



1106 Lancaster Ave  
Syracuse, NY 13210  
(315) 435-4650

## **Pre-K-8 Family Handbook** **2024-2025 School Year**

**PRINCIPAL**

Andrea Ellis-Smith

**VICE PRINCIPALS**

Tamara Curry  
Karen Earl

**ADMINISTRATIVE INTERN**

Jaime Sanjurjo

**SYRACUSE CITY SCHOOL DISTRICT  
SUPERINTENDENT**

Anthony Davis, Sr.

As approved by the Board of Education at the Annual Organizational Meeting on May 9, 2023, the **Board of Education Officers** are as follows:

## **Board of Education Commissioners**

**PRESIDENT:** Tamica Barnett

**COMMISSIONERS OF EDUCATION:** Twiggy Billue  
Nyatwa Bullock  
Karen Cordano  
Mary Habib  
Gwendolyn Raeford  
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**ADMINISTRATIVE STAFF:** Anthony Q. Davis, Superintendent  
Pamela Odom, Deputy Superintendent  
Britt Britton, Chief Academic Officer  
Robert DiFlorio, EdD., Chief Operations Officer  
Laura Kelley, EdD., Chief of Student Support Services  
Timothy Moon, Chief Accountability Officer  
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Monique Wright-Williams, Chief of Staff  
Kathryne Moulton, Assistant Superintendent  
Jennifer King-Reese, Assistant Superintendent

### **NOTICE OF NON-DISCRIMINATION**

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer  
Syracuse City School District  
725 Harrison Street • Syracuse, NY 13210  
(315) 435-4131

Email: [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)

Dear Ed Smith Pk-8 School Community,

It is my honor and a pleasure to welcome you to the 2024 – 2025 school year! I hope you all have had a relaxing and fun summer break. I am extremely proud to serve as the principal of this amazing learning community for the 2nd year and to continue to support the students of Ed Smith. As has been the mission at Ed Smith Pk-8 School, we will continue to strive for academic excellence and social and emotional well-being for our students while fostering inclusiveness, equity, and empathy.

I look forward to the start of the new school year and to continuing our collaboration of providing your children with an effective and engaging educational experience. As always, we will look to our families to be positive partners in their children’s educational journey. This year we will be focused on the implementation of CREW for our middle school students, as well as targeted student goal setting. Information regarding CREW is found in this handbook, and information regarding goal setting will come home in September.

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 volunteer 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.

Families should always feel free to reach out with questions, suggestions, or concerns. Remember “We are Ed Smith”.

Sincerely,

Andrea Ellis-Smith, Principal  
*Edward Smith P-K-8 School*

# Edward Smith Pk-8 School

## Mission and Vision

### **Mission Statement**

Through learning and curiosity, all students will be inspired and supported to be citizens of a diverse community, to feel empowered as an individual, to lead, and foster inclusiveness, equity, and empathy.

### **Vision Statement**

Ed Smith - a school where we respect diversity, value student voice, and celebrate learning and curiosity.

# School Policies & Procedures

## School Hours

- The school day begins at exactly 8:20am. Student buses arrive between 8:05 – 8:20am and are unloaded at 8:15. **Students who arrive at or after 8:30am will be marked tardy.** If a bus is late for any reason, the student's attendance/tardy will be adjusted by the Ed Smith Main Secretarial Staff later that day. 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 2:50pm. We will begin our dismissal process at 2:35pm each day. Students who do not take the bus must be picked up before 3:05pm. **There is no after-school supervision for students not registered in the after-school program.**

## Visitor's Policy

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

- All visitors must sign-in at the front office and 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 always visible. **All visitors must sign-in and have valid identification available 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 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 office 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.

## Student Drop-Off and Pick-Up

- Students who do not ride the school bus may be dropped off at the Edward Smith parking lot entrance off of Lancaster Ave 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 same Ed Smith lot. Parents should remain outside until the instructional day is over. Students will be dismissed to walk at 2:50pm. In the event of an emergency and your child needs to be picked up before dismissal, please sign him/her/them out at the Front Desk.
- Please **DO NOT** go directly to your child's classroom to drop off or pick him/her/them 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 during arrival and dismissal, students who are eligible to ride the school bus are strongly encouraged to do so.

Grade Level	Door	Location
Kindergarten Walkers/Drop Off	Door 3	Lancaster Avenue
Grades 1 & 2 Walkers/Drop Off	Door 5	Broad Street
Grades 3 - 8 Walkers and Parent Drop Offs	Door 2	Main Entrance Side Door
K-8 Bus Riding Students	Door 4	Lancaster Avenue

### **Bus Policy / Transportation Information:**

- Students at Ed Smith Pk-8 School will be expected to follow the Code of Conduct while riding the SCSD school bus. All students are expected to behave appropriately while riding the SCSD school bus. Consequences will be enforced for any student not adhering to the Code of Conduct while riding the SCSD school bus. **The Office of Transportation can be reached at 315-435-4260.** Please know your child's bus number and help them to learn their morning and afternoon bus number.
- If your child typically rides the bus to and from school but must be picked up instead due to an emergency or a scheduled appointment; please send a note in your child's folder or call the Main Office no later than 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.
- 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 2:30pm, all students will follow the above-stated dismissal procedures for exiting the building.

### **Afterschool Programming (Free Program)**

- Afterschool programming is open to all students of Ed Smith Pk-8 School. The afterschool program runs Monday through Thursday and is provided by the 21<sup>st</sup> Century. It includes both academic and enrichment components. The afterschool program will begin in October 2024 and runs until May 2025.
- Students who register for the after-school program are expected to attend all 4 days. The link to register for the afterschool program can be found on the SCSD website. Paper copies of the registration form will be available starting on the first day of school.

### **Attendance Expectations**

- The school day begins promptly at 8:20am for all students. Please plan accordingly. It is important to ensure your child is present and on-time daily. Students who arrive after 8:30am 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 by a parent or guardian. Please send in a signed note any time your child is absent. Additionally, please call the Main Office at 315-435-4650 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 to receive a Robocall as a reminder regarding all unexcused absences. You may also receive a Robocall on days in which a student is tardy due to the timing of when calls begin.
- Attendance letters are generated and mailed home after 5, 10, 15, 20, 25 absences, etc.

### **Requests for Teachers / Student Groupings/ Class Assignments**

- 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 Ed Smith Pk-8 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 at least twice per week, and elementary students will participate in recess each day.

- During cold winter 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 months 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 Ed Smith Pk-8 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' Ed Smith folder for students in grades K-5.
- Teachers also contact families regularly through TalkingPoints and email. Please be sure that you have shared your current cell phone number and email address. Parents and guardians are welcome to call or e-mail any staff member directly and should expect a response within 24 hours.
- Ed Smith also maintains a Facebook page where school-related news and updates will be shared. Families can also consult the school calendar on the SCSD website to see updates and upcoming events.
- **Introducing ParentSquare**
  - We're thrilled to announce that the Syracuse City School District is transitioning from School Messenger to ParentSquare! This new platform will keep you connected with updates and events from school admins and district staff. With ParentSquare, you can:
    - RSVP to events
    - Receive translated messages
    - See photos and videos
    - Engage directly with posts
      - You'll receive an email to set up your ParentSquare account, and you can also download the free ParentSquare app on your mobile device. You will still receive text, email, and phone notifications if you don't register with ParentSquare. ParentSquare will not replace Talking Points, so please continue using Talking Points as usual.
      - For more information or help getting started, visit [scsd.us/parentsquare](http://scsd.us/parentsquare).

### **Family Events and Special Event Dates**

We look forward to hosting multiple family events throughout this year. Some of the celebrations and events to look forward to including 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 and Open House which will take place on Thursday, September 19<sup>th</sup> at 5:15 pm.

- Upcoming Events
  - Parent Teacher Conferences
    - 11/5 8:30am to 3:00 pm
    - 11/7 5:00pm - 7:00pm
  - Concerts
    - Winter Instrumental Concert - 1/9 @ 6:30pm
    - Winter Instrumental Concert - 1/10 @ 9:30am
    - Winter Choral Concert - 1/23 @ 6:30pm includes grades 3, 4, and 5 in show
    - Winter Choral Concert - 1/24 @ 9:30
    - Spring Choral Concert - 6/12 @ 6:30pm includes grades 3-5 in show
    - Spring Choral Concert - 6/13 @ 9:30am

- Spring Instrumental Concert - 6/5 @ 6:30pm
- Spring Instrumental Concert - 6/6 @ 9:30am
- Middle School Musical
  - 4/3 @ 9:30am for grades Pk-2 and 6
  - 4/3 @ 7pm
  - 4/4 @ 9:30 am for grade 3-5, 7, and 8
- K/1 Show
  - 5/21 K@ 630 pm and 1<sup>st</sup> @ 7pm
  - 5/22 @ 9:30 am for grades Pk and 2
- Black History Celebration
  - 2/25
- Inclusion Talent Show
  - TBD
- Flag Day Celebration
  - 6/14
- Moving Up Ceremonies
  - Pre-K - 6/19 and 6/20 @ 2pm
  - Kindergarten - 6/16, 6/17, 6/18, and 6/20 @ 9am
  - Grade 8 - 6/26 @ 9am

#### **Parent/Teacher Organization**

- We are fortunate to have an active Parent/Teacher Organization, General membership meetings are held monthly, and all families are invited to attend. Please email [edsmithpto@gmail.com](mailto:edsmithpto@gmail.com)

Parent Teacher Organization  
 Eric Ferguson, President  
[elferguson80@gmail.com](mailto:elferguson80@gmail.com)  
 Ashley Kennard, Vice President Elementary School  
[Ashley.e.kennard@gmail.com](mailto:Ashley.e.kennard@gmail.com)  
 Kate LaClair, Vice President Middle School  
[Katielaclair@gmail.com](mailto:Katielaclair@gmail.com)  
 Justin Pritchard, Treasurer  
[jpritchard@neareast.org](mailto:jpritchard@neareast.org)

#### **Parent/Family Volunteers:**

- At Ed Smith, 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.
- 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/they would like to share, please reach out directly to your child's teacher to determine how to best utilize the resource!

#### **Community Service Projects**

- At Ed Smith Pk-8 School, we are committed to serving our community. These community service projects will be driven by our Principal's Cabinet 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.

### **Birthday Celebrations / Outside Food Policy**

- Birthday celebrations are an exciting part of any child's life! ***We have an Allergy Awareness Food Policy.*** At the beginning of the year, your child's teacher will notify families of any food allergies within the classroom. If there are food allergies, we ask that you notify the teacher if you plan to send in a snack for the class at least 48 hours in advance in order to provide enough time for the teacher to communicate with the families of those with allergies. This policy will create an environment where those with allergies are able to navigate their food choices safely. If you would prefer to send in non-food items, there are some ideas 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.

### **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 will eat lunch in the school cafeteria or the classroom 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.

### **Recess Time**

- Please see expectations below regarding recess time at Ed Smith. Please note that the teacher and administrators reserve the right to use professional judgement regarding 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 20 minutes of recess built into the daily schedule.***
  - As long as students have proper cold weather clothing, classes may go outside if the temperature is at least 32 degrees, 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 40 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 40 minutes each class.
  - Middle School Students participate in physical education every other day.

### **Introduction of CREW in Middle School**

- **What is Crew?**

Crew is a smaller class that all students at Edward Smith School will participate in. It is designed to build closer relationships with your fellow Crew members and your Crew leader.

At Ed Smith Crew is grade and specific (6th-8th) 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 not 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 what Building a Community of Learners means for them
- 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 celebration
- Instills a sense of pride in the school. We are Ed Smith!

**Social / Emotional Learning at Ed Smith Pk-8 School**

- Morning meetings, restorative circle discussions, and now CREW are an integral part of learning at Ed Smith Pk-8 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, restorative circles, and CREW 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 at Ed Smith**

- In addition to the SCSD Support Staff in our building, we have multiple outside agencies who provide support to our students at Ed Smith. 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.

Elementary (PK-5)	Middle (6-8)	Schoolwide
Vice Principal Pk-2 Ms. Curry Vice Principal 3-5 Ms. Earl	Mr. Sanjurjo, Administrative Intern	Principal Ellis-Smith
Elementary School Counselor, Cameron Cilano	Middle School Counselor, John O'Leary	School Psychologist, Kim Kosakowski
		Family Support for Student Success (FSSS) Lee Jennings, School Support (Referral Required)

Elementary Social Worker, Samantha Clemons	Middle School Social Worker, Marisa Wysocki	Family Support for Student Success Annie Marshall, Family Support
		Promise Zone Specialist CJ Curry
Access Worker, Joel Bethelny (referral from school Social Worker or Counselor)		Arise Therapist Sharlene Pinto (referral needed from Social Worker or Counselor)
		Zyierre Edwards, Family Engagement Specialist

### SCSD Code of Conduct, Character & Support

- Ed Smith Pk-8 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.
- Ed Smith Pk-8 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 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. We ask that cell phones and other electronic devices remain at home to avoid distractions, equipment damage, and theft. Ed Smith Pk-8 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 315-435-4650. Our office staff 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.

**Behavior Matrix**

**Ed Smith Pk-8 School Character Expectations**

	<b>Perseverance</b> I keep trying despite any struggles.	<b>Accountable</b> I own up to an action.	<b>Welcoming</b> I include everyone. I say hello/goodbye. I am nice.	<b>Safe</b> I keep my hands to myself. I have a calm body.
<b>Myself</b>	<ul style="list-style-type: none"> <li>I ask for help when I need it.</li> <li>I can push myself through difficulties.</li> <li>I am prepared to do my best each day.</li> </ul>	<ul style="list-style-type: none"> <li>I can control my thoughts and actions.</li> <li>I can be honest about my mistakes and learn from them.</li> </ul>	<ul style="list-style-type: none"> <li>I can encourage myself with words of affirmation.</li> <li>I can contribute to class discussions in a kind and helpful manner.</li> </ul>	<ul style="list-style-type: none"> <li>I can respect the HBO rule. (Hands, Bodies and Objects.)</li> <li>I am where I should always be.</li> <li>I practice having a calm body and mind.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>I provide encouraging support to my peers.</li> <li>I can share the skills I've learned with others.</li> </ul>	<ul style="list-style-type: none"> <li>I can identify how my actions impact my community.</li> <li>I can be honest with others.</li> </ul>	<ul style="list-style-type: none"> <li>I can encourage my school community with words of affirmation.</li> <li>I can model the school expectations for new peers.</li> </ul>	<ul style="list-style-type: none"> <li>I can respect personal boundaries.</li> <li>I can remove myself from conflict.</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>I can set and track my goals.</li> <li>I can put in the effort necessary to attain my goals.</li> </ul>	<ul style="list-style-type: none"> <li>I can complete my own work.</li> <li>I understand my role as a learner.</li> <li>I can accurately and honestly assess my actions.</li> </ul>	<ul style="list-style-type: none"> <li>I can collaborate with my peers to support each other's learning.</li> <li>I can respect the learning perspective of others.</li> </ul>	<ul style="list-style-type: none"> <li>I can use and respect the materials in the classroom.</li> <li>I can respect the learning environment.</li> </ul>

**Assessments**

- Ed Smith Pk-8 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:
  - Math Module Assessments for All Grades
  - DIBELS Reading Assessments for All Grades
  - 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)

**Grading**

- The Ed Smith Pk-8 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.

**Report Card Schedule**

Grade Reporting	Marking Period 1 (35 Days)	Marking Period 2 (44 Days)	Marking Period 3 (47 Days)	Marking Period 4 (54 Days)
Marking Period Ends	October 23, 2024 (3pm)	January 15, 2025 (3pm)	April 2, 2024 (3pm)	June 26, 2025 (12pm)
Marking Period Window Opens	October 16, 2024	January 8, 2025	March 26, 2025	June 10, 2025
Teacher Grade Submittal	October 31, 2024 (3pm)	January 24, 2025 (3pm)	April 9, 2025 (3pm)	June 18, 2025 (3pm)
Teacher Grade Verification	November 1, 2024 (Noon)	January 28, 2025 (Noon)	April 11, 2025 (Noon)	June 20, 2025 (Noon)
Report Card File Sent to Print Shop	Print shop will not be printing Marking Period 1 due to PTCs	January 28, 2025 (3pm)	April 11, 2025 (3pm)	June 20, 2025 (3pm)
Report Cards printed and distributed by Print Shop	Distribute at PTCs: November 5, 2024	January 30, 2025	April 14, 2025	June 24, 2025

Interim Reporting	Interim Period 1	Interim Period 2	Interim Period 3	Interim Period 4
Interim Period Window Opens		November 26, 2024	February 25, 2025	May 13, 2025
Teacher Grade Submittal	Due to Parent/Teacher Conferences Interim Reports will not be sent out this marking period.	December 10, 2024 (3pm)	March 4, 2025 (Noon)	May 20, 2025 (3pm)
Grade Verification		December 12, 2024 (Noon)	March 6, 2025 (Noon)	May 22, 2025 (Noon)
Interim File sent to Print Shop		December 12, 2024 (3pm)	March 6, 2025 (3pm)	May 22, 2025 (3pm)
Interims printed and distributed by Print Shop		December 13, 2024	March 7, 2025	May 23, 2025