

SYCAMORE SPRINGS ELEMENTARY SCHOOL

2023-2024 Parent Information Packet

August 2023



SYCAMORE SPRINGS ELEMENTARY WE ARE MORE IN '24

In this you will find...

PRINCIPAL'S WELCOME LETTER
IMPORTANT CONTACT INFORMATION
SAFETY REMINDERS
CHANGES IN TRANSPORTATION
OFFICE PROCEDURES
TRAFFIC FLOW & PARKING DETAILS
DISMISSAL ROUTINES & DEFINITIONS
THINGS TO KNOW
INFORMATION RESOURCES
SUBS-R-US TRAINING DATES
NURSES OFFICE INFORMATION
CHILD NUTRITION SERVICES
DSISD SCHOOL CALENDAR

Revised 8.10.2023



Sycamore Springs

ELEMENTARY SCHOOL

August 10, 2023

Dear SSE Families,

Allow me to extend a warm “WELCOME” to our new families and a loud “WELCOME BACK” to our returning families. I hope your summer was full of fun and relaxation and you made lasting memories with family and friends. While it’s hard to believe school is starting, here we are; and after spending the last week with staff, I assure you we are excited and ready to have students in our halls again!

Sycamore Springs Elementary is a warm, welcoming, and friendly community full of staff who are committed to the growth and education of our children, parents who give their time to support the staff and students, and students who love coming to school ready to learn. Our community is a special place where students and staff want to be each and every day.

We strive to provide a social and learning environment where all children shine. Success, one child at a time - the effort to meet each child’s need for growth socially, emotionally, and academically - is ongoing and intentional. We cultivate student leadership and well-being through our language and culture as a Leader in Me Lighthouse School. Our staff know and understand their students by identifying strengths, challenges, and passions while striving for a positive school experience and a love of learning. Our students’ unique needs and experiences are a valued part of what makes our school such a wonderful place.

We welcome a productive partnership with you to help ensure our children will achieve their highest potential. We recognize successful students need support from both the home and school environments. As partners, we share the responsibility for our children’s success and do not take that responsibility lightly. Thank you for sharing your children with us, and for your willingness to partner with us on this journey.

Go Tigers!

Kindly,

Cody Spraberry
Proud Principal
Sycamore Springs Elementary

Lead More, Create More, Inspire More, Become More

WE ARE SYCAMORE

Sycamore Springs Elementary School

~~~ INFORMATION ~~~

14451 Sawyer Ranch Road Austin, TX 78737

512-858-3900 {phone} \* 512-858-3999 {fax}

[www.dsisdtx.us](http://www.dsisdtx.us)

## **Principal**

Cody Spraberry

512-858-3916

[cody.spraberry@dsisdtx.us](mailto:cody.spraberry@dsisdtx.us)

## **Assistant Principal**

Kristi Brown

512-858-3917

[kristi.brown@dsisdtx.us](mailto:kristi.brown@dsisdtx.us)

## **Admin Assistant**

Amy Banker

512-858-3902

[amy.banker@dsisdtx.us](mailto:amy.banker@dsisdtx.us)

## **Receptionist**

Karen Thornton

512-858-3909

[karen.thornton@dsisdtx.us](mailto:karen.thornton@dsisdtx.us)

## **Registrar & Attendance**

Shannon Miskol

512-858-3901

[shannon.miskol@dsisdtx.us](mailto:shannon.miskol@dsisdtx.us)

## **School Counselor**

Abbey Smart

512-858-3903

[abbey.smart@dsisdtx.us](mailto:abbey.smart@dsisdtx.us)

## **School Counselor**

Susie Carrell

512-858-3905

[susan.carrell@dsisdtx.us](mailto:susan.carrell@dsisdtx.us)

## **School Nurse**

Melodie Havlick

512-858-3904

[melodie.havlick@dsisdtx.us](mailto:melodie.havlick@dsisdtx.us)

## **School Nurse**

Brenda Brysch

512-858-3907

[brenda.brysch@dsisdtx.us](mailto:brenda.brysch@dsisdtx.us)

## **Cafeteria Manager**

Mary Wittman

512-858-3610

[mary.wittman@dsisdtx.us](mailto:mary.wittman@dsisdtx.us)

## **Community Services**

Lucy Hansen

512-858-3021

[www.dsisdtx.us/cs](http://www.dsisdtx.us/cs)

## **Transportation / Bus**

Pam Swanks

512-858-3004 / 3008

[transportation@dsisdtx.us](mailto:transportation@dsisdtx.us)

## **PTA Webpage**

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

# Sycamore Springs Elementary School

## ~~~ SAFETY REMINDERS ~~~

Dear Parents,

In order to ensure that our campus remains safe, we ask that you please read the following guidelines that are a part of our campus safety plan.

- \* Each school year, all campus personnel are asked to review our crisis management plan which includes evacuation procedures.
- \* Teachers will carry a two-way radio with them to the playground and outdoor classroom.
- \* Throughout the school year, drills are conducted to practice for evacuations, lock-outs, lock-downs, and tornado drills.
- \* All parents signing in as visitors must have a Visitor Badge displayed on their shirt (under collar bone area). The badge will include the area of campus/event that the parent is visiting. Please bring your government issued ID to the front desk each time you are on campus so that we can check you in accordingly.
- \* We appreciate all of our parent volunteers and understand that many of you change your intended location after your initial check-in. Therefore, for the safety of our children, should a parent change location of their volunteer work or campus visit (for example: from library to the classroom or cafeteria for lunch) they must stop by the office to change their Visitor Badge. We have asked staff to assist us in ensuring that campus visitors have the appropriate badge with the correct location, and if they do not, to please redirect them to the office for an updated badge.

Mrs. Brown and I want to ensure you that the safety of our children and the staff is always at the forefront of our minds. Should you ever have any questions or suggestions, please feel free to contact us.

Sincerely,  
Mr. Spraberry and Mrs. Brown

# Sycamore Springs Elementary School

## ~~~ CHANGES IN TRANSPORTATION ~~~

Please keep in mind that *routine* is important for your student & the staff. With that in mind, we do understand that transportation changes are necessary sometimes. For that reason, we've outlined below the steps to take for making such changes.

### **\*\* TEMPORARY (SHORT-TERM) \*\***

If you need to make a change in transportation for a short time only (one or two days), please contact your child's classroom teacher, and also notify the front office via phone or email:  
call 512-858-3909 or email [ssesattendance@dsisdtx.us](mailto:ssesattendance@dsisdtx.us).

You can also send a note with your child to give to the teacher at the beginning of the school day.

NOTE: Any changes must be submitted to the office  
**BEFORE 1:30 pm each day.**

Note regarding buses: the transportation department does not allow students to ride a bus that they are not permanently assigned to.  
I.e., students are not allowed to ride the bus home with a friend.

### **\*\* PERMANENT (LONG-TERM) \*\***

Changes in BUS RIDING STATUS (such as needing to add bus transportation for your child) needs to be addressed first with the transportation office at 512-858-3004/3008 and then communicated to your child's teacher and the front office.

Permanent transportation changes should be communicated to your student's teacher **AND** the front office by  
calling 512-858-3909 or emailing [ssesattendance@dsisdtx.us](mailto:ssesattendance@dsisdtx.us).



# Sycamore Springs Elementary School

## ~~~ OFFICE PROCEDURES ~~~

### CAMPUS VISITORS

- **All visitors** must have a government issued **photo ID** and check-in at the front desk each time on campus..

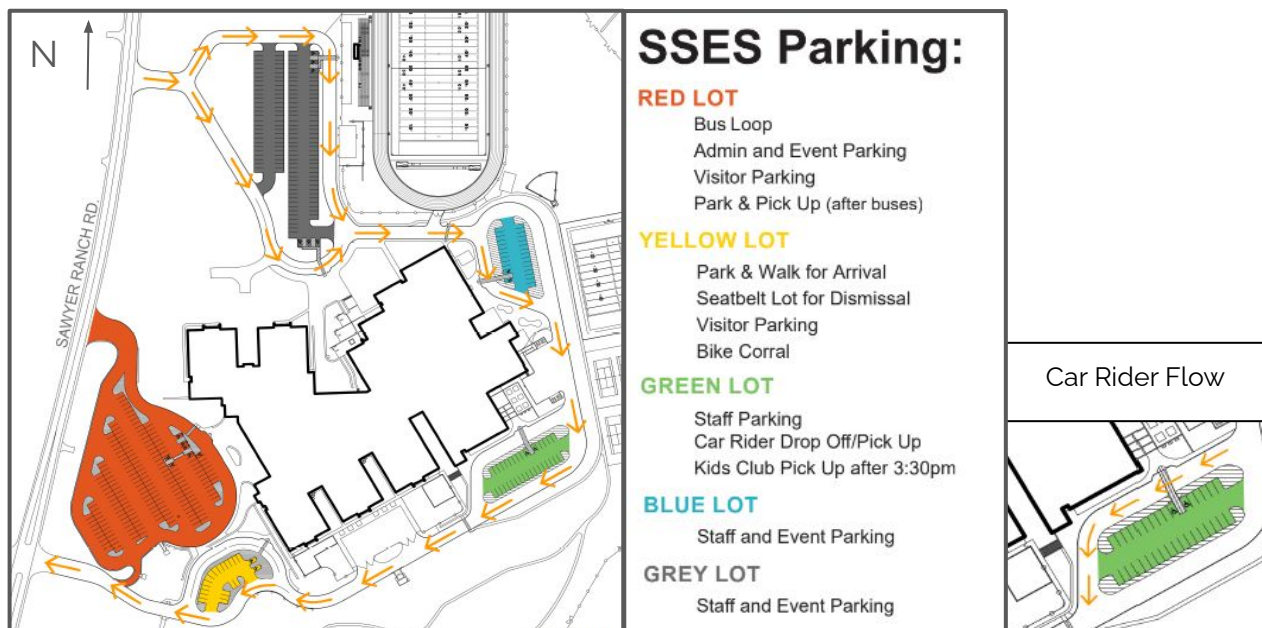
### STUDENT CHECK IN & CHECK OUT

- A government issued **photo ID** is required to sign a student out.
- Only a parent/guardian or person listed as an **emergency contact** is permitted to sign a student out.
- For safety & to maximize class time, students will not be called to the office before the authorized adult has arrived on campus. Please plan accordingly for off-campus appointments.
- When a student arrives after 8:45 am, they must be walked into the building entrance by a parent or guardian. Please do not drop your child at the curb.
  - Note regarding attendance: Students are counted as *tardy* from 7:46-8:45 am. After 8:45 am, students are counted absent for the day. It is highly recommended that you schedule appointments at the end of, or after, the school day.



# Sycamore Springs Elementary School

## ~~~ TRAFFIC FLOW & PARKING DETAILS ~~~



### Entrance

All cars entering the campus will use the north driveway (by the SSMS football field). This driveway is used for drop-off, and pick-up.

Please use both lanes of the entrance driveway to mitigate traffic back-up on Sawyer Ranch Road. Cars coming from the Hwy 290 / Belterra side, will turn into the **left lane**, and cars coming from the Darden Hill / Highpointe side will turn into the **right lane**.

Stay in line as you wind your way to the car rider drop-off/pick-up area. Drop off students as indicated on the map above. School personnel will be stationed during drop-off and pick-up times in order to assist with the flow of traffic and the safe arrival and departure of students.

**\*\*PLEASE ALLOW YOURSELF PLENTY OF TIME during the first few weeks of school\*\***

Cars will not be permitted to park on Sawyer Ranch Road at any time throughout the school year, for safety reasons. Law enforcement may enforce with traffic citations as necessary.

### Exit

All vehicles will exit via the south driveway (closest to Highpointe).

**Center Driveway (Red Lot): Buses only.** This parking lot is used primarily for bus loading and unloading. Parents & visitors may use this parking lot after buses have cleared in the morning or afternoon. Parents are to park their vehicle, and escort their child(ren) to the sidewalk/front of building, utilizing the crosswalk when possible. (Curbside drop-off/pick-up is available throughout the car-rider line in the back of campus.)

All **pedestrian, bicycle, and scooter traffic** must utilize crosswalks and acknowledge safety crossing guards.

**\*\*This plan was developed in consultation with the Hays County Sheriff's Department and the DSISD Director of Safety.\*\***



**Arrival/Dismissal**

**Car Rider Loop -  
Student Name Plates  
Visible In Car**

**Sawyer Ranch Road**

**Staff Parking**

**Parent  
Park  
&  
Pick-Up**

**Staff Parking**

**Staff Parking**





# Sycamore Springs Elementary School

## ~~~ DISMISSAL ROUTINES & DEFINITIONS ~~~

During the first week of back-to-school, arrival & dismissal traffic can be very congested. We encourage you to utilize our car-rider lane and leave yourself extra time. We will have staff members & Big Buddy students stationed outside and throughout the building to assist with guiding students to their arrival location (details below).

Thank you for your patience each day during arrival and dismissal. The safety of the children and the staff is our top priority.

### Arrival & Dismissal:

- Walkers / Bike Riders: Students who are walking or riding their bike home (south/Highpointe) in the afternoon, will be guided across the campus driveway to the trail near Highpointe & will be allowed to depart on their own from there. Students walking or riding north on Sawyer Ranch Road will be guided along the sidewalk at the front of the school & across the campus driveway (near the football field).
- Bus Riders: Children who ride the bus will be dropped off in front of the school each morning, and in the afternoon will be escorted by grade-level teachers to the front parking lot to load the buses.
- Car Riders: Please refer to the traffic flow instructions on the previous page for details. Parents should remain in the vehicle and staff will provide assistance as needed. In the afternoon, all car riders must have a campus issued hanging name sign in their front window with the student's last name & grade. Students will not be released through the car rider line to anyone who does not have the official car rider tag (duplicate/homemade tags will not be accepted). This helps ensure a secure dismissal process. If you do not have the school issued school tag, please contact the front office.
- Parent Park & Pick Up: For parents who wish to park & pick up their child, please park in a legal parking space in the front lot. Students may be met / picked up from the front of school, in front of the vestibule windows *after buses have departed*. Please be prepared to show your photo ID if requested.
- Non-District After-School Care: After-school care transportation will pick-up in the front parking lot following the exiting of our DSISD buses. Staff will escort these students to their after-school care transportation as well.
- Kids Club: The children who attend Kids Club will be escorted by grade-level teachers each afternoon to the cafeteria. Parents wishing to pick up their child from Kids Club must wait until after the regular dismissal is complete; typically by 3:30 pm.

### During the school day:

- Entrance Doors at arrival areas will be open at 7:00 am each morning. For safety and security all exterior doors are to remain locked during the school day. When students enter the building, they will go to the gym (PK-2nd) or cafeteria (3rd-5th) - unless eating breakfast. Teachers will pick up their class at 7:35am from their designated location.

# Sycamore Springs Elementary School

## ~~~ A FEW THINGS TO KNOW ~~~

August 2023

Dear Parents,

Below are a few things to know as we return to campus for the 2023-2024 school year!

1. Breakfast will be served in the cafeteria from 7:00-7:30 am daily. At 7:35am all children will be picked up in their designated locations by their classroom teacher.  
(PK-2nd: Gym \*\* 3rd-5th: Cafeteria)
2. The school day begins at 7:45am & ends at 3:00 pm. Students are considered **tardy** at 7:45am; they are counted as **absent** if they are not in school at 8:45 am; and they are marked as a **leave-early** if they leave campus before 3:00pm. Tardies will begin on August 21, 2023
3. If you need to pick up your child early, please arrive in the office no later than 2:30pm. After that time, students are beginning to wrap up their day & may be in transition throughout the building.
4. Please bring your photo ID any time you come to campus to visit or check-out your student. All visitors must check-in at the front office, using your photo ID.
5. Parents are welcome to join their child(ren) for lunch. Visitors may only bring lunch to their own child(ren). All visitors who are not listed as a child's emergency contact, must be accompanied by a parent or guardian, or have written permission sent prior to their arrival ([ssesattendance@dsisdtx.us](mailto:ssesattendance@dsisdtx.us)).
6. Please be on the lookout for news about food allergies in your child's class or grade level. Classroom teachers will be sending out notifications.
7. Please note that during the first week of school, we experience a very high volume of vehicle traffic. If you plan to drive your child to school during the first week, please review the traffic flow and parking details in this packet and be sure to allow extra time to navigate through the car rider drop-off line.
8. News & upcoming events from the PTA can be found on the SSE PTA Facebook page (<https://www.facebook.com/TXSSESPTA>) and their website ([www.ssespta.org](http://www.ssespta.org)).
9. Please be on the lookout for information regarding your child's class t-shirt order from the PTA! An online link will be provided for you to place your order. Class t-shirts are worn on field trips and various other grade level activities.
10. To receive updated information about all that is happening on our campus, please follow us on Facebook ([Sycamore Springs Elementary School](#)), Instagram ([sse\\_tigers](#)), and Twitter (@SycamoreSprgsES and #sycaMOREyr7) and check us out on the [DSISD website](#).

Looking forward to a great year!

Mr. Spraberry and Mrs. Brown

# Sycamore Springs Elementary School

## ~~~ INFORMATION RESOURCES ~~~

Follow us on social media, and watch our School & District websites for information throughout the 2023-2024 school year!



[Sycamore Springs Elementary School](#)



[@SycamoreSprgsES](#) and [#sycaMOREyr7](#)



[sse\\_tigers](#)



[SSES Website](#)



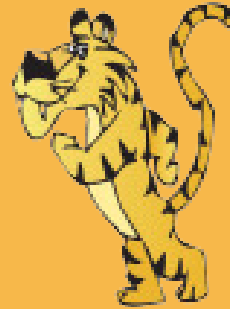
[DSISD Website](#)



[Sycamore Springs Elementary PTA](#)



[SSES PTA Website](#)



## **SUBS-R-US TRAININGS 2023-2024 SCHOOL YEAR**

Parents may attend any session that fits your schedule and Assistant Principals will share contact information with the appropriate school.

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### **CYPRESS SPRINGS ELEMENTARY**

September 19th @ 9am

### **DRIPPING SPRINGS ELEMENTARY**

September 19th after PTA meeting

### **ROOSTER SPRINGS ELEMENTARY**

September 7th after Principal's Coffee

### **SYCAMORE SPRINGS ELEMENTARY**

September 14th after PTA meeting

### **WALNUT SPRINGS ELEMENTARY**

August 25th at 9:30am

# Back to School 23-24

## Need to Know Information from the Nurse's Office

### General:

- Please make sure all student health information is up to date in Skyward Family Access. This includes current health conditions, known allergies, any medication(s) taken, specific health needs, & contact numbers for parent/guardian(s) and emergency contacts.

### Medications:

- In order for the campus nurse to administer medication at school, the following minimum requirements must be met.
- For **ANY** medication at school, a [DSISD Medication Permission Form](#) must be signed by the student's parent/guardian.
- Per DSISD policy, a physician's signature is required on the form for:
  - Any over-the-counter medication to be given more than two weeks.
  - All prescription medications. This includes emergency medications such as inhalers, EpiPens, seizure medications, etc.
  - Medication prescribed differently than manufacturer's directions.

### Health Conditions with the Potential for Emergency:

- If your student has been diagnosed with a condition that requires immediate intervention in case of emergency, an action plan must be signed by your student's physician, kept on file with the campus nurse, & renewed each year.
- Examples of emergency action plans include: [seizure action plan \(Spanish\)](#), [asthma action plan \(Spanish\)](#), and [anaphylaxis \(severe allergy\) action plan \(Spanish\)](#).

### State-Required Health Screenings:

- Vision and hearing screening will be performed on all students in Pre-K, Kindergarten, 1st, 3rd, 5th and 7th grades, as well as any student who is new to DSISD. [State Vision/Hearing Rules](#)
- Acanthosis Nigricans (AN) is a skin marker which may indicate pre-diabetes. Students in 1st, 3rd, 5th, and 7th grades will be screened for AN during state-mandated hearing, vision, or spinal screenings by looking for the skin marker on the back of the neck. Children who are identified with the marker will also be assessed for body mass index (BMI) and blood pressure. Risk assessments are then issued to the parents of these children, alerting parents of the child's risk factors and encouraging further evaluation by a health professional. [AN Screening Information](#)
- Spinal screening is required twice for girls, once at age 10 (fall semester of 5th grade) and again at age 12 (fall semester of 7th grade). It is required once for boys at age 13 or 14 (fall semester of 8th grade). [State Spinal Screening Rules](#)
- If you do not wish the district health staff to perform the state-required screenings, you must notify the campus nurse as soon as possible so that your student will not be screened in the fall semester. Documentation of the state required screenings from a healthcare provider of your choice must be provided to the campus nurse **before January 30th** or the district health staff is required to screen your student in the spring semester. Contact your child's nurse for further instructions or to inquire about a religious exemption.

August 2023



Dear DSISD Elementary Parents:

We in Child Nutrition Services would like to welcome your student back to school and to thank you for participating in the Child Nutrition program at DSISD.

### **NEW & FAVORITE MENU ITEMS**

- Whole Muscle Chicken Breast Sandwiches
- Taco Tuesdays!
- Asian Chicken Meals - Tangerine and Cherry Blossom
- Italian Meals - Cheesy Baked Ziti and Lasagna Roll-Ups
- Charcuterie Bowls
- Hummus & Veggie Boxes
- GF snacks

### **MEAL APPLICATIONS**

- Free & Reduced Meal applications are available online or at each campus office.
- Directly Certified (DCRT) students due to SNAP, TANF or Medicaid will receive a letter with their meal status and will not need to fill out a application to receive meal benefits.

### **SNACK FORMS**

- New and improved printable snack form online or available upon request from CN Services.
- A new form **MUST** be filled out to replace the old form.
- If a form is not received, PK & Kinder students will be prohibited from purchasing snacks, extra side or entrée items. All other students will have no restrictions until a new form is received with specific parental instructions.

### **MEAL LINE PROCEDURES**

- PK-1st grade students come through the serving line using ID badge cards; the cards are scanned, kept in the cafeteria and stored in the appropriate classroom badge holder.
- 2nd-5th grade students memorize their student ID number and punch their number into a keypad located at the cashier station. Please help your student memorize their ID number.

### **DID YOU KNOW?**

- Fresh fruits and vegetables are offered daily - cantaloupe, honeydew, oranges, apples, bananas, grapes, kiwi, watermelon, a variety of berries - broccoli florets, baby carrots, bell peppers, cucumber slices, tomatoes, onions, fresh spinach, etc.
- Our students love *SideKicks* - a very tasty, smooth-frozen 100% fruit or vegetable juice, with no added sugars - qualifies for Smart Snacks and credits as 1/2 cup fruit or vegetable.
- Our foods are never fried.
- Our cereals are whole grain and are made with 25% less sugar.
- We offer a daily option of a baked potato meal.
- No HFC's in our milk or yogurt; aspartame free yogurt; no dye or coloring in our strawberry milk or yogurt.
- Our ice cream is made in a nut-free facility.

At Child Nutrition Services we continually look at better options for your student's health. We care about your student's eating habits and we hope you give our program a chance as we continue to strive to offer healthier items and better service. We appreciate your participation in our program and we look forward to serving your student nutritious meals, made with love and served with a smile.

Welcome back and have a wonderful year!

John P. Crowley, MS RDN LD  
Director of Child Nutrition





# DRIPPING SPRINGS INDEPENDENT SCHOOL DISTRICT ACADEMIC CALENDAR 2023-2024

## First Day of School

August 15

## Last Day of School

May 30

## District Holidays

September 4

October 9

November 20-24

December 21 - January 3

January 15

February 19

March 11-15

March 29

April 8

April 26

May 27

## Weather Make-Up Days

March 29

April 26

| JULY |    |    |    |    |    |    |
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| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   | 31 |    |    |    |    |    |

| AUGUST |    |    |    |    |    |    |
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| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 | 29 | 30 | 31 |    |    |

| SEPTEMBER |    |    |    |    |    |    |
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| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
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| OCTOBER |    |    |    |    |    |    |
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| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
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| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| DECEMBER |    |    |    |    |    |    |
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| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

## Staff Professional Learning Days

### Student Holidays

August 7-14

October 30-31

January 4-5

February 16

May 31

## Graduation

May 31

| JANUARY |    |    |    |    |    |    |
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| FEBRUARY |    |    |    |    |    |    |
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| MARCH |    |    |    |    |    |    |
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| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |
| 31    |    |    |    |    |    |    |

| APRIL |    |    |    |    |    |    |
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| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 |    |    |    |    |

| MAY |    |    |    |    |    |    |
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| 12  | 13 | 14 | 15 | 16 | 17 | 18 |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |
| 26  | 27 | 28 | 29 | 30 | 31 |    |

| JUNE |    |    |    |    |    |    |
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| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   |    |    |    |    |    |    |

|  |                                       |
|--|---------------------------------------|
|  | First/Last Day of School              |
|  | New Teacher Orientation               |
|  | Teacher Inservice                     |
|  | District Holidays                     |
|  | Staff Prof. Learning/Student Holidays |
|  | PK-12 Early Release                   |
|  | Weather Make-Up Days                  |
|  | District Closed                       |
|  | Grading Periods                       |

The 2023-2024 DSISD academic calendar is used by our families for planning purposes only. The district academic calendar differs from DSISD employee work calendars which may include workdays not included here.

Updated Jan. 5, 2023