

HW Smith Parent/Student Handbook



Teamwork Makes the
Dream Work!



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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:

Civil Rights Compliance Officer
Syracuse City School District
725 Harrison Street • Syracuse, NY 13210
(315) 435-4131
Email: CivilRightsCompliance@scsd.us

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July 2022

Dear Parents and Guardians,

On behalf of the staff at HW Smith PreK-8 School, I am extremely thrilled to welcome you to the 2022-2023 school year! We are looking forward to partnering with you to ensure that your child is engaged, happy and successful!

Our theme this year is "Teamwork Makes the Dream work!" Parents are an important part of the HW Smith team. Together we share the responsibility for your child's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that your child...

- 1) Attends school **every day**, arrives on time, and is ready for the day's learning experience
- 2) Completes all HOMEWORK and CLASSWORK assignments given by teachers
- 3) READS daily to develop a love for reading and to improve literacy skills
- 4) Informs you if he/she needs additional support in any area or subject
- 5) Knows that you expect him/her to succeed in school
- 6) Refrains from carrying their cell phone the day

In order to start the year off strong, we are sending you a copy of our student handbook. This handbook is also enclosed in the school planner which is provided to students in grades 3-8. Teachers will also review this information with their classes the first week of school. Planners are a great way to communicate with school and to stay actively engaged in your child's education. Please expect that your child will write down their assignments each day in class. You can then review those assignments and assure that your child completes them each evening. The planner is also a great tool to communicate with your child's teacher. Here is some additional information you will find helpful.

Kindergarten Orientation: August 24, 2022 from 1:00 p.m. to 2:00 p.m. We will meet on the HW Smith playground.

Curriculum Night: Thursday, September 29, 2022 from 5:30 p.m. to 7:30 p.m. HW Smith students and their parents are invited to join us to hear about their child's classroom, the curriculum and classroom expectations.

School Supply List: The school supply list is posted on our school webpage and Facebook page. It was also sent to parents as a text message. If your cell phone number has changed, please call us ASAP so that we can update your number.

School Picture Day: October 4, 2022 Retakes November 9, 2022

School Hours: Grades K-8 class hours are 7:45 a.m. to 2:15 p.m. Students should not arrive before 7:35 a.m. Breakfast is served in the classroom from 7:35 a.m. to 7:45 a.m. Students are considered late to school after 7:45 a.m. Dismissal begins at 2:05 p.m. Any child needing to be picked up early must be picked up before up prior to 1:30 p.m. Students must have a note sent to the main office the morning that they need to be picked up early. Early pickups should be for emergency purposes only. PreK hours are slightly different and will be communicated with parents by the PreK office.

Teacher Assignments: You will receive a letter with your child's teacher assignment in late August.

Visitor Information: For your child's safety, no visitors are allowed in the building without an appointment. If you arrive at school, we will determine your needs at the door and only allow those with appointments to enter. Parents/visitors are not allowed to walk students to classrooms. In order to keep your child safe, all parents and visitors must remain outside. If you would like to speak to an administrator, please call the office to leave a message or to make an appointment. In order to meet the needs of the students, administrators will not be available to meet without an appointment.

Dropping-off or Picking-up Children: In order to ensure that students arrive on time and stay in class as long as possible, we have a specific procedure for dropping off and picking up your students from school. Our system helps parents avoid the congestion of the bus lane and ensure that ALL students are in homeroom on time. Please see the attached map. We appreciate your help by **following these procedures daily**. Because our procedure requires cars to be **continuously** moving as students load/unload, PLEASE DO NOT PARK YOUR CAR ANYWHERE IN THE SIDE PARKING LOT DURING ARRIVAL OR DISMISSAL. If you have an appointment to enter the building, you must park across the street on Melbourne Ave or Audubon Pkwy. **CARS MAY NOT PARK OR STAND ANYWHERE ON SALT SPRINGS ROAD.** THIS WILL BE ENFORCED BY THE SYRACUSE PD BECAUSE ANY CAR STOPPED ON SALT SPRINGS ROAD BLOCKS TRAFFIC. Please note that if students are dropped off after 7:45 they will need to be signed in at the main office. As a reminder, student dismissal begins at 2:05 p.m. If there is an emergency and you need to pick up your child early, you must arrive before 1:30 p.m. If you arrive after 1:30 pm we will ask you to wait until dismissal at 2:05 p.m. to pick up your child.

Lunch Information: All students will receive breakfast and lunch at no charge for the entire school year. All families will need to complete a household income eligibility form that will be mailed to you. Some of you will receive an Eligibility Letter from New York State Education Department. Please send a copy of this letter to school.

Bus Information: Information about bussing will be sent by mail from the Transportation Department in mid-August. If you have an address change, you must bring proof of address to school. Address changes must be received at school with proof of address by August 8, 2022. If you do not change your address by August 8, 2022 your child will not have a bus for the first week of school. Address changes received after August 8, 2022 will take effect approximately September 19, 2022. After September 19, 2022, address changes take effect approximately ten days from the date received. If you have questions regarding busing you can reach Transportation at 435-4260. Please keep in mind that during the school year, all busing changes must be requested in writing with proof of address and a valid phone number to verify the request. No bus passes can be issued. Seats on the busses are limited and no student can be added to the bus if they are NOT on the roster. **It is very helpful if you tag your children in grades K-3 with their name, address, bus stop and your phone number.** This helps us assist the drivers and the adults until we get to know your child personally.

Communication: It is very important that we can communicate. Please be sure to complete the emergency card that your child brings home the first week of school. Instead of sending paper flyers and information home with your child, we will be using email and text messages. Please be sure that we always have your current email and cell phone number on file. A secretary can update this information quickly if you call us.

PTO (Parent Teacher Organization): We would love to have you involved with our PTO. The PTO gives us feedback on school initiatives, plans fun activities and fundraises to support student needs. This parent group meets virtually once a month. We will send out links to the meeting to your cell phone using Talking Points. PTO will meet the third Thursday of every month at 5:30 p.m.

Just a reminder that you will be receiving another letter in August with your child's teacher assignment. As always, if you have any other questions, please feel free to contact us at 435-4490. We are looking forward to an amazing school year!

Mrs. Haley

Mrs. Shepherd

Mr. Ciciarelli

Mr. Petranchuk

Mrs. Haley, Principal

Mrs. Shepherd, VP

Mr. Ciciarelli, VP

Mr. Petranchuk, Admin Intern

This handbook is designed to share information with you and answer some questions you may have. We hope you will find it useful throughout the school year.

Our Mission:


To cultivate all students’ academic, social, and emotional skills in preparation for success in high school and beyond.

Our Vision:

To be highly regarded for academic excellence where every student is achieving at his or her maximum potential in an engaging, inspiring, and challenging learning environment.

We want our H.W. Smith scholars to S.O.A.R by being:

- Safe
- Optimistic
- Accountable
- Respectful

	HW Smith SOAR Matrix					
	Hallways and Stairs	Classroom	Bus	Bathroom	Cafeteria	Playground
BE SAFE S	*Walk to the right *Keep your hands and feet to yourself *Stay in line *Keep personal space *Keep mask over nose and mouth	*Follow classroom rules and procedures *Report problems to an adult *Walk carefully *Keep your hands and feet to yourself *Sit quietly when completing work *Keep all four legs of the chair on the floor *Keep mask over nose and mouth	*Listen to and follow adult directions at all times *Stay seated *Keep aisles clear *Keep your hands and feet to yourself *Report problems to an adult *Walk to and from the bus *Keep mask over nose and mouth	*Use only the toilet *Use only as much toilet paper as you need *Wash your hands with soap and water *Keep water in the sink *Place paper towels in trash can *Report any safety hazards in the bathroom to an adult *Keep mask over nose and mouth	*Check and clean up your table and floor area *Eat only your own food *Keep your hands and feet to yourself *Listen to and follow adult directions at all times *Walk to and from your table *Sit with your bottom on the chair and feet toward you or on the floor *Keep all four legs of the chair on the floor *Keep food on your tray *Put garbage in the trash can *Line up quietly	*Walk to and from the playground *Look both ways before crossing the parking lot *Keep hands and feet to yourself *Stay in the playground area *Walk around students who are swinging *Use playground equipment appropriately *Listen to and follow adult directions at all times
BE OPTIMISTIC O	*Be polite *Lend a hand when you can	*Do your personal best *Use positive statements *Use perseverance *Remember that it's OK to make mistakes *Be proud of what you've done *Keep an open mind about learning new things *Be flexible *Ask for help when needed	*Use kind words *Be a good example for others *Sit by others who will help me do my best	*Keep bathrooms clean *The bathroom will be clean and fresh	*Use polite words and table manners *Be patient while waiting in line or to line up *Be willing to try new foods *Check and clean up your table and floor area	*Play with new friends *Have positive fun with friends
BE ACCOUNTABLE A	*Walk to the right *Keep your hands and feet to yourself *Use a pass *Go directly to your destination *Turn off and put away all electronic devices *Be mindful of your actions and words towards everyone *Take ownership of your actions	*Be on time *Be in your seat when class begins *Be prepared *Complete your assignments *Work the entire class period *Seek help when needed *Take ownership of your actions *Turn off and put away all electronic devices	*Use polite language and actions *Listen to and follow directions *Stay in your seat *Take ownership of your actions *Take your belongings with you	*Take ownership of your actions *Use a bathroom pass *Go directly to bathroom and back to class *Give others privacy *Use the toilet *Flush when done *Wash your hands with soap and water before returning to class *Place paper towels in trash can	*Stay in your seat *Check and clean up your table and floor areas *Listen to and follow adult directions at all times *Wait patiently *Say "please" and "thank you" *Take ownership of your actions	*Take ownership of your actions *Listen to and follow adult directions at all times *Take turns and wait patiently *Be an upstanding citizen
BE RESPECTFUL R	*Use a whispering voice (voice level 0) *Use school appropriate language	*Take turns *Be on time *Be prepared *Be in your seat when class begins *Clean up your area *Listen to and follow adult directions *Say respectful comments to everyone *Use school appropriate language *Include others	*Use a conversational voice (voice level 2) *Listen to and follow adult directions *Walk to your bus on time *Keep your hands and feet to yourself *Use school appropriate language *Be considerate and respectful of others' feelings	*Use a whispering voice (voice level 1) *Quietly wait your turn *Give others privacy *Clean up your area when finished *Flush when done *Use one pump of soap to wash your hands *Use only two to three sheets of paper towel to dry your hands *Place paper towels in trash can	*Use a conversational voice (voice level 2) *Check and clean up your table and floor areas *Listen to and follow adult directions at all times *Use kind words and actions	*Let others play on equipment *Play together using personal space

Our School Pledge & Expectations:

I am somebody. I was somebody when I came. I'll be a better somebody when I leave. I am powerful, and I am strong. I deserve the education that I get here and I will work hard for it. I have things to do, people to impress, and places to go.

GO PHOENIX!

IMPORTANT PHONE NUMBERS

Main/Administrative Offices	(315) 435-4490
School Counselor	(315) 435-6413
School Nurse	(315) 435-4494
School Psychologist	(315) 435-4374

A QUICK GUIDE TO SCHOOL SERVICES:

IF YOU NEED:  THEN GO TO:

<i>TO SIGN IN LATE</i>	<i>HALL DESK or MAIN OFFICE</i>
<i>TO SIGN OUT ILL</i>	<i>NURSE'S OFFICE/MAIN OFFICE</i>
<i>TO SIGN OUT EARLY DISMISSAL</i>	<i>MAIN OFFICE</i>
<i>TO REPORT AN ACCIDENT</i>	<i>MAIN OFFICE/ NURSE</i>
<i>WORKING PAPERS</i>	<i>NURSE/ GUIDANCE</i>
<i>BUS INFORMATION</i>	<i>MAIN OFFICE</i>
<i>PARENT CONFERENCES</i>	<i>GUIDANCE</i>
<i>HELP WITH A PROBLEM</i>	<i>ANY TEACHER OR ADULT</i>

**STUDENTS MUST HAVE A SIGNED PASS TO
LEAVE THEIR CLASSROOM.**

Guidelines for School Success:

1. Attend school on time every day.
2. Come to school ready to learn.
3. Respect all adults and peers.
4. Follow all safety regulations.
5. Wear suitable school clothing.
6. Treat the property of others with respect.
7. Get involved in school activities.
8. Be aware and follow all school expectation

Grade Reporting

Grade Reporting	Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4
Interims mailed home	Parent Conferences	December 21 st	February 17 th	May 25 th
Marking period ends	October 26 th	January 11 th	March 28 th	June 23 rd
Report card mailed	November 8 th	January 25 th	April 14 th	June 24 th

School Tool Portal Grades 6-8

The School Tool Parent Portal is now available as a resource for SCS D families. This password-protected site offers access to view student schedules, grades, assignments and more. To access the Parent Portal, please see the directions below. If you have any difficulties, please contact your child's school directly. **We encourage students and families to check student grades every Friday.**

Accessing the SCS D School Tool Parent Portal: Visit: <https://schooltool.scsd.us/schooltoolweb/>

Username: *Your personal email address*

Password: *your password*

To create your account and password:

<https://schooltool.scsd.us/schooltoolweb/>

Type *your personal email address* (that we have on file at school) into the box labeled: USERNAME and then Click link: NEW USER

On the center of the next screen, type *your personal email address* (the email we have on file) into the box labeled: Username Click on the button: Submit

If the message "Invalid Username" appears on the screen, please contact your school building's secretary. Please provide them with your current personal email address, and let them know that you would like access to the 'Parent Portal' in School Tool.

You should see the message displayed: *Please check your email for your new temporary password.*

Locate the password provided in the email message and use that password to log in to the Parent Portal.

To change your password in Parent Portal

Log in to your account by visiting: <https://schooltool.scsd.us/schooltoolweb/>

Click on the tab Account

Enter your existing password into box labeled: Old Password

Enter your new password into the boxes labeled: New Password and Confirm

Click on the button Change Password

Attendance: EVERY STUDENT, EVERY DAY!

Students with more than 8 absences will be considered chronic. Excessive absence often results in poor schoolwork. If a student must be excused, parents should send a note in the morning. The note should be brought to the main office immediately to be verified. **BEFORE LEAVING SCHOOL, THE STUDENT MUST BE SIGNED OUT IN THE MAIN OFFICE BY AN ADULT.** When a student is absent, an excuse should be sent in the next day and given to the student's first period teacher.

Our time with your students is precious. To maximize instructional time, teachers teach right up to dismissal. If your child has an appointment or special circumstance and needs to be picked up early (prior to 2:05), we ask that you please send a note that morning so that we are aware of the situation. When you arrive, your child will be called to the main office.

NOTE: Students will not be dismissed from 1:30-2:05 for any reason other than an emergency. Thanks for your help with helping us facilitate safe dismissals and maximizing instructional time.

Students should not be picked up from school prior to 2:05pm unless they have a scheduled appointment or an emergency arises.

Arrival K-8:

- **Bussing**
 - All bussers will be dropped off in the front bus lane.
 - K-4 students will enter through the main entrance doors.
 - 5-8 students will enter through the 5-8 entrance.
- **Drop off**
 - **7:35 am – 7:45 am** – All students 1-8 must be dropped off on the side of the building in the teacher parking lot. (*See map*)
 - Parent/Guardian: All students should be in the building and in a classroom by 7:45 am. Any student who enters after 7:45 am will be considered late.
 - **7:35 am – 7:45 am** – All students in Kindergarten must be dropped off at the K entrance. (*Back of side parking lot. See Map*)
 - **After 7:45 am** – All students K-8 must be dropped off in the front of the building and enter through the main entrance to be signed in late.
 - **NOTE: PARENTS MAY NOT ESCORT STUDENTS TO CLASS. IF YOUR CHILD ARRIVES AFTER 7:45 am THEY WILL BE CONSIDERED LATE**

Dismissal K-8:

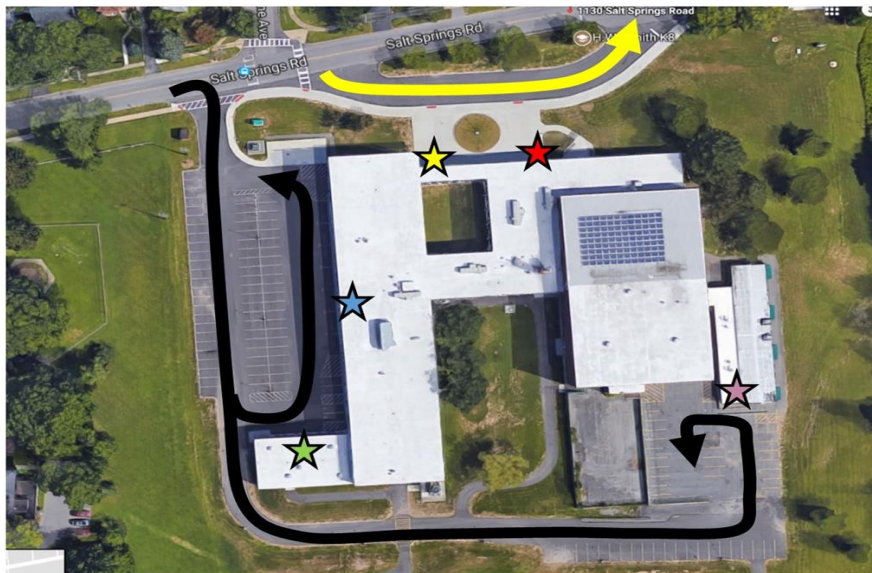
*Once dismissed, students must go **directly** to their bus, car or walk home.*

- **Early Dismissal before 2:05 pm**
 - Our time with your students is precious. To maximize instructional time, teachers teach right up to dismissal. If your child has an appointment or special circumstance and needs to be picked up early (*prior to 2:05*), we ask that you please send a note that morning so that we are aware of the situation. When you arrive your child will be called to the main office. **NOTE: Students will not be dismissed from 1:30 pm - 2:05 pm for any reason other than an emergency;** this will help maximize instructional time and dismiss students safely.
- **Pick-up (2:05 – 2:15 pm)**


- Parent/Guardian: Please pull into the side parking lot. Three side-by-side lines may be formed in the parking lot to allow for maximum number of pick-ups. Please wait in your car until the teachers walk them out the side door. There are a limited number of spaces so please be aware of this and do not block the access in/out of the parking lot. *(See Map)*
- **Bussing**
 - All students K-8 will be released beginning at 2:05 pm.
 - Students will proceed from their classroom and be escorted to the bus lane by their teacher to board the bus.
 - All buses are expected to leave H.W. Smith by 2:15 pm.
- **Walkers**
 - Walkers **Grades 1-5** will be escorted to the side entrance/exit and be released out the side of the building.
 - Walkers **Grades 6-8** will be released to the 5-8 entrance/exit and be released out of the building.
 - Walkers in **Kindergarten** will be released out the Kindergarten entrance *(Back of parking lot)* and remain with teacher until a parent/guardian is identified.

Pre-Kindergarten:

- **Arrival and Dismissal**
 - Students will be dropped off and picked up by their parent/guardian at the very back of the building. *(Pre-Kindergarten Entrance. See Map)*



Red Star	K-4 Bussers entry and exit. <i>(Single Point of entry after 7:45 am)</i>
Yellow Star	5-8 Bussers entry and exit. <i>(No entry after 7:45 am)</i>
Green Star	Kindergarten Drop-off and Pick-up. <i>(No entry after 7:45 am)</i>
Blue Star	Grades 1-8 Morning Drop-off and Pick-up. <i>(Late students from 7:35-7:45 must use this entrance)</i>

Purple Star	Pre-Kindergarten Drop-off and Pick-up.
	Represents traffic pattern.

Tardiness

If a student is late to school (after 7:45am), he/she must enter through the **MAIN ENTRANCE** to receive a late pass. Parents dropping students off late cannot enter the building.

Visitors

Visitors must report immediately to the main office upon entering the building's main entrance. It is unlawful to loiter in or around a school building and on the grounds during school hours. Permission to visit classrooms/school will be granted by the teacher, principal, or vice-principal by appointment only. Visitors may not visit classrooms if no appointment has been confirmed. Teachers will not be available for conferences during the school day unless prior arrangements have been made. Please call the Main Office (315-435-4490) to make an appointment with a teacher or administrator to schedule a visit.

Behavior

In order for teaching and learning to take place in a classroom, good order must be maintained. Students are reminded that you have Rights and Responsibilities as a student at HW Smith and in the SCSD. The Syracuse City School District rules and regulations are described thoroughly in the Code of Conduct.

As a part of our in-school discipline support, students can be sent to a different on team classroom, the behavior intervention center or a reflection room if the student needs a break or time away from the class to regain focus. In grades 6-8, when a student either requests this break or is sent for a break, the student will be required to call home. The purpose of the call is to let you know that your child is out of their classroom and to receive support and guidance on the phone from trusted family members in order to gather themselves and get back to class.

Students must also exhibit safe and respectful behavior on the school bus. Any unsafe behaviors exhibited will be disciplined according to the SCSD Code of Conduct including but not limited to bus safety class, bus suspensions along or other appropriate consequences.

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 and request family's support in adhering to this dress code.

- **Headwear**
 - Only for health, safety, or religious reasons (no bonnets/headscarves).
 - Head scarves and bonnets may not be worn due to a "bad hair day"
 - No hoodies
- **Shoes**
 - No bare feet
 - No slippers
- **Clothing**
 - Cannot show profanity, obscenity, violence, or symbols of hate
 - Cannot promote/or represent 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
- The length of shorts and dresses/skirts must be at minimum to the length of the fingertips when student's arm is fully extended at their side.
- Coats and backpacks (including drawstring backpacks and fanny packs) are not allowed to be worn during the school day; they must be placed in the student's locker.

Examples of inappropriate dress:

- baseball caps
- crop tops, midriffs, halter tops, see through garments
- pajama bottoms
- tank tops, spaghetti straps
- tobacco or alcohol brand T-shirts

School Based Health Center

HW Smith School has a School-Based Health Center that provides health care services to students who attend HW Smith and are enrolled in the program. The goal of the program is to improve the overall health of all students by making healthcare services available to students while they are in school. There is no personal cost or copays associated with provided healthcare services. Parents can enroll their child in the center, and they can get their physical during school hours. You may contact the SBHC at 435-6266 with any questions. The health center works in conjunction with your child's doctor as well. All HW Smith students are encouraged to enroll.

Student Support Services

The Student Support Services Department at HW Smith includes Social Workers, School Counselor, School Psychologist, Promise Zone, Hillside and FSSS. These services include working with individuals and groups of students. Support Services discuss educational and occupational information with students. Support Services also assists students in dealing with problems and concerns. Students may see their counselor/support coach during the school day but must obtain a pre-written pass from his/her support coach/counselor or staff must call the office to confirm if the coach/counselor is available. Students and parents may seek these services through referrals and/or appointment.

COVID-19 Protocols

Good health and safety practices such as frequent handwashing, optional mask wearing, frequent cleaning and good ventilation will be in effect.

COVID-19 vaccination and boosters recommended but not required.

Masking guidelines found on the SCSD Health Services COVID-19 information webpage.

Please inform the school immediately if you child tests positive for COVID

All COVID-19 protocols may be subject to change.

Please keep your child home:

If your child has any of the following: a fever greater than 100.4° F, vomiting, diarrhea, he/she will need to go home and remain home until all symptoms are gone for 24 hours. Always seek medical care if your child has a worsening illness.

If your child has COVID-19 symptoms COVID-19 testing recommended.

Hall Passes

Passes will be written in the pass section of this Handbook/Agenda. Student are allotted 2 passes per day. Students must have a pass if they are in the hallways or other parts of the building during scheduled periods. **Passes from class will not be given during the first and last 10 minutes of each period.**

School Nurse

The nurse is available during the school day. **You must have a pass to enter the Health Office.** If the nurse is not available, report to the main office for assistance.

All children entering 7th grade 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.

Emergency Procedures

Throughout the year we will conduct multiple mandatory emergency drills during the school day:

FIRE DRILL-The fire alarm is a series of loud repeated rings. Follow the directions on the Fire Exit sign posted in classrooms and your teacher. Walk quickly and quietly out of the building. Fire Drills are a serious matter

LOCK OUT! Get inside. Lock outside doors. Students: return inside and continue normal schedule

LOCKDOWN! Locks, lights, out of sight. Students: move away from sight. Maintain silence. Do not open the door.

EVACUATE! To the announced location. Students: bring your phone, leave your stuff behind and follow all adult directions.

SHELTER! Hazard and safety strategy. Students: follow directive from adult

HOLD! In your classroom. Clear the halls. Students: get into the nearest classroom and remain in that classroom until the "All Clear" is announced and hold is released.

Homework

Homework is an integral part of education. Homework is assigned on a regular basis and students are expected to complete all assignments on time. Students are to write their homework assignments in this assignment book.

Any student who expects to be out of school for more than (2) days should request class work and homework assignments to be completed while absent. This can be done by contacting the Guidance Office at 435-6413. Assigned work can be picked up in the main office.

Extracurricular Activities (clubs and athletics)

Students are encouraged to participate in extracurricular activities. Different sports and clubs will meet through the school year. All students who participate in clubs and athletics will be upheld to these standards.

Lower Grade Levels: Grades 7, 8, and 1 st year High School Students*	
1 Failure	Monitoring
2 Failures	Probation
3 Failures	Limited Participation
>3 Failures	Ineligible

Communication

Please call 315-435-4490 to leave a message if you need to speak to your child's teacher, and administrator, the principal or other support staff. You can also make an appointment to meet with staff by calling the school. We are unable to meet with parents or guardians who do not have an appointment out of respect for those who do have scheduled meetings.

Transportation

Please notify the teacher in writing if there is to be a change in the dismissal plan for your child for that specific day. **If an emergency arises and you need to call and make a change in your child's dismissal plan, please do so by 1:00pm,** so that we will have time to make the changes and inform

the student and teacher. Students may not ride a different bus. If you need your child to go to a different address for childcare, parents must complete a new childcare transportation request form every year. Please inform the office if you change your address and provide proof of the new address immediately so that a new bus can be set up. This takes approximately 10 days.

First Student East: 315-423-5385 First Student West: 315-448-1367 SCS D Transportation: 315-435-4260

Lockers

Each student will be assigned a locker. Lockers should be free of any kind of marks (pencil, marker, etc.). Posters and pictures inside the locker are acceptable decorations. Lockers belong to the school district and may be opened at any time by school district officials. You must return a completed emergency card to obtain your locker. Abuse of locker will result in loss of locker privilege. Students may not share a locker or provide their locker combination to any other student.

Cafeteria

Deposit all litter in wastebaskets and recycle appropriate materials. Clean tables and floor. All food and drink must be consumed in the cafeteria. No food can leave the cafeteria. Follow all Cafeteria PBIS EXPECTATIONS.

Food Services

The Community Eligibility Option (CEO) is a program that allows the school district's Office of Food and Nutrition to provide breakfast and lunch 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 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. **In addition, if you have food allergies please contact the school nurse at (315) 435-4494.**

THERE ARE NO SUNFLOWERS SEEDS ALLOWED IN THE SCHOOL BUILDING! Students may not bring any drinks to school or class other than a water bottle. No coffee, sodas, teas, chips, candy bars, or other snacks/drinks will be allowed in classes.

Cell Phones and Other Electronics:

Upon entering the school all electronic devices must be turned "off" and not visible. All students will be asked to store their cell phone in their lockers. The school staff may authorize appropriate use of electronic devices in class when they are used for educational purposes only. The misuse of electronic devices includes, but is not limited to, texting, sexting, verbal comments, graphic and symbolic communication, written communication via email, instant messaging, blogging, and posting on web sites. Students may not engage in electronic communication which demeans or ridicules, on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or any other legally protected status (cyberbullying). The possession and/or transmission of child pornography is subject to prosecution and must be reported to the police. The school is not responsible for lost/stolen cell phones or other electronic devices.

School Property

Students may not deface or otherwise damage school property, including books, furniture, walls, desks, etc. Any student doing such damage will be required to repair, replace, or pay cash for damaged items and be subject to disciplinary actions. Soiled windows/walls/lockers will be cleaned by those who have chosen to deface our school.

Sexual Harassment/Bullying

Any forms of unwelcome sexual advances, verbal or nonverbal, is unacceptable and will not be tolerated. Any form of bullying will be dealt with immediately. Please notify any faculty or staff member. **DASA Coordinator: Mr. Ciciarelli**

*The **Dignity for All Students Act (DASA)** prohibits acts of harassment and bullying, including cyberbullying and/or discrimination by employees or students on school property or at a school function, including but not limited to such conduct based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex (Education Law 12[1]). Cyberbullying is defined as harassment or bullying which takes place through any form or electronic communication. (Education Law 11[9])*

Emergency Dismissal

Please instruct your child where to go in case of an emergency dismissal. It is advisable to listen to the radio, especially during inclement weather to determine when school is being dismissed early.

Student Birthdays/Special Occasions

HW Smith School requests that families not deliver balloons, cakes, etc. during the school day for students in grades 6, 7 & 8. It has been found to be a disruption to the learning process. Parents must contact their child's teacher to arrange to send in store bought treats in grades Prek-5. Due to allergies, latex balloons are prohibited in school. Please save celebrations for after school. If you would like to celebrate your child's birthday at school, you may join them for lunch and bring him/her a special lunch or treat. Your understanding is appreciated.

Parent-Teacher Organization (PTO)

Our PTO will meet monthly virtually at 5:30pm on Thursdays on the dates listed below. The virtual link will be shared via the Talking Points App and Facebook:

Sept. 22 nd	Jan. 19 th	May 18 th
Oct. 20 th	Feb. 16 th	June 15 th
Nov. 17 th	March 16 th	
Dec. 15 th	April 20 th	

Loitering

Students may not loiter in the building or on school grounds after dismissal. Students must have a valid reason for staying after school. Valid reasons include school activities, sports, and extra academic help.

Student Property

DO NOT bring valuables, large sums of money, or any unnecessary items to school. The school **will not** take responsibility for these items, including cell phones, ear pods, etc. All cell phones must be off and away in a locker during the day.

Telephones

Students may use the phone in the main office for emergency purposes only. Students **MUST** have a pass to use the phone.

HW Smith 2022-2023 Homeroom Teachers

Grade	Room	Teacher
PreK	WP4	Ms. Neuser
Pre-K	WP5	Ms. Gonnella
Pre-K	WP6	Mrs. Simoneau
K	35	Mrs. Hamernik
K	7	Ms. Dempf Aldrich
K	33	Ms. Maffei & Mrs. Perrotta
1	1	Mrs. Kennedy & Ms. Mroczek
1	A	Ms. Wiacek
1	2	Mr. Marzullo
2	6	Mrs. Boskovski & Mrs. MacLachlan
2	4	Mrs. Davis
2	5	Mrs. Kunda
3	218	Ms. Leathers & Mrs. Finch
3	216	Mrs. Hogan
3	217	Ms. Donovan
4	215	Mrs. Powell
4	213	Mrs. Saether
4	214	Mrs. Thorpe & Ms. Reaves
5	210	Mrs. Minghillo & Ms. Caufield
5	212	
5	211	Mrs. Roman
6	204	Mrs. Ramdath & Ms. Shaw (Math & SpEd)
6	207	Ms. Hewitt (Social Studies)
6	203	(Science)
6	A202	Mrs. Hewitt (ELA)
7	102	Ms. Mead & Mr. Conklin (ELA & SpEd)
7	142A	Mr. Britts (Social Studies)
7	103	Ms. Latella (Math)
7	109	Ms. Kwiek (Science)
8	125	Mrs. Armstrong & Mrs. Bush (ELA & SpEd)
8	122	Mossotti, Jennifer (Math)
8	113	Ms. Feraco (Science)
8	123	Mr. Haven (Social Studies)
12:01:01	101	Ms. O'Neill
12:01:01	B128	Mr. Reese
15:01:01	A142B	Mrs. Grimshaw & Mrs. Boyer