

Liverpool Elementary School



Family Handbook **2022-2023**

Welcome to Liverpool Elementary!



910 Second Street
Liverpool, NY 13088

(315) 453-0254

Website: <https://www.liverpool.k12.ny.us/schools/le>

Jessica Ancona, Principal
jancona@liverpool.k12.ny.us

School Hours: 8:30 - 3:00 pm

Our Mission

At Liverpool Elementary, we build positive relationships and provide a safe environment where all students can learn, grow, and be successful - every day.

Connect with Us

Facebook: @LEWarriors
Instagram: @liverpool_elementary
Twitter: @JAnconaLE, Our Building Principal

Important Phone Numbers

Attendance: 453-1167
Health Office: 453-0220
Transportation Center: 453-0287

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Arrival & Dismissal

Doors open at 8:30 for all students, including those having breakfast. Students arriving after 8:40 are considered late and a parent/guardian must enter the building to sign the child in.

For families transporting students, students may not be dropped off before 8:30 a.m as we do not have adult supervision. If arriving before that time, students are to remain in the vehicle until the start of our drop-off process.

Dismissal begins at 2:55 pm for walkers, car riders, and students attending BASCOL. Bus riders will be dismissed at 3:00 pm.

For families picking up their child(ren), students will only be released to adults on the authorized pick-up list. Be prepared to show a photo ID on the first pick up. If you are picking up your child by vehicle, please enter the line in our front circle. All routine vehicle pick-ups require a Liverpool Elementary Car Tag which can be requested through our main office.

All dismissal changes require a note to the main office. If a child does not have a note that he/she will be picked up, the student will be dismissed as a bus rider.

For students who will walk or ride their bike home, a note is also required to the main office indicating permission for your child to do so and on which days.

Early Dismissal

Students, who are to be dismissed early, need a note indicating the time of pick-up. For safety reasons, parents or guardians are required to come into school, and report to the main office to sign the child out. Early dismissal students are called to the office when the authorized adult arrives.

Emergency School Closing

School closings or delays are announced early in the morning and are posted on our District website, ParentSquare and local television stations. In the case of emergency early dismissals, have prearranged plans as to who will care for your child. The District will also send communications for any emergency early dismissals.

Attendance

There is a high correlation between frequent attendance and student success. It is expected that students attend school each day, unless they are ill or due to other legal absences which include religious observance, medical reasons, or a death in the family. All other absences are considered illegal or unexcused.

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 a call is not received, a parent or guardian will be contacted via the ParentSquare attendance system and asked to contact the school to confirm the absence. On returning to school, the student must bring a written excuse signed by a parent or guardian. The note should state the date and reason for absence. Absences that do not have written excuses are marked as illegal absences. Parents will be notified if a child has an excessive number of absences (10% or more).

Health Procedures

Mrs. Kim Saffioti is our school nurse. If you have any questions regarding health issues, medications, accidents, please call Mrs. Saffioti 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, 1, 3, 5, 7, 9 and 11.

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,1,3,5,7,9, and 11. Your child may have a dental check-up during the school year to assess 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 *boys in grade 9* and *girls in grades 5 & 7*.

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, 3, 5, 7, and 11 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/guardian will be called. Our school policy covers expenses incurred for only the first 24 hours after a school accident.

Parent Conferences

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.

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 child's teacher to arrange a meeting.

2022-23 Parent Conference Dates (11:30 Dismissal for Students)

- Thursday, October 27, 2022
- Monday, October 31, 2022
- Thursday, December 8, 2022
- Thursday, February 2, 2023

During the 2022-23 school year, a **free** bagged lunch is available, for those requesting, on half days and must be consumed in school prior to dismissal. Students receiving a bag lunch on early dismissal days will be released from their classrooms to go to the cafeteria to eat their lunch.

Report Cards

The Liverpool Central School District will use a **standards-based report card for all K-5 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.

The **Proficiency Levels** will be as follows:

- | | |
|---|---------------------------------------|
| 3 | Meeting Trimester Expectations |
| 2 | Working Toward Trimester Expectations |
| 1 | Does not meet Trimester Expectations |

2022-23 Report Card Dates

First Trimester	Friday, December 2, 2022
Second Trimester	Friday, March 10, 2023
Third Trimester	Friday, June 23, 2023

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. Tests will be administered within the following timeframes:

Grades 3–8 English Language Arts

Wednesday, April 19-Wednesday, April 26, 2023

Grades 3–8 Mathematics

Tuesday May 2-Tuesday, May 9, 2023

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. The LESPFO is a vital part of the LE School Community by enhancing our children's overall school experience. Every year the PFO funds field trips and bus expenses, author visits, school plays, school assemblies, additional classroom supplies, and more. These experiences are made possible through annual fundraisers and family events.

Meetings are typically held on the second Tuesday of each month at 6 pm and will be announced in our monthly newsletters.

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, complete a facilities use request form which is accessible from our District website:

<https://www.liverpool.k12.ny.us/departments/operations-maintenance/district-buildings-athletic-facilities-use>.

Address and/or Phone Number Changes

Please contact our Main Office 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 office staff will process the paperwork and send your child's 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 are to 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.

Book Responsibilities

Students and their parents/guardians 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

During the 2022-2023 school year, breakfast and lunch is free for all Liverpool Elementary students, regardless of income status. Breakfast is served every day from 8:30 – 8:45 am. Breakfast is not served on days when there is a 2-hour school delay.

Any student who purchases a la carte items or additional entrees after receiving their free meal will be expected to pay for those items.

Families are asked to complete a Household Income Eligibility Form even though lunch is free for the 2022-23 school year.

Lost and Found

Articles found in and around school should be turned into the office. These items will be placed in our Lost and Found. Please mark all clothing with your child's name. Many lost items are never claimed by their owners. All unclaimed articles will be donated to a charitable organization at the end of the school year.

Birthday Parties







Every child's birthday is special and will be celebrated. At Liverpool Elementary, we support the District's mission of healthy, nutritious meals and to promote this mission, we celebrate birthdays without food.

Invitations for birthday or private parties are not the responsibility of classroom teachers or staff to distribute.

Student Behavior

School expectations are designed to provide a safe and orderly learning environment for all. Our school expectations, known as The Warrior Way, (Be Respectful, Responsible, and Safe) will be taught by teachers and staff members across all settings. Students are recognized and praised for good behavior. Corrective action is taken when a student is having difficulty demonstrating school expectations. When a discipline problem exists, every effort is made to communicate fully with the parents so we can resolve the problem together.

Liverpool Elementary Warrior Way Expectations

Warrior Expectations 	Bus 	Hallway 	Cafeteria 	Recess 	Learning Spaces 	Special Events 	Restrooms 
Be Safe	Walk to the bus Keep hands, feet, & objects to self Stay seated Keep aisle clear Face forward	Walk Keep hands, feet, & objects to self Accept my place in line	Walk Keep hands, feet, & objects to self Eat your own food Calm body Stay in own personal space and seat Sit until dismissed	Stay within boundaries Keep hands, feet, & objects to self Tell an adult if you see an unsafe choice Use equipment properly	Walk Sit correctly Keep hands, feet, & objects to self Stay in own personal space Use materials/technology properly Stay in the classroom unless you have permission to leave	Stay in own personal space Use self-control Keep hands, feet, & objects to self	Return to class quickly See something, say something Keep hands, feet, & objects to self Wash hands
Be Respectful	Follow directions Listen to the bus driver Use kind words Level 2 voice	Stay in line Hats and hoods off in the building Level 0 voice during learning times	Follow directions Raise your hand for help Include everyone Level 2 voice while eating Level 1 voice while in line Use kind words	Follow Directions Use kind words Include everyone Level 3 voice Enter the building promptly, calmly, and quietly	Follow directions Listen carefully Be mindful of others' space, property and right to learn Use appropriate voice level for activity	Follow directions Listen carefully Eyes on the speaker Be open to new ideas Be mindful of others' space, property and right to participate Use appropriate voice level for activity	Give privacy Keep bathroom clean Use kind words
Be Responsible	Be a problem solver Be a role model Own your words and actions Be truthful	Go directly to where you need to be Keep belongings in lockers	Be a problem solver Clean up your own space	Gather all equipment and personal belongings Dress appropriately for activity and weather Follow game rules	Be prepared Complete work to the best of your ability Take care of classroom supplies & furniture Work cooperatively	Be patient Be a role model	Flush, Wash, & Clean up after yourself

Telephones/Cell Phones/Electronics/Personal Items

Building telephones cannot be used by students to call home for forgotten items or making social arrangements.

To prevent disruption to the learning environment, cell phones are to be kept in the child's backpack or locker during the school day. Liverpool Central School District and Liverpool Elementary are not responsible for any lost, damaged, or stolen phones.

Students are not to bring electronic games, iPods, iPads, or personal laptops to school. Liverpool Central School District and Liverpool Elementary are not responsible for any lost, damaged, or stolen items. Unless instructed to do so by the teacher, students should not bring toys, games, etc. as they pose a distraction to the learning environment.

District Dress Code

Students, teachers, and visitors must dress appropriately for all District programs and activities. Student dress and appearance must be in accordance with the District Code of Conduct.

A student's dress, grooming, and appearance shall:

1. Be safe, and not disrupt or interfere with the educational process. The District does not allow revealing garments. All clothing must be safe in consideration of the environment, including shoes. Flip-flops pose a health and safety risk and may not be worn. No hats (unless for religious and/or medical reasons), head coverings, or heavy outerwear may be worn in school.
2. Not include any item that is vulgar, obscene, libelous, or that denigrates another's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status.
3. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.

If a student violates the dress code, he/she will be asked to change and parents will be notified.

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), 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.

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