



# SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

The Syracuse Latin School

Kelly Manard, Principal

**September 28, 2020**

Greetings Syracuse Latin Family,

We are so excited to prepare for students to return to the school building on Monday October 5<sup>th</sup> for those who will attend as part of the Hybrid Model of Instruction. By now, you should have received your child's transportation information as well as final confirmation of their assigned Pod (M/T or Th/F). All students will work remotely on Wednesdays in an asynchronous format. In this communication, I wanted to provide you with information regarding wearing face coverings, arrival/dismissal, meals, visitor policy and much more. I encourage you to review this information carefully and reach out with any questions or concerns.

**School Hours:**

Pre-K (4): 8:30AM – 2:30PM

Pre-K (3) Half Day Program: 8:30 – 11:15 (AM) & 11:45 – 2:30 (PM)

K-5: 8:00AM – 2:00PM

6-7: 8:45AM – 1:00PM

**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 the mask must be worn in all shared spaces like hallways, classrooms and bathrooms. Teachers will provide students with opportunities to take "mask breaks" throughout the day. If your child has a medical concern that 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. Your child is welcome and encouraged to wear their own mask, however, we will have disposable masks available in the event they forget one or if theirs becomes soiled. In preparation for in-person school, you are encouraged to work with your child on wearing his/her mask as well as proper hand-washing techniques.

**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's main office 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 sign-in and have valid identification available in order to receive a pass.**

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### **Arrival & Dismissal Procedures:**

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

#### ***K – 5<sup>th</sup> grade arrival procedures:***

- Students arriving by car 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.

#### ***6<sup>th</sup> – 8<sup>th</sup> grade arrival procedures:***

- All 6<sup>th</sup>-8<sup>th</sup> 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. No drivers are permitted to exit their vehicle during pick-up.
- There will be no re-entry into the building once a student has dismissed. Playground use may not occur until after the school is fully dismissed at 2:30pm (including Pre-K) as no parking is permitted and parents may not exit their car during dismissal time. The playground is not supervised by Syracuse Latin staff after dismissal.

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**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 and wear their mask 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. **We are unable to make any changes to your child’s dismissal plan on a daily basis. And only permanent requests will be honored.**

**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. 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\**

**Lunch / Snack / Water Bottles**

All students will eat breakfast and lunch in their classrooms. Students may bring their own lunch or receive lunch from the café, which will be served “grab-and-go” style. Students may also pack a healthy snack that can easily be eaten in the classroom. All students are encouraged to bring their own water bottle from home as we have two bottle filling stations in the building.

**Teacher Availability during the Hybrid Day**

Please be reminded that on M/T and Th/F, teachers are fully engaged in instruction with students who are attending in-person on those days during school hours. Staff will not have the availability to respond to Talking Points messages while they are teaching. Staff has time scheduled at the end of the day to respond to e-mails/messages and provide feedback on student assignments. Additionally, if you have questions regarding special area classes, special education or related services, please reach out to those staff members directly.

As always, we look forward to partnering with you on a successful start to hybrid instruction. If you have questions or concerns, please don’t hesitate to reach out.

Best,



Kelly Manard, Principal  
The Syracuse Latin School

