

**Watertown City School District  
Starbuck Elementary**

430 East Hoard Street  
Watertown, NY 13601  
(315) 785-3765  
Fax (315) 779-5472

*Michael Lennox*



*Principal*

August, 2021

Dear Parents/Guardians:

Welcome to an exciting year at Starbuck Elementary School!

In order to help you and your child, the following handbook has been compiled with information about our school. This handbook consists of various policies and procedures practiced at Starbuck. If you have any questions concerning the enclosed information, please feel free to call the school office at 315-785-3765.

Starbuck Elementary School is fortunate to have a very dedicated, caring faculty and staff, whose main concern is the education of your child. Parent support and communication are extremely important to the success of our students. We encourage you to be an active participant in your child's education.

We hope your child has an exciting and successful educational experience here at Starbuck Elementary School. We look forward to a wonderful school year.

Thank you for sharing your child with us.

Yours,

Michael Lennox  
Principal

School and Community Working Together"

# STARBUCK ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK

## SCHOOL HOURS:

8:05 Breakfast  
8:05 Students may go to classrooms  
8:25 Attendance taken  
2:52 Walker/parent pick-up and SACC dismissal  
2:54 Bus dismissal

**ADMINISTRATION OF MEDICATIONS:** The school nurse must have on file a written request from the family physician and parent for prescription and over-the-counter medications. The note must state the dosage and frequency of the prescribed medication. It must be in the original labeled container with the child's name on it and be delivered to the school by the parent or parent's adult designee. **A verbal or telephone request from the parent or physician is not acceptable.** The nurse's direct telephone number is **315-779-5471**.

**ATTENDANCE POLICY:** Each student's presence, absence, tardiness and early departure shall be recorded (in writing or electronically) in a register of attendance during each school day. Any absence shall be recorded as verified or unverified. **Parents must notify the school at 315-785-3765 by 9:00 a.m. each day the child will not be in attendance.** Voice mail is available for your convenience. A school designee will call the home of any student whose absence has not been reported.

**ATTENDANCE – TARDINESS:** We encourage students to arrive on time each day. Students entering the classroom late start the day having to "catch up". Any student not in his/her assigned classroom at 8:25 a.m. is considered tardy. The student must report to the office upon arrival at school. If a student is more than a few minutes tardy, he/she should be accompanied to the office by a parent/guardian to be signed in by the parent/guardian. School lunches are needed to be ordered each day. If a student is going to be tardy and needs a school lunch, please call the office and let us know. Please allow for extra travel time as the weather conditions worsen.

**EXCUSES:** New York State law requires that a written excuse be on file with the school for any absence. If no excuse is written, then it is documented on the child's attendance card as an unexcused absence. Please send the excuse back with your child the day he/she returns to school/. Even though you may have called your child in absent from school, a written excuse signed by a parent or legal guardian is needed for your child's record.

**PROLONGED ABSENCES:** The school nurse's telephone number is 315-779-5471. The school nurse should be notified if a child will be out for a long period of time. If in doubt, check with your physician. The school likes to be aware of communicable diseases to protect other students. Should you suspect one of these diseases, contact your physician. School nurses do not diagnose conditions and sending an ill child to school exposes other children.

**BABYSITTERS:** If your child goes to a babysitter or SACC at the end of the day, please notify your child's teacher so he/she has a record of this. This note only has to be written once for the school year and updated in the event that the after school situation changes. A special form must be completed if you will need to ask permission for your child to be bussed to a babysitter.

**BICYCLES/SCOOTERS:** Students are welcome to ride bicycles and scooters to and from school. For your convenience, bicycle racks are found in the front of the school. For security, place your bicycle in the rack and be sure to lock it. The school cannot be responsible if your child's bicycle is lost or stolen. Students are to walk their bicycles and scooters on the sidewalk upon entering the school grounds. **All students must wear helmets to ensure their safety and abide by NYS Law.**

**BREAKFAST:** Breakfast is offered free daily for all students. Breakfast is served daily at 8:05 a.m.

**BUS BEHAVIOR:** Riding the bus is a privilege, not a right. Students are expected to obey the rules posted on the bus and treat the driver and other riders with respect. If a student breaks the rules, he/she will be issued a bus infraction by the driver. This notice is brought to the principal and acted upon accordingly. Please be aware that it is the responsibility of the parent to transport the child to and from school if the child is suspended from riding the bus. Keeping a child home will be counted as an illegal absence.

**Bus Rules**

- **Always follow the driver's directions**
- **Stay seated**
- **Keep hands, feet and objects to yourself**
- **Always use appropriate language**

**Bus Infractions (Students may be subject to the following consequences)**

1. **The first infraction is a warning with a letter to parents.**
2. **The second infraction is a two day suspension with a letter to parents.**
3. **The third infraction is a three day suspension with a letter to parents.**
4. **A fourth infraction is a five day suspension with a letter to parents.**
5. **A fifth infraction is a ten day suspension with a parent conference before a student may resume riding the bus again.**

**BUS EMERGENCY DRILLS:** Three bus drills are held throughout the school year. They include practice and instruction in the location of emergency doors, fire extinguishers, first aid equipment, and procedures for evacuating the bus in case of an emergency. Bus riding behavior, as well as safety tips during inclement weather, is taught.

**BUS TRANSPORTATION:** If your child is transported to school by bus, he/she will go home by bus unless you send a **WRITTEN** note to the contrary. Permission for a child to ride a different bus home or get off the bus at a different stop **CANNOT** be given.

**PLEASE NOTE: PASSING A STOPPED SCHOOL BUS WITH ITS LIGHTS FLASHING IS AGAINST NEW YORK STATE LAW. THIS INCLUDES BUSES IN SCHOOL DRIVEWAYS AS WELL AS ROADWAYS.**

**DISCIPLINE:** We will be stressing **RESPECT AND RESPONSIBILITY.** We have developed rules for general student behavior because we believe that:

1. No student can be allowed to interfere with a teacher's right to teach.
2. No students can be allowed to interfere with another student's right to learn.
3. No student can be allowed to cause harm to themselves or others.

The Watertown City School district uses RESTITUTION as our district discipline policy. This is a process by which children learn to self-evaluate their behavior and to “fix” any problems that occur, with our guidance and support. We will be involving our children from the beginning of school by having classroom discussion about “beliefs” and how they feel people in our building should be treated and how they should act. We will be involving them in making social contracts for their classrooms and doing “My Job/Your Job” plans.

If your child frequently misbehaves at school, you will be notified. A special behavior management plan will usually be drawn up. Your support as a parent is vital for improvement to occur.

**EARLY DISMISSAL:** There may be times when it will be necessary for you to pick up your child before the end of the school day. If you know this information before your child leaves for school, please send a written note to the teacher that contains: the child’s name, time you will pick your child up, and the reason for early dismissal. All parents must report to the main office to sign their child(ren) out. **STUDENTS WILL NOT BE RELEASED FROM THE CLASSROOM TO GO WITH THEIR PARENTS.** The teacher will be called from the main office to send the child to the office. Only parents and guardians will be allowed to sign a child out of school. Anyone else picking up the child, will need a note from the parent with signed authorization. They may be asked to present identification at the time of pick up. **STUDENTS WILL NOT BE RELEASED WITHOUT WRITTEN APPROVAL FROM PARENTS/GUARDIANS.**

**EMERGENCY INFORMATION CARD:** There is an emergency information card on file for each child in school. It is important that the emergency phone numbers be kept current. If parents cannot be reached, the person(s) named as responsible parties will be called to transport a child should they need to be sent home for a minor illness or emergency. Listing someone on the emergency information card only gives permission for the person to pick up a child who is being sent home by the school nurse. It does not give that person the right to pick up the child at any other time without specific, written permission from a parent or guardian.

**EMERGENCY SCHOOL CLOSING:** During our long winter months, we often have various weather changes. In the event of a school closing, delayed opening, or early dismissal, information will be given over the following radio and television stations and Website:

**WTNY – 790AM    WTOJ – 103.7FM    WWNY TV7**  
**WOTT – 100.7 FM    WCIZ – 93.5 FM    WWTI TV50**  
**WATN – 1240 AM    WBDR – 106.7 FM    [www.newzjunky.com](http://www.newzjunky.com)**  
**WFRY – 97.5 FM    PARENT SQUARE**

Please pay close attention to determine whether it is the **WATERTOWN PUBLIC SCHOOLS** that are delaying, closing or dismissing early. They will not mention Starbuck Elementary School by name in these announcements.

**EVALUATION: Parent-teacher Conferences:** Two parent-teacher conferences will be held. One conference is at the end of the first quarter (November) to discuss individual progress. The second conference is held in the middle of March. **Please note: School dismisses early on Parent Conference Days at 11:30 a.m.** If you wish to set up a conference with your child’s teacher at other times you are encouraged to contact the teacher or the school office.

**EXCUSES:** See page #1.

**FIRE DRILLS:** Students are instructed and trained to leave the building in a calm and orderly manner should there be an emergency. Multiple drills are held each year.

**LOCK DOWN DRILLS:** We perform Lock Down drills periodically throughout the school year. Teachers and students have pre-established plans in place in the event that an intruder or unsafe situation should arise in our school.

**HEALTH AND SAFETY: PUPIL ILLNESS:** If a student feels ill during the day, he/she should report to the clinic. In the clinic the illness will be evaluated and a parent called if necessary.

**PUPIL INJURY:** If a student is injured during the school day, the student will be brought to the clinic, and the appropriate first aid will be given. School nurses notify parents if their child:

1. Has a notable bruise or cut
2. Has a head injury which requires ice
3. Has a seizure in school

The above listed injuries are logged on the school accident form and parents at the primary level are notified by telephone, or a note if not reached by phone. All nurses make decisions based on the child's reaction as to whether or not a student remains in the clinic and whether or not a parent should be notified. In many cases, the children use the clinics as a "safe place" for momentary relief from an uncomfortable situation in the school setting. Once the nurses come to know their students, they make decisions on these instances.

**HEADLICE:**

1. A periodic monitoring and detection program will be conducted by the School Nurse.
2. Any child, examined by the School Nurse, found with live lice may be sent home. Measures will be taken to prohibit the identification of a child with head lice. Siblings and classmates may also be examined for possible head lice. The parent may be notified to pick up the child at school.
3. The School Nurse shall provide the parents of any child found to have live lice or nits a notification letter and instruction materials on the treatment of head lice. The Nurse shall also make a follow-up call to the parents(s) to explain the treatment procedures and the District's policy on re-admittance.

The parent may be contacted to transport the student home. The parent will be provided with:

- a. A notification letter and instruction materials on the treatment of head lice.
- b. Notification that the child may be excluded from school, at least for the remainder of that school day.

**HOME-SCHOOL COORDINATOR'S ATTENDANCE IMPROVEMENT PROGRAM:** This program is designed to monitor student attendance and to offer assistance to those students and their families who have a high rate of absenteeism. The coordinator talks to the students and makes home visits to parents. If you have any questions or need help in dealing with a child's specific attendance problem, please contact Mr. Craig Randall at school at 315-779-5412.

**IMMUNIZATIONS:** Children entering school must be properly immunized, as mandated by New York State Law. Each entering student must show proof of having had a least 3 Polio, 3 DTP, 3 Hepatitis B, 2 MMR, and 1 Varicella (Chicken Pox) vaccination.

**LUNCHES/BREAKFAST:** Free breakfast and lunch is provided daily for all students. Students may bring their lunch and purchase white milk, chocolate milk or juice.

\*Please note that we do not have the capacity to heat items sent from home or prepare other food in the event that your child does not like the menu entrée being offered. Menus are located on the school district web page [www.watertowncsd.org](http://www.watertowncsd.org).

**PARENT TRANSPORTATION** - In order to avoid accidents, parents who transport their children to and from school are asked to follow these instructions:

1. **THERE WILL BE NO PARKING** in the parking lot from 8:00-8:25 and from 2:45-3:10. This area is designated for loading and unloading only.
2. **Students may be dropped off on Hoard Street by the main entrance. You may not leave your car running or leave the driver's portion of your car when dropping your child off in the morning.** If you need to enter the building, please park in the designated parking areas.
3. Visitors may park in the parking lot at other times during the day.
4. In the afternoon, walker/parent pick-up students will be released at 2:52 p.m. Walkers and students meeting rides home will be escorted out the main and back entrances to the building. Bussed students will be dismissed at 2:54 out the side entrance next to the parking lot.

**PERSONAL ITEMS:** Because we cannot always place personal items in a safe location, it is suggested that personal items of value not be brought in or left at school. Such items include cell phones, IPODS, hand-held electronic games or other personal items are a student's responsibility. Money should not be left in either a student or teacher's desk. Please discourage your child from bringing in personal items (toys) unless they are directly related to a class lesson or project.

**PHYSICAL EXAMS:** At Kindergarten Registration, a physician's report form is given to each parent to be completed by the family physician at the time of enrollment. The school district physician will do a routine health appraisal for children in second and fourth grades and any new entrants not done within one year. Notification will be sent home prior to this.

**PRESS/MEDIA COVERAGE PERMISSION:** Should a field trip or activity in school or on school grounds receive press/media coverage, parents are asked to give/deny consent for their child to be videoed or have his/her picture taken and possibly shown on public television programming, printed in the newspaper or displayed on the Watertown City School District web page. A permission form is sent home at the beginning of the year. Parent/guardians are asked to complete the form and return it to school.

**PTO:** The Starbuck PTO is an active group of parents and teachers that sponsor programs and performances in school and social events which make for wonderful memories of the school year. Participating in The Starbuck Elementary PTO can be a personally rewarding experience. PTO gives parents opportunities to make new friends and acquaintances in the

community, it provides an opportunity to become more intimately acquainted with your child's school life, and it provides the additional involvement with your child's schooling, which research has determined increases student achievement and school adjustment. You are all warmly welcomed to become a part of this organization. Meetings are held on a monthly basis. Please check the monthly calendar for date and time.

**PTO ACTIVITIES:** Profits from PTO activities are used to provide extras which make the school year special for your child. In the past, the PTO has been able to purchase field trips, playground equipment, books and resources for our students, teachers and library, incentives for the Read-At-Home program and assembly programs for our children.

**RECESS:** Children will be going outside for fresh air and exercise with their classroom teacher in all but the most inclement weather. Please make sure that your child is always dressed appropriately. In winter this will include boots, snow pants, hat, coat, mittens and scarf.

**SACC:** The YMCA provides after school care at North Elementary for any child enrolled in school. All inquiries about the program must be directed to the SACC staff at 315-775-2005. Note - the after school bus will transfer the students from Starbuck to North if in the SACC Program.

**SIX-DAY ROTATION:** Students have "specials" – music, art, library and gym on a 6-day cycle. Your child's teacher will send home a class schedule at the beginning to the year. **Sneakers are required for gym and an old shirt or smock is recommended for art class.**

**VISITORS:** All entrances to the building will be locked at 8:25 a.m. Visitors should use the buzzer to the left of the door at the main entrance (parking lot entrance). All visitors must report to the main office to sign in and obtain a visitor's badge. The Starbuck Elementary staff have been instructed to ask anyone without a visitor's badge to report to the office. Your cooperation is expected.

*The Watertown City School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, creed or religion, marital status, age, gender preference or disability. Inquiries regarding this non-discrimination policy may be directed to: Coordinator Title IX, Section 504 @ 1351 Washington Street; P.O. Box 586, Watertown, NY 13601-0586; 315-785-3714.*