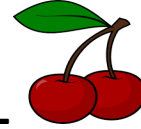


# CHERRY ROAD ELEMENTARY SCHOOL



## 2022 - 2023 PARENT INFORMATION

### **Main Office Staff**

Mr. Jeremie Auge, School Principal  
Ms. Susan Demski, School Secretary/Secretary  
to the Principal  
Mrs. Debra Gehan, Typist 1  
Main Office Email: [crs.main.office@westhillschools.org](mailto:crs.main.office@westhillschools.org)  
Twitter Account: @Cherry\_Rdschool

### **Health Office Staff**

Mrs. Beth Nagraj, RN School Nurse  
Mrs. Kelly Jackson, Health Aide

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### **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 8:55am, they are asked to wait with a parent at the front triple doors until they are unlocked when the bell rings.

### **Main Office Communication**

The Cherry Road Office staff utilizes the following email address for **ALL** correspondence regarding pick-ups, early dismissals, transportation changes, bus changes, absences, etc. : **crs.main.office@westhillschools.org**. We ask that you **DO NOT** send paper notes. This email is checked frequently throughout the day by the office staff. In order for us to get our dismissal list to the classroom teachers, we ask that you email us **NO LATER THAN 2:15PM**. The email eliminates multiple calls and disruptions to the classroom.

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### **Transportation/Walkers**

A crossing guard provided by the Town of Geddes crosses the children in front of the school (on the 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.

### **Transportation/Pick-Ups**

Please provide an email to the main office email prior to 2:15pm with a pick up schedule. Arrive beginning at 3:15pm and wait in a line at the cafeteria doors (doors to the right of the main doors) on the Cherry Road side of the building to meet your child. Students will be waiting in the cafeteria. You will be asked your child's name and they will radio in to the cafeteria to send your child out to meet you. No need to sign your child out - their name is already on a list from the office and their name will be checked off the list as they exit the building. All students must be picked up by **3:25pm** since our office staff leaves for the day at 3:30.

### **Bussing**

If you are making changes to a permanent drop off location for your child, please send those notices to the CRS email line ([crs.main.office@westhillschools.org](mailto:crs.main.office@westhillschools.org)). If you have specific questions about bussing, please call the transportation office 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.**

### **Student Arrivals via Parent Drop-Offs**

For parents dropping off students in the morning, please do so on the Cherry Road side of the building. Parking and drop offs in the bus circle (on the Maple Road side of the building) is **prohibited**. Walkers and drop-offs should all enter through the front triple doors (doors to the left of the main CRS entrance).

### **Early Dismissal of Students From School**

If you are picking your child up early from school, parents will buzz the front door (main doors under the clock). A main office employee will ask your name, the students name and the reason you are here. You will be buzzed into the main vestibule and wait there. We will call your child's classroom to let the teacher know that you have arrived. The student will then be sent to meet you in the vestibule where you will leave with them. The office staff will record the date and time in our database when you leave the building. There will be no parent signout needed. Please remember that an email must be sent **each day** there is an early pick up to the main office email line at **crs.main.office @westhillschools.org**. Parking in the bus circle is prohibited during school hours so please park on the Cherry Road side of the building.

### **Lunch and Breakfast Prices**

Lunch and breakfast are no longer free to all students. The breakfast cost for 2022/2023 is \$2.25 and the lunch cost is \$3.25. An extra milk is \$.60, ice cream is \$.75, healthy snacks are \$.75 (fresh fruit, animal crackers, Goldfish crackers, and occasional other items may be available). Breakfast is served every morning from 8:55-9:05am. We strongly encourage parents to visit our website for information about prepaying for your child's food account. To prepay for lunches, you can go to [www.westhillschools.org](http://www.westhillschools.org) and click on Food Service, click on the link to [MySchoolBucks.com](http://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 were included in the student welcome back packet mailed out in August. If you need an additional copy, they are available by contacting Food Service at (315) 426-3153 or you can obtain a copy through the Cherry Road Main Office by emailing us at [crs.main.office@westhillschools.org](mailto:crs.main.office@westhillschools.org). Any questions, please feel free to contact Mrs. Patty Klinger, Cafeteria Manager at (315) 426-3300, ext. 3351.

### **Snacks**

All students should bring a healthy snack to school daily (e.g. pretzels, breakfast bar, celery, carrots, fruit, popcorn, etc.). Healthy snacks can also be purchased in the cafeteria for \$.75. Please note - if there are any allergies in the class and the teacher/nurse sends a note, we must follow restrictions for student safety.

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### **Recess**

Grades 2, 3 and 4 students have recess after lunchtime. Sneakers are required on the playground equipment (if you have an extra pair it is a good idea to keep a pair at school)! We try to go outside as much as possible (even in the winter months) so please have your child dress appropriately. Snow pants, boots, hats, mittens, scarves, etc. will be needed during the cold winter months. We have indoor activities in the classrooms on rainy and very cold days.

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### **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 Cherry Road Promise**

**I promise to myself and  
Others today  
To be safe and kind  
In a positive way  
I will show other people  
Matter  
It is our Cherry Road way.**

**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, learning and Property of others

Also, please note our district’s policy on 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:** Mrs. Sarah Colaluca

**PHYSICAL EDUCATION:** Mr. Jon Connelly and Mr. Kevin Hoag

**LIBRARY/MEDIA SPECIALIST:** Mrs. Karin Backus

### **Specials at CRS this year**

This year we are changing our specials schedule just a little at CRS. We will be utilizing a 6 day rotation instead of specific specials on specific days of the week. This year instead of PE on Monday, as an example, some classes will have PE on Day 1. Should there be an emergency closure day we will not skip the day, but return on the following day maintaining the rotation. For example, if Tuesday is supposed to be day 2, and we have a snow day on Tuesday, when we return on Wednesday that will be day 2. This allows for a more equitable spread of special area classes and does not consistently miss one special class because of holidays or a closure.

### **Student Support Team (SST)**

SST 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 resource for educators. Classroom teachers will report results of the 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:

- \* Response To Intervention Services (RTI)
- \* 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 individual/groups include Changing Families, Making Friend, Dealing with Anxiety and Grief, and Newcomers Group.
- \* Helio Health

### **Health Requirements**

- \* A physical exam is required for all students in grade 3 and new students to the district.
  - \* Immunizations must be current for children to attend school.
  - \* Please advise the health office of any medical or health information that may affect the child in school.
  - \* If medication **must** be taken at school, a parent/guardian(s) must bring it directly to the health office in the original prescription container labeled by the pharmacy. A written order from the physician and a written parental consent are required.
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### **Attendance:**

Consistent attendance is imperative for school success. Contacts by the School Social Worker will be made when concerns surface surrounding a student's attendance. If this does not help to resolve these issues, then contact from the principal will occur to discuss a child's absenteeism or tardiness, and to help create a plan to rectify the situation. Please note that tardiness adversely affects the learning environment as other students become distracted by late arrivals.

Please email the Cherry Road School Main Office at: [crs.main.office@westhillschools.org](mailto:crs.main.office@westhillschools.org) no later than 9:00am if your child will be absent.

If a student is tardy, the parent should walk their student to the main Cherry Road entrance,

buzz the door and office personnel will ask the student name, teacher and the reason you are tardy. We will note the tardiness in our student database. No need for the parent to sign them in. The student can go directly to their classroom.

If a student must leave early, the parent/guardian must ring the buzzer at the Cherry Road Main entrance and get buzzed into the CRS vestibule where they will wait for their student. Upon the parent/guardian entry to the vestibule, office personnel will notify the classroom teacher and the student will then be released from the classroom to go with the parent/guardian. Students will no longer wait in the office for parents to arrive, so please plan accordingly. Please ensure that you have sent an email to [crs.main.office@westhillschools.org](mailto:crs.main.office@westhillschools.org) with the child's name, teacher, grade, reason for early dismissal and the time. Identification is required if a child is picked up by someone **NOT** on your emergency contact list. An email must be sent **each day** there is a change. Emails for multiple days can only be accepted if they are for **consecutive days within the same week.**

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### **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 Parent Square. The designated emergency number on file will be used for notification. Please keep this number current at our Main Office.

### **Security/Safety**

- \* Please note for the health and safety of all students and staff, we are limiting the entrance of visitors to the school.
- \* **ALL** visitors must stop in 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.
- \* The entrance and grounds of the school are monitored by security cameras.
- \* Children may not leave the playground or other recess areas to speak with adults.
- \* Adults dropping off items to their child will be asked to have all items **labeled with their name and teacher**. Parents will be directed to leave the item(s) in a designated Area in the CRS vestibule. Office staff will call the child to the office to pick the item up.
- \* Fire and lockdown drills will be 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.

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### **Parent Communication**

The following opportunities help us to keep in close contact with parents:

- \* Parent/Teacher Conferences: December 6 and 8, 2022. (May be virtual - TBD)
- \* Progress Reports - These go home to parents/guardians on Friday, December 9, 2022, Friday, March 17, 2023, & Friday, June 23, 2023.
- \* Cherry Road and Westhill website: [www.westhillschools.org](http://www.westhillschools.org)
- \* Facebook Site: Cherry Road Positivity Project and Cherry Road School (please Like and follow us).
- \* Email and Voicemail: All teachers have email and voicemail that you may access.
- \* Parent Square updates
- \* Twitter Account: @Cherry\_Rdschool

**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!

**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!

