

Chestnutwold Elementary School

School Handbook

630 Loraine Street
Ardmore, PA 19003
(610) 853-5900, 8000

Chestnutwold School Procedures

- The first day of school for students in **Grades 1 - 5 is Tuesday, September 6, 2011.**
- **Kindergarten students** will participate in an **Orientation on Tuesday, September 6,** and will begin a regular schedule on Wednesday, September 7s.

- School Hours

Kindergarten: AM Session - 8:45AM - 11:20AM PM Session - 12:50PM - 3:30PM

Grades 1 - 5:

The final bell will ring at 8:45AM, and students are expected to be in their homeroom at this time. If a child arrives after 8:45AM, she or he should report to the Office before reporting to homeroom. A note indicating a reason for the child's lateness must be given to the homeroom teacher at that time. Dismissal is at 3:30PM.

- The school day is 8:35AM to 3:30PM for students in grades 1 - 5. While we appreciate the children's desire to arrive earlier, please remember that there is **no supervision by the School District available for students before 8:35AM.** All students and parents are asked to remain outside or in the front vestibule until the 8:35AM bell, unless they have a pre-arranged appointment. Parents needing child care before or after school may contact the Family Support Services at 610.352.2839 for more information.

- In a similar way, please be sure your child knows their dismissal plans for the **end of the day.** Many children like to stay and play, or often they make their own arrangements to visit their friends. This can lead to confusion if the plans haven't been communicated with their parents. Again, supervision is not available by the School District after 3:30PM.

- There may be occasions when parents wish to walk their children to their classrooms at the start of the day. **Beginning Monday, September 19, parents will only be able to enter the building at our main entrance** and will need to sign in if they desire to walk their children to the classroom.

- The beginning of the day is not the appropriate time to engage teachers in discussions as their focus is on all of the students and finishing preparations for the school day. If you need to speak to a teacher or you would like to arrange to visit your child's class, please write a note, leave a voice mail message, or send an email so that you and the teacher may find a mutually agreeable time to talk.

2011 – 2012 Master School Schedule

G1		G2		G3		G4		G5	
9:00 - 10:15	MA	9:00 - 10:15	MA	9:00 - 10:55	LA	9:05 - 10:05	HU	9:00 - 10:10	MA
10:15 - 11:40	LA	10:20 - 11:20	HU	11:00 - 11:25 - 11:50	R/L	10:10 - 10:55	LA	10:15 - 11:15	LA
11:45- 12:10 - 12:35	R/L	11:25 - 11:50 - 12:15	R/L	11:55 - 1:05	MA	11:00 - 11:25 - 11:50	R/L	11:20 - 12:20	HU
12:40 - 1:20	LA	12:20 - 2:20	LA	1:10 - 2:10	HU	11:55 - 1:05	MA	12:25 - 12:50 - 1:15	R/L
1:25 - 2:25	SS/SCI	2:25 - 3:30	SS/SCI	2:15 - 3:30	SS/SCI	1:10 - 2:25	LA	1:20 - 2:25	LA
2:30 - 3:30	HU					2:30 - 3:30	SS/SCI	2:30 - 3:30	SS/SCI
HU		Lunches							
9:05 - 10:05	G4	11:00 - 11:25 - 11:50	G3						
10:20 - 11:20	G2	11:25 - 11:50 - 12:15	G2 *						
11:20 - 12:20	G5	11:45- 12:10 - 12:35	G1 *						
1:10 - 2:10	G3	12:25 - 12:50 - 1:15	G5						
2:30 - 3:30	G1 *								

Kindergarten procedures

PM KINDERGARTEN ARRIVAL & DISMISSAL PROCEDURES

12:40 - 12:50PM

Arrival

- PM kindergarten students who walk will gather at the Belmont Avenue entrance to our school. They will be met by a teacher or instructional assistant and will walk to their classrooms. Please note: Cars may not park in the bus lane at any time.
 - Students who ride the bus will be met by a teacher or instructional assistant and will walk to their classrooms.
 - Students arriving after 12:50PM will need to be signed-in by an adult in the Office.
 - Beginning September 19, parents who wish to walk their children to the classroom, must utilize the main entrance along Loraine Street and sign-in at the Office.
 - If PM kindergarten students must be driven to school, parents must utilize the back parking loop from Loraine Street and follow the procedures as explained on page 6. A
- Please drive very carefully! There will be students at recess at this time!**

3:30PM

Dismissal

- A teacher or classroom assistant will escort the “walkers” out of the building to the kindergarten playground area by the Art Room doors. Parents should wait there to meet their child.
- Students who ride the bus will be escorted to the gymnasium by a teacher or an instructional assistant to wait with the other PM bus students.
- Children remaining for After Care from Family Support Services will be escorted to their classroom (Room 016).
- If a PM kindergarten student must be picked up by car, parents must follow the transportation procedures outlined in this handbook.

AM KINDERGARTEN ARRIVAL AND DISMISSAL PROCEDURES

8:35 - 8:45AM

Arrival

- AM kindergarten students who walk or ride the bus will gather with the other students. When the bell rings, all doors to our school may be used as entrances.
 - Students arriving after the 8:45AM bell will need to be signed-in by an adult in the Office.
 - Beginning September 19, parents who wish to walk their children to the classroom, must utilize the main entrance along Loraine Street and sign-in at the Office.
 - If AM kindergarten students must be driven to school in this document.
- Parking spots in the lot are reserved for teachers and staff;** please utilize appropriate street parking.

11:20AM

Dismissal

- A teacher or instructional assistant will escort the “walkers” out of the building to the kindergarten playground area. Parents should be waiting there to meet their child.
- Bus students will be escorted to their bus by a teacher or an instructional assistant.
- Children remaining for PM Kindergarten Enrichment from Family Support Services will be escorted to their classroom (Room 016).
- If an AM kindergarten student must be picked up by car, parents must follow the procedures explained in this document.

Other important items

- Please register for e-alerts. This is a valuable communication resource to report information. Directions were sent home in the August 19, 2011 mailing.
- Our lost and found is located in our cafeteria. Please label your child's personal belongings.
- Please monitor hygiene and communicate with our school anything that requires the attention of our community. This can be done discretely by calling the school nurse.
- All absences must be reported by 9:45 each day of your child's absence. A written note must be sent to the office within 10 days of the absence or it will be considered "unexcused." District policy requires each school to issue attendance-warning letters (a copy this letter can be found on our website) to a family when a child accumulates more than 10-absences.
- PSSA test begins March 12, and ends April 28. Spring break is scheduled during this time. Please schedule vacations around the PSSA dates.
- **All food that enters the building must be listed on our "Safe Foods" list. Our school nurse will approve all food that enters the building. Any food item not found on the safe foods list will be returned to the family.**
 - o This list was included in the September 6 mailing (the first day of school, grades 1 – 5). A copy can be found on our website. Please call the school nurse, Mrs. Willard or Mrs. Capista, with questions.
- Please **do not send your child to school with toys** that make noise, require movement on the part of the child or toy, project light, or resemble a weapon. **These types of toys are not permitted in the building** and will be held in the office until a parent retrieves it.
- Please be mindful of our **appropriate dress and snack policy**:
 - o Flip-flops are not safe for our students who run during recess
 - o Please, no bare midriff or spaghetti straps
 - o T-shirts should have appropriate words and symbols only
 - o No tank tops for boys
 - o Please monitor the length of shorts for your child
 - o Our students go outside for recess daily
 - Temperature below 28 degrees – inside
 - Driving rain – inside
 - Snow – inside
 - Temperature above 95 degrees and very humid - inside
 - o No gum
 - o All snacks brought into the building must appear on our safe foods list
 - Safe foods list was sent home the first day of school and can be found on our school website

2011-12 CHESTNUTWOLD PHONE DIRECTORY
Principal – Joel DiBartolomeo – 5975
Secretary - Peggy Jester - 8000

EXTENSION	NAME	LOCATION
8470	Lynn Capista / Sue Willard	Room 100.21 - Nurse / MBA
8013	Maggie Dwyer	Room 013 - Kindergarten
8005	Christine LaBrasca	Room 005 - Kindergarten
8006	Carrie O'Connell	Room 002 - Grade 1
8007	Mary Finocchiaro	Room 004 - Grade 1
8012	Lisa Neri	Room 012 - Grade 1
8105	Krista Magdy	Room 105 - Grade 2
8104	Christine Teti	Room 104 - Grade 2
8102	Nicole McKeown	Room 102 - Grade 2
8110	Mike Reynolds	Room 110 - Grade 3
8112	Tim Kaufmann	Room 112 - Grade 3
8114	AnnMarie Mikulich	Room 114 - Grade 3
8111	Suzi Kintzley	Room 111 - Grade 3
8014	Judith DeFrusco	Room 014 - Grade 1
8204	Jen Strawley	Room 204 - Grade 4
8205	Mary Lou Meehan	Room 205 - Grade 4
8202	Natascha Doeller	Room 202 - Grade 4
8210	Betsy Montgomery	Room 210 - Grade 5
8214	Rachel Bisaccia	Room 214 - Grade 5
8211	Linda Labowitz	Room 211 - Grade 5
8113	Becky Moran / Jo Doppler	Room 113C - Spec Ed
8212	Sandy Barber-Walters / Donna Livanos	Room 212 - Spec Ed
8009	Trish Piasecki / Helen Mulvany	Room 009 - Spec Ed
8019	Karen Kunsu	Room 019 - Seminar
8090	Carol Bellamy	Room 200.4 - Tech Aide
8480 / 8221	Jayne Dambman / Joan Anderson	Room 200 - Library
8021	Kate Kasmer / Marianne Lerro	Room 021 - Art
8120	Laura Esposto / Marsha Bobnak	Room 120 - Music
8124	Tim Kershaw	Room 124 - Health/PE
8107	Linda Levy	Room 203 - Reading Specialist
8216	Robin Hughes	Room 213A - Learning Support
8216	Karen Sellman	Room 213A - Learning Support
8103	Nicole Tallon	Room 103 B - Learning Support
8116	Tracy Spivack	Room 113A - Speech
8116	Jeannie Jacobs	Room 113A - Speech
8100	Jennifer Munch	Room 100.11 - Guidance
8025	Gary Fiore	Room 017.1 - Custodian
8050	Cafeteria	Room 121
8119	Faculty Dining Room	Room - 119.5
8107	Tina Reynolds	Room 103A - Title 1 Language Arts
8175	Principal's Conference Room	
8128	Sally Shanahan / IST Room	IST Conference Room
8122	Denise Law	Room 122 - ESL
8109	Petra Ludewig (OT), Marcy McCabe (PT)	Room 109 - OT / PT
8122	Barbara Teti	Room 122 - Title I Math
8122	Mike Martin / Drew Shanefield	Room 122 - Music
8213	Lorraine Pierce / Pat Donato	Room 213B - DCIU 2nd & 3rd grade
8016 or (610) 642-1987		Rm 016 - Kindergarten Enrichment
8010	Teacher Work Room - K/1	Room 010
8206	Teacher Work Room	Room 206

Chestnutwold Elementary School

A few of the things we do...

Chestnutwold Faculty Advisory (ChAT)

Faculty Advisory meetings are open to all staff. Chestnutwold is a community school built upon strong connections and partnerships.

Grade Level Teams (Professional Learning Communities, PLC)

- **Purpose** is to monitor student progress; discuss instructional practices; plan activity; and assign resources to best serve our students.

Child Study Team (CST)

Our **goal** is to support classroom instruction and student achievement. The CST will draft next step recommendations to enhance the learning environment, instruction and student capacity.

- Our team meets each Thursday to discuss our students' progress and/or concerns.
- School and district specialists meet to discuss and plan as per students' needs arise
- Team members: principal, counselor, reading specialist, OT, speech specialist, psychologist, seminar, student support teachers, emotional support teachers and others who would be needed in the evaluation and planning process.
- Members of this group work directly with teachers to plan and deliver service

Curriculum meetings

Curriculum and Special Education meetings are held each month.

Chestnutwold Calendar

Please be sure to check our calendar for updated events, meetings and activity including times, places and people. You access our school calendar via the school web site.

Recess indoors

Ideally, students are free to choose which classroom activity they would like to attend. Individual circumstances do arise and are dealt with appropriately. One HW/quiet room will be available each day to ANY student from ANY grade.

Available on any day, up to eight students at a time may remain inside during recess to complete schoolwork, study or do homework. We do not have the capacity for more than eight.

Letter sent home to families regarding food brought from home.

Allergies and healthy life styles warrant serious attention by families and schools. You sense the magnitude of the issue when reading nurse Mrs. Capista's **allergy letter** and may have experienced a scare at a neighbor's party or family gathering – it is unforgettable. In consideration of our students and staff, **I am suggesting alternative arrangements for classroom rituals and celebrations** that include our Chestnutwold students and Chestnutwold staff and that occur on school grounds.

More and more children suffer from acute symptoms ranging from air-borne toxins to bread, cereal and cookies we eat daily. For the safety of all of our students, **we are adopting pre-emptive procedures to help our students** - we need your help too.

Chestnutwold Elementary School will enforce the “safe-foods” list for ALL food that enters the building for student consumption. All food that enters the building must be approved by our school nurse before going to the classroom for student consumption. If the food item does not appear on the district provided safe foods list, it will be returned. I encourage you to consider positive alternatives to birthday cakes, pizza, candy snacks, etc... This is greater than living healthy, although that is important enough, this decision is about our students' safety.

Ideas as substitutes for celebrations, instead of consumable items consider the following:

- Donate a book to our library that includes a note from the student. The child can read the book to the class and be made the focus of various activities.
- Choose and play a game during a time when baked goods or purchased items would be served and eaten.
- Engage the class in an activity that centers on reading, drawing and/or other exceptional abilities your child may have.
- Show a talent! Perform for your class or for the school using our multi-media equipment – thank you PTO.

A “Google” search for Healthy Life Styles draws over 2-million sites. The research is compelling. Additionally, there are benefits to limiting this practice: preventing allergic reactions, advantageous and long-term eating habits, improved academic achievement, shift the focus onto more prevailing celebratory school related activity (reading and inter-personal games for example) and time savings not having to gather and prepare consumable goods. I know this because I have three children too, one with a severe nut allergy.

SNACK FOODS GENERALLY CONSIDERED TO BE SAFE FOR STUDENTS WITH: PEANUT, TREENUT, SESAME, EGG ALLERGY

FRESH FRUITS AND VEGETABLES

(NO MANGO, STRAWBERRY, BANANA, PEACH, CANTELOUPE, RAW CARROT, AVOCADO, PEA, BEAN, LEGUME)

PRETZELS/CHIPS/POPCORN

HERR'S

- *Potato Chips
- *Ripple Chips
- *BBQ Chips
- *Popcorn (white)
- *Corn Chips
- *Pretzels

ROLD GOLD

- *Pretzels, Classic Style Sticks
- *Pretzels, Classic Style Thins
- *Pretzels, Classic Style Rods

Lays

- *Classic Potato Chips

SUN CHIPS

- *Original

PRINGLES

- *ORIGINAL

FRITOS

- *Original Corn Chips

TOSTITOS

- *RESTAURANT STYLE TORTILLA CHIPS
- *BITE SIZE ROUND TORTILLA CHIP

CRACKERS

NABISCO

- *Wheat Thins
- *Ritz Crackers, original
- *Triscuits, original
- *Graham Crackers and Sticks (honey, cinnamon)

PEPPERIDGE FARMS

- *Goldfish-regular pretzel

COOKIES

NABISCO

- *Teddy Grahams (honey, cinnamon)

BARNUM

- *Animal Crackers

CANDY

- *Dum Dum Lollipops

- *Peeps (original)

MISCELLANEOUS

- *Rita's water ice (Italian Ice Flavors, not chocolate or peanut butter)

Transportation

Drive/Drop-off

You **must use the Loraine Street entrance** to the parking lot.

STUDENTS MUST BE DROPPED-OFF ALONG THE SIDEWALK IN THE LORAINÉ LOT.

There is **no parking along the sidewalk**.

After drop-off along the sidewalk, please **exit promptly**.

Cars must not remain driverless.

If you must enter the building, please park your car on the street or in the rear lot.

There is **no parking, stopping or standing along Loraine Street at any time.**

Do not drop-off children along Loraine Street.

You must drop-off in the parking lot area.

There is no parking, stopping or standing along Belmont Avenue – **the bus lane is for buses only!**

All students must wait outside the building and/or in the vestibule area until the 8:35 AM bell rings. Students may enter the building at that time, unless arrangements have been in advance and in writing. Students will be unsupervised prior to 8:35AM. Please be mindful of this arrangement. No faculty is available to monitor our students until this time.

Dismissal/Pick-up

You **must use the Loraine Street entrance** to the parking lot to pick-up students.

STUDENTS MUST BE PICKED-UP ALONG THE SIDEWALK IN THE LORAINÉ LOT.

Cars must not remain driverless.

There is **no parking along the sidewalk** after dismissal (3:30 PM)

After pick-up along the sidewalk, please **exit promptly**.

Please wait in your car and in the car line, or park in the lot until your child is dismissed.

If you must enter the building, please park your car on the street or in the rear lot.

There is **no parking, stopping along Loraine Street at any time.**

You must pick-up children and/or park in the parking lot area.