



The Syracuse Latin School

Semper Discentes – Always Learning

345 Jamesville Ave
Syracuse, NY 13210
(315) 435-4606
syracuselatin@scsd.us

K-8 School Handbook **2021-2022 School Year**

PRINCIPAL
Kelly Manard

VICE PRINCIPALS
Sherri Finch
Krista Hunter

SYRACUSE CITY SCHOOL DISTRICT
SUPERINTENDENT
Jaime Alicea

The vision of The Syracuse Latin School is to celebrate learning by providing an academically rigorous curriculum with a focus on leadership, citizenship and intellectual growth.

As approved by the Board of Education at the Annual Organizational Meeting on May 25, 2021 the
Board of Education Officers are as follows:

PRESIDENT:

Dan Romeo

VICE PRESIDENT:

Tamica Barnett

COMMISSIONERS OF EDUCATION:

Pat Body

David Cecile

Derrick Dorsey

Mark D. Muhammad, Ed.D.

Katie Sojewicz

ADMINISTRATIVE STAFF:

Jaime Alicea, Superintendent

Patricia Clark, Chief Ombuds/Student Support Services Officer

Dean DeSantis, Chief Operations Officer

Laura Kelley, Ed.D., Chief Academic Officer

Timothy Moon, Chief Accountability Officer

Suzanne Slack, Chief Financial Officer

Lisa A. Wade, Chief Human Resources Officer

Monique Wright-Williams, Chief of Staff

NOTICE OF NON-DISCRIMINATION

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer
Syracuse City School District
725 Harrison Street • Syracuse, NY 13210
(315) 435-4131

Email: CivilRightsCompliance@scsd.us

Thank you in advance for your cooperation.

Dear Syracuse Latin School Community,

I am so excited to begin the 2021-2022 school-year at Syracuse Latin! The past two school-years certainly have been historic and we're looking forward to a return to some level of normalcy all while continuing to implement things that we learned worked well for our students, staff and families during the pandemic.

Since opening in 2014, we have grown from a small, 4 classroom school to a full K-8 building with approximately 750 students. At Syracuse Latin, we are fully committed to providing a learning environment that is full of joy and magic that encourages our scholars to develop as citizens of their community.

Syracuse Latin was named as a ***NYSED "Recognition School"*** for the 2018-2019 and 2019-2020 school-years. Being a "Recognition School" gives us much to be proud of as this status is due to the hard work of our students and staff. Recognition Schools are not only high achieving schools, but also schools that show growth from year-to-year.

We are proud to continue and expand upon our enrichment opportunities for students in grades K-8. All classrooms will continue to create a vibrant culture through "Morning Meetings" and restorative practices. School-wide, we will continue to garner feedback from students, staff and families to ensure students receive incentives for their hard work as a positive member of our school community. We will continue to urge our students to grow as citizens by engaging in school-wide service projects. We have found great success in partnering with a variety of agencies and programs throughout the community.

I encourage family members to become active in our PTO, the "Friends of Syracuse Latin" by joining as a volunteer to help organize an event, as a member of a committee or room parent. There are also many opportunities for family members to engage in the school throughout the year. We are an active school community and welcome the support of our families and members of the community.

Please look for my weekly e-mail blasts, "From the Principal's Desk..." which are sent on Fridays via e-mail and through the Talking Points app. You can also stay updated by checking us out on Facebook and Twitter.

Families should always feel free to reach out with questions, suggestions or concerns. Let's make this an unforgettable school-year!

Sincerely,



Kelly Manard, Principal
The Syracuse Latin School

Important Covid-19 Information:

Face Masks & Coverings

Students and staff in the Syracuse City School District are required to wear a face covering with exception of those staff and students who are unable to tolerate a face covering, including students where such covering would impair their physical health or mental health. CDC and the New York State Department of Health recommends that everyone 2 years

and older wear a cloth face covering that covers their nose and mouth when they are out in the community and at school. In the event that a student or staff member needs a mask, one will be provided to them from their assigned school or supervisor. **Proper Use & Care** Wear face coverings properly by covering nose and mouth and secure with ties or ear loops. Wash cloth face coverings routinely after use. Wash hands prior to removal of mask to prevent contamination. Disposable face coverings are disposed of in the regular trash.

School Policies & Procedures:

Middle School Hours:

The Middle school day begins at exactly 8:25am. Student busses arrive between 8:15 – 8:25am. ***Students who arrive at or after 8:25 am will be marked tardy.*** If a bus is late for any reason, the student's attendance/tardy will be adjusted by the Syracuse Latin office staff. Please do not drop students off prior to 8:15am as there is no adult supervision prior to that time. The school day ends at 3:00pm. We will begin our dismissal process at 2:55pm each day. Students who do not take the bus must be picked up by 3:15pm. There is no after-school supervision for students not registered in the after-school program.

Elementary School Hours:

The Elementary school day begins at exactly 9:00am. Student busses arrive between 8:45 – 8:55am. ***Students who arrive at or after 9:05am will be marked tardy.*** If a bus is late for any reason, the student's attendance/tardy will be adjusted by the Syracuse Latin office staff. Please do not drop students off prior to 8:45am as there is no adult supervision prior to that time. The school day ends at 3:00pm. We will begin our dismissal process at 2:55pm each day. Students who do not take the bus must be picked up by 3:15pm. There is no after-school supervision for students not registered in the after-school program.

(Visitor's Policy)

All visitors to Syracuse Latin should have a scheduled appointment. Upon entering the building, you must wear a mask. You will be asked to have your temperature taken. We kindly ask you to adhere to the following:

- All visitors must sign-in at the front desk and upon arrival to sign-in and obtain a Visitor's Pass. Please wait to be directed to your destination. The Visitor's Pass must be worn and should be visible at all times. **All visitors must sign-in and have valid identification available in order to receive a pass.** If you would like to set-up a conference with a specific teacher or staff member, please schedule an appointment ahead of time. We do not allow for "pop in" visits in order to minimize disruption to the instructional day and ensure the safety of students and staff. Teachers will not be made available for meetings during the instructional day unless there is an emergency. In the event of an emergency, please request to see an administrator. Visitors should keep in mind that our goal is to maximize the instructional day, minimize disruptions to the educational process and protect the safety and welfare of the students and staff. Therefore, visitors should adhere to the same code of conduct as students and staff. The administration reserves the right to revoke a visitor's privilege if the policy is violated. At no time, should any visitors go directly to a classroom without checking in at the front desk. (This includes during arrival and dismissal time)

Middle School Drop-Off / Pick-Up:

Students who do not ride the school bus may be dropped off at the Syracuse Latin overflow lot on Jamesville Ave at 8:15am. All students will eat breakfast in their classrooms. Students who do not ride the school bus may be picked-up at the same Syracuse Latin overflow lot. Parents should remain outside until the instructional day is over. Students will be dismissed to walk to the overflow lot @ 2:55. In the event of an emergency and your child needs to be picked up before dismissal, please sign him/her out in the main office. **DO NOT go directly to your child's classroom to drop off or pick him/her up.** The teacher will not release students unless they have received notification from the Main Office that a parent or guardian is here to pick them up. The only students who may be walked to class and picked up from class are Pre-K students. **Please complete the form provided with your child's dismissal information. Any individual NOT on the list will NOT be allowed to pick your child up from school.** If there is an instance in which an individual not on the list must pick your child up, you must call the main office prior to

dismissal. The person picking up will be required to show valid identification. **The safety of our students is our number one priority and we will not dismiss students without prior notification from the parent or guardian.** Due to the volume of traffic at our Hughes Place entrance/exit, students who are eligible to ride the school bus are strongly encouraged to do so.

Elementary Drop-Off / Pick-Up:

Students who do not ride the school bus may be dropped off at the back entrance near the Hughes Place parking lot beginning at 8:45am. All students will eat breakfast in their classrooms. Students who do not ride the school bus may be picked-up at the entrance near the Hughes Place parking lot. Parents should remain outside until the instructional day is over. Students will be dismissed to the Hughes Place door at 2:55. In the event of an emergency that your child needs to be picked up before dismissal, please sign him/her out in the main office. **DO NOT go directly to your child's classroom to drop off or pick him/her up.** The teacher will not release students unless they have received notification from the Main Office that a parent or guardian is here to pick them up. The only students who may be walked to class and picked up from class are Pre-K students. **Please complete the form provided with your child's dismissal information. Any individual NOT on the list will NOT be allowed to pick your child up from school.** If there is an instance in which an individual not on the list must pick your child up, you must call the main office prior to dismissal. The person picking up will be required to show valid identification. **The safety of our students is our number one priority and we will not dismiss students without prior notification from the parent or guardian.** Due to the volume of traffic at our Hughes Place entrance/exit, students who are eligible to ride the school bus are strongly encouraged to do so.

Bus Policy / Transportation Information:

Students at The Syracuse Latin School will be expected to follow the Code of Conduct while riding the SCSD school bus. All students are expected to behave appropriately while riding the SCSD school bus. Consequences will be enforced for any student not adhering to the Code of Conduct while riding the SCSD school bus. **The Office of Transportation can be reached at 435-4260.** Please know your child's bus number and help them to learn their morning and afternoon bus number.

If your child typically rides the bus to and from school, but must be picked up instead due to an emergency or a scheduled appointment; please send a note in your child's folder or call the main office no later than **12noon to make us aware of the change in the dismissal plan. DO NOT e-mail, text, or send a Talking Points message the change during the day as it may not be seen by the office staff or teacher. Additionally, it can be very confusing to staff and students when a child's dismissal plan is changed daily. Please do not make any unnecessary changes.**

*Please note that bus passes written due to a change in bus stop and/or bus are for emergencies ONLY. Bus passes will not be written to accommodate play dates, etc. Based on the number of students on each bus, bus passes may not be possible. Due to the busy nature of dismissal time, the Main Office may not be able to answer calls between 2:40-3:05. Please do not attempt to call during this time to make changes to your child's transportation plan.

After-School Programming (Free Program):

After-school programming is open to all students of The Syracuse Latin School. The after-school program is provided by the YMCA of Central New York and will include both academic and enrichment components. The after-school program will begin October 18th and will run until May 12th. The program is open Monday – Thursday from 3:15 – 5:00pm.

Students who register for the after-school program are expected to attend all 4 days. The link to register for the after-school program can be found on the SCSD website.

Before-Care & After-Care from the YMCA (Paid Program):

Before-care and after-care will be available to Syracuse Latin Students in grades Kindergarten-5th grade for a fee. Please contact School Age Child Care Director at or 315-474-6851, ext. 315 for more information.

Attendance Expectations:

The school day begins promptly at 8:15 for middle school students and 9:00am for elementary, please plan accordingly. It is important to ensure your child is present and on-time daily. Students who arrive after 8:25am for middle school and 9:05am elementary will be marked tardy. If your child's bus is late for any reason, our office staff will ensure your child's attendance is adjusted. All absences are considered unexcused until written documentation is provided. Please send in a signed note any time your child is absent. Additionally, please call the Main Office (435-4606) to notify the school of your child's absence. Families are encouraged to take vacations during scheduled school breaks as excessive absences may affect your child's academic performance and progress. Attendance is part of the student record that follows your child through their school career. Please expect that you will receive a robo-call as a reminder regarding all unexcused absences. You may also receive a robo-call on days in which a student is tardy due to the timing of when calls begin.

Requests for Classroom Assignments

Occasionally, families may find it necessary to take their vacation while school is in session. These absences will be recorded as "Unexcused" on the student's attendance record. Often assignments are requested for the lessons that will be missed; however, providing missed assignments DOES NOT replace the classroom instruction and/or experiences that occur during the absence. In many cases, content will need to be reviewed and/or retaught when the child returns. All requests of assignments needed due to an unexcused absence should be made at least 5 business days prior. Please put the request in writing via e-mail directly to your child's teacher.

Requests for Teachers / Student Groupings

We do not accept requests for a particular teacher or grouping of students. Each year, our teachers work to consider many factors when it comes to creating balanced and diverse class lists. Please do not ask for your child to be with a certain teacher or group of students.

Student Dress Code: (Add that we follow SCSD Board Policy for appropriate clothing – hats, etc)

Students at The Syracuse Latin School are not required to wear a uniform. However, please dress students appropriately for the weather and the school environment. Clothing should be comfortable as students are active throughout the day. Please do not send students to school with distracting jewelry, noisy watches or unsafe footwear. It is helpful to label some items, such as backpacks and jackets. Shoes with a closed toe are required as students will participate in physical education twice per week and recess each day. Flip flops are **NOT** permitted at The Syracuse Latin School. During cold weather months, teachers may request that students bring boots and snow pants to school as we will continue to go outside for recess during the winter as weather permits.

Homework Expectations:

Homework expectations will vary by grade-level and will be developmentally appropriate. Dependent on grade, all students may receive a small amount of homework and will also be expected to read with a family member for at least 20 minutes each night. At various times throughout the year, students and their families may also be required to complete portions of a classroom project at home. It is important to review the weekly newsletter that is sent home by teachers to stay updated with projects, necessary materials, etc.

Home/School Connection:

All Syracuse Latin School teachers will send home some type of newsletter or weekly tracker that will provide families with information regarding upcoming classroom events, content being covered during the instructional day and much more. This communication will be sent home in the students' Syracuse Latin folder. The folder and/or agenda should be reviewed each night for important information on the communication log as well as any other letters from the school. Families will also receive a weekly e-mail update, "From the Principal's Desk..." each Friday. It is important to ensure we have a valid e-mail on-file for you and please feel free to provide the e-mail address of anyone in the household who would like to receive our updates. The Syracuse Latin School will also maintain a Facebook page and Twitter account where school-related news and updates will be shared. Parents and guardians are also welcome to call or e-mail any staff member directly and should expect a response within 24 hours (for non-emergency calls/e-mails). Our school calendar with events will be updated monthly and can be found on our page on the SCSD website.

Community Service Projects:

At The Syracuse Latin School, we are committed to serving our community. These community service projects will be driven by our Student Council based on student interest and will be supported by the adults! Additionally, we will partner with different organizations to provide supports on a regular basis. This is a wonderful opportunity for our families to help support the school and community. Please reach out if you have a relationship with a specific organization that we can support.

Assessments:

The Syracuse Latin School will follow the SCSD assessment schedule. Additionally, teachers will assess students on an ongoing basis to ensure accurate information about the skill level of their students and to plan appropriately. Parents should feel free to reach out to teachers directly regarding their child's academic progress.

Assessments include but are not limited to:

- District Approved and recommended assessments for students in grades K-8 (3 times per year, plus additional progress monitoring)
- NYS Assessments in ELA, Math & Science – grades 3-5 (1 time per year)
- Math Module Assessments (All Grades)

Grading:

The Syracuse Latin School will adhere to all grading policies outlined by The Syracuse City School District. Report cards will be issued quarterly and the district will designate one to two dates per year for Parent-Teacher conferences. However, we strongly encourage you to maintain an open line of communication with your child's teacher and to schedule additional conferences as necessary.

Parent/Family Volunteers:

At The Syracuse Latin School, we encourage and appreciate the support of our families. Parents and family members are invited to volunteer and coordinate participation in classroom activities with teachers and to accompany their child's class on field trips. Volunteer opportunities are based on the specific needs of the classroom and school. We will continue to monitor Covid-19 guidelines

In addition to traditional volunteering opportunities, administrators and teachers may reach out to families for support that can be provided from home, such as preparing materials, assistance in organizing events, etc. Additionally, if a parent or family member has a particular talent or interest she/he would like to share, please reach out directly to your child's teacher to determine how to best utilize the resource!

Parent/Teacher Organization

We are fortunate to have an active Parent/Teacher Organization, "Friends of Syracuse Latin." General membership meetings are held monthly and all families are invited to attend. Please e-mail syracuselatinschoolpto@gmail.com for more information!

Breakfast / Lunch / Snack:

All students in the SCSD are provided with free breakfast and lunch. Please complete the provided federal free and reduced lunch forms regardless of eligibility as this assists in securing Title I funding. Students from The Syracuse Latin School will eat lunch in their classroom or school cafeteria according to individual classroom schedules. Syracuse qualified for the state funded "Fresh Fruits & Veggies Program" this year. Students in grades K-6 will

receive a daily free fruit or vegetable snack. Students may bring snack with them to school. If you choose to send a snack in for your child, it should be something healthy that can be easily eaten in approximately 5 minutes. (Please adhere to any allergy guidelines in your child's classroom) ***Soda and candy is not allowed for lunch or snack at The Syracuse Latin School.***

Recess Time

Please see expectations below regarding recess time at Syracuse Latin. Please note that the teacher and administrators reserve the right to use professional judgement in regards to weather and other factors when determining whether classes are able to go outside for recess.

- Outdoor recess occurs throughout the school-year, even in cold weather. ***All classes in grades K-5 have 15-20 minutes of recess built into the daily schedule***
- As long as students have proper cold weather clothing, classes may go outside if the temperature is at least 32 degrees and there is no active precipitation and the play structures are not wet or icy. Outdoor recess determination is also dependent on wind chill temperatures and administration will make a final decision
- Teachers may also take students on walks and/or conduct lessons outside when weather permits
- Families should feel free to send in snow pants and boots to leave at school during the winter months
- All students in grades K-3 participate in physical education 2 times per week for 45 minutes with an additional 10 minutes per day for structured physical activity such as yoga, walking trail, etc.
- All students in grades 4-5 participate in physical education 3 times per week for 45 minutes each
- Middle School Students participate in physical education every other day

Birthday Celebrations / Outside Food Policy:

Birthday celebrations are an exciting part of any child's life! ***We have adopted a policy of NON-FOOD birthday celebrations.*** This will assist our teachers in keeping ALL students safe from allergens and ensure all students are included in celebrating their birthdays. You should contact your child's teacher for various ideas for non-food birthday celebration ideas. Some ideas are listed below.

- Pencils / Fun Erasers
- Stickers
- Small goody bags (no food / candy included)
- Be a "Virtual Mystery Reader"

Please DO NOT distribute birthday party invitations during the school day (or request that the teacher do so) unless you will be sending an invitation for all students in the class.

Social / Emotional Learning at The Syracuse Latin School:

Morning meeting and restorative circle discussions are an integral aspect of The Syracuse Latin School. Through group discussions, stories and activities, teachers, school counselors, social workers and psychologists work to complement the pursuit of academic achievement, intellectual growth and the social and emotional development of each student. Goals for morning meeting and restorative circles include being responsible for one's behavior and safety, fostering interest in and respect for differences among people and supporting responsible, effective participation in small groups and the community. Additional topics for discussion will be added as needed. Our School Climate Team is also looking forward to implementing our school-wide "Keys to Character Success" program that has been developed by the staff and students of Syracuse Latin.

SCSD Code of Conduct, Character & Support:

The Syracuse Latin School adheres to all guidelines and expectations indicated in the Syracuse City School District Code of Conduct, Character & Support. It is crucial to your child's success that you carefully review all components of

the Code of Conduct, Character & Support and sign and return your acknowledgement of the information. At the beginning of the year, each classroom will teach lessons that review the Code of Conduct, Character and Support.

The Syracuse Latin School Behavioral Expectations:

The Syracuse Latin School expects all students to behave in a manner that supports a successful learning environment. All students are expected to “BE READY,” “BE RESPONSIBLE” and “BE RESPECTFUL” of all other children, adults and the school property. We believe that by implementing daily “Morning Meetings” and a restorative circles/discussions, students will have the opportunity to engage in meaningful and age-appropriate discussions regarding how they will work together, both academically and socially. Individual classroom teachers may also utilize additional management tools in order to communicate student behavior with families.

Cell Phone/ Electronics Policy / Toys from Home:

Cell phones and other electronics are not to be used during school hours at Syracuse Latin. We ask that cell phones and other electronic devices remain at home to avoid distractions, equipment damage, and theft. The Syracuse Latin School is not responsible for any damage, lost or stolen items. If you need to contact your child during the school day, please contact the Main Office at 435-4606. Our secretaries will be happy to relay a message to your child. **If, for some reason, your child must carry a cell phone, it will be kept turned off and in their backpack. Per the SCSD Code of Conduct Students are NOT permitted to make phone calls, send text messages, etc. during the school-day.** Additionally, please do not allow your child to bring in special toys, cards, games, etc. to school. It is difficult for us to keep track of these items and they can easily become lost or misplaced.

Important SCSD Dates for the 2021-2022 SY:

Please keep your SCSD calendar handy to stay updated on important district events and days in which school is not in session. An electronic version of the calendar can be found on the district website under “Quicklinks.”

School Contact Information

Mrs. Manard, Principal (kmanard@scsd.us)

Ms. Finch, Vice Principal(sfinch@scsd.us)

Ms. Hunter, Vice Principal (khunter@scsd.us)

Mrs. Covey, School Secretary (tcovey@scsd.us)

Mrs. Tookes, School Secretary (stookes@scsd.us)

**All other staff contact information can be found on our page on the SCSD website*