



The Syracuse Latin School

Semper Discentes – Always Learning

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

K-8 School Handbook 2020-2021 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 12, 2020 the
Board of Education Officers are as follows:

PRESIDENT: Katie Sojewicz
VICE PRESIDENT: Mark D. Muhammad, Ed.D

COMMISSIONERS OF
EDUCATION: Patricia Body
David Cecile
Derrick Dorsey
Tamica Barnett
Dan Romeo

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
Christopher Miller, Ed.D., Chief Human Resources Officer
Timothy Moon, Chief Accountability 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

Message from the Principal

Dear Syracuse Latin School Families & Friends,

We are about to embark on what will likely be the most memorable school-year in history. With the start of the 2020-2021 school-year comes many questions, worries, hopes, and unknowns. I am confident that by partnering with our families, we will be just as successful as in years past. This year, we must work together, be flexible and patient with one another. There will undoubtedly be bumps in the road ahead, but knowing that we have a strong support system among our Syracuse Latin community will allow us to have a successful 2020-2021 school-year!

Syracuse Latin was named as a ***NYSED "Recognition School"*** for the second year in a row, which is a source of much pride for us. 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.

While the structure may look different, we will continue to provide students with opportunities to expand on their areas of interest through "Genius Hour" (K-5) and a "Capstone Project" (Grades 6 & 7). All classrooms will continue to hold morning meetings, restorative circles and engage in community service projects.

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 J. Manard".

Kelly Manard, Principal
The Syracuse Latin School

School Day:

Please note the following time changes to our instructional day for the '20-'21 school-year.

K-5th grade – 8am – 2pm

PK – 8:30am – 2:30pm

6th / 7th grade – 8:45am – 1pm

Visitor's Policy

Due to Covid-19 regulations, all visitors must have a scheduled appointment to enter the building. Upon entry to the building your temperature will be taken, and you will be asked to answer a series of Covid-19 screening questions. All visitors must wear a face covering. All scheduled visitors must report immediately to The Syracuse Latin School main office to sign-in and obtain a Visitor's Pass. The Visitor's Pass must be worn and should always be visible. The Visitor's Pass should be returned to the main office upon check-out. **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.** 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.

Face Coverings Required

All students, adults and visitors are required to wear face coverings in all SCSD buildings. Your nose and mouth must BOTH be covered and must be worn in all shared spaces like hallways and bathrooms. Teachers will provide students with opportunities to take "mask breaks" throughout the day. If your child has a medical concern which prohibits them from wearing a mask, please contact the health office to ensure proper documentation is provided. Please make sure any mask is not disruptive to the educational process.

Arrival & Dismissal Procedures:

Please note the important changes to the drop-off / pick-up procedures due to Covid-19.

K – 5th grade arrival procedures:

- Students will enter the building at Hughes Place between 7:45am – 8:00am. Due to staff arrival time, we are unable to accept students prior to 7:45am.
- Students will have their temperature screened upon getting out of the car and parents must remain in the car. No parents are permitted to exit their vehicle or enter the building to walk their child to class.
- Only K-5 students arriving by bus will be permitted to enter through the Jamesville Ave main entrance. Students will have their temperature taken upon exiting the bus.

6th – 8th grade arrival procedures:

- All 6th-8th grade students MUST arrive via the Main Entrance off Jamesville Ave. This includes students who are dropped off and those who ride the bus. No cars may enter the bus loop/parking lot and students should be dropped off at the crosswalk. The crossing guard and/or school sentry will safely cross students to walk up the hill to the main entrance. All students will have their temperature taken prior to entering the building. ***The Hughes Place entrance will NOT be used during Middle School arrival or dismissal time. Please DO NOT drop your child off prior to 8:45am.***

Pre-K arrival procedures:

- All Pre-K students MUST enter through the Hughes Place entrance. **No parents will be permitted to enter the building.** Upon arrival, students will have their temperature taken and a Pre-K Teaching Assistant will walk the student to class. ***No Pre-K students are permitted to enter via the Main Entrance on Jamesville Ave.***
- All students in grades PK-5 MUST remain in their car in the Hughes Place arrival loop. There will be NO parking available. As students get out, a staff member will take the child's temperature and they will be permitted to enter the building to go directly to their classroom.

Dismissal Procedures:

- Grades 6 & 7 will dismiss by 1pm. They will exit at the Jamesville Ave entrance and walk to their bus or be picked up at the crosswalk (or in the small parking lot across Jamesville Ave)
- Grades K-5 (bussers) will be dismissed by grade to their bus and monitored through the hallways for social distancing
- Grades K-5 (Hughes Place car pick-up) -- Dismissal will begin between 1:40 – 1:45. Families will receive 3 car tags per family. The car tag MUST be displayed by person picking up. Upon pulling into the lot, classrooms will receive notification of students to be dismissed and students will walk to the Hughes Place car loop. NO STUDENTS will wait in the hallway or outside for cars to pull up.
- There will be no re-entry into the building once a student has dismissed. Playground use may not occur until after school is fully dismissed at 2:15pm as no parking is permitted and parents may not exit their car during dismissal time. The playground is not supervised by Syracuse Latin staff. Parents/guardians are responsible for the safety and actions of the children they are supervising after 2:15pm.

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 12:00 PM (noon) to make us aware of the change in the dismissal plan. DO NOT notify the teacher of 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 make sure you plan adequate time for the Covid-19 screening procedures if you will be picking your child up for an appointment.

*Please note that due to the strict regulations of school bus capacity, bus passes will not be written this year unless in the case of an extreme emergency. * Bus passes must be approved by Student Transportation due to bus capacity.

Special Area Classes

Special area classes will be offered on a rotating schedule due to the Covid-19 hybrid model. Special area classes will be offered both in-person and virtually. Special area teachers will provide instruction within the classroom and/or outdoors when possible. At this time, there will be no use of the gymnasiums.

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. Currently, the projected start date for after-school programming is **TBD**.

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

Before-care and after-care provided by the YMCA of CNY be available to K-5 students of The Syracuse Latin School for a fee. Please contact School Age Child Care Director at or 315-474-6851, ext. 315 for more information. At this time, this program will only be offered on M/T and Th/F for students attending in-person school on those days.

Attendance Expectations:

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. If you need support regarding attendance, please reach out to Shonette Harper, School Social Worker.

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 placed 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. 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 class and grade-level. Please refer to specific guidance provided by your child's classroom teacher. All students are expected to read for at least 20 minutes per night.

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 bi-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. We will work to engage in community service projects based on what is allowed under Covid-19 guidelines.

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 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:

Currently, we are limiting visitors, guests and volunteers in the building due to Covid-19 guidance. No outside volunteers are permitted.

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 syracuselatinchoolpto@gmail.com for more information.

Birthday Lunch with your Child

Due to Covid-19 guidance, we will not host birthday lunches this year. We cannot accept any outside snacks, treats or goodie bags for birthdays at this time. Birthdays will be announced on the morning announcements and posted weekly on our Facebook page.

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 us in securing Title I fund. Students may eat breakfast in their classrooms from 8:45am – 9:00am. Lunch will be in classrooms and students who get lunch from the café will be permitted to do so via a "Grab & Go" method. 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 at their desk. (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 regarding weather and other factors when determining whether classes can 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***
- Due to Covid-19 guidance, one class at a time is permitted on the playground equipment.
- If 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

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 school property. We believe that by implementing daily "Morning Meetings" and a restorative circle/discussion, 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.

Virtual Learning Guidelines and Expectations:

Students will be expected to adhere to all SCSD Code of Conduct guidelines as it pertains to any learning done virtually or online. Classroom teachers will review protocols and expectations for participation in video meetings and the use of digital instructional platforms. Infractions will be investigated, and students will receive consequences based on the recommendation of the SCSD Code of Conduct.

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. 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 2020-20121 School Year:

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 "About" section.

School Contact Information

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

Sherry Finch, Vice Principal (sfinch@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*