



# **The Syracuse Latin School**

*Semper Discentes – Always Learning*

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

## **School Handbook** **2018-2019 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  
**Board of Education Officers** are as follows:

**PRESIDENT:** Derrick Dorsey  
**VICE PRESIDENT:** Katie Sojewicz

**COMMISSIONERS OF  
EDUCATION:** Patricia Body  
David Cecile  
Mark D. Muhammad  
Rita Paniagua  
Dan Romeo

**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  
Suzanne Slack, Chief Financial Officer  
Monique Wright-Williams, Chief of Staff  
Margaret Morone-Wilson, Assistant Superintendent

**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](mailto:CivilRightsCompliance@scsd.us)

## Message from the Principal

Dear Syracuse Latin School Families & Friends,

I am beyond thrilled to begin our fifth year here at Syracuse Latin! Our first 4 years have been hugely successful and we are now a full K-5 elementary school! 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 proud to continue and expand upon our Enrichment Clusters and “Genius Hour” opportunities 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,

A handwritten signature in cursive script, appearing to read "Kelly Manard".

Kelly Manard, Principal  
*The Syracuse Latin 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. 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.

### **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. Students in 4<sup>th</sup> and 5<sup>th</sup> grade are required to have physical education 3 times per week. Spanish for 4<sup>th</sup> and 5<sup>th</sup> graders will be scheduled once per week during the content block.

### **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 in October and will run until mid-May. 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 all students of The Syracuse Latin School for a fee. Please contact Liz Horne, School Age Child Care Director at [lhorne@syracuseymca.org](mailto: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 (315-435-4606) 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:**

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 and complete a reading log. 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). A calendar will also be sent home by the 1<sup>st</sup> of each month highlighting upcoming events and due dates for projects and other important information.

### **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 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.

Assessments include but are not limited to:

- STAR Assessment – grades K-5 (3 times per year, plus additional progress monitoring)
- Achievement Network – grades 2-5 (3 times per year)
- NYS Assessments in ELA, Math & Science – grades 3-5 (1 time per year)

**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. These opportunities are based on the specific need in each classroom. All visitors must schedule in advance with the classroom teacher and/or main office.

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](mailto:syracuselatinschoolpto@gmail.com) for more information!

**Visitor’s Policy**

All visitors must report immediately to 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. 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 to the main office.

**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 2:55pm. 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.**

### **Birthday Lunch with your Child**

We are happy to have you to enjoy a special birthday lunch with your child. If you would like to do so, please schedule with the Main Office or your child's teacher 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. Only the visitor and the child celebrating the birthday will be permitted to sit at the table. Siblings in other classrooms will not be permitted to leave their classroom to join another lunch.

### **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 (315) 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 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. Due to the busy nature of dismissal time, the Main Office will not be able to answer calls between 2:45-3:05pm. Please do not attempt to call during this time to make changes to your child's transportation plan.

### **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 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. Syracuse Latin did not qualify for the state funded "Fresh Fruits & Veggies Program" this year. Students may bring snack with them to school and teachers will also reach out to classroom volunteers for snack donations. 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 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
- 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
- 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.

### **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. We are also looking forward to incorporating the "Positivity Project" this year as part of our approach to social / emotional learning.

**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. 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 2018-2019 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](mailto:kmanard@scsd.us))

Ms. Hunter, Vice Principal ([khunter@scsd.us](mailto:khunter@scsd.us))

Terri Covey, School Secretary ([tcovey@scsd.us](mailto:tcovey@scsd.us))

Shannon Tookes, School Secretary ([stookes@scsd.us](mailto:stookes@scsd.us))

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