



Parent & Student Handbook 2020-21

Syracuse City



School District

SYRACUSE CITY SCHOOL DISTRICT

Expeditionary Learning Middle School

4942 South Salina Street, Syracuse, NY 13215

(315) 435-6416, Email: elms@scsd.us

For upcoming events, visit www.scsd.us/elms

FACEBOOK - [@elms.scsd](https://www.facebook.com/elms.scsd)/ TWITTER – [@ELMS_Syracuse](https://twitter.com/ELMS_Syracuse)

August 3, 2020

ELMS' Mission

ELMS is a safe and welcoming community that fosters student achievement through an expeditionary process of inquiry, collaboration, and adventure.

ELMS' Vision

ELMS students will work effectively within a diverse setting to positively impact their school and community as “upstanders” rather than “bystanders” and demonstrate a strong desire to achieve in high school, college, and career.

ELMS' HOWLS

HOWLS stands for Habits of Work and Learning. These are the performance character traits required of students to be academically successful at ELMS, in high school, college, and career. See teacher and student rubric in student/parent handbook for more information

- Habit #1** I come to class ready to learn
- Habit #2** I actively and respectfully participate throughout class.
- Habit #3** I take pride in producing high quality work.
- Habit #4** I contribute to the success of group work.
- Habit #5** I complete all my work on time.

ELMS' Code of Character



Collaboration & Courage
Acceptance & Adventure
Respect & Responsibility
Effort
Stewardship

The ELMS Code of Character represents the ***relational character traits*** (how students treat others) we think are important for our students to learn and display. As staff members, it is our job to recognize, teach, and celebrate the moments students are displaying these traits. Students will have stamp cards that will receive a stamp when they are caught doing these things. Their stamp cards will be their currency to participate in paydays.

Phone Directory

ELMS

Principal (Mr. Burns).....	(315) 435-6416
Secretary (Mrs. Smart)	(315) 435-6416
Fax	(315) 435-4880
Nurse (Mrs. Cooney).....	(315) 435-5814
Nurse FAX	(315) 435-xxxx
School Counselor (Mr. GG)	(315) 435-6417
Social Worker (Ms. Ogno).....	(315) 435-6418

www.syracusecityschools.com/elms

Syracuse City School District:

Switchboard/General Information	(315) 435-4499
Central Registration.....	(315) 435-4545
Transportation	315) 435-4260
Pupil Services	(315) 435-4131
Special Education	(315) 435-4425
Food Service	(315) 435-4207
Superintendent of Schools	(315) 435-4161

District website - www.scsd.us

District-Wide Calendar

- *An Information Tool* -

All SCSD families were mailed a district calendar. The calendar is a great resource of information and includes the following:

- School phone numbers
- Updating student information
- Home access instructions
- Obtain working papers
- Graduation requirements
- Academic eligibility for extra-curricular activities.
- Nutrition, transportation and student privacy.

Bell Schedule	
crew	8:45 - 8:58
1	9:00 - 9:54
2	9:56 - 10:50
3	10:52 - 11:45
4	11:48 - 12:42
Travel & Lunch	12:45 - 1:15
	1:15 - 1:48
5	1:50 - 2:34
6	2:36 - 3:20
crew	3:22 - 3:40

**For the latest information on COVID guidelines,
visit www.syracusecityschools.us**

Report Card & Interim Report Card Dates

Grade Reporting	Marking Period 1 38 days	Marking Period 2 43 days	Marking Period 3 49 days	Marking Period 4 50 days
Marking Period Ends	October 30, 2020 (3pm)	January 15, 2021 (3pm)	April 9, 2021 (3pm)	June 24, 2021 (12pm)
Marking Period Window Opens	October 23, 2020	January 8, 2021	April 2, 2021	June 11, 2021
Teacher Grade Submittal	October 30, 2020 (3pm)	January 29, 2021 (3pm)	April 16, 2021 (3pm)	June 17, 2021 (3pm)
Grade Verification	November 2, 2020 (Noon)	February 1, 2021 (Noon)	April 23, 2021 (Noon)	June 19, 2021 (12pm)
Report Card File sent to Print Shop	November 2, 2020 (3pm)	February 1, 2021 (3pm)	April 26, 2021 (3pm)	June 21, 2021 (3pm)
Report Cards printed and distributed by Print Shop	November 3, 2020 Staff Day/Election Day	February 2, 2021	April 27, 2021	June 24, 2021

Interim Reporting	Interim Period 1	Interim Period 2	Interim Period 3	Interim Period 4
Interim Period Window Opens	September 25, 2020	December 4, 2020	February 26, 2021	May 6, 2021
Teacher Grade Submittal	October 2, 2020 (3pm)	December 17, 2020 (3pm)	March 5, 2021 (Noon)	May 14, 2021 (3pm)
Grade Verification	October 9, 2020 (Noon)	December 18, 2020 (Noon)	March 12, 2021 (Noon)	May 21, 2021 (Noon)
Interim File sent to Print Shop	October 9, 2020 (3pm)	December 18, 2020 (3pm)	March 12, 2021 (3pm)	May 21, 2021 (3pm)
Interims printed and distributed by Print Shop	October 13, 2020	December 21, 2020	March 19, 2021	May 27, 2021

ELMS Parents/Guardians as Essential Partners

Role of Parents/Guardians

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the Student Dress Code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the District.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Attend all scheduled parent conferences and be involved in school activities.

Staff Listing

ADMINISTRATION

Mr. Burns	Principal	
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6TH GRADE TEACHING STAFF

Ms. Talev	6th ELA	
Mrs. Erickson	6th Science/Social Studies	
Mr. Stoll	6th Grade Math	

7TH & 8TH GRADE TEACHING STAFF

Mr. Coir	7th & 8th Social Studies	
Ms. Coles	7th & 8th Math	
Mrs. Neeves	7th & 8th ELA	
Mr. Toner	7th & 8th Science	

EXPLORATORY TEACHING STAFF

Ms. Feraco	Technology	
Mr. Cataldi	PE (Gym)	
Mr. Geiskopf	Music	
Mr. Newton	Health /PE	
Ms. Kovac	Instrumental	
Mrs. Lambert	Art	
Ms. Blanco	Spanish	

INSTRUCTIONAL COACHES

Mrs. Znaczk	Literacy Instructional Coach/Teacher	
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SUPPORT STAFF

Mrs. Cooney	School Nurse	
Ms. Burke	Psychologist	
Mr. Brian Gibbs-Griffith (Mr. GG)	Guidance Counselor	
Mr. Romano	Teaching Assistant	
Ms. Funderburg	Teaching Assistant	
Ms. Yuzwak	CTE/Resource Teacher	
Mr. Loftus	CTE/Resource Teacher	
Ms. Boyle	CTE/Resource Teacher	
Ms. Dauccio	Speech/Lang Path	
Ms. Ogno	Social Worker	
Ms. Robinson	School Monitor	
Mrs. Smart	Typist II	
Ms. Taddeo	Librarian	

CUSTODIAL STAFF

Ms. Annan, Custodial Worker	Head Custodian - Mr. Tim Goodman	
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FOOD SERVICE

Ms. McAster	Cafeteria	
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Policies & Procedures

Address Change

It is important that the school always has the most current address and phone number for each student. If you move during the school year be sure to notify the office of the change. You will need to fill out a change of address form and provide proof of address to Central Registration located at 1005 W. Fayette St., 4th Floor, Syracuse, NY 13204 (315) 435-4545 (Examples of proof of address: bill from National Grid, Copy of a lease, rent receipt). More information may be found on the district's website under student registration link. Ultimately, this is a matter of your child's safety. ELMS needs current contact information in case of student sickness or medical emergency.

Arrival

Doors open for students at 7:30 a.m. in time to be served breakfast. At 7:45 a.m. the music plays indicating that students move to their first class. First period starts promptly at 7:50 a.m. If students do not want breakfast, they should arrive by 7:45 a.m. Students SHOULD NOT arrive before 7:30 am.

Attendance

It is very important that your child develop a habit of good attendance. Students between the ages of 6-17 are required by New York State law to attend school every day school is in session. All parents are responsible for providing a written excuse for any tardiness or absence within five days of the occurrence. It is also important that parents/guardians teach their children to develop the habit of being on time as well as being present daily. To call your child in absent, please building secretary at (315) 435-6416.

The following reasons for student absences from schools are recognized as valid by the Board of Education

Excused:

- Sickness
- Sickness or death in family
- Impassable roads or weather
- Religious holidays
- Quarantine
- Required to be in court or detention
- Music lessons
- Attendance at health clinics
- Approved cooperative work program
- Approved college visits
- Military obligations

Unexcused:

- Unlawful detention
- Home babysitting
- Working
- Being tired
- Oversleeping
- Shopping
- Traveling
- Cold weather
- Miss the bus
- Other absences not excused by principal
- Suspension (if student is offered but does not attend alternative)

Policies & Procedures

Breakfast

Breakfast is served every morning starting at 7:30 am. Breakfast is provided **free of charge** for all students. To ensure that the Food Service Department is aware of your child's particular dietary restrictions, such as allergies or diabetes, the parent must submit a doctor's note to the school nurse yearly. For further questions concerning school meals, please call your ELMS secretary at (315) 435-6416 to get you in touch with our food service worker, Ms. McAster in the cafeteria.

Bullying

Bullying is described by the United States Department of Education as unwanted, aggressive behavior among school-aged children that involves a real or perceived imbalance of power. The behavior is repeated, or has the potential to be repeated, over time. "Harassment" and "bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying that:

- ⇒ has or would have the effect of unreasonably and substantially interfering with a student's educational performance opportunities or benefits, or mental, emotional or physical-well being Acts of harassment and bullying include, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Harassment includes, but not limited to:

- Bullying
- Cyberbullying
- Discrimination
- Hazing
- Retaliation

DASA stands for Dignity for All Student Act - a New York State law signed by (former) Governor Patterson on September 8, 2010, went into effect on July 1, 2012 and the Dignity Act 2013 was updated and effective July 1, 2013. The purpose of it is to foster civility in public schools and to prevent and prohibit bullying, discrimination and harassment on school property and at school functions. At its core, it says that student shall be subjected to bullying, discrimination, and/or harassment by employees or students on school property or at a school function. **MORE INFORMATION ON DASA POLICIES, VISIT WWW.SCS.D.US**

Policies & Procedures

BULLYING CONTINUED

Response to bullying:

If your child is experiencing bullying he or she should take the following steps to resolve the issue and receive support:

1. Report the incident to the Crew/classroom teacher
2. Report the incident to the DASA coordinator (Mr. GG) and the principal

You can expect to receive the following support when bullying is reported to the school:

1. Our first step as a school is to be proactive by promoting a positive school culture through our Expeditionary Learning programming: by promoting our School Code of Character, promoting being an “UPSTANDER,” and developing team/relationship-building in Crew, Overnights and Community Meetings.
2. We will investigate any allegations of bullying/harassment. We will intervene by speaking with any and all members of the “bullying spectrum”
 - Bully
 - Follower(s)
 - Supporter(s)
 - Bystanders
 - Protectors
 - Victim(s)
3. A student being bullied may receive support from the teacher/Crew leader to address the issue and/or counseling support. If appropriate, the student may participate in lunch bunch sessions or class meetings to empower the student, build his/her self-esteem, and to positively build allies and support from peers and adults; they may also participate in peer mediation sessions if necessary.
4. Student doing the bullying may also receive a consequence and a phone call home, and may be referred to our Student Support Team (SST) for additional supports/interventions. If the student continues the bullying, the discipline level will increase progressively (if needed).

More information on bullying can be accessed at <http://www.stopbullying.gov>.

Policies & Procedures

Bus Behavior

To accomplish a safe busing program, all students who ride the bus are expected to follow the following rules:

- Obey and give respect to the bus driver.
- Use polite and appropriate language and quiet voices.
- Stay in your own seat.
- When bus driver or monitor asks you to change seats, please do so quickly without argument or debate.
- Remain seated except when entering or leaving the bus.
- Keep your feet out of the aisle.
- Keep your head, hands and feet (all body parts) inside the bus.
- Food and beverages are not allowed on the bus.
- Inappropriate and vulgar language will not be permitted.

These are the possible consequences when a child receives a referral for improper bus behavior:

- Administrative discussion with student
- Lunch detention
- Report sent to the parent, assigned seating on bus
- PASS After School Detention
- Suspended from the bus for (1) (2) (3) days
- Out of School Suspension
- OSS with Informal or Formal Hearing
- Student and parent must attend transportation safety class
- Permanent suspension from the bus

Parents will be responsible for transporting their children to school in the event of a bus suspension.

Cafeteria Expectations

Students will:

- Enter cafeteria in quiet and orderly manner and go to their assigned tables.
- Stay in their seats once they have gone through the lunch line.
- Raise hands to get the attention of cafeteria staff if assistance is needed.
- Be sent through the cafeteria line based on appropriate cafeteria behavior.
- Go through the cafeteria line **once**.
- Use quiet voices.
- Follow the direction of staff supervising the cafeteria when lining up and dismissing.
- Remain seated until lunch is over. Adults in charge of lunch will dismiss students one table at a time after it is cleaned and quiet.
- Take absolutely no food, milk, juice, ice cream, etc. from the cafeteria without permission.
- Place all trash, papers, trays, milk cartons, etc. in proper trash and recycling receptacles before leaving the cafeteria. RECYCLE ONCE.
- Toys, electronic devices (mp3 players, iPods, PSPs, cell phones), and hats **ARE NOT ALLOWED** in the cafeteria.

*Please note that the adult in charge of lunch/breakfast may ask you to change your seat as needed. Please cooperate and comply. This is not an opportunity for a debate or argument.

Policies & Procedures

Crew

Crew is a smaller class that all students at ELMS participate in. It is designed to build close relationships with your fellow Crew members and your Crew leader. At ELMS, Crew is multi-grade and gender specific (all girls/all boys Crew) where they sit in a circle every day. The Crew leader will be the primary contact for parents/guardians to discuss your child, school events, and any questions/concerns that parents/guardians may have throughout the year. Students will receive a grade in Crew. Crew has various purposes:

- Relationship Building (with peers and Crew leader)
- Academic progress monitoring and supportive interventions
- Character Development
- Helps students understand and define what it means to be an EL School
- Opportunities for student voice and leadership
- Fun, adventure, and fitness
- Community Service
- Allows for students to be known well by at least one adult who serves as an advocate for the student's academic and social progress
- School wide

Circles

At ELMS, in many of our classes students are seated in the shape of a circle.

This comes from Expeditionary Learning it allows students to:

- See each other
- Participate actively in discussion
- Hold each other accountable for high standards of character.

Code of Conduct

The SCSD has a Code of Conduct that outlines students' rights and responsibilities, rules and policies that will be enforced regarding student behaviors. All families will be provided a current Code of Conduct.

Code of Character

Expeditionary Learning schools celebrate both student academic growth and character development. At ELMS, we have a set of character traits to which all students and staff members aspire, explicitly teach, and model, which include both relational character (treating others well) and performance character (doing one's best) so that success as a good person and success as a scholar are joined. Our acronym ELMS "CAR²ES" communicates our clear expectations for student character. Our Code of Character encourages students to take responsibility for learning, to demonstrate empathy and

Policies & Procedures

Code of Character (continued)

caring, and to be stewards of the school. When students are demonstrating these character traits, staff members acknowledge them with specific feedback and are rewarded with a token system where students can buy privileges and fun activities (see **Payday**).

Collaboration & Courage

Acceptance & Adventure

Respect & Responsibility

Effort

Stewardship

Community Meetings

Students attend one community meeting each month with their Crews. One to two Crews are in charge of planning, organizing, and leading a Community Meeting. At Community Meetings, each Crew has a responsibility to plan out and do a presentation on the Design Principle of the month. They are meant to celebrate the design principle, increase pride in Crew and pride in school.

Communication

Crew leaders will serve as your primary form of communication this year. This means that any parents/guardians can have a single point of contact to discuss any concerns (academic, social, emotional, friendships, etc.). You are free to speak with the social worker (Ms. Ogno) and/or school counselor (Mr. GG) as needed, as well. If you would like to speak with the principal, you may call (315) 435-6416 to speak with Mr. Burns.

Conflict Resolution

During middle school, your child will be experiencing one of the most significant developmental shifts of their life. Guiding your child through this biological and emotional process is extremely important toward their academic success. Relationships will quickly become the most important aspect to your child's life as middle school relationships often can be characterized as intense and dramatic. Students will be encouraged to address and solve their relationship conflicts while at school in a mediation setting. The support in this process will come from ELMS social worker Ms. Ogno, ELMS school counselor, Mr. GG, a child's crew leader, ELMS principal Mr. Burns and, or ELMS student leaders. Students will be taught to serve as Upstanders at ELMS and support their peers to seek help with peer conflict when needed. Parents can significantly help in this process by informing their child's crew leader, school counselor and principal when known conflicts arise, and supervise and minimize the use of Facebook and other social sites as much as possible.

Policies & Procedures

Curriculum Night/Commitment Signing

Within the first month of school, ELMS will host a Curriculum Night. This is a time for students and parents to celebrate ELMS, recommitting to our school Code of Character and achievement goals, as well as, meet with teachers and staff. This event will offer a variety of information for parents: tracking your child's grades, communication with crew leaders, hear about upcoming events, etc. Just as importantly, students and parents will sign the ELMS CARES board, enjoy refreshments and see some student performances all in the spirit and celebration of ELMS.

Design Principles

Expeditionary Learning is built on ten design principles that reflect the educational values and beliefs of Outward Bound. These principles also reflect the design's connection to other related thinking about teaching, learning, and the culture of schools. Each month Crew lessons and activities are centered around the Design Principle of the month.

THE PRIMACY OF SELF DISCOVERY ~ SEPTEMBER

Learning happens best with emotion, challenge and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In Expeditionary Learning schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.

THE HAVING OF WONDERFUL IDEAS ~ OCTOBER

Teaching in Expeditionary Learning schools fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.

THE RESPONSIBILITY FOR LEARNING ~ NOVEMBER

Learning is both a personal process of discovery and a social activity. Everyone learns both individually and as part of a group. Every aspect of an Expeditionary Learning school encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.

Policies & Procedures

EMPATHY AND CARING ~ DECEMBER

Learning is fostered best in communities where students' and teachers' ideas are respected and where there is mutual trust. Learning groups are small in Expeditionary Learning schools, with a caring adult looking after the progress and acting as an advocate for each child. Older students mentor younger ones, and students feel physically and emotionally safe.

SUCCESS AND FAILURE ~ JANUARY

All students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.

DIVERSITY AND INCLUSION ~ FEBRUARY

Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others. In Expeditionary Learning schools, students investigate and value their different histories and talents as well as those of other communities and cultures. Schools and learning groups are heterogeneous.

COLLABORATION AND COMPETITION ~ MARCH

Individual development and group development are integrated so that the value of friendship, trust, and group action is clear. Students are encouraged to compete, not against each other, but with their own personal best and with rigorous standards of excellence.

SERVICE AND COMPASSION ~ APRIL

We are crew, not passengers. Students and teachers are strengthened by acts of consequential service to others, and one of an Expeditionary Learning school's primary functions is to prepare students with the attitudes and skills to learn from and be of service.

THE NATURAL WORLD ~ MAY

A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.

SOLITUDE AND REFLECTION ~ JUNE

Students and teachers need time alone to explore their own thoughts, make their own connections, and create their own ideas. They also need to exchange their reflections with other students and adults.

Policies & Procedures

Dismissal and Early Checkout

We will dismiss by Crew starting at 2:22 p.m. Student athletes are dismissed to walk over to Clary Middle School at 2:45 p.m. Students are expected to get on their bus quickly. All students must be picked up on time each day that school is in session.

It is our hope that dentist and doctor appointments can be made outside of school hours. If your child has an appointment and must be released from school early, you need to send a note indicating the time you will pick him/her up. Students will not be called to the main office until you arrive. Students must be signed out at main office by a person designated on emergency card. Bus circle may be used for a quick pickup of a student. It is not to be used for parking longer than 5 minutes. Please do not park in bus circle after 2pm as we need to keep the circle clear for buses.

Dress Code

Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school. School personnel will enforce this dress code

Headwear

- Only for health, safety, or religious reasons

Shoes

- No bare feet

Clothing

- Cannot show profanity, obscenity, violence, or symbols of hate
- Cannot promote alcohol, tobacco, or drugs
- Cannot promote gang colors or gang-related signs
- Cannot show underwear
- Cannot show bare skin between upper chest and mid-thigh

Examples of inappropriate dress:

baseball caps

- Midriffs
- pajama bottoms
- tank tops
- tobacco or alcohol brand T-shirts

**The complete District Code of Conduct can be found on the district's website
www.scsd.us under "quick links."**

Policies & Procedures

E-Nights

Exhibition Nights (E-Nights) are held for each grade level. We create the opportunity to make learning public by having students create displays of work, giving presentations and demonstrations. These events require our students to create polished, high-quality products. This night is the chance for the school community (parents, staff, and students) to celebrate and learn from our students as they show off what they have been learning for several months in their expeditions.

E-mail Notifications

ELMS will be sending important communication to a parent/guardian through an email address. Make sure you have provided an updated email address to the school secretary at rsmart@scsd.us.

Emergency Drills

In order to maximize safe, throughout the course of the school year, in addition to fire drills, we will also do emergency drills in order to practice what we would do in the event of an emergency. We will do inclement weather (sheltering) drills, stay in place drills, lockdown procedures, bomb threat (emergency evacuation) and intruder drills.

Electronic Devices

Electronic devices (cell phones, video game players, mp3/music players, cameras, etc.) are not allowed to be turned on or used during the school day. If a parent needs to contact a student at ELMS, please refrain from contacting him/her on their cell phone. Instead, please call the main office at (315) 435-6416 and our building secretary will assist in reaching him/her. Students are to put their electronic devices in their lockers when they arrive at school in the morning. If these items are visible or used during school hours, they will be confiscated by teacher/administrator. Staff members will not be responsible for any lost, broken, or stolen items.

Consequences for policy violations:

- 1st offense-student will be asked to place device in locker or other safe place
- 2nd offense-item confiscated by adult and returned at end of day if student collects it
- 3rd offense - parents have to pick up with teacher/administrator

*If not picked up by June 30th your item will be discarded.

Emergency Cards

Each year parents are asked to complete an emergency form and return it to school. It is critical that this form always has the most current address and phone numbers where a parent or guardian can be reached in case of emergency. Your child can only be released to designated persons listed on this form. Please notify the school office if you need to update this list during the year.

Policies & Procedures

Explore Classes

Explore classes are art, technology, Spanish, physical education, and music. Explore is also commonly known as specials or electives. In Explore classes, students have the opportunity to explore more about this area in relation to their learning expeditions. Spanish is offered to selected students in 7th and 8th grade.

Extended Day

ELM's Extended day program begins in late October. The program is 3 days a week Tuesday, Wednesday and Thursday from 2:30 to 4:30. Extended Day programming is recommended for all students to offer classwork and homework support and clubs/activities enrichment. Updated: ELMS After-School Program has been extended to Monday—Friday 2:30 to 5:30 pm.

Fire Drills

Practice fire drills are required to be held each year. Generally, these practice drills are held on days when the weather is mild enough for children to go outside without a coat. All occupants of the building must evacuate when the emergency bell rings.

Gym Excuses:

If your child is injured at home or at school and sees the doctor, the school nurse must have a written note from your doctor to be out of gym classes. This note needs to have a return to gym date also or if a follow up is recommended, must have a return to gym note when treatment is completed. If seen in the emergency room and they recommend seeing your own doctor, this must be completed and a return to gym note sent to the school nurse. If they have an outstanding gym excuse, they may be held out of certain field trips, amusement park rides, and other activities and cannot participate in sports until they have a physical education/gym clearance note to return to gym. Physical education classes are required for all students per NYS Health and Education laws. If you have questions, feel free to call our school nurse at (315) 435-5814 or our PE teacher, Mr. Cataldi at (315) 435-6416.

Habits of Work and Learning (HOWLs)

Habits of work and learning are a combination of relational character traits and performance traits. They articulate what we as a school think are important for our students to possess in order to be successful, organized, high-achieving students. See teacher and student rubric for more information.

Policies & Procedures

Homework Policy

While each teacher has his/her own policy on homework, please know that the district policy on homework is that students in grades 6-8 have 45-60 minutes of homework daily.

Home Access

Home Access is a valuable tool for parents and students. Each student and parent/guardian will have a login and password. This account will allow families to manage and track student progress in each content area and audit what classwork and homework that has not been completed. Teachers will update their grade book regularly (weekly or bi-weekly). The purpose of Home Access is to provide parents a way to track and manage their child's academic progress in part from home in order to help your child succeed academically. See district calendar for instructions.

Interim Reports

Five weeks into each marking period students and parents will be given an interim report. Each marking period last 10 weeks, the interim report will appear the same as a report card, however is not a student's final grade. The interim report is a useful tool for students and families to sit down and review the performance in each class. If a student assessed on their interim report as struggling or failing in any class, parents should consider changing some habits at home and contact the crew leader and or school counselor to discuss possible interventions. If a student is assessed on their interim report as being successful, this is a great time to celebrate and assess with your child what habits at home have influenced their success as a way to continue their performance.

Internet Use & Internet Safety

The Syracuse City School District provides access to the Internet, local computer network resources, electronic mail, legally purchased software, online information subscriptions and media products (hereafter referred to collectively as "electronic information resources") to students, staff, and community users in support of the educational objectives of the District. This equipment and these services must be used in a responsible, efficient, and legal manner in accordance with the instructional objectives and institutional needs of the District.

To review the complete policy on Internet Use and Internet Safety, please visit **www.scsd.us** and click on **Board of Education** and then **Policy Manual**. Policy Number 4526 and 4526.1. The policy is also posted on ELMS' web page and copies are available at the main office.

Policies & Procedures

Locker Use

Most students will be assigned their own locker. A small group will be asked to share with a peer of their choice. This is due to a slight shortage as ELMS student enrollment has grown. Within the first week of school, students will be assigned a locker via their crew leader. Each morning and at dismissal there will be a staff member to offer assistance with lockers. All students are expected to go to their lockers after getting off the bus. Items such as coats, hats, electronics, book bags should be secured in a locker. In order to move to classes quickly, students will **visit their lockers twice a day:** before first period and during Crew period (last period of the day).

Lunch

Lunch menus are posted in the cafeteria with extra copies at the main office front desk. Menus can also be found on the district website. The Community Eligibility Option (CEO) is a program that allows the school district's Office of Food and Nutrition to provide breakfast, lunch and snack to all students in the district FREE of charge regardless of the family's financial status. All families, regardless of income status, must now complete an Eligibility Application (versus the former Free and Reduced Application) for the district to maintain its eligibility in the program. If you have any questions, please contact the Office of Food and Nutrition at 435-4207. Please turn in your completed application to ELMS' main office.

From the Nurse's Office

Tel: (315) 435-5814 / Fax: (315) 435-4407

Nurse's Card

It is NYS law that the school have working phone numbers on hand if we need to reach you in an emergency or if your child is ill. Please keep your phone numbers up to date with both the school secretary and the nurse. District policy states that the parent / legal guardian must pick up your child when ill, and come into school to sign them out. We cannot allow students to walk home during the school hours.

Concussions

Concussions have become a very important issue. If your child is diagnosed by a doctor with a concussion, they are required to follow up with their physician within a week's time. Depending on the severity, they may be taken out of gym and sports for a week or more. It is imperative that parents follow this "Concussion protocol" set up by your doctor. Brain injuries can be serious and our brains need time to heal just like any other part of the body. We only have one brain for our lifetime.

Policies & Procedures

From the Nurse's Office (continued)

Medications

Medications are only given at school if they are needed to help your child succeed during their school day. Daily medication that is necessary for your child to have during the school hours must be ordered by your doctor. The nurse must have a physician's order on file and the medication must come to school in a formally labelled pharmacy bottle with directions that match the doctor's orders. Parents/guardians should bring in the daily medications and speak with the nurse when medications begin at school.

Medications should be taken at home whenever possible. Morning medication for ADD/ADHD should be taken at home every morning before they get on the bus.

Asthma Medication

Inhalers and nebulizer treatments require a written doctor's order, and written parent permission. If the doctor determines your child is independent to use and carry their inhaler, this must be in writing. You may obtain a medication form from the school nurse.

Renewing Medication Orders YEARLY

Medication **orders** are renewed from school year to school year and medications must be picked up before the last day of school. If you have any questions about your child's medication, please call the nurse before you send in any medications with your child. No medications can be given without written doctor's orders and parent permission.

Student Physicals:

All children entering kindergarten and grades 2, 4, 7 and 10 must have a physical exam. Students wishing to play sports and/or obtain working papers must also have a physical. The Office of Health Services will not be performing school physicals for students this year. All physicals must be done by the child's doctor.

Vaccination Requirements

For updated information, visit www.scsd.us, quick links, and then health services.

Policies & Procedures

Overnights

Once a year each Crew goes on an overnight with their Crew leader, the school counselor (Mr. GG), and another Crew. They camp for two days and one night to experience adventure learning and relationship building time with their fellow Crew members. Students participate in hikes, a ropes course, and other fun and adventure activities. It gives Crew members the opportunity to:

- Demonstrate and foster respect for one another
- Work together
- Promote fitness and wellness
- Have fun
- Create memories
- Build confidence and stretch a student's beliefs about his/her abilities

This school year, all Crews will be going to "Mercy Mountain" located in Lafayette, NY.

Parent Conferences

Conferences with teachers should be scheduled in advance so that a special time is set aside for this purpose. Teachers are not able to talk with a parent while teaching a class of children. If you would like to meet with your child's teachers, contact Mr. GG, school counselor. If you would like to meet with your child's Crew leader, contact that Crew leader.

Student-led Parent Conferences are scheduled two times throughout the school year. Watch for information sent home from your child's Crew leader. Your participation is critical in Student-Led Conferences.

Paydays (Students)

Just as adults get paid for working and providing a service, ELMS Payday serves as an opportunity for students to earn "currency" to use on Payday events. By ELMS students providing the service of being successful academically and displaying ELMS CARES behavior, he or she will earn "currency" to pay for a variety of activities that will be hosted by ELMS parents and staff. Once a month, ELMS sets aside an hour and half at the end of the school day allowing students to choose from a menu of activities in which to purchase and participate. ELMS' paydays offers students:

- A chance to see their positive behaviors have a pay off.
- Budget their earnings.
- At times, see how their lesser successful academic performance and or choices impacts their "currency" value amount.
- An opportunity for fun and adventure.

Policies & Procedures

PAC

Parent Advisory Council (PAC) is our parent/guardian group that meets once a month with the principal. The meeting is held on the 3rd Tuesday of the month at 6:00 p.m. at ELMS. The PAC serves various purposes:

- Advise the principal
- Group problem-solving
- Informational to parents regarding events, Expeditionary Learning, and student achievement
- Fundraising
- Allows parents/guardians the opportunities to get to know one another
- Presents opportunities to help the school community/volunteer

PASS

PASS stands for Positive Alternative to School Suspension. If a student receives an Out of School Suspension (OSS) they are eligible to attend PASS for the day. PASS is offered from 2:30 to 4:30p.m. Families will need to arrange for transportation to and from ELMS school. PASS is also assigned when students receive 3 and 6 reflections in a month.

The principal can also assign PASS as a consequence as needed.

Permission for Photographs/Audio/Video

Throughout the school year, photographs, audio and/or video may be taken of students for use in district publications, on the website and/or social media or by news media.

Parents who do not wish to have their child photographed or recorded must check the appropriate box on the current Student Information/Emergency Card and submit it to the child's school.

Report Cards

Report cards are sent home with students in Crew. They are expected to be returned to your child's Crew leader with your signature for a grade in Crew. You will also receive a copy by mail.

Policies & Procedures

Resets & Referrals

We have two levels of infractions at ELMS. When students break the code of conduct with a serious infractions, related to safety (fighting, weapons, drugs) students will receive a referral. When students commit more "minor" offenses (coming to class unprepared, not completing classwork, disrupting in class, inappropriate language) they will be asked to reset and have a restorative conference. When staff members document a student's behavior, that person must go see the principal or counselor to complete their "Reset Pass" where he/she is asked to write about what happened, why it caused a problem, and what they will do differently next time. After they discuss the issue with the principal, counselor, social worker or their support coach and the student is "reset" with a plan to be successful, the student is escorted back to the classroom. ELMS does not have an In School Suspension (ISS) room. The concept of a "reset pass" accompanied with a restorative meeting is to present a collaborative approach to student academic success.

School Supplies

A school supply list was provided at the end of the school year and over the summer. Students will need supplies replenished throughout the year.

Schedules

Students will receive their schedule on the first day of school. Prior to the first day of school, teachers offer a great deal of consideration developing each class list. Students are grouped on a variety of factors to best suit individual and group needs. Due to the size of ELMS, course selection and schedule changes are generally not offered.

School Board

The SCSD School Board has all of their agendas, minutes, and policies posted on SCSD webpage at www.scsd.us and then click on *Board of Education*.

Stolen Property

ELMS is not responsible for articles of personal property stolen from students. Students should keep valuables at home and only bring items to school that are necessary for schoolwork. Students should not bring any type of electronic item such as radios, Walkman's, iPods/ iPads, MP3 players, games, cell phones, etc. Other items that should not be brought are sports equipment or toys of any kind.

For updated district-wide policies, please visit www.scsd.us and click on **Board of Education** and then **Policy Manual** and search using a keyword.

Policies & Procedures

Student-Led Conferences (SLCs)

Student-led conferences (SLCs) are first and foremost a structure for communicating student learning and achievement with families. SLCs put students in the driver's seat for sharing information about their progress with their families. In addition to being such important structures for communicating student learning, the process of preparing for student-led conferences builds students' self-awareness, understanding of the standards, and skills of reflection. Preparation for a conference creates an authentic purpose for good organizational and communication skills. These are essential traits of a successful learner. The structure builds students' sense of responsibility and accountability for their own learning, and it helps to hone their understanding of learning targets and how well they are meeting them. SLCs help prepare students to meet the challenges of the Common Core. They are an ideal way for students to show evidence of meeting standards for parents/guardians to better understand what students are learning in school. (From EL's *Student-Led Conferences, Booklet Five of the Student-Engaged Assessment Toolkit: Supporting Common Core Success in the Classroom*)

Tardiness

Students are considered tardy at ELMS if they are not in their class at 7:50 a.m. each morning school is in session. Every instance of tardiness requires a written excuse from the parent stating the reason. We encourage students to be ON TIME for school daily. Frequent tardiness can lead to failure or frustration in first block class. This can have a domino effect as the years progress in a child's education leading to learning gaps, making it more difficult for a student to be high-school, college, and career ready.

Transportation

Transportation to and from school is a service provided by the school district. Students who live one and one half (1.5) miles from ELMS are eligible for busing. In the event that a child misses the school bus, it is the responsibility of the parent/guardian to get the child to school. Bus routes and schedules will be mailed to you a few days before school begins.

Once a child is assigned to a bus, he/she may not ride on a different bus unless it has been approved through the Transportation Department. If your child is not to be dropped off at his/her stop you must send a note. **Students can only be dropped off at an existing stop on their bus route.** If the bus does not pick up your child as expected or your child does not arrive at home on time, please contact the Transportation Department directly for assistance at (315) 435-4260.

If you move, please notify the school office immediately (315) 435-6416. A school bus pass can be issued for existing stops near your new residence until your new transportation is revised. The Transportation Department may require 7-10 days to begin a new stop for your child.

Policies & Procedures

Transportation Changes

Bus stop change requests and change of child care are to go through our building secretary. It can take up to two weeks for a new bus stop to be created, so please communicate in advance with our building secretary at (315) 435-6416.

The following form are available on the district's website under "quick links" - transportation.

- New bus stop request should be directed to our Building Secretary.
- Bus behavior issues should be directed to Mr. Burns.
- Concerns about late bus or bus was too early, call First Student.
- Concerns about bus drivers should be directed to First Student.

SCSD Transportation Department - (315) 435-4260

First Student West (A Routes) - 448-1820 / **First Student East** (S Routes) - 423-5385

Volunteering

There will be opportunities for parents to volunteer at ELMS throughout the year. Some of the opportunities available for parents/guardians to volunteer at ELMS are listed below:

- Holiday Gift Bazaar
- Career Fair
- College & Career Reality Store
- Helping to organize Staff Appreciation Luncheon

If you have specific ideas not listed, please contact your child's Crew leader or Mr. Burns to discuss those ideas further. A volunteer application must be filled out and on file with the district. Visit the District's website at www.scsd.us for information and forms for volunteering.

Weapons

Weapons (real or toy) are never allowed in school and may result in a long-term suspension out of school with a formal hearing. No student or visitor shall be allowed to have in her/his possession any dangerous weapon/firearm, or any object used to inflict bodily injury to another person while on school grounds, on district transportation, or attending a school activity.

August 2020

Syracuse City



School District

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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: Assistant Superintendent for Student Support Services, Civil Rights Compliance Officer, Syracuse City School District, 725 Harrison Street • Syracuse, NY 13210 • (315) 435-4131 •

Email: CivilRightsCompliance@scsd.us

