



The Syracuse Latin School

Semper Discentes – Always Learning

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School Handbook **2017-2018 School Year**

PRINCIPAL
Kelly Manard

VICE PRINCIPAL
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 the
New **Board of Education Officers** are as follows:

PRESIDENT: Derrick Dorsey
VICE PRESIDENT: Patricia Body

**COMMISSIONERS OF
EDUCATION:** David Cecile
Mark D. Muhammad
Rita Paniagua
Dan Romeo
Katie Sojewicz

ADMINISTRATIVE STAFF: Jaime Alicea, Superintendent

Patricia Clark, Chief Ombuds/Student Support Services Officer
Dean DeSantis, Chief Operations Officer
Christopher Miller, Ed.D., Chief Human Resources Officer
Timothy Moon, Chief Accountability Officer
Linda Mulvey, Chief Academic Officer
Suzanne Slack, Chief Financial 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

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Message from the Principal

Dear Syracuse Latin School Families & Friends,

I am beyond thrilled to begin our fourth year here at Syracuse Latin! Our first three years have been incredibly successful, due largely in part to the support of our families. 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. We are excited to welcome several new staff members to Syracuse Latin and look forward to a continued partnership with the staff, students and families in Pre-K and 5th grade at Hughes Elementary.

This year, we are excited to continue our work with the Core Knowledge program for English/Language Arts and will continue to utilize the Engage NY modules as the foundation for our math instruction. We will utilize the Reading and Writing Units of Study for 3rd and 4th grade ELA instruction. We will also participate in the Math-Science Partnership (MSP) grant from the state and federal government in which our teachers will receive at least 45 hours of professional development and the school will have access to additional science materials.

We are proud to continue and expand upon the work we began with Enrichment Clusters and will create rich and meaningful sessions for our students on topics that are of interest to them.

All classrooms will continue to create a vibrant culture through “Morning Meetings” and “Class Dojo.” School-wide, we will utilize “Scholar Dollars” as an incentive to be used at our ever-popular school store! We will also encourage positive behavior at school with our bi-monthly incentives that students will earn points to attend.

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. 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 amazing school-year!

Sincerely,

Kelly J. Manard

Kelly Manard, Principal
The Syracuse Latin School
Hughes Elementary School

School Day:

The 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.*** 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. 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.

Special Area Classes

Students will participate in several special area classes during the instructional day. Physical Education, Art, Music and Spanish will be scheduled weekly for 45 minutes each block. Library will be scheduled on a rotating basis to allow students to check out books, for robotics and computer coding and for classroom research projects.

After-School Programming:

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 in October and will run until mid-May. The program is open Monday – Thursday from 3:15 – 5:00pm.

Students who register 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:

Before-care and after-care will be available to all students of The Syracuse Latin School for a fee. Please contact Liz Horne, School Age Child Care Director at lhorne@syracuseymca.org or 315-474-6851, ext. 315 for more information.

Attendance Expectations:

The school day begins promptly at 9:00am, please plan accordingly. It is important to ensure your child is present and on-time daily. Students who arrive after 9:05am will be marked tardy. Please do not drop your child off before 8:45am as there is no adult supervision available before then. 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.

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.

Student Dress Code:

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. Shorts and skirts should be of appropriate length and 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.

Homework Expectations:

Homework expectations will vary by grade-level and will be developmentally appropriate. Dependent on grade, all students will receive approximately 15 – 30 minutes of homework each night and will also be expected to read with a family member for at least 20 minutes each night. Homework is a valuable aid that helps to strengthen the experiences students have in school. It is useful in reinforcing and extending what has already been learned. Homework should enhance the student's growing independence as a learner and help them develop positive study habits and organizational skills. 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.

The Home/School Connection:

All Syracuse Latin School teachers will send home newsletters that will provide families with information regarding upcoming classroom events, content being covered during the instructional day and much more. The communication log 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). A calendar will also be sent home by the 1st of each month highlighting upcoming events and due dates for projects, community service project information, etc.

Community Service Projects:

At The Syracuse Latin School, we are committed to serving our community. Each class will participate in at least one community service project per quarter. These projects will be driven by student interest and supported by the adults! Additionally, we will partner with different organizations to provide supports monthly. 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.

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 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. Each classroom will be assigned Room Parents who will assist in coordinating volunteer opportunities. Additionally, please look for requests for volunteers throughout the year from the PTO and on our Syracuse Latin Facebook page.

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!

Visitor's Policy

All visitors must report immediately to the The Syracuse Latin School main office upon arrival to sign-in and obtain a Visitor's Pass. The Visitor's Pass must be worn and should be visible at all times. The Visitor's Pass should be returned to the main office upon check-out. All visitors must show valid identification 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. 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 the principal immediately. 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.

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 2:50. 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 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. **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.**

Lunch With Your Child

There may be occasions in which you would like to eat lunch with your child. If you would like to do so, please schedule with the Main Office at least 24 hours in advance. We ask that no outside fast food be brought into the cafeteria during the lunch periods. Additionally, guests will be able to sit with their child at a designated "visitor" table in the cafeteria.

Bus Policy:

Students at The Syracuse Latin School will be expected to follow all Code of Conduct policies 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.**

If your child typically rides the bus to and from school, but must be picked up instead; please send a note in your child's folder or call the main office no later than 12pm to make us aware of the change in the dismissal plan. DO NOT e-mail the change during the day as it may not be seen by the office staff or teacher. 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.

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. Students may eat breakfast in their classrooms from 8:45am – 9:00am. Students from The Syracuse Latin School will eat lunch in the school cafeteria according to individual classroom schedules. We will participate in the Wegman's Healthy Fruits and Vegetables program for snack. However, there may be times when the teacher reaches out to families to help supplement snack for the classroom. 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 is not allowed for lunch or snack at The Syracuse Latin School.***

Recess Time

Please see expectations below regarding recess time at Syracuse Latin.

- Outdoor recess occurs throughout the school-year, even in cold weather. All classes 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
- Brain breaks occur between 4-6 times per day which accounts for another 15-20 minutes of planned movement opportunities
- Many classroom activities are planned to incorporate movement – ie. Gallery walks, Inside/Outside partner share; mix & mingle, etc.
- All students participate in physical education 2 times per week for 40 minutes
- Opportunities for "Open Gym" will be scheduled on days in which weather does not permit outdoor play

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 "Mystery Reader"
- Coordinate with the teacher to do a fun craft in the classroom
- Have lunch with your child in the cafeteria

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.

Enrichment Clusters:

In addition to core subject areas, The Syracuse Latin School will implement Enrichment Clusters as part of the School-Wide Enrichment Model (SEM). The major goal of the SEM is the application of gifted education pedagogy to total school improvement. The SEM provides enriched learning experiences and higher learning standards for all children through three goals; developing talents in all children, providing a broad range of advanced-level enrichment experiences for all students, and providing advanced follow-up opportunities for young people based on their strengths and interests. The SEM focuses on enrichment for all students through high levels of engagement and the use of enjoyable and challenging learning experiences that are constructed around students' interests, learning styles, and preferred modes of expression. Enrichment Clusters cycles will be held quarterly and students will have the opportunity to select the course offerings of interest to them. Kindergarten and first grade students will receive a paper selection form and students in grades 2-4 will select their sessions online during the school day. As a school, we will do our best to share course offerings via e-mail with families prior to a session starting. However, we stress the importance of allowing students to select the courses that they have the most personal interest in.

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.

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

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 weekly “Roundtable,” students will have the opportunity to engage in meaningful and age-appropriate discussions regarding how they will work together, both academically and socially.

We will utilize components of “The Responsive Classroom” to help students be successful and all staff will receive ongoing development throughout the year in order to meet the expectations of the SCSD Code of Character, Conduct and Support. All consequences will be logical, dignified and directly related to student behavior to allow children the opportunity to learn from and fix their mistakes. All families will receive updates weekly on their child’s progress via The Syracuse Latin School Home/School Communication Log. We will maintain a collaborative approach with families when working with students to maintain the social, academic and behavioral expectations of The Syracuse Latin School.

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. Additionally, please do not allow your child to bring in special toys, cards, games, etc. unless a teacher has given special permission. It is difficult for us to keep track of these items and they can easily become lost or misplaced.

Important SCSD Dates for the 2017-2018 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. Hunter, Vice Principal (khunter@scsd.us)

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

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

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