Liverpool Elementary School

“Preparing Our Students for Tomorrow…Today.”

Student and Parent Handbook
2018-2019
Dear Students and Parents,

Welcome to a brand new school year. The 2018 – 2019 year promises to be filled with opportunities for students to learn, enhance social skills, and become responsible citizens at Liverpool Elementary. The entire staff at LE is looking forward to sharing a successful year with families and community members.

This Student and Parent Handbook offers important information that is vital to a safe and successful year. Please read the handbook thoroughly and review all information with your child. If you have any questions, please do not hesitate to ask any staff member, or call me at 453-0254.

Thank you,

Darcy L. Woodcock
Principal
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Important Liverpool Elementary School Phone Numbers

Main Office: 453-0254
   *Michele LaRose (or Ms. Michele as the students call her), school secretary
Attendance: 453-1167
   *Cathi Jones, attendance aide
Nurse’s Office: 453-0220
   *Patty Lawler, school nurse
Transportation Center: 453-0287

School Hours

Our school day begins at 8:25 a.m.
   *Doors open at 8:15 for all students including those having breakfast.

Our school day ends at 2:55 p.m.
Late Arrival
If a student arrives after 8:30 a.m., a parent/guardian is required to accompany the student to the office and sign in.

Early Dismissal
Students who are to be dismissed early need a note. For safety reasons, parents are required to come into school, and report to the main office to sign the child out. Students are not allowed to leave the school early without an authorized adult to pick them up. All changes in the way a child leaves school must be in writing. No phone requests can be taken. This is to protect your child from leaving school with an unauthorized adult. Thank you for your cooperation.

Emergency School Closing
Before school begins, listen to local radio and television stations. School closings are announced early in the morning, beginning around 5:00 am. After the beginning of school, listen to local radio and television stations for updates. Several of the local stations also have the closings on their websites. In the case of emergency early dismissals, have prearranged plans as to who will care for your child.

Attendance
If a student is absent or late to school, parents should call school between 7:30 and 8:30 am to report the absence. New York State law requires the school to call your home if your child is absent. If you do not call us, we have to call you. Parents will be notified if a child has an excessive number of absences (10% or more). Students will be considered tardy if they do not arrive by the official school starting time. Following an absence, a child must bring in an excuse that is to be taken to the main office after the classroom teacher has seen it. Absences that do not have written excuses are marked as illegal absences. Appointment excuses should also be taken to the office. Your child should be signed out in the office when leaving the building. Upon immediate arrival back to LE from an appointment, your child should report to the main office before returning to the classroom.

Health Procedures
Mrs. Patty Lawler is our school nurse. If you have any questions regarding health issues, medications, accidents; please call Mrs. Lawler at 453-0220 during regular school hours.

*Medications for students in school
When it is necessary for a student to take any prescription or over-the-counter medicines during school hours, the school nurse must have:

• Written direction from the health care provider for administering the medication.
• Written requests from a parent/guardian to administer medications to his/her child. The parent must deliver the medications to school and personally pick up any unused medicine.
• Medication must be in the original container with only the exact number of doses needed in school.
• Students may NOT carry medicine to school.

*Medical Screenings
The school is responsible for medical examinations of new pupils entering school and in grades K, 2, 4, 7 and 10. The medical examination requirements may be met in one of two ways:

1. A “Health Certificate” card may be obtained from the school your child attends. You will need your family physician to examine your child and complete/sign the card, which is then returned to the school secretary.
2. If a “Health Certificate” card is not on file, the school physician will complete the examination during the school year. These requirements have been formulated for the protection of your child, as well as school personnel.

*Dental Screenings
NYS law-Chapter 281, permits schools to request a dental examination of new pupils entering school and in grades K, 2, 4, 7 and 10. Your child may have a dental check-up during the school year to access his/her fitness to attend school. Please forward the dental certificate to the school nurse.

*Scoliosis Screening
Scoliosis screening must be administered at least once each school year for all students in grades 5 through 9.

*Hearing Screening
Hearing screening must be administered to all students within six months of admission to school in grades K, 1, 3, 5, 7 and 10.

*Vision Screening
Screening and recording of several visual tests must be administered to all new entrants to school within six months of admission. Tests include a minimum of color perception, distance acuity, near vision and hyperopic. In addition, all students will be screened for distance acuity in K, 1, 2, 3, 5, 7, 10 and at any other time deemed necessary.

*Student Accidents in School
ALL accidents that occur must be reported to the health office. If minor treatment is necessary, the school nurse will provide it. If your child requires additional treatment, a parent will be called. Our school policy covers expenses incurred for only the first 24 hours after a school accident.
Parent Conferences
There are 4 district-wide scheduled parent conferences throughout the school year. On these days the students are dismissed at 11:20.

Parents can sign-up for a parent conference on curriculum night. Our teachers will contact you if you do not get a chance to sign-up. The conferences are designed to encourage communication between parents and teachers; therefore, we request that students and siblings not attend these meetings unless invited.

In addition, teachers will hold parent conferences throughout the school year when needed. If a parent wishes to conference at any time during the year, please contact your teacher to arrange a meeting.

2018-2019 Parent Conference Dates
*Friday, October 19, 2018
*Wednesday, October 31, 2018
*Thursday, December 13, 2018
*Friday, March 15, 2019

A bag lunch is available for purchase on half days and must be consumed in school prior to dismissal. Students who purchase a bag lunch on early dismissal days will be released from their classrooms at 10:45 to go to the cafeteria to eat their lunch. Then they will be dismissed at 11:20 with the rest of the students.

Report Cards
The Liverpool Central School District will use a standards-based report card for all elementary school students on a trimester basis (three times a year). Instead of a letter grade for reading or math, for example, you will see the proficiency level of specific skills that your child has mastered, is struggling with, or is working on.

Standard-based report cards will provide you with very specific information, and they will present a clear picture of not only how each child is doing, but also what the grade-level expectations are in each of the major academic areas. These report cards are an important step to ensure that all students are successful at meeting grade-level standards.

The Proficiency Levels will be as follows:

4  Exceeds Trimester Expectations
3  Meeting Trimester Expectations
2  Working Toward Trimester Expectations
1  Does not meet Trimester Expectations
The proficiency levels focus our attention on grade level learning, and they will serve to communicate to parents how their children are performing in regard to the Common Core Learning Standards. Each trimester report card will let you know whether your child is "on track" to reach a proficient level of performance by the end of the school year.

**2018-2019 Report Card Dates**

First Trimester: Friday, December 7, 2018
Second Trimester: Friday, March 15, 2019
Third Trimester: Wednesday, June 26, 2019

**Standardized Tests**

Standardized tests are administered at various times throughout the school year and provide us with valuable information about each student’s achievement level, strengths and areas of difficulty. Results are shared with parents through parent conferences and specialized reporting forms which are mailed home.

- **Grades 3–8 English Language Arts**
  Tuesday, April 2 & Wednesday, April 3

- **Grades 3–8 Mathematics**
  Tuesday, April 30 & Wednesday, May 1

- **Grade 4 Science: Performance Test**
  Wednesday, May 22

- **Grade 4 Science: Written**
  Monday, June 3

**LESPFO**

The LESPFO is LE’s parent-faculty organization. It consists of parent officers who are elected each spring and welcomes all interested parents and faculty members.

Meetings will be announced on the website and through written communication.

The purpose of the LESPFO is to enhance the education of our children by helping supplement the school with events and materials that help make LE the wonderful school it is. Each year there are various fundraisers, most of which are fun for the families of Liverpool Elementary. Our goal is to help build a community, and with your help and participation, we can succeed.
Parent Liaisons

Parent Liaisons are parents who volunteer to help pass on important information from the PFO to the parents of the class they are assigned. The type of information they would pass on includes:

- Fundraising information
- Family Event Details
- District voting or elections
- Emergency school closings

Liaisons are asked to collect phone numbers and emails of parents in your child’s class to expedite communications.

PAC

PAC stands for Program in the Arts for Children. The district-wide organization provides professional performances in the field of Fine Arts to Liverpool school children in kindergarten through sixth grade. Events sponsored by this organization have included ensemble performances by Syracuse Symphony, the Catskill Puppet Theater, and many other outstanding programs.

Each spring, PAC also sponsors Adventures In The Arts, an afternoon of music, art, and storytelling. The event is put on by the children of all of Liverpool’s elementary schools with the help of the art teachers, music teachers and school library media specialists.

The PAC Council is made up of parent representatives from each elementary school. Monthly meetings are held to coordinate the organization’s activities. PAC receives no public funding and operates with donations from parent-teacher organizations, donations from school district families, and proceeds from Adventures in the Arts.

School Pictures and Yearbook

School pictures are taken in the beginning of the school year with retakes scheduled after the original prints are distributed. Parents may purchase these pictures directly from the photographer.

Use of School Facilities

Schools are open to the community for a variety of youth and adult activities. Our school is shared with the community who supports us.

If you would like to use LE for a public function, you would complete a facilities use request form available in the main office and return it to the building principal for approval. Coordination of all activities will be the responsibility of the head custodian.
We thank you in advance for your cooperation in keeping our school secure, clean and damage free.

**Lost and Found**
Items will be placed in the storage area in the cafeteria. Students and parents are encouraged to check for missing items. Valuables are turned in to Ms. Michele, our school secretary, for safekeeping.

**Address and/or Phone Number Changes**
Please update your child’s teacher, the school nurse and the school secretary when you have changes to an address or phone number. It is essential that our files have the most up-to-date information. If your child is transferring to another school because of a move, the teacher and office staff needs to process the paperwork and send your child’s files. Please give the school at least one week to fill out the paperwork and mail out the files.

**Bicycle Safety**
It is a law that students are REQUIRED to wear a helmet if riding a bike to school. If a child does not have a helmet, he/she will not be allowed to ride the bicycle home. The parent or guardian will be notified. Upon entering school property, bike riders should walk next to their bikes for the safety of other walkers and themselves. All bicycle riders should lock their bicycles to the bike rack each day. The school is not responsible for lost or stolen property.

**Personal Safety**
Please teach your child about safety. Instruct him/her not to talk to or accept items/rides from strangers. Your child should report any incident to you or school personnel immediately (obtain license plate number when possible).

**After School Activities**
A student must have a written note from his/her parent to participate in an after school activity. Students who stay for after school activities will not return to their classroom after the event unless accompanied by an adult. For events when transportation is not provided, parents will have to make their own arrangements.

**Book Responsibilities**
Students and their parents are responsible for lost or damaged textbooks and library books loaned to them during the school year.

**Transportation**
If you have any questions concerning transportation issues, please call the Transportation Center at 453-0287.
School Lunch Program

*Breakfast
All elementary buildings in the Liverpool Central School District will participate in the Universal Breakfast Program. Breakfast is free for all kindergarten through sixth grade students. Breakfast is served every day from 8:15 – 8:30 am. No breakfast is served on days when there is a 2-hour school delay.

*Lunch
A full hot lunch menu as well as milk, ice cream and snacks are offered each day. A detailed packet of information is sent home in September. Each month’s menu can be found in the School Bell and on the LCSD website. Students can choose from buying the prepared lunch or bringing a bag lunch from home. Milk is available for purchase at lunchtime for 70¢.

Students may buy lunch for $2.50. Children from households that meet federal income guidelines may be eligible for free or reduced price meals. If you think your child is eligible, please fill out an application and submit it yearly.

Each student has or will be issued an account number, so it is easy to pre-pay through the mySchoolBucks program. Please call Roseann DeRycke, LE Kitchen Manager, at 453-0254 with any questions.

School Rules
School rules are designed to provide a safe and orderly learning environment for all. All rules will be carefully explained by teachers and staff members. Respect is maintained by recognizing and praising good behavior, and taking corrective action when a student is having difficulty. When a discipline problem exists, every effort is made to communicate fully with the parents so we can resolve the problem together.

Student Code
As a responsible member of the Liverpool Elementary community, we will….

• Treat others, ourselves, and all property with respect.
• Work cooperatively with others as we respect our differences.
• Come prepared each day to do our best with a positive attitude, homework completed, and our learning tools in our backpacks.
• Make decisions that are safe at the bus stop, on our way to school, in the cafeteria, on the playground, and throughout the school day.
Bully-Free Zone
There is no tolerance for bullying including cyberbullying.

Bullying includes:
- Physical Aggression
- Verbal Aggression
- Intimidation
- Social Alienation
- Threats made on voicemail, email, or on personal web pages.

Telephones/Cell Phones/Electronics
Children will be allowed to use building telephones to call home for emergency reasons only, not for forgotten items or making social arrangements. Messages for students may be taken by the office staff when there is an emergency, or when it is essential for a student to receive information. Students cannot be called to the phone.

Though cell phones are allowed for students (whose parents agree), they are to be kept off and in the child’s backpack during the school day. The phone may not be used on the school bus. Liverpool Central School District and Liverpool Elementary are not responsible for any lost, damaged, or stolen phones.

Students should not have electronic games, MP3 players, IPods, IPads, laptops, etc. If a student has an electronic game or device in hand, it will be taken away and returned only to a parent/guardian. Liverpool Central School District and Liverpool Elementary are not responsible for any lost, damaged, or stolen items.

District Dress Code
Students, teachers, and visitors must dress appropriately for all district programs and activities. The district does not allow revealing garments. Clothing and appearance should not disrupt the educational process, or promote hatred, violence, alcohol, or tobacco use. All clothing must be safe in consideration of the environment, including shoes. Underwear is to be completely covered. No hats (unless for religious and/or medical reasons), head coverings, or heavy outerwear may be worn in school. Flip-flops pose a health and safety risk and may not be worn. If a student violates the dress code, he/she will be asked to change and parents will be notified.

Playground Rules
1. Be respectful and act safely at all times on the playground.
2. Go down the slides feet first. No climbing up the slides.
3. Sticks, mulch and stones are not to be picked up or thrown.
4. Pushing, tugging, tackling and other contact are unacceptable.
5. Always wear sneakers on the playground.

**Cafeteria Rules**

1. Act safely, walking at all times.
2. Act responsibly by keeping feet, hands and objects to yourself.
3. Be considerate of others by talking quietly at your own table.
4. Be helpful by picking up your eating area and under the table before dismissal.
5. Raise your hand and ask for permission before leaving the table.

**Bus Procedures and Rules**

All students have the option, with Universal Busing, in Liverpool Central School District, to ride a bus to and from school. Parents/guardians must notify the school, in writing, if they choose to have their children walk to and from school for the year.

When a student rides the bus to school, it is expected that he or she will do that everyday. If a student will not be riding the bus home on a given day, please send in a note to school.

- Students should be at the bus stop at least 5 minutes prior to the scheduled pick-up time.
- Always stay in seats with feet on floor.
- Follow all directions of the bus driver.
- Eating and drinking are not permitted.
- Students may only ride their assigned bus.
- Keep all body parts and objects inside the bus.
- Keep hands, feet, objects and negative comments to yourself.
- Be respectful. Bullying, swearing and aggressive behavior are unacceptable.
- Keep all potentially harmful objects off the bus such as glass containers, electrical devices, weapons, animals, scooters and skateboards.

**Liverpool Central School District**

**Code of Conduct**

**Plain Language Summary**

The Liverpool Central School District (the “District”) and its Board of Education (the “Board”) are committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, school personnel, parents, and other visitors is essential to achieving this goal.
Accordingly, the Liverpool Central School District has developed, and its Board of Education has adopted a *Code of Conduct for the Maintenance of Public Order on School Property and at School Functions* (the “Code of Conduct”) which governs the conduct of students, all school personnel, parents and other visitors when on school property or attending any school functions.

The following is a plain language summary of the District Code of Conduct. This summary is to be used as a guide of the basic parameters of the District Code of Conduct. The complete Code of Conduct may be accessed on the District’s website ([www.liverpool.k12.ny.us](http://www.liverpool.k12.ny.us)), or by visiting the main office of any District school. Should there be a conflict between this plain language summary and the Code of Conduct, the provisions of the District Code of Conduct shall always prevail.

**STUDENT RIGHTS**

All District students have the right to:

1. The guidance of understanding teachers, counselors, and other District staff.
2. An education that offers students the opportunity for inquiry and development of their potential.
3. Constructive discipline for the development of good character, conduct and habits.
4. Security while on District property and at District functions.
5. An educational climate where the well being of students is of primary concern.
6. An educational staff that provides a positive role model for student development.
7. Guidance in choosing a career or college.
8. The opportunity to develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous or insubordinate.
9. Health and psychological services to assist in physical, mental and social development.
10. Appropriate education and/or remediation to serve special needs.
11. Consideration as an individual within the educational environment.
12. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

**STUDENT RESPONSIBILITIES**

All District students are accountable for their own behavior on District property and at District functions. Students have the responsibility to:

1. Be safe, and not disrupt or interfere with the educational process. Comply with the provisions of this Code while on District property and at District functions.
2. Comply with all requirements of the District’s comprehensive student attendance policy
3. Be honest with themselves and others.
4. Show respect for themselves and others.
5. Set a positive example for others.
6. Perform all assignments to the best of their ability.
7. Obey all school rules and regulations.
8. Respect public, private and school property.
9. Attend school regularly and punctually.
10. Develop appropriate behavior standards and have the courage to live by them.
11. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
12. Take advantage of educational opportunities available at school.
13. Learn and practice civic responsibility.

STUDENT DRESS CODE

All students are expected to be appropriately groomed and dressed while on District property and at District functions. Each building principal shall inform all students and their parents of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year. The appropriateness of an individual’s dress will depend, to some degree, on the circumstances and setting.

NEW YORK STATE DIGNITY FOR ALL STUDENTS ACT (DASA)

All children have the right to attend school in a safe, welcoming, and caring environment. The New York State Dignity for All Students Act (DASA) specifically ensures that no student shall be subject to harassment or bullying by employees or students on school property or at a school function, nor shall any student be subjected to discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

In addition to acts that might occur on school property and/or at a school function, DASA further prohibits an action or statement that occurs off school property which creates a risk of substantial disruption in the school environment (or could foreseeably create such a risk), and is foreseeable that the conduct, threats, intimidation, or abuse might negatively affect and/or impact a student in a school setting.

PROHIBITED STUDENT CONDUCT
All students are expected to conduct themselves in an appropriate and civil manner and with the proper respect for the rights and welfare of other students, district personnel, members of the school community, and for the District’s facilities and equipment. Students who do not accept responsibility for their own behavior and who violate these rules will be held accountable to the Code of Conduct and, if applicable, to local law enforcement agencies.

**STUDENT SEARCHES AND INTERROGATIONS**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell the students why they are being questioned. In addition, the Board authorizes the superintendent, building principals, administrators, the school nurse and District security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

**DISCIPLINARY MEASURES AND PROCEDURES**

The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline of the student. The following will be considered when determining the appropriate disciplinary action:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problematic behavior. The Board also recognizes that certain procedural protections apply to students with disabilities whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for
suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

RANGE OF CONSEQUENCES AND PENALTIES

Penalties for violations of the Code will vary based on the factors specific to the infraction committed, such as severity, past history, age, intent and legal implications. The Liverpool Central School District divides the range of consequences for misconduct into three (3) levels of increasing seriousness, with more stringent disciplinary measures provided for each level of misconduct.

PROHIBITION OF CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden. The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's Regulations.

VISITORS TO SCHOOLS

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, certain limits must be set for such visits, including providing photo identification prior to being granted entry to the building. The building principal or his or her designee is responsible for all persons in the building and on the grounds.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code of Conduct, "public" shall mean all persons when on school property or attending a school function including students, teachers and District personnel. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner as outlined in the Code of Conduct.

Code of Conduct First Adopted: July 10, 2007

Revision Adopted: February 9, 2015