

# Symmes Elementary School

11820 Enyart Road, Loveland, Ohio, 45140  
513-686-1740

Sick Line 513-686-1748

[www.sycamoreschools.org](http://www.sycamoreschools.org)

## Welcome to Symmes Elementary School!

We are part of the Sycamore Community School District, a top-ranked district that has received an “Excellent” rating and a perfect State of Ohio Report Card for the past 13 school years.

### 1. Important People To Know

**Principal** – Mrs. Anne Van Kirk

[vankirka@sycamoreschools.org](mailto:vankirka@sycamoreschools.org)

**Assistant Principal** – Mrs. Jessica Ralston

[ralstonj@sycamoreschools.org](mailto:ralstonj@sycamoreschools.org)

**School Counselor** – Mrs. Beth Hill, ext. 1508

[hillb@sycamoreschools.org](mailto:hillb@sycamoreschools.org)

**Special Needs Case Manager**

Mrs. Jessica Ralston, 513-686-1740

[ralstonj@sycamoreschools.org](mailto:ralstonj@sycamoreschools.org)

**School Nurse** – Mrs. Julie Ferron, 513-686-1743

[ferronj@sycamoreschools.org](mailto:ferronj@sycamoreschools.org)

**Secretary** – Mrs. Alyssa Schmeling

[schmelinga@sycamoreschools.org](mailto:schmelinga@sycamoreschools.org)

**Secretary** – Mrs. Jennifer Shomo

[shomoj@sycamoreschools.org](mailto:shomoj@sycamoreschools.org)

**Media Center Specialist** – Mrs. Mel Backman

[beckmanm@sycamoreschools.org](mailto:beckmanm@sycamoreschools.org)

**Cafeteria Supervisor**

Mrs. Michelle Bishop, ext. 1745

[bishopm@sycamoreschools.org](mailto:bishopm@sycamoreschools.org)

**Transportation Services** – 513-686-1785

[schoolbus@sycamoreschools.org](mailto:schoolbus@sycamoreschools.org)

### 2. Our School Day

**Kindergarten**

AM 9:15 am – 12:10 pm

PM 12:50 pm – 3:45 pm

**Full Day K - 4<sup>th</sup> Grade**

9:15 am – 3:45 pm

#### Buses - Assigned seating

- Arrival: staff members supervise students walking off bus to school to ensure safety
- Dismissal: Students are called by bus number and teachers dismiss them from their classroom.
- Pre-school and Kindergarten are walked to their bus by their teacher

#### Student Drop Off

- There will be no one to supervise your child if dropped off before 9:00am.
- 9:00-9:10 am student drop off open on LEFT side of school. Students are received by staff.
- After 9:10 am please park and walk your child into the building.
- If your child is LATE (after 9:15am) they must be signed into school at the front office by an adult.
- Parents cannot walk children to their classrooms in the morning.

#### Student Pick up

- 3:45 pm parents can sign out & pick up children in the gym at dismissal.
- Parents are not permitted to take students out of the bus line.
- Students must be signed out through the gym or front office if not riding the bus.

#### Pick up During School Day (ex. Doctor's appointment)

- Parents please fill out a Communication Form (included in this packet or from front office).
- Sign child out and back into school at the front office.

#### Recess and Lunch

- Each grade level has recess at the same time every day followed by lunch.
- Hot lunch costs \$2.75 including milk (menu available online on school's website).
- Have lunch with your child and friends...they love it!!

#### Before and After School Child Care

- Champions offers this service in the cafeteria. See handouts on page 6 or call 1-800-246-2154.

### 3. School Communication

**Communication Forms** (available at Front Desk): Any time a child has an appointment and needs to leave school during the day, going home with a friend, or has been sick and is returning to school, please turn this form into the child's teacher through their binder (backpack mail).

**Visiting School:** All doors are locked during the school day. Anyone entering the school must use the main entrance where secretaries can buzz them in. Visitors will be asked for a state-issued license or ID to be used with Lobby Guard to check in. If using a passport, it will need to be verified by staff at the Front Desk. Visitors will be required to wear the printed photo badge while in the school. Sign out when you leave.

**Student Illness:** Please call the Sick Line 513-686-1748 if your child will not be going to school or e-mail Jen Shomo [shomoj@sycamoreschools.org](mailto:shomoj@sycamoreschools.org). Your child must be fever/illness free for 24 hours before they can return to school.

**Classroom Newsletter:** Many teachers email this regularly to share what is happening in class. Asking your child more about it can help them share more about school.

**Voice Mail (Phone):** All teachers and staff have a personal voice mailbox for messages. You may call the front office and secretaries can transfer you to your child's teacher's phone.

**Student Directory:** In the fall, all parents receive an email invitation to download the Directory Spot App to access student and parent contact information.

**School Apps:** Sycamore Community Schools App available for Android and iOS users. Download for free.

### 4. Curriculum Preview

This "adults only" evening event is for parents to meet their child's teacher in the classroom and learn about the curriculum, class schedule, and expectations for the school year. There will be no time to speak about your child specifically, as it is a general information session only.

### 5. Volunteer

- PTO - Parent Teacher Organization. See flyer or sign ups that come in your child's backpack.
- Help in the Classroom - teachers will talk about this at curriculum preview.

### 6. ESOL Classes

English language classes are offered during the school day. We call them ESOL (English to Speakers of Other Languages). Symmes has five full-time ESOL teachers. Students learn Listening, Speaking, Reading, and Writing. Most classes are 30-45 minutes and meet daily. We offer classes for every grade level K-4. The ESOL teachers are there to help!

ESOL is a flexible program that is designed around student needs. When the child becomes fluent in English language skills, they graduate out of the ESOL program. It can take anywhere from 1-7 years to learn English. Teachers use multiple tests to update parents on student's progress.

#### Interpreter Services

Parent/Teacher communication is important to us! Interpreter services related to communication between parents/guardians and staff of Sycamore Community Schools are provided FREE of charge either in person or over the phone.

To request an interpreter, please contact your student's ESOL teacher or office staff at 513-686-1740

Mrs. Sara Sears, ext. 1811  
[searss@sycamoreschools.org](mailto:searss@sycamoreschools.org)

Mrs. Katie Dostal, ext. 1857  
[dostalk@sycamoreschools.org](mailto:dostalk@sycamoreschools.org)

Mrs. Tracey Blair, ext. 1858  
[blairt@sycamoreschools.org](mailto:blairt@sycamoreschools.org)

Mrs. Elizabeth Gaines, ext 1859  
[gainese@syamoreschools.org](mailto:gainese@syamoreschools.org)

Ms. Kylea Royal, ext 1860  
[royalk@sycamoreschools.org](mailto:royalk@sycamoreschools.org)

For phone calls and short/quick communications, please request a telephonic interpreter.

(For example: send an email that says, "I want to talk with \_\_\_\_\_. Please call me with an interpreter.")

For face to face meetings, please schedule the meeting and request that an interpreter be present. It takes a few days to arrange.