

Lynwood Elementary School



Family & Student Handbook

2017-2018

1320 Lynwood Drive
Novato, CA 94947
Phone: 415-897-4161

ATTENDANCE LINE: 415-897-8641

SCHOOL WEBSITE: www.lynwood.nusd.org
DISTRICT WEBSITE: www.nusd.org

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Dear Parents, Guardians, and Students:

August 2017

Welcome to Lynwood Elementary School. We are excited about the year ahead and are looking forward to working together as partners in the education of our children. This handbook is designed to answer questions you may have about policies and procedures at Lynwood Elementary School. Communication is key to your child's school success, so please choose which communication tools work best for you.

Communication Tools:

- School website: www.lynwood.nusd.org
- Subscribe to our texting notification service by texting @lwtigers to 81010
- "Friend" Lynwood on Facebook
- Tiger Tales newsletter in Spanish & English (every 2 weeks in Friday Folders)
- See the great things our students do on Twitter at #lynwoodtigers
- Monthly event calendar in English and Spanish in Friday Folders
- Periodic auto-dialer phone calls (let us know if you prefer a different phone #)
- Marquee message board in the traffic circle
- Attend English Learner Advisory Committee (ELAC), Parent-Teacher Association (PTA), PreK-3rd Grant Design Team, and School Site Council (SSC) meetings - minutes from meetings will be posted to the school website after ratification
- Coffee Chats each Friday in the Family Center at 8:45, starting on 9/1/17
- Contact your child's teacher and/or our office staff (Jazmin Babendir – jbabendir@nusd.org is our bilingual Spanish/English Community Liaison)
- Individual meetings with principal by appointment
- Peachjar flyer service

Parents are encouraged to volunteer at school and attend events such as Kermes, International Dinner, Walkathon, Beautification Days, International Food Festival, and Book Fair Night. Working together, we will ensure the success of all our children!

The school calendar is regularly updated on our website, including Spirit Days.

We know you will enjoy being an active member of our school community. Feel free to contact the office (415-897-4161) with questions, comments, and compliments (we love those!). Happy families, students, and staff produce a positive, uplifting environment!

Sincerely,

Andy Cline
Principal

Lynwood Elementary School Values

Commitment

We are committed to a culture of universal achievement in which every child, without exception, will become proficient in reading, math and written language by grade three.

Mission Statement

Lynwood Elementary School is an innovative and highly effective educational institution that provides diverse academic experiences to meet individual student needs, and challenges all students to realize their educational potential.

School Vision

Our School Vision, entitled “School and Community Together!”, is shown here:

Lynwood Elementary School Vision

We are a collaborative school community, proud of our diversity, and committed as a team in guiding our children to become self-directed, independent learners who are prepared for the challenges of an ever-changing world. We envision:

- A supportive, safe and respectful school community that values, embraces and celebrates diversity and equity
- Our children becoming educated through a collaborative effort among families, faculty, staff, students and the community
- Rigorous and intellectually stimulating academics in classrooms that are child-centered and actively engage students in the learning process
- Mastery of skills necessary to succeed in the 21st century including critical thinking, adapting to change, creativity, communication, collaboration and proficiency with technology
- Guiding students in the exploration of their intellectual, artistic, physical, social, and emotional development
- Self-directed students who are creative, intellectually curious, effective decision makers and problem solvers who take responsibility for their learning
- Open, direct, and accessible communication among all members of the Lynwood community
- Decisions made in the best interest of students
- A collegial staff community that exemplifies flexibility, collaboration, open-mindedness, kindness, and respect
- A physical school environment that impacts learning in a positive manner

At Lynwood, education is delivered to enable all students to meet the challenges of the future with confidence and compassion.

Schedules

| | | |
|--------------|---------------|---|
| Kindergarten | Early session | 8:20 am - 1:20 pm |
| | Late session | 9:00 am - 2:00 pm |
| Grades 1 – 3 | | 8:40 am – 3:05 pm |
| Grades 4 – 5 | | 8:40 am - 3:10 pm |
| Wednesdays | Grades 1-3 | 8:40 am - 1:50 pm |
| | Grades 4-5 | 8:40 am – 1:55 pm |
| | Kindergarten | Early/late schedules remain the same |

Daily yard supervision begins on the TK/K yard at 8:00 and the 1st-5th yards at 8:15.

Important Dates 2017-18

Minimum Days and Non-Student Days

| | | |
|-------------------------------|---------------------|---|
| <u>First day of school</u> | 8/17/17 | Minimum Day All TK/K = 8:20-12:20; 1 st -5 th = 8:40-12:40 |
| <u>Last day of school</u> | 6/7/18 | All TK/K = 8:20-11:40; 1 st -5 th = 8:40-12:00 |
| <u>Minimum Days</u> | | |
| District-wide K-5 | 9/25/17 | All TK/K = 8:20-12:20; 1 st -5 th = 8:40-12:40 |
| District-wide K-5 | 10/26/17 | All TK/K = 8:20-12:20; 1 st -5 th = 8:40-12:40 |
| Parent Conference Week | 11/13/17 – 11/17/17 | All TK/K = 8:20-12:20; 1 st -5 th = 8:40-12:40 |
| District-wide K-5 | 2/1/18 | All TK/K = 8:20-12:20; 1 st -5 th = 8:40-12:40 |
| District-wide K-5 | 3/19/18 | All TK/K = 8:20-12:20; 1 st -5 th = 8:40-12:40 |
| Open House | 5/17/18 | All TK/K = 8:20-12:20; 1 st -5 th = 8:40-12:40 |
| <u>Staff Development Days</u> | | |
| Staff Development Day | 11/9/17 | No students |
| Staff Development Day | 5/25/18 | No students |

Attendance – Absences and Tardies

Out of respect for all children's learning, students should attend school regularly and arrive on time to class every day. Attendance and parental involvement are two of the most crucial elements for long-term student success. Please be involved and punctual to support all students!

Important Guidelines

1. If your child is absent from school, call the attendance phone at 415-897-8641 ext. 555 and leave a message. During school hours, you may report the absence directly to the office at 415-897-4161. If you are not able to call the office, please send a note to school with your child stating the date(s) and reason for the absence. Absences due to illness, medical or dental appointments, or death of a family member are excused absences.
2. Children who arrive late to school must report to the office for a pass before going to class. There can be traffic during drop-off time, so please plan ahead to avoid tardiness.
3. Avoid scheduling personal appointments for your child during the school day. If leaving early for an appointment is unavoidable, report to the office and we will call the room for your child. Parents may not report directly to classrooms.
4. If your family plans a vacation or experiences an extended absence of 5 consecutive days or more, please request an Independent Study Contract from the school office. Independent Study requests must be made at least one week in advance so that the teacher can prepare the appropriate school work. A completed Independent Study allows the absences to be excused and your child to keep up with his/her learning.

Behavior Standards

Lynwood has clear expectations for student conduct that are consistently enforced. The guiding principle for all behaviors is:

- Be safe, respectful, and responsible

At Lynwood, we understand that young people make mistakes, and it is the school's role to support their social-emotional growth as well as their academic growth. When our young people make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engaging in the kind of discipline that is rooted in learning, shows the power of reconciliation, and teaches appropriate conduct consistent with our school values.

School Dress Code

Student dress should be appropriate to the classroom, conducive to schoolwork and support a standard of cleanliness, safety, and modesty. The following dress code guidelines apply during all regular school activities, including field trips.

- Shoes should be comfortable and appropriate for playground activities and PE. Backless or open toed shoes or sandals are not allowed.
- Clothing must completely conceal undergarments. Sheer fabrics and revealing garments such as halter tops, spaghetti straps, sagging pants, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Extremes in dress or hairstyle that are distractions to the learning environment are prohibited, including haircuts with designs or dyed hair (except on Spirit Days)
- Make-up and hoop earrings may not be worn. Hats may not be worn in indoors
- All personal items must be free of writing, tagging, or any other insignia which are crude, vulgar, or sexually suggestive, Clothing labeled with drug, alcohol, or tobacco company advertising/logos or which advocate prejudicial notions are prohibited.
- Articles of apparel that display gang identity or project intimidation or violence against one or more people are prohibited

Prohibited Items

If students bring items to school that distract from the positive learning environment, it interferes with instruction. Parents are asked to remind students not bring the following items to school (continued on the following page):

- Toys of any kind (hand-held or larger)
- Pokemon or other collecting/trading cards
- Electronic devices (cameras, iPods, etc.)

- Stuffed animals
- Cash (unless delivering it directly to a responsible adult upon arrival for school purposes)
- Cell phones (unless they are powered off [not muted] and in the student's backpack throughout the school day)

PLEASE NOTE: The school is not responsible for any lost or damaged listed items.

Student Recognition and Support

Weekly Community Time Assemblies are held to recognize students and families' special contributions to school activities, academic achievements, outstanding acts of character, and attendance.

Character education is part of our behavior plan. Second Step is a research-based socialization curriculum all teachers use weekly to help our students learn empathy and age-appropriate problem solving steps. In addition, students receive Tiger Bucks and Tiger-iffics for perfect attendance and for demonstrating responsible behavior.

Counseling Program

With funding from the Marin Community Foundation, we are able to continue our site-based counseling program, supported by the Novato Youth Center (NYC), for grades Pre-K through 5. Counselors provide students with individualized or small-group support. The counselors also run specialized student groups to teach skills for academic success and help students build confidence with socializing on the play yard, including our alternative recess room for 1st-3rd grade students. Alternative recess provides a structured, indoor recess option that students choose to attend (it is never "assigned") in groups of six or fewer students, where social skills are explicitly taught in the context of a small-group game or activity. Parent/family support is also provided upon request.

Student Leadership

A student leadership program provides students with a variety of leadership and service experiences at school. At present, 3rd, 4th and 5th graders participate in student council meetings at lunch time, choose their own officers, and conduct a variety of activities that benefit the school under the supervision of a certificated teacher. Additionally, students are provided with opportunities to develop leadership attributes as Lynwood In Motion Leaders, Orange Squad Members (assistant yard supervisors), Ball Cart Monitors, and Tidy Tigers (after-school litter patrol). Student voice is further honored via activities like focal group "fishbowls" that allow students to share their thoughts about school practices and equity walkthroughs that allow students to share their perspective on what cultivates student ownership of various spaces at school.

Playground Supervision and Student Drop Off/Pick Up

Playground Supervision

Yard supervision is provided on the TK/K yard beginning at 8:00 AM and the 1st-5th yards at 8:15 AM. Students must remain on the yard that corresponds to their grade level. Please pick up your child on time at the end of the school day. Playground supervision is not available after school. Family members may check in at the office to visit with their student(s) during snack or lunchtime, however if seating is limited, students must be given priority for seating in the dining areas. While these visits are a nice treat once in a while, it is strongly encouraged that families not visit on an ongoing basis, as this can impede students' social development and cause conflicting emotions for the child(ren) involved. Visiting adults are also expected to reinforce proper behavioral expectations for students, including not using mobile devices/phones in the dining area.

Parking/Driving Etiquette

Please note that we have limited parking that is only for staff members who MUST be provided a parking space. Additionally, our traffic circle can become congested quickly, so families are encouraged to park off campus or along South Novato Blvd. when walking students to/from class. Please note the following driving/parking expectations:

1. Drive safely and slowly at all times in the parking area and traffic circle.
2. Drivers must remain in their cars in the traffic circle. No parking in the circle.
3. Pull all the way forward to the car in front of you during drop-off or pick-up.
4. Never double-park to load or unload passengers. Do not ask students to cross the traffic circle outside of the crosswalk.
5. Please do not park in the staff lot at any time, even to walk a child to/from class.
6. Do not use the entryway of the traffic circle for U-turns.
7. Please be respectful with speech and actions towards others at all times.
8. To avoid surprises, please be aware that staff or volunteers may open car doors for children to welcome them and to expedite the loading or unloading process.

After School Pick Up

Parents and guardians may wait to pick up students at the front or rear of the school but not by classrooms. Instructional time is extremely valuable and your cooperation helps us maximize every minute. Please respect this important request and wait at the end of the hallway for your children to come to you. Teachers will assist with guiding students at dismissal. Drivers within the traffic circle must remain with their vehicles at all times.

Bicycles

Bicycle racks are provided at the school. All bicycles must be locked and licensed. Bicycles must always be walked on school grounds. Licenses may be obtained at the Novato Police Department. Please remind your children of the following safety rules of the road. Bicyclists must (continued on the following page):

- wear helmets
- drive with the automobile traffic and as close to the right side of the road as possible, obeying all the traffic rules

- always stop at a STOP sign
- dismount when crossing the street
- ride in single file and not carry additional passengers

State Law requires all children under the age of 18 to wear a bicycle helmet per Vehicle Code Section 21212.

21212. (a) A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets the current state standards.

"Every person riding a bicycle has all of the rights and is subject to all of the duties applicable to the driver of a motor vehicle." That is, any person riding a bicycle must follow the same rules of the road as a driver of a motor vehicle.

"A person propelling a bicycle shall not ride other than upon or astride a permanent and regular seat attached thereto. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped."

"No person operating a bicycle may carry any package, bundle or article which prevents the rider from keeping at least one hand upon the handle bars."

Walking

Children should walk on the sidewalks or against oncoming traffic where there are no sidewalks. They should cross the streets at crosswalks and at the corner. Students are not allowed to stop at the shopping center going to school or going home from school.

Skateboards/Roller blades

Students are not allowed to bring skateboards, skates, or motorized scooters to school without obtaining prior permission from the school administration.

Instructional Program

The curriculum is set by the State of California. California Common Core Standards and frameworks are provided for English/language arts, history/social sciences, mathematics, English Language Development (ELD), visual and performing arts, physical education, and science. Materials and textbooks are selected in accordance with the state process for revising subject content. State adopted materials are used in all Novato public schools.

School Texts, Library Books, and other school materials

Textbooks are considered school property. Students are responsible for books issued to them. If lost, stolen, or damaged, the student and parent are responsible for payment to replace the book. This policy applies to library books and other school materials as well.

Homework

Lynwood School's homework assignments are designed to:

- Provide essential practice and skill development
- Develop good work habits, responsibility, and time management
- Increase opportunities for self-direction and independence
- Enrich and extend the learning experience
- Bring students into contact with out-of-school learning resources

Homework is a joint responsibility of student, parent, and teacher. The primary responsibility is with the student to complete the homework assigned. The student should be able to do most of the homework assigned with little assistance from parents or others. Teachers will inform parents of their homework expectations for students at Back-to-School Night and through ongoing parent-teacher communications.

Homework is assigned Monday – Thursday. Some projects or long term assignments may span weekends. Students are held accountable for completing assignments according to teacher expectations. On occasion, failure to comply with expectations may result in the loss of privileges to complete assignments.

Homework guidelines:

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| TK, Kindergarten, & 1 | Approximately 10-15 minutes, plus reading |
| Grades 2 & 3 | Approximately 20-30 minutes, plus reading |
| Grades 4 & 5 | Approximately 40-50 minutes, plus reading |

Teachers who assign weekly packets encourage the students to follow the nightly guidelines listed above to pace themselves and complete the packets on time. If your child has remained on task, but is unable to complete his/her assignment in the specified amount of time, please attach a note to the homework indicating this to the teacher and/or ask the teacher for additional support. Homework should not be a source of significant conflict or stress for students and family. If homework results in tears, stop and discuss the challenges with your child's teacher to create an alternate plan of support.

Student Progress

Student progress is monitored in a variety of ways. These include anecdotal records, observations, log books, work samples, performance and demonstration of skills acquired. The goal is to promote continuous learning and to focus on what students know and are able to do, rather than what they don't know. Teacher-made tests, unit tests and standardized tests are part of the total assessment. Progress reports are distributed three times during the year in November, March and June.

LEAP – Lynwood Elementary After-school Program

LEAP is a state-funded program that provides after school classes for approximately 84 first – fifth grade students. Priority is given to 2nd-5th grade students if demand exceeds capacity. The array of classes offered includes academic, enrichment, recreation and homework assistance. LEAP is open until 6:00 pm every school day. Children are required to attend every day. Parents may occasionally sign-out their children prior to 6:00 p.m. with prior administrative approval.

Food Service

Meals

Lynwood serves meals provided by Food and Nutritional Services (FANS). A monthly menu is provided so students may decide if they want the daily meal offered. There is also a link on the district website: www.nusd.org with information, menus, and payment options. Students use a keypad to account for daily lunches eaten. Families should complete a federal free/reduced lunch form at the beginning of each school year.

Lunch

Lunch for students in Kinder is 12:10 – 12:55 pm, in grades 1-3 it's from 12:30 – 1:15 while students in grades 4 – 5 have lunch from 12:35 – 1:20 pm. Children may purchase a school lunch or bring a lunch from home. Dangerous objects and materials such as glass, matches, and knives should never be included in school lunches and snacks. Additionally, foods with the red flavor additive found in Takis, Hot Cheetos, etc. are not allowed at school. School lunches are available for purchase and can be prepaid during the school year. Payment can be made through the District website or dropped off for FANS in our school office. A free and reduced breakfast and lunch is provided to eligible students. Milk is available daily. Research shows that eating healthy snacks and a nutritious lunch daily is very important for learning. Please encourage your child to bring only healthy snacks and lunches. Soft drinks and candy are not permitted at school.

Breakfast

Breakfast is available during snack recess for prepaid and free/reduced eligible students.

Parent Involvement and Volunteerism

We value parent involvement to support student growth and academic achievement. A child's education is a responsibility shared by school and family during the entire period the child spends in school. If you are interested in helping in the classroom, library, or school office, please contact the teacher or the school secretary at 415-897-4161.

One key to our students' success is our volunteer reading program. A Volunteer Coordinator is in charge of the program, working with parents and teachers to ensure the best placement for all concerned. If you volunteer weekly or more often with children at the school, you will need to be fingerprinted and provide proof that you are TB-free.

Communication with Parents

Lynwood maintains regular communication with parents and guardians in both English and Spanish. Back to School Night is an evening scheduled early in the school year to provide parents/guardians with a chance to build relationships together and share information about classroom goals, expectations, grade level standards, and materials used. Schoolwork and important notices are sent home on Fridays in the "Friday Folder".

Individual parent teacher conferences are scheduled at the end of the first trimester grading period in November to present report cards and to discuss information about your child's academic progress. Report cards for the second and third trimester are sent home in March and June. Additional telephone and in-person conferences are held as needed. To request a conference, call or write a note to the classroom teacher. To leave a message for your child's teacher, please call 415-897-8641.

Parent-Teacher Association (PTA)

Lynwood has an active PTA that sponsors numerous educational activities and raises funds for enrichment programs and field trips for the students. Your involvement is the key to the success of our efforts on behalf of the children. The PTA meeting calendar is subject to change annually.

School Site Council

The School Site Council (SSC), composed of parents and staff, oversees the school plan and the use of categorical funds for instructional purposes. Members are elected by the group they represent. Meetings are open to everyone. The SSC meeting calendar is subject to change annually.

English Language Advisory Committee

English Language Advisory Committee (ELAC) is a parent group that addresses issues and programs related to English Language Learners (ELLs). While all parents may attend ELAC meetings or serve as an officer, a majority of ELAC officers must be parents of ELLs. The ELAC meeting calendar is subject to change annually.

School Visits

We invite and encourage you to visit our school and classrooms. Classroom visits should be scheduled in advance with the classroom teacher. All visitors must register in the school office to sign in and pick up a visitor's pass before visiting the classroom or the campus. For the protection of your children, it is important that school officials know who is on campus.

School Garden and Campus Improvement

Parents have been integral to the establishment and on-going support of our school gardens. In addition to volunteering on a regular basis, families are invited to campus beautification days held on the weekends to restore and renew areas in need. To become involved in the garden project, please contact the PTA at lynwoodtigerspta@gmail.com or call the school office at 415-897-4161.

Art Docents

Once a month parents visit the classrooms and present an artist or theme, using art prints that are made available from our District. Emphasis is on discussion with the children about technique, color, similarities, and differences in the art, works, background, and history. Docents are trained in a special program provided by the school district.

General Information

Field Trips

Field trips enrich the curriculum. A note and permission slip will be sent to you in advance of any field trip and will include details such as place, departure time, dress and method of transportation. The permission slip must be signed and returned to your child's teacher. Our PTA raises money to subsidize these field trips.

Emergencies

In the event that your child becomes ill or has an accident at school, you or one of the adults that you designate, will be notified immediately. Please be sure that you have provided us with the most recent contact information on the emergency cards. Should there be any changes during the year, please contact us immediately. Local emergency telephone numbers are extremely important to have on file at the school office should you not be home in case of an emergency. It is necessary that we have three or more numbers on record. The emergency district phone number is 415-897-4201. Emergency information will also be broadcast on local radio stations

Illness during School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case we cannot reach you at the primary number.

Medication at School

Prescribed medication may need to be taken at school to ensure a child's good health. However, school staff cannot administer any medication to children without a completed Authorization to Administer Medical Treatment form, signed by a doctor, on file in the school office. All medications must be housed in the school office. Under no circumstances should children carry medication with them at school.

Comprehensive School Safety Plan

The school has a comprehensive safety plan designed to offer maximum protection for our students in case of emergencies. Fire, earthquake and lockdown drills are held regularly. All visitors, including parents and volunteers, must check in the school office before going to classrooms. Our school district works closely with the Novato Police Department and Novato Fire Department on all safety issues affecting students. A copy of the plan is available for review.

Messages

Messages to students during the school day are discouraged because of the disruptions they create in the classroom. Please make schedule arrangements with your child before s/he gets to school in the morning. Avoid calling the school or asking staff to deliver messages to children unless the situation is urgent. Children will not be allowed to use

the school telephones unless it is an emergency. Cell phones are to be powered off in backpacks while on campus until the end of the school day.

Class Placements

The teaching and administrative team invests much thought into creating well-balanced class rosters for the many demographic characteristics and needs of our students. Families do have an option to submit a request form that can help to inform student placements, however these are just one of many elements to balance. Families that wish to request a change of student placement are asked to allow four weeks for students to acclimate to new classroom routines and relationships. If families still wish at that time, a meeting may be set up with the principal to share the family's request. Please note that this meeting does not ensure that a change of placement will occur.

Lost and Found

Please label outer clothing and lunchboxes/bags with your student's name so that lost items can be returned. Lost and Found items are placed on the hooks opposite the Library or on a rack stored outside the office. Many nice looking jackets, sweatshirts and sweaters are left at Lynwood almost on a daily basis. Please regularly check the lost and found area next to the office so that these items can be reclaimed. Items that are not reclaimed by extended break times are regularly donated to local charities.

Concerns/Complaint/Compliments Procedures

Should any problem occur regarding your own child, every effort should be made to resolve the problem directly with the teacher. If a satisfactory resolution is not found, the matter may be referred to the principal. Copies of the School Board policy complaint procedures are available by calling the office (415-897-4201). Our team also loves to hear compliments about what you appreciate that we do for you and your children!