

SYRACUSE ELEMENTARY FAMILY HANDBOOK



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Animals in School

The health code prohibits dogs and cats on school property. Please do not bring these animals with you to school. **Service animals are an exception to this and are welcome at all times.**

Attendance

We strive to create engaging and meaningful learning experiences for our students. Unfortunately, it is almost impossible to recreate these experiences at home. Therefore, we ask that students do all they can to be here and on time each day. **Parental help with this is key.** Helping students with these small things can make a huge difference:

- Arrange schedules for bed times that allow 10-11 hours of sleep and have them set an alarm.
- Set out items needed for school the night before.
- Encourage them to eat a healthy breakfast.
- Leave home with enough time to arrive at school by 8:40 a.m.

The first bell rings at 8:40 a.m. and the late bell at 8:50 a.m. Students should be in their classroom by 8:50 a.m. Anyone arriving after this time needs to check in through the office. Supervision is provided on the playground beginning at 8:30 a.m. (or indoors, if there is inclement weather). Students that are eating breakfast may arrive at 8:15 a.m. and proceed to the lunchroom.

If a student is having difficulty with absences or tardies, their teacher will visit with them and contact parents to discuss ways to help. **Please do not hesitate to contact your child's teacher if you begin to notice a problem attendance pattern.** Attendance that becomes a chronic problem (six or more absences or tardies in a six week period) may require administrative assistance.

For a planned absence, please contact your student's teacher before the absence. Please call the attendance line to report unexpected absences, such as illness.

Attendance Line: 801-402-2606

Behavior Management

We strive to keep students engaged and learning at school, but occasionally other forms of management are needed. We believe in being Peace Builders ([link to Peace Builder pledge](#)) and teach students how to make a positive difference in their lives and the lives of those around them. Individual teachers have classroom management plans (please see your teachers disclosure statement) and we have a school wide Aggressive Behavior Rubric. ([link to rubric](#)) We also follow the District Safe and Orderly Schools Policy. ([Link to district policy](#))

Birthday Celebrations

Most teachers outline their policy for celebrating students' birthdays in their disclosure statement. Treats should be store bought, not homemade. If you have questions about treats, please contact your child's teacher.

Birthday invitations may not be handed out at school. If you have concerns, please see administration.

Check Out Procedures

Occasionally the need arises to check a student out during the school day. Please come to the office and our secretarial staff will call your student down to the office. They will also help you check out the student. **For the safety of our students, please have photo ID ready.**

Only those people listed on the student's emergency card as a parent/guardian or an emergency contact will be allowed to check them out. If you need to add or delete this type of information from their card, just let the secretary know.

Daily Schedule

Office Hours: 8:00 a.m. to 4:00 p.m.

First Bell 8:45

Tardy Bell 8:50

School Hours

Monday-Thursday 8:50-3:25

Friday 8:50-1:25

Kindergarten

Monday-Thursday

AM Session 8:50-11:30

PM Session 12:45-3:25

Friday

AM Session 8:50-10:50

PM Session 11:25-1:25

Chinese Kindergarten

Monday-Thursday

AM Session 8:50-1:25

Friday

AM Session 8:50-10:50

PM Session 11:25-1:25

AM Recess

1st, 3rd, 4th 10:00-10:15

K, 2nd, 5th 10:15-10:30

PM Recess

1st & 5th 1:40-1:55

2nd & 4th 1:55-2:10

K, 3rd, 6th 2:10-2:25

Lunch

1st grade 11:15-12:00

5th grade 11:30-12:10

3rd grade 11:40-12:25

4th grade 12:00-12:35

2nd grade 12:10-12:55

6th grade 12:20-1:05

Dress Standards

At Syracuse Elementary, our focus is the education of our students. We have a minimal dress standard so that the appearance of our students adds to and does not detract from the learning process. Please help students:

- Come to school fully clothed, including appropriate footwear.
- Wear clothing that covers the entire torso, midribs, buttocks, shoulder straps, and under garments.
- Wear shorts/skirts/dresses that have a length that is closer to the knee than to the top of the leg while sitting down. Leggings should be covered to mid-thigh all the way around.
- Wear proper footwear for activities (e.g. tennis shoes for PE).
- Wear proper clothing for outdoor play (e.g. coat, hat, gloves, and boots for winter weather or sunglasses and hat for summer weather).
- Wear clothing that is free from offensive language.
- Wear hair styles/colors that do not bring undue attention to the student or that may interfere or cause disruption to the educational process.
- Be respectful about head wear. Hats, bandanas, etc. are not allowed to be worn inside the building.

We also ask that parents visiting our school adhere to these same standards so as not to disrupt learning.

Electronic Devices

We live in a world full of technology and love to use it to further education. Sometimes the use of these items can be a hindrance instead of a help, so we ask that students follow this policy for electronic devices:

- Phone usage is allowed before and after school. Phones are to be powered off and stored in their backpack during the school day. Phones are not allowed in the lunchroom or on the playground.
- Tablets, e-readers, etc. may be brought to school and used in class for educational purposes under the direction of the teacher. These devices can assist with reading and other learning.
- Gaming devices are not allowed at school. These items can be damaged or stolen at school, so please leave them safely at home.

--The school cannot be, and is not, responsible for electronic devices brought to school.

Unfortunately, any misuse of an electronic device will result in the device being taken away from the student and returned at the end of the school day. If this misuse is repeated, the student's parent will be required to pick the device up from the school. Chronic misuse will remove the student's privilege to bring these devices to school.

Homework

We follow the homework guidelines given by Davis County School District. Homework may be given for pre-learning, to check for understanding, as practice for concepts taught in class, or extension and integration. The amount of time a student should spend on homework each night varies by grade level.

K/1st—5-10 minutes

2nd—20 minutes

3rd—30 minutes

4th—40 minutes

5th—50 minutes

6th—60 minutes

*Immersion classes may have an additional 10-15 minutes

These times include nightly reading along with anything else the teacher assigns. If homework is taking your child longer than these times, please have a conversation with their teacher; modifications can be made.

For additional information, click here. ([link to district guidelines](#))

Lunch and Breakfast

Lunch and breakfast are served Monday through Friday. The lunch room begins serving breakfast at 8:15 a.m. each morning. Parents are welcome to come and eat lunch with their student. If you will be having a school lunch, please alert our lunch manager, Elaine Potter, for lunch planning purposes. You may do this by simply calling the school office number.

Please pay for lunches in advance rather than waiting until a balance builds.

Students with an outstanding balance will bring a note home. Parents will receive a phone call or email for severely delinquent accounts. You may pay weekly, monthly, by the term, or by the year. You may pay online through myDSD (click here [\(link to instructions\)](#) for instructions on setting up a myDSD guardian account), by credit card (call 801-402-7643), or send a check to: Nutrition Services, Bldg. G4 Freeport, PO Box 160485 Clearfield, Utah 84015-0485.

Medication

Occasionally students have a need to take medication during the school day on a long term basis. We are allowed to administer this medication with signed documentation from their physician. This includes things such as inhalers, insulin, ADHD medication, etc. If this need arises, please contact the office for specific information.

Students that are suffering from a small ailment may carry one dose of medication with them, if parents feel they are responsible enough to self-administer. Teachers cannot be responsible to help children administer medication.

Recess

We recognize the need for students to have breaks from rigorous classwork during the day. Most students have a morning and afternoon recess, as well as after lunch. Please help your student come prepared for the weather that may occur during the day. We go outside as long as there is not heavy precipitation, the temperature is above 20 degrees and below 110 degrees, and it is a green or yellow air day.

Students that need to stay in from recess due to illness or injury simply need to have a note from a parent. Unfortunately, some students may need to miss a whole or part of a recess due to behavior concerns (see Aggressive Behavior Rubric). [\(Link\)](#)

Playground items (e.g. basketball) may be brought from home at your own risk. The school is not responsible for lost, stolen, or damaged items brought from home. These items should be clearly labeled with student name. All playground rules apply to items brought from home.

Safety

Safety for all our students, faculty, and staff is a high priority for us. Once school begins all doors, except those by the office, are locked. Anyone coming to visit or volunteer must come through the office. We participate in Standard Response Protocol and have a school Emergency Plan ([Link](#)) in place. We have a school wide Aggressive Behavior Rubric ([link](#)) and classroom teachers have individual classroom management plans in place. (Please see their disclosure statements for specifics.)

Telephone Use

Students are allowed to use the phone in the office in case of illness, emergency, or other reasons that require them to speak with their parents. Unfortunately, with the volume of students we have, we do not allow students to use the phone to call home for things such as going home with another student after school. Students are asked to arrange these things ahead of time.

Transportation to School

There are many different ways our students arrive at school: bus, walking, cars, bikes, scooters, skateboards, roller blades, etc. We have a SNAP plan ([link to SNAP plan](#)) to help students get to and from school along the safest routes possible. Please take a moment to review this plan and discuss the safe transportation guidelines below with your student(s).

Bus

We have a few students that ride a bus. The transportation department asks that students follow these simple rules on the bus:

--Please stay seated while the bus is moving

- Do not use abusive language
- Please keep hands, feet and other objects to yourself
- Always follow directions of the driver
- For safety reasons, skateboards and scooters are not allowed

Students that have an issue arise with the bus rules may be assigned a seat, have a conversation with the principal, or lose bus privileges for one or more days.

Bikes and All Things with Wheels

If you like to ride a bike or other item with wheels (scooter, skateboard, roller blades, roller skates, wheelies, etc.) to school, please follow all traffic laws as well as these rules:

- Always wear a helmet
- Walk bikes, scooters, skateboards, etc. on school grounds***
- Walk bikes, scooters, and skateboards in crosswalks
- Bikes should be locked up in the racks located on the northeast side of the bus loop
- Scooters and skateboards have a 'parking lot' located in the bins by the library
- All other items will be stored in a backpack or students classroom.
- All items need to remain stored during the day

*Students that have forgotten this rule will be given a reminder. If the reminder does not produce compliance to the rule, for safety, items will be taken away and returned at the end of the day. Students that have a chronic problem with forgetting this rule may lose the privilege of riding wheeled items to school.

Walking

Those students that walk to school need to make sure they follow all the traffic laws. This includes paying attention to the crossing guard at all crosswalks. Please stay on the sidewalk and be respectful of the lawn and yards of the people along your walking path.

Car

If students arrive by car, please take a moment to look at the map outlining appropriate drop off and pick up lanes and suggestions for alternate drop off/pick up locations. ([link](#))

Tuesday Folders

An envelope will be sent home every Tuesday with each child. It will contain any letters, flyers, notices, etc. from the school or teacher. Please check this envelope every Tuesday and return any required paperwork. This is also a tool to use for sending information back to the teacher. We try and include any communication in this folder, but there are rare occasions something may come home a different day.

Toys and Other Personal Items

Playground items (e.g. basketball) may be brought from home at your own risk. The school is not responsible for lost, stolen, or damaged items brought from home. These items should be clearly labeled with student name. All playground rules apply to items brought from home.

Toys (including trading cards) and other personal items (including nail polish and perfume) are not allowed at school. These items can get lost, stolen, or broken and can disrupt learning.

Volunteers and Visitors

We love our volunteers! They help with reading, math, and general tutoring of individual students and small groups as well as assisting teachers. If you wish to volunteer, please contact your child's teacher or the PTA.

For the safety of our students, volunteers need to enter through the front door, check in at the office computer, fill out a volunteer form (only once a year), and obtain a volunteer/visitor badge. Please return to the office and sign out before leaving the school.