

STUDENT/PARENT HANDBOOK
AND
CODE OF CONDUCT

KNICKERBOCKER ELEMENTARY



“Where Students are Respectful, Responsible and Safe”

KNICKERBOCKER ELEMENTARY SCHOOL

739 Knickerbocker Drive

Watertown, NY 13601

PH: (315) 785-3740 FX: (315) 779-5456

Dear Parents/Guardians:

The instructional program for the children in the Watertown City School District is provided by fully qualified and certified teachers.

Your child's teacher is a college graduate with a major related to the grade level and subjects taught and has passed the New York State test for teacher certification. Some children receive additional help from qualified teacher assistants working under the direct supervision of certified teachers.

You may request the following additional information about the qualifications of your child's teachers and/or teacher assistants by contacting me at the school.

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals; and, if so, their qualifications.

Thank you for working with our staff to provide your child with the best education.

Janelle Dupee
Building Principal

Knickerbocker School Creed

Written by the students of Knickerbocker

I am respectful.

I am responsible and safe.

I am here to learn; therefore,
I will do nothing to keep the teacher from teaching
or anyone from learning, including myself.

Everyday I will be honest, trustworthy, caring and kind.

I will work hard and not give up
and will treat people respectfully,
the way I want to be treated.





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Dear Parents/Guardians:

Welcome to another exciting year at Knickerbocker 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 Knickerbocker. If you have any questions concerning the enclosed information, please feel free to call the school office at 785-3740.

Knickerbocker School is fortunate to have a very dedicated and caring 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 Knickerbocker School and we look forward to a wonderful school year.

Thank you for sharing your child with us.

Janelle Dupee

Principal

jdupee@watertowncsd.org

KNICKERBOCKER ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK

SCHOOL HOURS: 8:05 - Morning bell/Students Enter/Breakfast
8:25 - Attendance Taken
8:25 - Doors are Locked
2:40 - Cut off for Early Dismissal
2:50 - Walkers Dismissed
3:00 - Parent Pick Up

IMPORTANT PHONE NUMBERS:

Attendance:	785-3743
Nurse:	785-3743/779-5650
Main Office:	785-3740

ARRIVAL PROCEDURES: Students may not enter the building before the first bell rings at 8:05AM. The safety of our children is of the utmost importance to us. We have been working with the city, the police department, and the school district to ensure each child arrives to school safely. Please obey all traffic signs in front of the school. The speed limit is 15 MPH in the Knickerbocker School Zone. **You must use the school side of the street from the driveway past the entrances of the school for pulling over, dropping your child off, and pulling away.**

When dropping your child off in the morning, the area directly in front of the school (between the orange cones) will be for Drop & Go only. We will have staff positioned at the sidewalk to open your child's car door and help them out. We ask that no parents get out of their car when pulling up to this area. This will provide for a smooth Drop & Go transition.

****PLEASE DO NOT USE THE DRIVEWAY OR PARKING LOT TO DROP OFF CHILDREN, THIS IS FOR BUSES TO UNLOAD AND PICKUP CHILDREN ON SCHEDULE.****

DISMISSAL PROCEDURES:

- 1st Bell 2:50PM – Walkers dismissed (walking to Myrtle Ave/Gotham St/Home)
- 2nd Bell 2:55PM – Bussers to the Gym
- 3rd Bell 3:00PM – Parent Pick-Up (Teachers will be walking all parent pick-up students to their designated pick-up doors. Kindergarten will be at the front main doors, 1st Grade classes will be at the front doors toward the other end of the building and 2nd, 3rd, and 4th grade classes will be at the back playground doors. Please look for your child's teacher and make sure that any individual picking up your child is on the contact list in the main office.)

Parents may elect to have their child(ren) walk home with written permission (crossing guards are posted at both ends of Knickerbocker Drive for your child's safety). Parents who select to have their child(ren) walk may not pick up their child(ren) on school property daily. We need your help to ensure the safe dismissal for all students.

Forms are available in the main office if you need to change your child's dismissal plan.

REQUEST FOR EARLY DISMISSAL (Prior to 2:40PM): There are times when it may 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 them up, and the reason for the early dismissal. All parents must sign out their child(ren) on the sign out sheet provided by the entrance. Your child will be brought out to you. Please do not attempt to enter the building.

STUDENTS WILL NOT BE RELEASED FROM THE CLASSROOM TO GO WITH THEIR PARENTS. The teacher will be called from the main office to release each child and they will be sent to the office. Only parents/guardians will be allowed to take the child from school without written permission. If anyone else is picking up your child, they will need a note from the parent with signed authorization and will be asked to present identification at the time of pick up. **STUDENTS WILL NOT BE RELEASED WITHOUT WRITTEN APPROVAL FROM PARENTS/GUARDIANS.**

After 2:40PM, parents will be directed to their designated dismissal exit to pick up their children for regular 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 school nurse can be reached at (315) 785-3743 for more information.

ATTENDANCE: Any student not in their assigned classroom at 8:25AM is considered tardy. Upon arrival at school, the parents must sign in their student on the sign out sheet provided by the entrance and then the student alone should report to the office for a tardy slip. A written excuse, signed by the parent/guardian must be submitted. Please allow for extra time as the weather conditions worsen.

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 will be recorded as excused or unexcused. **Parents must notify the school**

at (315) 785-3743 by 9:00AM on the day the child will not be in attendance. Voice mail is available for your convenience or if you prefer, you may send an email to asavage@watertowncsd.org (This would also be used as an excuse so you would not have to write a separate note). If we have received any call or message, our automated attendance system will attempt to notify parents/guardians that their child is not in attendance.

BABYSITTERS: If your child goes to a babysitter at the end of the day, please notify your child's teacher so they have 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.

BICYCLES/SKATEBOARDS/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 bike is lost or stolen. Students are to walk their bicycles and scooters on the sidewalk entering the school grounds. All scooters are to be folded and skate boards are to be carried into the building for proper storage during the school day. All students must wear helmets to ensure their safety and abide by NYS Law.

BREAKFAST/LUNCH: All students who are enrolled at Watertown City School District are eligible to receive a healthy breakfast and lunch **MEAL** at school at **NO CHARGE** to your household. If your student chooses to purchase extra items (a la carte items) such as a second entrée or milk, this will be an additional charge to the student.

Children may also bring their lunch and purchase milk. **Milk cannot be charged.** Pricing will be available on our website www.watertowncsd.org under the Food Service link. Students must have a positive meal account balance in order to purchase any items. Parents can deposit money into student accounts via www.myschoolbucks.com. Payment will also be accepted in the form of cash or check. These funds will be deposited into your student's account in order to make purchases.

*Please Note: 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 sent home every month and available on our website at www.watertowncsd.org.

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. If the child is suspended from riding the bus, please be aware that it is the responsibility of the parent to transport the child to and from school. A child needs to be in attendance for a bus suspension to be counted. Keeping a child home will be counted as an illegal absence.

BUS RULES:

1. Stay seated
2. No littering or spitting
3. Always follow the driver's instructions
4. Keep hands, feet and objects to yourself
5. No swearing, bad language or obscene gestures

BUS INFRACTIONS:

- 1st Verbal warning
- 2nd 2-day bus suspension
- 3rd 3-day bus suspension
- 4th 5-day bus suspension
- 5th 10-day bus suspension with the possibility of loss of bus riding privileges for remainder of school year

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

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 and safety tips during inclement weather are also taught.

CONTACT INFORMATION: There is contact information kept on file for each child in our school student management system. Every fall and again in the spring you will receive a Student Contact Verification Report. Please make all the appropriate changes to the information we have on file. It is important that 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.

DISCIPLINE: Classroom discipline procedures are set up by each classroom teacher. Your child's teacher will provide you with a copy of their discipline plan. Students recite the Knickerbocker School Creed every day. This provides the students, faculty and staff with a belief system by which respect, responsibility and behaviors are strengthened.

EMERGENCY SCHOOL CLOSING: During our winter months, we often have various weather changes. In the event of a school closing, delayed opening, or early dismissal, information will be communicated to all students, parents, and staff via the School Messenger System and over the following radio, television stations and Websites.

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

Radio
WTNY 790AM
WATN 1240AM
WCIZ 93.5FM
WTOJ 103.7FM

Television
WWNY TV7
WWTI TV50
TV 3 Syracuse

Websites
www.newzjunky.com
www.watertowncsd.org
Watertown Daily Times

EMERGENCY SCHOOL CLOSING FORM: Each family is asked to provide the school with information regarding where their child(ren) will go in the event of an early school closing. Forms are provided to you each fall. If this information should change throughout the year, please notify the classroom teacher or main office with the new information.

EXCUSES: Each time your child is absent from school, **NYS Law requires that a written excuse be on file with the school for that absence.** If no excuse is written, then it is documented in the child's attendance record as an unexcused absence. Please send the excuse back with your child the day they return to school. **Even though you may have called your child in absent from school, a written excuse is needed for your child's record.**

FIRE DRILLS: Students are instructed and trained to leave the building in a calm and orderly manner should there be an emergency. Twelve drills must be held during the school year. Fire prevention instructions are also given to all pupils.

HEAD LICE: At any time head lice or nits are observed on a student, they will be sent home immediately and the parent will be given instructions on how to treat the problem. It is the parent's responsibility to see that they clean and comb the child's hair so there is no evidence of infestation. If the suggested treatment is properly administered and the student is clear of the lice and/or nits, they may return to school. Parents **must** bring their student to the school nurse for examination prior to returning to class.

IMMUNIZATIONS: Children entering school must be properly immunized, as mandated by NYS Law. Each student entering must show proof of having had at least the minimum required vaccinations. If you have any questions concerning the requirements for New York State please contact the school nurse at (315) 785-3743.

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

PARENT/TEACHER CONFERENCES: Two parent/teacher conferences are held each year. One conference is at the end of the first quarter (November) to discuss your child's progress and the second conference is held in March. 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 office.

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. NYS requires that all students new to the district and all K, 2, & 4 students have a physical on file for that school year.

PRESS/MEDIA COVERAGE PERMISSION: A form is sent home for all children attending school. Parent/Guardians are asked to check the applicable box and return the form to school. Should a field trip or activity in school or on school grounds receive press/media coverage, parents would give/deny consent for their child to be taped or have his/her picture taken and possibly shown on public television, printed in the newspaper or displayed on the Watertown City School District web page.

PROLONGED ABSENCES: The school nurse's telephone number is (315) 785-3743. The school nurse should be notified if a child will be absent for a long period of time. If in doubt, check with your physician. The school needs 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.

RECESS: Recess is held on a daily basis. Weather permitting, the children will play outside. Please make sure your child is dressed appropriately for the outside weather conditions. For safety reasons, children will not be allowed on the playground equipment during the winter months.

REPORT CARDS: Students will receive a report card four times a year. The report card envelope must be signed by the parent/guardian and returned to the school for the first three report periods. Your cooperation is greatly appreciated.

SACC: The YMCA provides before and after school care at Knickerbocker for any child enrolled in school. All inquiries about the program must be directed to the SACC staff at (315) 755-2005. If you wish to reach the onsite staff at Knickerbocker, please call (315) 779-5658. Voice mail is available to leave a message.

SICKNESS IN SCHOOL: Please be sure the school has an emergency phone number in case your child becomes sick in school.

SIX-DAY ROTATION: For all grades, K through 4, our gym, music, library, and art classes are on a 6-day rotation cycle. This means that your child will have 1 art, 2 music, and 3 gym classes every 6 days and a double special one day per cycle to include library. Your child's teacher will notify you of the class schedule. Snow days and vacations are not counted. **Sneakers are required for gym. An old shirt or smock is recommended for art class. Please note:** all special area classes will be held in the classroom this year. Gym classes will be outside as long as weather permits.

TRANSPORTATION: If your child is transported by bus, they will always be sent 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.

VISITORS: **ALL visitors** must report to the main front doors to speak with the office. Please note that after 8:25AM all doors will be locked. To reach the main office please **press the doorbell** by the door and **state why you are here**. Please do not attempt to enter the building unless instructed to do so. Your cooperation with this is expected.