining a healthy lifestyle; putting forth best effort in whatever one attempts

Personal Excellence

Communicating needs that relate to learning; valuing lifelong learning

The Spencerport Central School District Board of Education, faculty, staff, and parents are committed to increasing student responsibility for learning and providing a safe and orderly school environment in which to learn. Behavior conducive to a productive learning environment, without disruption or interference, is necessary for learning to take place. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal. Unless otherwise indicated, this Code of Conduct applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. The intent of the Spencerport

Code of Conduct is to promote responsible behavior which will lead to the greatest success for all learners in the school community.

Breakfast, Lunch, Treats, and Snacks

School Breakfast and Lunch

A balanced breakfast and hot lunch are available daily. Students who bring their own lunch may purchase milk or bring their own beverage. Menus can be found online each month. Lunches may be paid for in advance at www.myschoolbucks.com. Lunches are charged on an emergency basis only and must be paid for at lunch the following day. Forms are available in the office for free or reduced lunches.

Birthday celebration and Special Events

In an effort to raise healthy citizens and be responsive to the many diverse needs and restrictions of our students, we allow families to bring in **non-food items** (pencils, erasers, a classroom book, etc.). We request that you work with the classroom teacher to agree upon a way to celebrate your child's special day. We ask that you do not send invitations for private birthday parties with your child to school. Due to confidentiality, we are unable to provide the addresses and phone numbers of our students without parental consent.

Snacks

With the length of the school day and with the lunch schedule, children often need a small snack. Each teacher establishes a time when the students can have a snack based on their schedule. Students must provide their own snack and are not allowed to share with other students because of allergies and health concerns. We encourage healthy snacks such as apples, grapes, dry cereal or granola bars.

Supplies: Grade level supply lists can be found on our Taylor website at <https://taylor.spencerportschools.org/> and please direct any questions regarding supplies to your child's teacher.

PBIS Program

The Spencerport School District follows the Positive Behavioral Interventions and Supports (PBIS) philosophy. The philosophy is based on the premise that students will be successful when there are clear expectations that are regularly reinforced. Kindergarten and first grade students also benefit from the Second Step curriculum which teaches and reinforces problem-solving skills and citizenship. Our school counselor, Mrs. Messner, teaches the Second Step curriculum. At Taylor Elementary we take care of ourselves, each other, our school, and our world.

Our Partners at Taylor

The Taylor School houses several Spencerport and Monroe II BOCES programs. The offices for Spencerport's Continuing Education Program and Volunteer Program are

both located at Taylor. We also support seven elementary-aged classes for students with special needs at Taylor Elementary. These BOCES 2 classes are integrated with the Taylor Elementary School at lunch time and frequently for special programs. Thank you for welcoming these individuals to Taylor Elementary. Please see Mrs. Hoch with any questions regarding our BOCES or district partners.

Multi-Tiered Levels of Support (MTSS)

Spencerport Central School District believes in providing the highest quality of education for every student. To meet this goal, we have adopted a three-tiered approach to instruction. This process reflects a national initiative known as Multi-Tiered System of Support (MTSS), which is a general education service.

Students needing supplemental instruction/intervention will be monitored frequently to ensure they are meeting grade level expectations. Students will continue to participate in the core curriculum even if they need the support of tier two or tier three interventions.

- *Tier 1:* In tier one the teachers will use different strategies within the core curriculum to address student needs. It is estimated that 80% of all students will positively respond to Tier 1 intervention.
- *Tier 2:* Students who are not progressing at a rate that allows them to meet end of year benchmarks in tier one will be provided interventions matched to their needs. These tier two interventions take place in a small group for approximately 20 to 30 minutes, 3 to 5 days per week.
 - Interventions occur for a minimum of six weeks but may continue as needed to help students succeed in the core program. The team may make adjustments in the intervention plan based on the student's progress. The team may change the intervention or increase the frequency, time, or intensity of the intervention.
 - Additional notification to parents is required when these changes occur. It is estimated that 15% of all students need Tier 2 intervention.
- *Tier 3:* The most intense level is considered tier three. Students provided with tier three interventions are placed in smaller groups than in tier two.
 - Monitoring of student progress continues on a regular cycle.
 - Interventions will be provided by a trained intervention specialist.
 - Additional notification to parents is required when students progress to tier three. Generally, 5% of all students need tier 3 intervention to be successful.
 - If the interventions are effective, a student can move back to tier two.

Spencerport Central Schools recognizes that all students learn differently. We are committed to helping all students succeed. Parents have a right to request a referral to the Committee on Special Education at any point in time.

Related Services

Our district provides occupational therapy, physical therapy, speech therapy, and music therapy for students who have been identified through the Committee on Special Education. Related service providers also act occasionally as consultants for general education students who are referred to the MTSS team. Please contact Mr. Richard Platt, our school psychologist, for more information about related services or to learn more about the Committee on Special Education.

Physical Education (PE)

- All students are expected to wear sneakers for physical education classes.
- Jewelry, of any type, should not be worn during physical education class. This includes watches, rings, dangle earrings, necklaces, etc. Our school nurse is not allowed to remove students' earrings.

Please do not allow your child to wear expensive jewelry to school, especially on PE days.

Occasionally a parent requests that their child "sit out" of physical education due to an injury or illness. Please consult with your child's physical education teacher if you believe your child is not able to participate in PE at any time. Long-term exemptions from PE will require a medical excuse from a physician.

Student Concerts

Rehearsals and performances are the result of a collaborative effort. Unlike sports teams, musicians usually have only one opportunity to demonstrate their skills for any given program. Music students wish to attain the highest possible performance and they compete against this standard of excellence. Since concerts are a collaborative experience, all students should attend.

Clubs and Activities

Our staff enjoys offering creative outlets for students, including STEM club, filmmaking club, chorus, band, Pageturners competitions, student leaders club, and First Lego League. Many of our fifth graders also serve as safety patrol members. Generally, clubs are offered after school for students in grades three through five. Please call the school for more information, and we will put you in contact with the appropriate club advisor.

Future Ready Skills and Learning

Preparing students for future success isn't simply about developing particular skill sets or understanding specific technology. The goal is to spark early learning and inspire students while establishing the key skills that will foster their success wherever life leads. Critical thinking, creativity, collaboration, communication, and adaptability are just a few examples. Students in grades 1-5 will each have a dedicated laptop for their use throughout their day, and students in K will have one dedicated device for every two students.

School Bus Transportation

Transportation will be provided for all Spencerport students in grades kindergarten through twelfth grade. All students are assigned an AM and PM stop and, if needed, a shuttle bus. Once the route has been established by the director of transportation, bus drivers are to transport those students who are assigned to the bus.

Students are only allowed to get on or off at their assigned bus stop. School bus transportation policy is very clear concerning students requesting to ride a different bus. The only time this can be done is for emergency childcare purposes. If you are making a long-term request for an alternate bus stop, please submit your form to the transportation department. If an emergency arises and you need a change in transportation, please write a note containing this information:

- Student's full name
- The complete address to where the child will be transported.
- The dates included.

The following rules **MUST BE** obeyed by all passengers:

1. Wait 15 feet from the road edge until the driver stops.
2. Board the bus properly, stay in line, no pushing, and sit down quickly and properly.
3. Stay seated with feet out of the aisle at all times.
4. Be courteous and obey the directions of the driver.
5. Obey all safety rules.
6. Respect the rights and property of others.
7. No smoking, eating, drinking, drugs, or weapons.
8. No glass containers, pets, radios, skateboards, or scooters.

Riding the bus is a privilege, not a right, and proper behavior will guarantee this privilege. Misbehavior may result in suspension of bus privileges. Transported students are under the authority of and directly responsible to the driver of the bus. His/her requests must be obeyed.

Children should be at their stop five minutes before the bus arrives. The bus stop time indicated on the schedule is an estimate. Routes can change throughout the year.

The district will provide transportation for students to day care facilities solely on the basis of five days per week at the same location for the entire school year. An approved childcare transportation request form must be completed for each child each year. Forms can be obtained by calling the Taylor School or the Transportation Department at 349-5180.

Emergency Closing

In the case of an emergency school closing, a message will be delivered by phone. Please listen to your local TV or radio station for closing before the start of school.

Recommended stations include Channel 8, Channel 9, Channel 10, Channel 13, WHAM 1180 AM.

Recess Guidelines

- Spencerport Central School District believes that children should be given social and physical breaks during the school day, inside or outside. Outdoor recess is strongly encouraged as the weather permits.
- Students are expected to obey the posted playground rules. Ball games are not to be played on the pavement and football must be flag football only. Students are not to enter the field or swampy areas and must remain within sight of their teacher.
- When the temperature or wind chill is below 10 degrees, recess will be held indoors. Temperatures or wind chill below 15 degrees will result in a shortened recess. For temperatures below 32 degrees, students will be required to wear gloves and a hat to participate in outside recess.
- Hot weather results in precautions as well. Increased awareness among staff members and families is needed when temperatures are expected to reach 90°F or 80°F with humidity over 70%. Students must be dressed for the weather in loose, light clothing and are reminded to use sunscreen and ideally wear hats. Extreme heat (over 90 degrees F) would result in shortened recess and more frequent water breaks.