

# Westhill Central School District

## District Office

400 Walberta Road  
Syracuse, New York 13219-2214  
Phone: 426-3210

### District Office Administration:

Mr. Stephen Dunham, Superintendent of Schools  
Mr. Steven Smith, Assistant Superintendent for Business Administration  
Mr. Jeremie Auge, Assistant Superintendent for Curriculum and Instruction

### District Office Staff:

Mrs. Laurie Lowe, Secretary to the Superintendent and District Clerk  
Mrs. Anita Metz-Martin, Treasurer  
Mrs. Patricia Kesler, Payroll  
Ms. Cheryl Robinson, Health Benefits  
Mrs. Ilea Perez-Torres, Accounts Payable

### Office Hours:

The District Office is open throughout the school year from 8:00 a.m. to 4:00 p.m. except for legal holidays and certain school holidays.

## District-Wide Personnel

Mrs. Marietta Lachenauer,  
Director of Special Education.....426-3226  
Ms. Katie Harmon, Director of Educational Technology.....426-3300  
Mr. Jason Mallore,  
Transportation Supervisor.....426-3030  
Mr. Kyle Rogers,  
Food Service Director.....426-3154  
Ms. Jennie Smarrelli, Director of Physical Education, Health and Athletics....426-3020

## Walberta Park School

(Gr. K-1)

400 Walberta Road  
Syracuse, New York 13219-2214

Daphne Valentine, Principal

Main Office..... 426-3200  
Health Office..... 426-3203

### Hours:

Student: 8:50 a.m. - 3:05 p.m.  
Office: 8:00 a.m. - 4:00 p.m.

## Onondaga Hill Middle School

(Gr. 5-8)

4860 Onondaga Road  
Syracuse, New York 13215-2241

Mrs. Kathryn Ta, Principal  
Ms. Karissa Graham, Assistant Principal

Main Office..... 426-3400  
Counseling ..... 426-3408  
Psychologist..... 426-3409  
Nurse ..... 426-3406

### Hours:

Student: 7:33 a.m. - 2:11 p.m.  
(IA 2:11 p.m. - 2:55 p.m.)  
Office: 7:15 a.m. - 3:30 p.m.

## Board of Education

Mr. Andrew Starowicz.....President  
Mrs. Lisa O'Reilly.....Vice President  
Mr. Andrew Hunter.....Member  
Mr. Christopher Haigney.....Member  
Ms. Kelly Ristoff Coholan.....Member

## Cherry Road School

(Gr. 2-4)

201 Cherry Road  
Syracuse, New York 13219-1537

Mrs. Meaghan Stanton, Principal

Main Office..... 426-3300  
Health Office..... 426-3306

### Hours:

Student: 9:05 a.m. - 3:20 p.m.  
Office: 8:00 a.m. - 4:00 p.m.

## Westhill High School

(Gr. 9-12)

4501 Onondaga Boulevard  
Syracuse, New York 13219-3318

Mr. Daniel Dolan, Principal  
Ms. Meghan Snell, Assistant Principal

Main Office..... 426-3100  
Guidance..... 426-3014  
Nurse ..... 426-3015  
Athletic Director..... 426-3020  
Custodian Night ..... 426-3017

### Hours:

Student: 7:40 a.m. - 2:10 p.m.  
(IA 2:10 p.m. - 2:55 p.m.)  
Office: 7:30 a.m. - 3:30 p.m.

Meetings of the Board of Education are normally held two Mondays of each month throughout the school year at 6:00 p.m. in the Westhill High School Library. The public is invited to attend these meetings. The Board, whose members are elected for a five-year term, represents the residents of the district. The Board is responsible for policies and regulations governing public education within the district and delegates the overall management of these policies to the Superintendent as its Chief Executive Officer.

## Academic Intervention Services (AIS)

Supplementary instruction in reading and math is available to students who qualify through the district's AIS program. Qualification for these services is determined by testing, teacher referral, and/or Child Study Team review. These services are available in each of the four schools in the district. For information on complaint procedures regarding these services, check the following website: <http://www.emsc.nysed.gov/funding/cladcep/ca0809/complaintappeals.htm>.

## Attendance

The Board of Education recognizes that regular school attendance is a critical factor in student success. School attendance is both a right and a responsibility for all students. The Westhill Central School District is an active partner with parents and students in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the school district recognizes that consistent school attendance and academic success have a positive correlation, a comprehensive attendance policy has been developed in compliance with the Commissioner's regulations relating to school attendance. Copies of the district's policy are available to interested persons at individual school offices.

Legal excuses for absence or tardiness recognized under the Education Law include:

- Illness
- Illness or death in family, medical appointments
- Impassable roads or weather making travel unsafe
- Religious observance
- Approved school-supervised trips, music lessons, CSE meetings, test modifications that extend time
- Court appointment and/or legal circumstances

Absence or tardiness for any other reason is considered unexcused and is entered on the student's permanent attendance record. Each student who has been absent MUST bring a written excuse from home on the day of his/her return to school.

Tardiness cannot be excused except for the reasons cited above. Please also see attendance rules listed in the various student handbooks.

## Breakfast, Lunch & Snacks

School lunches are available every day for all students. In addition, breakfast is served daily in each building. At Walberta Park and Cherry Road Schools, students may purchase healthy snacks daily from the cafeteria.

New prices are in effect for this school year as follows: Lunch is \$3.25 and breakfast is \$2.25. Information on NutriKids and online payments is available at [www.westhillschools.org](http://www.westhillschools.org) under District Info & Programs/Food Service.

Before school begins in the fall, information will be mailed home outlining the free and reduced lunch program. Also, families eligible for free or reduced price lunches may obtain applications in the schools' main offices.

## Child Abuse and Neglect

Professional staff members are required by law to report to the County Register of Child Abuse and Maltreatment when:

- 1) They have reasonable cause to suspect that a child coming before them is an abused or maltreated child, or
- 2) When they have reasonable cause to suspect that a child is an abused or maltreated child where the parent or the person legally responsible for such child comes before them in their professional or official capacity and states from personal knowledge, facts, conditions, or circumstances, which if correct, would render the child an abused or maltreated child.

## Counseling and Guidance

Counseling and guidance services are an indispensable part of the Westhill educational system. School counselors are assigned to all students in the fifth through twelfth grades to assist them in making choices academically, vocationally, socially, and personally.

Students and parents concerned with any of the following matters may wish to consult with the school counselor.

Career Planning  
College Entrance Exams  
College Visits  
Extra-Curricular Activities  
Referrals to Specialists  
(Speech, Psychologists)  
Summer Programs  
NCAA and College Athletics

GPA and Class Rank  
Colleges and Private Schools  
Course Selections  
Graduation Requirements  
Program Changes  
Scholarships and Loans  
Special Programs

## Discipline

In compliance with the Commissioner's regulations relating to student discipline and student rights, detailed copies of the district's code of conduct are available to interested persons at individual school offices and on the district's website.

## Emergency Closing of School

The winter months in Central New York provide unsettling and unpredictable weather patterns. District personnel monitor the roadways in the district beginning at 4:00 a.m. Decisions to close or delay the opening of school are made by approximately 6:15 a.m. Please note that because of the heavy volume handled by the stations, mistakes can be made in reporting which districts are open and which districts may be closed or delayed. It may be wise to listen to more than one station on these mornings.

Please develop an emergency plan for the children in your family. Be sure that they are aware of the arrangements you have made for them in the event that you are not home when school is dismissed. Calling parents or having them call the school is not practical in a true emergency. Remember, parents have the ultimate authority whether or not to send their children to school when weather conditions might be inclement. If you believe that the snow is too deep, the wind is too cold, or the conditions are too unsettled, please keep your child home for the day and send a note to school regarding this absence. It is an excused absence.

## Health

**PHYSICAL:** A physical examination is required for all children entering school in New York State and routinely for all children in grades K, 1, 3, 5, 7, 9 and 11. Parents are encouraged to have their family physician complete the examination and report the results to the health office of the child's school by November 1. A school physician will complete a physical appraisal in cases where the family physician has not been consulted. A physical examination is also required of all students who wish to participate in the athletic program or who desire to apply for working papers.

**VISION:** Vision screening for color perception, distance and near vision acuity will be required for new entrants within 6 months of admission to school. Distance and near vision acuity will be required in grades K, 1, 3, 5, 7 and 11.

**HEARING:** Hearing screening utilizing pure tone testing will be required for new entrants within 6 months of admission to school and in grades K, 1, 3, 5, 7 and 11.

**SCOLIOSIS:** Scoliosis screening will be required in grades 5 and 7 for girls and grade 9 for boys.

**DENTAL:** A dental certificate is recommended by New York State for all children in grades K, 1, 3, 5, 7, 9 and 11. Please contact your dentist for written verification regarding your child's dental health and turn it into the health office.

**IMMUNIZATIONS:** Updated information can be located at [www.westhillschools.org](http://www.westhillschools.org) under District Info & Programs/Health Services.

**MEDICATION:** School health personnel cannot legally diagnose, prescribe or treat. If it is necessary, however, for a child to receive medication during the school hours, the following procedure must be followed:

1. A written request from the parents that medication be given to their child.
2. A parent or guardian must deliver medication to the school nurse. Students are not allowed to transport medication in backpacks or on the school bus.
3. A written order from the physician prescribing the medication stating the name of the medication, dosage, time to be given, and the effect of the medication.

School health personnel are most willing to administer medication under the above conditions.

**REPORT TO PARENTS:** In every case where a school health examination reveals a defect or symptom, parents will be notified by school health personnel of the need for further diagnostic study. At this time, forms are sent to parents to be filled out by the doctor so necessary adjustments may be made in the school program if indicated.

## Homebound Instruction

The Westhill Central School District recognizes the need to provide timely and sufficient homebound instruction (tutoring) to its resident children who qualify for homebound instruction due to long-term illness or a Superintendent's Hearing. These students shall be provided with homebound instruction in accordance with New York State Education Law and Commissioner's regulations. Parents should contact the building principal or school nurse to make arrangements for homebound instruction and should be prepared to present a doctor's note regarding the reason for and length of absence.

## Homework

In our effort to provide education that will meet the varying needs of all students, it is the policy of the district to assign some directed out-of-classwork beyond the regular school day.

Out-of-class work is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain worthwhile books, projects or research.

Parents can be valuable partners and co-workers by participating with their child in locating materials, sharing knowledge, experimenting together in an art or science media, listening to or viewing school work in process, and assisting in its application. It is essential that parents provide a good atmosphere for work at home. A specific place should be set aside for the student which provides good lighting, ventilation, and is free from distractions. Parents should observe the child at work and be available to give guidance if the need arises.

As a guide to parents, the average duration of out-of-class assignments should approximate the following schedules by grades:

- Grades K & 1 — Everyday Math Homelinks are regularly assigned, as well as some informal assignments in other subject areas. Unfinished work may also be sent home for completion. Daily reading is strongly encouraged.
- Grade 2 — Assigned according to the nature of the lesson and daily effort. Not to exceed 30 minutes.
- Grade 3 — Assigned according to the nature of the lesson and daily effort. Not to exceed 30 minutes.
- Grades 4-5 — About 40-60 minutes per night when assigned.
- Grade 6 — 60-75 minutes per night.
- Grades 7-8 — 90 minutes per night.
- Grades 9-12 — 90 to 180 minutes per night.

## Kindergarten

To be eligible to enter kindergarten, a child must turn five years old on or before December 1<sup>st</sup> of that school year. Registration is held each spring for the coming year on the date noted in this calendar. Parents with children of kindergarten age who have newly arrived in the community are requested to contact Walberta Park School at 426-3200 for kindergarten registration.

## Parent Conferences & Visits

It is essential that the people who most directly influence the child's life and development, parents and teachers, maintain a harmonious partnership working for the child's best interests. To this end, the practice of individual parent-teacher conferences is strongly encouraged in the Westhill School District. Parents are always welcome to call the school for a conference appointment with the teacher or guidance counselor whenever they feel the need to discuss their child's work. Visits to the school by parents are also welcomed and encouraged. Prior arrangements may be made with the teacher, building principal, or counselor's office.

## Parent Advisory Group

Parent groups are an important part of a successful school-community relationship. They provide a line of communication between school and the community as well as support the academic program and other individual school activities.

At the senior high level, parents meet monthly to discuss curriculum, activities and concerns with students, teachers, and administrators. At Walberta Park, Cherry Road, and Onondaga Hill Middle School, parent groups meet to discuss school programs and mutual concerns with the staff and administrators of each building.

## Physical Education

All students (K-12) are required to participate in the activities of physical education classes. Students with an illness or injury of a temporary nature may be excused from activity by written request from a parent. Prolonged or permanent medical excuses from activity must be made in writing by a physician. Should it be advisable to eliminate all or most activity, the school will provide a situation adapted to meet the pupil's needs and abilities. A written physician's release is required for a student to return to activity after a prolonged excused absence.

Students are required to change into appropriate clothing for gym classes at the secondary level. All clothing should be marked with the student's name to help prevent loss. Elementary children must wear sneakers.

A diversified athletic program is available to both boys and girls. The high school's student handbook details the many events open to student participation.

## Psychological & Family Support Services

Psychological and family support services at Westhill are designed to provide children, parents, and school staff with consultation in a variety of areas related to a child's education and well-being. With children, these services could entail the assessment of educational strengths and weaknesses, as well as counseling to address developmental and behavioral challenges. The school social worker (Grades K-4) and the psychologists (Grades K-12) work with parents to establish the most effective means by which the family and school can work together to benefit the child.

## Report Cards

An important part of our total program of reporting to parents involves the use of formal report cards. The primary purpose of this reporting is to give the parent information concerning the child's progress and achievements in the various subjects being studied, as well as an appraisal and evaluation of the child's development.

If you have a question concerning your child's report card, please do not hesitate to contact your child's teacher. Please note that progress reports and report cards for students in grades 7-12 are posted on the Parent Portal and are no longer mailed home. Posting dates are listed on the district calendar. Please contact the main office at OHMS or WHS if you have not yet secured the Parent Portal.

## Special Education

Through the district's Committee on Special Education, arrangements can be made for students with disabilities to be served in special placements which provide for their individual needs. Questions regarding such instruction should be directed to the Chairperson of the Committee on Special Education at 426-3226.

## Student Accident Insurance

The Board of Education adopted the Chubb Insurance Company effective July 1, 2011. This plan provides limited secondary insurance coverage for all students enrolled at Westhill. If your child is injured at school, please contact your school nurse to obtain the appropriate forms.

## Student Activities

A wide range of planned activities taking place outside regular school are available to every student according to individual interests, abilities and capabilities. They include sports, plays, clubs, musical activities, social events and Student Council, with additional clubs organized whenever student interest indicates the need.

## Student Handbook

All senior high school students are issued a student handbook at the beginning of the school year. This handbook contains all rules and procedures which point the way toward a student's success in high school. Your child and family should read this handbook carefully and become familiar with its contents.

## Student Records

The Westhill Central School District shall comply with the provisions of the "Family Educational Rights and Privacy Act of 1974." Under its provisions, parents/guardians and noncustodial parents, whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all official records, files, and data. This includes all material in each student's cumulative record folder and items that are intended for school use or to be available to parties outside the school or school system.

## Transportation

New York State school districts are required by law to provide transportation for all elementary and secondary pupils residing more than a specified distance from school. Reflecting the will of district residents to minimize hazardous crossings in walking to and from school, the Westhill Board of Education has established a policy of transporting children to school according to a plan which eliminates the need for students to walk across heavily traveled highways. The same plan also does not require students to walk unreasonable distances to get to and from school. Students are expected to exercise reasonable behavior, and obey the bus driver at all times. The misuse of alcohol, tobacco, drugs and other substances is prohibited at any school-sponsored event or on school property, as outlined in the district Code of Conduct. Any violation is regarded very seriously by school and will be dealt with accordingly. Students in the high school generally are not permitted to drive to school. Exceptions are outlined in the student handbook.



## Use of School Facilities

Please use ML Schedules to schedule use of any of the school facilities. This can be located on the WUSD web page under Departments and then the Athletics tab. There you will see "Use of Facilities/ML Schedules". Please note that completion of this form does not guarantee availability of space. You will be notified of facility use approval.

### A Special Notice

Use of snowmobiles, all-terrain vehicles, skateboards and roller blades on school property is prohibited. Please do not bring any snowmobiles or all-terrain vehicles onto school grounds due to the school district's insurance policy. Thank you.

## Have a question or a concern?

If you wish to see school personnel, it is suggested that you make an appointment before going to the school.

<u>SUBJECT</u>	<u>PERSON TO SEE</u>
Curriculum	
Elementary Schools .....	Teacher, Principal
Middle School.....	Teacher, Principal
High School .....	Department Leader
Psychological.....	Psychologist, Counselor
School Policy .....	Principal
School Program	
Elementary Schools.....	Principal
Middle School.....	Counselor, Principal
High School .....	Counselor, Principal
Student/Teacher Relations	
Elementary Schools.....	Teacher, Principal
Middle School.....	Teacher, Counselor, Principal
High School .....	Teacher, Counselor, Principal
School Bus Operations	
Schedule & Routes .....	Transportation Supervisor
Discipline.....	Principal
Late bus in a.m. ....	After ten minutes call bus garage
School Accident.....	Health Personnel, Principal
School Budget.....	District Office
Other .....	District Office

The Westhill Central School District does not discriminate on the basis of age, color, creed, national origin, race, sex, sexual orientation, disability, marital status, veteran status or any other classification or characteristic protected by law in its employment practices or educational programs.