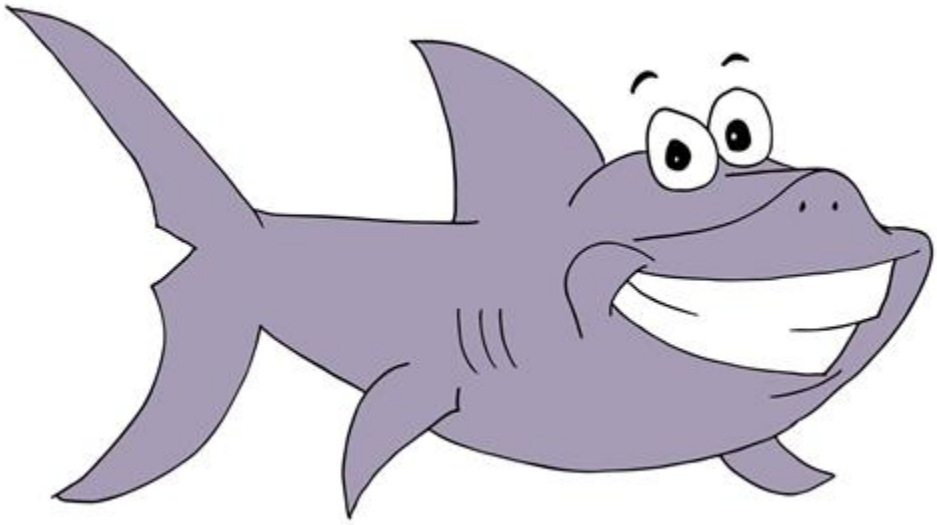
SHERMAN ELEMENTARY SCHOOL

"Where Students are Respectful, Responsible, and Safe"



STUDENT/PARENT HANDBOOK
AND
CODE OF CONDUCT
2025-2026

Sherman Elementary School Pledge

We, the Sherman Sharks, pledge to be:

Safe,

Helpful,

A Friend to everyone,

Responsible, and

Kind to others



Sherman Elementary School
Student/Parent Handbook

School Hours: 8:05 am - Morning bell / Students Enter / Breakfast

8:25 am - Announcements and doors locked

2:15 pm - Cut off for dismissal changes

2:50 pm - Kindergarten walkers dismissed

2:55 pm - Grades 1-4 walkers and SACC students dismissed

2:55-3:10 pm - Bussers Dismissed

Important Phone Numbers:

Main Office - (315) 785 - 3760

Health Office - (315) 785 - 3763

ARRIVAL PROCEDURES: Students may not enter the building before the first bell rings at 8:05 am. The safety of our children is of the utmost importance to us. Morning drop off can happen on the school side of Sherman Street, Pratt Street or the bus loop**.**

When dropping your child off in the morning, the area directly in front of the school (the bus loop) will be for Drop and 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 and Go transition.

DISMISSAL PROCEDURES:

- 1st bell 2:50 pm -
  - Kindergarten walkers dismissed out the doors by the gymnasium
- 2nd bell 2:55 pm -
  - Grades 1, 2, 3, & 4 walkers dismissed out the doors by the gymnasium
  - SAAC/4H - dismissed to the cafeteria
- 2:55- 3:10 pm -
  - Bussers dismissed

Forms are available in the main office if you need to change your child's dismissal plan. **NO DISMISSAL CHANGES WILL BE ACCEPTED AFTER 2:15 PM**

REQUEST FOR EARLY DISMISSAL (PRIOR to 2:40 pm): 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 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 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 the school without written permission. If anyone else is picking up the child, we will need a note from the parent with signed authorization and the individual will be asked to present identification at the time of pick up. STUDENTS WILL NOT BE RELEASED WITHOUT WRITTEN APPROVAL FROM PARENTS/GUARDIANS.

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)785-3763 for more information.

ATTENDANCE: Any student not in their assigned classroom at 8:25AM is considered tardy. Upon arrival at the school, the parents must sign their student in on the sign in/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)785-3760 before 9:00 AM on the day the child will not be in attendance.** Voicemail is available for your convenience or **if you prefer, you may send a ParentSquare or an email to phirsch@watertowncsd.org (this could also be used as an excuse so you would not have to write a separate note).** If we have not received any call or message, our automated attendance system will attempt to notify parents/guardians that their child is not in attendance.

BICYCLES/SKATEBOARDS/SCOOTERS: Students are welcome to ride bicycles and scooters to and from school. For your convenience, bicycle racks are found at 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 skateboards 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 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.

*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 on 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 not be counted as an absence.

Bus Rules:

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

Bus Infractions:

- Intervention/Verbal warning
- 2-day bus suspension
- 5-day bus suspension
- 20-day bus suspension and a meeting with the Principal, Transportation Director and Parent to determine reinstatement

****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.****

BUS 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 at a different stop **CANNOT** be given.

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 Websites:

Radio	Television	Websites
WTNY 790 AM	WWNY TV7	www.newzjunky.com
WATN 1240 AM	WWTI TV50	www.watertowncsd.org
WCIZ 93.5 FM	TV 3 Syracuse	www.watertowndailytimes.com
WTOJ 103.7 FM		ParentSquare

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

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 the 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 signed by a parent or legal guardian 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. Eight drills must be held during the school year. Fire prevention instructions are also given to students.

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 Mrs. Eboni Combs at school.

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 requirements for New York State, please contact the nurse at (315)785-3743.

INTERNET-ENABLED DEVICE POLICY - New Board Policy 7208

Students are prohibited from using internet-enabled devices on school grounds during the school day, including Bluetooth headphones or earbuds, except as expressly permitted under the limited exceptions outlined in the policy. Any students and families choosing to bring such devices to school do so at their own risk, and by doing so, release the District from any liability associated with those devices.

Storage requirements - Students will be required to store ALL internet-enabled devices (including, but not limited to, phones, tablets, watches, headphones/earbuds, rings) in a lockable storage container within their classroom.

Communication and Contact - Students will be able to contact parents by phone in the main office, if needed.

Exceptions

- Health and safety - may be permitted when necessary for managing a documented medical condition or healthcare need, as authorized by a licensed healthcare provider and approved by school administration (ie. diabetic sensor).
- Language - may be permitted when necessary to support a student's documented English language development needs, such as a real-time translation service.
- 504/IEP Plans - when use is required as part of a student's Section 504 Plan or Individualized Education Program (IEP).

Enforcement - students who violate this policy will be subject to disciplinary action consistent with the District's Code of Conduct and applicable law. Consequences may include progressive discipline or restorative practices. **Suspension of a student shall not be permitted if the sole grounds for the suspension is that the student accessed an internet-enabled device in violation of this policy.**

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 at the end of the first trimester (December) 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.

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. Please **do not send toys or trading cards** 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. 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. Parents/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)785-3763. 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 three (3) times a year. The report card envelope must be signed by a parent/guardian and returned to the school for the first two (2) report periods. Your cooperation is greatly appreciated.

SACC: The YMCA provides before school care at Sherman for any child enrolled in school. All inquiries about the program must be directed to the SACC staff at **(315)755-2005.** Voicemail is available for you to leave a message.Please send in a note to notify your child's teacher if your child will be going to SACC at dismissal time.

SIX-DAY ROTATION: For all grades K through 4, our physical education (PE), music, library and art classes are on a 6-day rotation cycle. This means that your child will have 1 art, 2 music, 1 library, and 3 physical education (PE) classes every six days.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 required for art class.**

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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 one time** 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.Any person who is entering the building will need a valid government issued ID and will have a visitor badge printed for you.

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 IZ, Section 504 @ 1351 Washington St.; P.O. BOX 586; Watertown, NY 13601-0586; 315-785-3714.