Main Office Staff
Mr. Brett King, Principal
Ms. Susan Demski, School Secretary/Secretary to the Principal
Mrs. Debra Gehan, Office Assistant

Health Office Staff
Mrs. Beth Nagraj, RN School Nurse
Mrs. Kathy Irving, Health Aide

School Hours
8:55am - Students begin arriving
9:05am - School starts
9:07am - Morning announcements
3:15pm - Dismissal begins

Please remember that supervision is not available before 8:55am so children should not arrive early. If students arrive prior to 8:55, they are asked to wait with a parent at the front triple doors until they are unlocked when the bell rings.

Transportation
Walkers: A crossing guard provided by the Town of Geddes crosses the children in front of the school (Cherry Road side of the building at the end of the sidewalk closest to the playground). Only children who actually walk home will be dismissed as walkers.

Pick-Ups: Please provide a note to the Main Office in advance with a pick up schedule and arrive beginning at 3:05pm and enter using the cafeteria doors on Cherry Road to sign your child out. Students will come in the cafeteria at 3:15pm. All children must be signed out by 3:25pm.

Early Student Pick Up: Parents or relatives who come to school to pick up students for doctor appointments, dentist, etc. will pick them up in the Main Office.

A note must be sent each day there is an early pick up.

**Buses:** Call transportation with any questions about busing at (315) 426-3030. Please remind your children about bus safety. Bus passes will only be issued in cases of emergency, NOT for play dates, birthday parties, etc.

**Parking:** Parking in the bus circle is prohibited. When dropping students off, please drop off on the Cherry Road side of the building. Student pick up will also be on the Cherry Road side.

Lunch and Breakfast Prices:
Breakfast Prices: $1.80
Lunch Prices: $2.80
Milk: $.60
Healthy Snack: $.50
Ice Cream: $.75

To prepay for lunches, you can go to www.westhillschools.org and click on Food Service, then on the link to MySchoolBucks.com or got to www.MySchoolBucks.com directly or you can send a check payable to Westhill Cafeteria Internal Fund to the school cafeteria. Confidential applications for free and reduced lunch are available by contacting Food Service at (315)426-3153 or our main office at Cherry Road School.

**Snacks:** All students should bring a healthy snack to school daily (e.g. pretzels, breakfast bar, celery, carrots, fruit, popcorn, etc.). Healthy snacks may also be purchased at school in the cafeteria for $.50. Please note - any allergies in the class if the teacher/nurse send a note and follow restrictions for student safety.

**Recess:** Children have recess before lunch time. We try to go outside as much as possible (even in the winter months) so please dress appropriately.

Sneakers are required on playground equipment (if you have an extra or old pair it is a good idea to keep a pair at school)! Snow pants and boots will be needed during the winter months. We have indoor activities in the classrooms or gym on rainy or very cold days.

**Code of Conduct:**
At Cherry Road School, a proactive approach to student conduct is used. A number of opportunities, both in the classroom and school-wide are provided to teach children appropriate behaviors. This is done through modeling and follow-through and positive reinforcement of appropriate behaviors. Our character education program promotes respectful, responsible and cooperative actions.

It is important that a code of conduct is understood by students to enable them to practice the desired behaviors. Therefore, the following “CRS Promise” was established as the code for our elementary school.

**The CRS Promise**
I promise to myself this very day to be safe and kind in every way to do my best because I should care about others because it’s good, OTHER PEOPLE MATTER!

**Consequences:** At the elementary level, consequences for inappropriate behavior may include the following:
- verbal reminders
- sitting in a time out area
- loss of a privilege
- apologies in verbal or written form
- conference with the principal
- implementation of a behavior modification program
- suspension from school

The selection of the appropriate consequence will include consideration of the following:
- consistency of the inappropriate behavior
- nature of the inappropriate behavior
- circumstances leading to the inappropriate behavior
- age-appropriateness of the behavior
- pertinent information from parents and school personnel
- Extent to which prior consequences have been effective
- Extent to which the inappropriate behavior interfered with the safety, earning and property of others

Also, please note, our district's policy on the Dignity for All Students Act and the plain language summary of the Code of Conduct. These policies can be found on the district's website.

**Special Area Classes:** All children receive the following special classes with these talented specialists:
- **Art:** Ms. Colleen O'Brien
- **Music & Grade 3 & 4 Chorus:** Mrs. Sarah Colaluca
- **Physical Education:** Mr. Jon Connelly & Mr. Greg Dennis
- **Computer/Library:** Mrs. Karin Backus

**Child Study Team (CST):** CST is a multidisciplinary team that provides consultation and support to classroom teachers as part of the Response to Intervention (RTI) model. Specific needs of students will be discussed and strategies to assist the students will be developed, implemented and monitored. The effectiveness of interventions will be evaluated at follow-up meetings. Parents are informed prior to student referral, however parent permission is not sought as this is a collegial resources for educators. Classroom teachers will report results of discussion to parents.

**Support Services:** A variety of support services are offered for children in need of support who qualify for these services. These include:
- Academic Intervention Services for Reading & Math (ALS)
- Special Education Services
- Adaptive Physical Education
- Occupational Therapy
- Physical Therapy
- Speech/Language Therapy
- English Language Learners (ELL)
- Social Worker and School Psychologist Counseling (groups and individuals/groups include Changing Families, Making Friends, Dealing with Anxiety and Grief, and Newcomers Group)

**Health Requirements:**
- Physical exam is required for all students in grade 3 and new students
- Immunizations must be current for children to attend school
- Please advise the health office of health information that may affect the child in school.
- Annual hearing and vision tests are provided for students in grade 3 ONLY. Parents will be contacted if problems are found.
- If medication must be taken at school, parent(s) need to bring it directly to the health office in the original Rx container labeled by the pharmacy. A written order from the physician and a written parental request are required.

**Attendance:** Consistent attendance is imperative for school success. Please be sure your child is present and on time whenever he/she is not ill. Contacts by the principal will be made when there are concerns about a child's absenteeism or tardiness. Please note that tardiness adversely affects the learning environment as other students become distracted by late arrivals.

**Absences:**
- Please call the Cherry Road Main Office at (315) 426-3300 no later than 9:00am if your child will be absent. 24 hour voicemail is available for your convenience.
- Upon return to school, a written excuse should be sent to school with the dates and reason for absence.
- If tardy, a written explanation is needed and children should be
brought in to the Main Office and signed in by the adult.

- If a student needs to leave early, the parent or designee must go to the Main Office to sign the child out. Please send a note to school with the child’s name, teacher, grade and time of dismissal and the reason on the day you will be picking up early. Identification is required if a child is picked up by someone NOT on your emergency contact list. A note must be sent each day there is a change. Notes for multiple days can only be accepted if they are for consecutive days within the same week.

Emergency School Closings:
Watch/listen to local TV and radio stations for school closing information due to inclement weather. For emergencies other than weather related situations, the district will use the automated phone calling system, School Messenger. The designated emergency number on file will be used for notification. Please keep this number current at our Main Office.

Security/Safety:
- ALL visitors must stop at the Main Office and obtain a Visitor’s Badge. A driver’s license must be presented to expedite the process of sign-in through the Raptorware System.
- ALL doors to the school building are locked at all times. You must be buzzed in at the front door by the Main Office staff.
- If announcements have begun, you will need to wait in the hallway until they are finished and then you will be allowed to enter the Main Office to sign your child in.
- The entrances and grounds of the school are all monitored by security cameras.
- Children may not leave the playground at recess to speak with adults.
- Adults dropping off items need to go to the Main Office. Office staff will deliver the items to your child’s classroom.
- Fire and lockdown drills are practiced throughout the school year.

Emergencies: It is imperative that emergency contacts are kept current in our student database. Emergency information should be returned in September and updated as needed throughout the school year. Work numbers of friends/relatives are needed in case parents cannot be reached.

Birthdays: Information on birthday celebrations will be sent home at the discretion of each classroom teacher. Celebrations WILL NOT include food due to allergies, equity, religious observances and the promotion of a healthy lifestyle. We cannot distribute birthday party invitations at school unless the entire class or ALL classmates of the same gender are invited. WEST will provide a directory of student/parent information early in the school year. Your family will be included in this directory ONLY if you completed and returned the WEST Directory permission form. This form was included in the August student welcome back mailing.

Parent Communication:
The following opportunities help us to keep in close contact with parents:
- Meet the Teacher Night September 11, 2019. Teachers will review curriculum and classroom routines and expectations. This evening is for PARENTS ONLY!
- Progress Reports - These go home to parents on January 31, 2020, April 24, 2020 and June 26, 2020.
- Cherry Road Newsletter
- Parent Bulletin Board - (Located outside the Main Office).
- Westhill Website: www.westhillschools.org
- Facebook Site: Cherry Road Positivity Project (please like and follow us).
- Email & Voicemail: All teachers have email and voicemail that you may access.

WEST - (Westhill Elementary Schools Together): We hope you’ll participate in our wonderful parent organization.
Without WEST, there are many activities that would not take place for children. They sponsor authors, musicians, workshops, family events and celebrations.

Please consider attending one or more of WEST's meetings to show your support. Check the district calendar for dates and times. WEST has a page on the district's website as well. They welcome and need volunteers to make events happen for our kids!

**Parent Volunteer Center (PVC):**
We will once again have a regular schedule of volunteers in school (or projects may be sent home as needed) to assist in preparing materials for students and class lessons. A volunteer form was included in the August student welcome back mailing for parents to sign up and help in the PVC. Mrs. Molly Struman is our Parent Volunteer Center Coordinator for Cherry Road School and she can be contacted at maccappuccill@yahoo.com if you would like to volunteer.

**Classroom Room Parents:**
Teachers arrange for their room parents to help with classroom events and parties. Room parents receive a handout with guidelines usually in early September.

**Lost and Found:**
Please check our Lost and Found regularly. It is located in the cafeteria behind the bleachers. Please label ALL of your child's items so things will not end up there!