Dear Students and Parents,

Welcome to a brand new school year! The 2017 – 2018 year promises to be filled with opportunities for students to learn, enhance social skills, and become responsible citizens at Chestnut Hill Elementary. The entire staff at CHE is looking forward to sharing a successful year with families and community members. We encourage you to partner with us in the important work of educating your child/children. With your support, we can all enjoy a nurturing and challenging learning environment.

This Student and Parent Handbook offers important information that is vital to a safe and successful year. Please review this handbook, and complete the Parent Handbook Form indicating that you have read and discussed this information with your child/children. If you have any questions, please do not hesitate to ask any staff member, or call me at 453-0242.

Please click here to complete the Parent Handbook Form.

Thank you,

Todd Bourcy
Principal
**School Mailing Address**

Chestnut Hill Elementary (At WRE)  
4246 Wetzel Road  
Liverpool, NY 13090

CHE Phone: (315) 453-0242  
CHE Fax: (315) 453-0283  
*Cathie Cain, School Secretary*  
Attendance: (315) 453-1193  
*Patti Murphy*  
Nurse’s Office: (315) 453-1195  
*Theresa Benson, School Nurse*

Transportation Center: (315) 453-0287

**School Hours**

8:15 – 8:45  
- Our school day begins at 8:15 and students should be at their desks and ready to learn.  
- Doors open at 8:05 for students participating in the breakfast program.  
- Students not eating breakfast will enter the building at 8:15.

Our school day ends at 2:45 p.m. We will begin dismissing Walkers (or Parent Pick-Ups) @ 2:45, with busser being dismissed approximately 5 minutes later.
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. Phone requests cannot 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 the 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. When bringing your child to school after 8:30 am, parents are required to bring their child to the main office to sign in.

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 CHE from an appointment, your child should report to the main office before returning to the classroom.
CHILD CUSTODY
In most cases, when parents are separated or divorced, both mother and father continue to have equal rights where their children are concerned.

✓ If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office.
✓ Unless your court order is on file with us, we must provide equal rights to both parents.
✓ Any request for the school newsletter or copies of report cards from a non-resident parent needs to be made in writing every year.

Health Procedures
Mrs. Theresa Benson is our school nurse. If you have any questions regarding health issues, medications, or accidents, please call Mrs. Benson at 453-1195 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 Mrs. Cain and/or Mrs. Benson.

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.

**Parent Conferences/Professional Development**

There are 4 district-wide scheduled parent conferences and 4 Professional Development days throughout the school year. On these days the students are dismissed at 11:15.

Parents can sign-up for a parent conference on curriculum night. Your child’s teacher 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 have a conference at any time during the year, please contact your child’s teacher to arrange a meeting.

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 10:30 to go to the cafeteria to eat their lunch. Then they will be dismissed at 11:15 with the rest of the students.

**PARENT CONFERENCE DAYS/PROFESSIONAL DEVELOPMENT DAYS**

**Students Dismissed at 11:15 A.M On Conference and Professional Days**

<table>
<thead>
<tr>
<th>Conference Dates</th>
<th>Professional Development</th>
<th>Report Cards</th>
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</thead>
<tbody>
<tr>
<td>October 31(^{st})</td>
<td>October 6(^{th})</td>
<td>December 1(^{st})</td>
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<tr>
<td>November 16(^{th})</td>
<td>December 8(^{th})</td>
<td>March 9(^{th})</td>
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<tr>
<td>December 14(^{th})</td>
<td>January 26(^{th})</td>
<td>June 22(^{nd})</td>
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<tr>
<td>March 22(^{nd})</td>
<td>May 11(^{th})</td>
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**Report Cards**

The Liverpool Central School District uses 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.

PTO

CHE PTO OFFICERS
2017 – 2018

President:  Kara Brooker
Vice Presidents:  Melissa Jondle & Lisa DiDomenico
Treasurers:  Brenda Pendergast & Shannon Fuller
Secretary:  Melissa Janz

Our PTO is CHE’s parent–teacher organization. It includes parent officers who are elected each spring and they welcome all interested parents and faculty members to share ideas and contribute to making CHE the best it can be!
Monthly meetings will begin at 6:30pm at WRE. The schedule for this year is below.

<table>
<thead>
<tr>
<th>‘17 – ‘18 Meetings: 6:30 @ WRE</th>
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<tbody>
<tr>
<td>9.5.17 10.3.17 11.14.17 12.5.17 1.9.18</td>
</tr>
<tr>
<td>2.6.18  3.6.18  4.3.18  5.1.18  6.5.18</td>
</tr>
</tbody>
</table>

The purpose of our PTO is to enhance the education of our children by helping supplement the school with events and materials that help make CHE the wonderful school it is. Each year there are various fundraisers, most of which are fun for the families of Chestnut Hill Elementary. Our goal is to help build a strong community, and with your help and participation, we can succeed. Please consider joining! 😊

**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 six 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 children of Liverpool’s elementary schools, with the help of the Art teachers, Music teachers and School Library Media Specialists, put on this event.

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 CHE for a public function, you would complete a facilities use request form available in the main office (or on the LCSD website) and return it to the custodian or 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 a storage area by Mrs. Benson’s office. Students and parents are encouraged to check for missing items. Valuables are turned in to Mrs. Cain, our school secretary, for safekeeping.

Address and/or Phone Number Changes
Please update your child’s teacher, the school nurse and our 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.

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 8:05 – 8:25 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 $2.45. 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 Nutri-kids program. Please call Liz Corrigan, CHE Kitchen Manager, at 453-0242 with any questions.
School Rules
School rules are designed to provide a safe and orderly learning environment for all. Teachers and staff members will carefully explain all rules. 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 Chestnut Hill 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 cyber-bullying. Bullying includes the continuation of:
- 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 turned in to the child’s teacher during the school day. The phone may not be used on the school bus. Liverpool Central School District and Chestnut Hill 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 Chestnut Hill 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. 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 every day. 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**

**Summary of Code of Conduct**

The following is a summary of the Code of Conduct (the “Code”) adopted by the Board of Education (the “Board”) of the Liverpool Central School District (the “District”). The Code contains rules for the conduct of students, parents, employees, and other visitors on District property and at District functions. It also sets forth the penalties for unacceptable conduct. The Code applies to all activities in the school setting, and it is not restricted to classroom conduct.

Generally, the District expects students to come to school prepared to learn, and to conduct themselves in a safe and respectful manner while at school; parents to cooperate with school authorities in
the education of their children and to communicate with appropriate school personnel regarding questions or concerns; teachers to be prepared to teach and to strive for an atmosphere of mutual respect in the classroom; and administrators to promote a safe, healthy, and stimulating academic environment that is conducive to learning and student success.

**Student Rights and Responsibilities**

Students have the right to an education that offers them the opportunity to develop to their fullest potential. Students also have the right to security while on District property and at District functions, guidance from District staff, participation in extracurricular activities, special needs education and health services. In general, students must comply with the provisions of the Code while on District property and at District functions. This includes attending school every day, performing all assignments to the best of their ability, respecting the property of others, and setting a positive example for others.

**Visitors**

The Code also applies to visitors, who are subject to the authority of the building principal while on District premises or at District functions. All visitors must use the main entrance to the building and report to the principal’s office upon arrival to sign the visitor’s log. Visitors will receive an identification badge and must wear it at all times while on District premises.

**Dress Code**

Students, teachers, and visitors must dress appropriately for all District programs and activities. Clothing and appearance should not disrupt the educational process, nor promote hatred, violence, alcohol or tobacco use, or illegal activity. All clothing must be safe in consideration of the environment, including shoes. Underwear is to be completely covered by outer clothing. No hats or head coverings, coats, or other heavy outerwear may be worn in school. The district does not
allow overly revealing garments or any jewelry or other apparel that could be used to harm students. School officials will monitor student appearance, and intervene when there is a violation of the Dress Code.

**Conduct on School Buses**

The code also governs the conduct of both private and public school students on school buses. Generally, standards of conduct that apply in the classroom also apply to conduct on buses. All passengers are to obey the driver’s instructions. The Code prohibits certain objects from being brought onto the bus, including glass objects, operating electrical devices, weapons, animals, large musical instruments, skates, scooters and skateboards. Students should be on time for their pick up. Students may only ride their assigned bus, and must obtain a late pass to ride the late bus. The District may suspend a student’s right to ride the bus for any conduct that distracts the driver.

**Violations**

The Code contains a list of prohibited conduct, which is not meant to be exhaustive. Any conduct that violates the Code, a federal or New York State statute, or any established practice of the District may be the basis for discipline.

**Discipline**

Students, employees and visitors who violate the Code will be subject to disciplinary action. District officials may use a range of responses to student misconduct. Before disciplining a student, District officials may issue a warning, conduct a parent conference, enter into a student behavior contract, or provide counseling or mediation. Disciplinary actions may include a school or activity suspension, a Superintendent’s hearing, personal liability and police notification. Any person other than a student found in violation of the Code will be subject to appropriate criminal and/or civil charges.
Due Process

Before the District imposes discipline, students are entitled to due process. In every case, the District must inform the student of the misconduct and investigate the facts surrounding the misconduct. The District must allow all students to present their version of the facts. Beyond this, the level of due process ranges from parent notification and informal conferences to a formal hearing pursuant to Education Law § 3214. The Code also contains detailed procedures for dealing with misconduct by special education and disabled students.

Teacher Removal of Disruptive Students

The Code authorizes classroom teachers to remove disruptive students from their classrooms when classroom management techniques are ineffective. However, no teacher may remove a student with a disability from a class until the teacher has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student’s rights under state or local law. The Code spells out the procedures that must be followed when a teacher removes a student from the classroom, including notice to the student and the opportunity for parents to meet with the principal.

Referrals

The principal must notify the Superintendent of Schools of any Code violations that constitute a crime and substantially affect the security of the school. The Superintendent, in turn, will notify local law enforcement.

In an attempt to identify possible discipline problems before they occur, teachers may refer students to their school counselor, who in turn, may involve other specialists to intervene in preventing discipline situations from materializing or expanding. Parents may also initiate such referrals. The Code also contains details of alternative education programs designed to meet students’ individual needs, including the
Extended School Day program and the Drop-Out Prevention Alternative Program.

**Conclusion**

The Code details the specific responsibilities of students, parents, teachers, guidance counselors, administrators and the Board of Education regarding the education of District pupils. Any person wishing to review the Code may also do so at any school building, by contacting the District Clerk’s office, or by visiting [http://www.liverpool.k12.ny.us](http://www.liverpool.k12.ny.us) and clicking on the “Code of Conduct” tab.

Please click here to complete the Parent Handbook Form.