



# SYRACUSE CITY SCHOOL DISTRICT

Anthony Q. Davis, Interim Superintendent of Schools

HW Smith PK-8 School

Theresa Haley, Principal

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  
Vice Principal

Mr. Ciciarelli  
Vice Principal

Mr. Petranchuk  
Administrative Intern