



The Syracuse Latin School

Semper Discentes – Always Learning

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

PK-8 Family Handbook **2022-2023 School Year**

PRINCIPAL

Chelsey D'Eredita

VICE PRINCIPALS

Sophia Burden
Danya Snihur

SYRACUSE CITY SCHOOL DISTRICT INTERIM SUPERINTENDENT

Anthony Davis, Sr.

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:

Tamica Barnett

VICE PRESIDENT:

Katie Sojewicz

COMMISSIONERS OF EDUCATION:

Twiggy Billue
Nyatwa Bullock
Karen Cordano
Mark D. Muhammad, Ed.D.
Dan Romeo

ADMINISTRATIVE STAFF:

Anthony Q. Davis, Interim Superintendent
Dean DeSantis, Chief Operations Officer
Laura Kelley, Ed.D., Chief Academic Officer
Timothy Moon, Chief Accountability Officer
Mayra Ortiz, Chief Ombuds Officer
Suzanne Slack, Chief Financial Officer
Lisa A. Wade, Chief Human Resources Officer
Monique Wright-Williams, Chief of Staff
Robert DiFlorio, 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

Dear Syracuse Latin School Community,

I am so excited to begin the 2022-2023 school-year at Syracuse Latin! The past two school years certainly have been historic and we're looking forward to a return to some level of normalcy all while continuing to implement things that we learned work well for our students, families, and staff.

Since opening in 2014, we have grown from a small, 4 classroom school to a full PK-8 building. At Syracuse Latin, we are fully committed to providing a learning environment that is full of joy that encourages growth and fun at school

Syracuse Latin was named as a ***NYSED "Recognition School"*** for the 2018-2019 and 2019-2020 school-years. 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. We are looking forward to continuing our growth and progress.

I encourage family members to become active in our PTO 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, "Syracuse Latin Spotlight" which are sent on Fridays via e-mail and through the Talking Points app. 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 a wonderful school-year!

Sincerely,

Chelsey D'Eredita, Principal
The Syracuse Latin School

Important Covid-19 Information:

Face Masks & Coverings

Face masks and coverings are now optional in school. At this time, students and staff are required to quarantine for 5 days upon a positive COVID test. After that, they may return to school/work as long as symptoms have improved, and the person remains fever free for 24 hours without the use of fever reducing medicines. When the positive student or staff returns to school or work, they should wear an n95 or equivalent mask for an additional 5 days. If a person is unable to mask, they must be excluded from work or school for 10 full days. If you have been exposed to COVID-19, wear a mask for 10 days. COVID-19 testing is recommended on day 5 after exposure.

Information from the School Nurse:

School Policies & Procedures:

School Hours:

The Middle school day begins at exactly 8:30 am. Student busses arrive between 8:15 – 8:30am. ***Students who arrive at or after 8:40 am will be marked tardy.*** If a bus is late for any reason, the student's attendance/tardy will be adjusted by the Syracuse Latin office staff. Please do not drop students off prior to 8:15am as there is no adult supervision prior to that time. The school day ends at 3:00pm. We will begin our dismissal process at 2:50 pm each day. Students who do not take the bus must be picked up before 3:15pm. **There is no after-school supervision for students not registered in the after-school program.**

(Visitor's Policy)

All visitors to Syracuse Latin should have a scheduled appointment. We kindly ask you to adhere to the following:

- All visitors must sign-in at the front desk and upon arrival to sign-in and obtain a Visitor's Pass. Please wait to be directed to your destination. The Visitor's Pass must be worn and should be visible at all times. **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. 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 at the front desk. (This includes during arrival and dismissal time)
- Ordering food via delivery services: Please do not order food for your child via various delivery services to have dropped off to your child at school. Students will not be permitted to go to the front to receive the food and staff will not receive and distribute food to the students. Students are also not permitted to order food on their own to be delivered to the school building.

Middle School Drop-Off / Pick-Up:

Students who do not ride the school bus may be dropped off at the Syracuse Latin overflow lot on Jamesville Ave at 8:15am. All students will eat breakfast in their classrooms. Students who do not ride the school bus may be picked-up at the same Syracuse Latin overflow lot. Parents should remain outside until the instructional day is over. Students will be dismissed to walk to the overflow lot @ 2:50. In the event of an emergency and 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. **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. Due to the volume of traffic at our Hughes Place entrance/exit, students who are eligible to ride the school bus are strongly encouraged to do so.

Elementary 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 8:15am. All students will eat breakfast in their classrooms. Students who do not ride the school bus may be picked-up at the entrance near the Hughes Place parking lot. Parents should remain outside until the instructional day is over. Students will be dismissed to the Hughes Place door at 2:50. In the event of an emergency that your child needs to be picked up before dismissal, please sign him/her out in the main office. **DO NOT go directly to your child's classroom to 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.** Due to the volume of traffic at our Hughes Place entrance/exit, students who are eligible to ride the school bus are strongly encouraged to do so.

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 1:00pm to make us aware of the change in the dismissal plan. DO NOT e-mail, text, or send a Talking Points message regarding 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. Based on the number of students on each bus, bus passes may not be possible. Due to the busy nature of dismissal time, the Main Office will not be able to answer calls between 2:30-3:05. Please do not attempt to call during this time to make changes to your child's transportation plan. In addition, the single point of entry of will close at 2:30pm for early dismissals. After 2:30, all students will follow the above-stated dismissal procedures for exiting the building.

After-School Programming (Free Program):

After-school programming is open to all students of The Syracuse Latin School. The after-school program runs Monday through Thursday and is provided by the YMCA of Central New York. It includes both academic and enrichment components. The after-school program will begin Monday, October 17, 2022 and runs until Thursday, May 11, 2023.

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 Syracuse Latin Students in grades Kindergarten-5th grade for a fee. Please contact School Age Child Care Director at or 315-474-6851, ext. 315 for more information.

Attendance Expectations:

The school day begins promptly at 8:30 for all students. Please plan accordingly. It is important to ensure your child is present and on-time daily. Students who arrive after 8:40am will be marked tardy. If your child's bus is late for any reason, our office staff will ensure your child's attendance is adjusted. All absences are considered unexcused until written documentation is provided. Please send in a signed note any time your child is absent. Additionally, please call the Main Office (435-4606) to notify the school of your child's absence. Families are encouraged to take vacations during scheduled school breaks as excessive absences may affect your child's academic performance and progress. Attendance is part of the student record that follows your child through their school career. Please expect that you will receive a robo-call as a reminder regarding all unexcused absences. 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, we adhere to the SCSD Board Policy for appropriate clothing. 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 elementary student will participate in 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 elementary students will continue to go outside for recess during the winter as weather permits.

Homework Expectations:

Homework expectations will vary by grade-level and will be developmentally appropriate. Dependent on grade, all students may receive a small amount of homework and will also be expected to read with a family member for at least 20 minutes each night. At various times throughout the year, students and their families may also be required to complete portions of a classroom project at home.

Home/School Connection:

All Syracuse Latin School teachers will send home some type of newsletter 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, "The Syracuse Latin Spotlight" 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). Our school calendar with events will be updated monthly and can be found on our page on the SCSD website.

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 regular basis. 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:

- District Approved and recommended assessments for students in grades K-8 (3 times per year, plus additional progress monitoring)
- NYS Assessments in ELA, Math, or Science – grades 3-8 (1 time per year)
- Regents Tests (where applicable)
- Math Module Assessments (All Grades)

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:

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. Volunteer opportunities are based on the specific needs of the classroom and school. We will continue to monitor Covid-19 guidelines

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!

Family Events and Special Event Dates:

We look forward to hosting multiple family events throughout this year. At this time, we expect to hold these events in-person. Some of the celebrations and events to look forward to include concerts, art exhibitions, Project-Based Learning exhibits, STEAM Night, and Multicultural Night. Information will be sent out via Facebook, email, and Talking Points as we finalize dates and times. Please mark your calendars to Save-the-Date for our Curriculum Night, which will take place on the evening of October 6, 2022.

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 email SyracuseLatinSchoolPTO@gmail.com for more information!

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 from The Syracuse Latin School will eat lunch in their classroom or school cafeteria according to individual classroom schedules. Syracuse qualified for the state funded "Fresh Fruits & Veggies Program" this year. Students in grades K-5 will receive a free fruit or vegetable snack three times a week. Students may bring snack with them to school. 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 regard 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 in grades K-5 have 15 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, 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
- All students in grades K-3 participate in physical education 2 times per week for 43 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 43 minutes each
- Middle School Students participate in physical education every other day

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"

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.

Supports and Resources in Syracuse Latin:

In addition to the SCSD Support Staff in our building, we have multiple outside agencies who provide support to our students at Syracuse Latin. Please be mindful that our outside agencies typically have a designated caseload of students, and a referral and/or application may need to be completed to participate.

School Social Worker, Shonette Harper
Elementary School Counselor, Evangelia Zavaglia
Middle School Counselor, Stacy Hart
Promise Zone Specialist, Dolores Candelaria
ARISE Therapist, TBD
Hillside, Deborah Nyugen

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 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.

DASA – Dignity for All Students Act:

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012. The original legislation amended State Education Law by creating a new Article 2 – Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

Additionally, under the Dignity Act, schools will be responsible for collecting and reporting data regarding material incidents of discrimination and harassment.

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. Per the SCSD Code of Conduct 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 2022-2023 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

Ms. D'Eredita, Principal (cdereedita@scsd.us)

Ms. Burden, Vice Principal (sburden@scsd.us)

Ms. Snihur, Vice Principal (bsnihur@scsd.us)

Ms. Tookes, School Secretary (tcovey@scsd.us)

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