



**Lynnwood Elementary  
School  
Parent Handbook  
2019-2020**

### **Absenteeism:**

Please be advised that we have a safety program that involves telephoning parents at their home or place of work to validate an absentee if we have not been informed of the absence. Therefore, please telephone 355-7930, the morning of your child's absence between 7:30-9:00 AM to report that your child will not be attending school. A note to the teacher explaining the reason for an absence is also required when a student returns to school.

### **Attendance:**

Quality instructional time is our priority. Education Law Section 3205 requires that students attend school every day unless excused. We strongly believe that children learn best in the educational setting. While children sometimes must miss school for a variety of excused reasons, (i.e. illness, bereavement, religious observance), a growing number of children are missing school for unexcused reasons (i.e. vacations). It is not possible for teachers to prepare work in advance to make-up for such an absence. The instructional experience children miss during an unexcused absence often cannot be made up upon their return. Teachers, at their discretion, may suggest alternate assignments in relation to the duration and nature of the absence (i.e. journal writing/travel logs, practice math facts).

Obviously, we discourage unexcused absences. Our goal is to provide the best possible instructional opportunities for all children, as they work to attain higher standards. Thank you for your cooperation in taking family vacations during school vacations, and in making school attendance a priority.

### **Behavior:**

Lynnwood Elementary School is a safe, positive place to learn because students and their parents are committed to following the ***Lynnwood Way***:

- Act respectfully and responsibly.
- Be ready to learn.
- Care about yourself and others.

### **Bus Transportation:**

Students are strongly encouraged to make riding their assigned school bus to and from school part of their daily routine. Kindergarten students sit up front and our Peaceful School Bus Program promotes a sense of safety and family on our buses. Students who are driven by parents often arrive late and are signed out early, resulting in a significant loss of instructional time.

Requests to ride a different bus on any given day require a written note with specific information. This note must be given to your child's teacher at the beginning of the school day. When notes lack critical information, we run the risk of children ending up in the wrong place. As you write a bus note, please provide the following specific information:

### **Bus Transportation – Continued:**

- Your child's first and last name
- Your first and last name
- The bus route # and stop (or address)
- The first and last name of the resident at the final destination
- Your child's teacher's name

All bus notes must go through this process. **BUS NOTES MAY NOT BE GIVEN DIRECTLY TO THE DRIVER.**

### **Dress:**

In order to enhance the learning process, all students are expected to dress in clothes that do not cause disruption to the orderly management of a school environment conducive to learning. Students are required to wear rubber-soled sneakers to physical education classes (no heels or cleats). Shoes with wheels in the heel are not allowed at any time. For safety reasons, students using the playground must wear sneakers.

### **Emergency Contact Information**

- We know you fill out and return many forms at the beginning of the year, and we appreciate your prompt response. Please remember to notify us of any change in emergency, home or work numbers throughout the year. **It is critical that we have accurate information in order to reach you quickly in the event of an emergency.**
- You can access emergency school closing/delay information from the Guilderland website at [www.guilderlandschools.org](http://www.guilderlandschools.org).

### **School Social Worker:**

We have a full-time social worker, Ms. Catherine Ricchetti. The purpose of a school social work program at this level is to provide support to children, and to parents, in order for students to reach their full potential.

Banana Splits (for children whose families have experienced or are experiencing separation or divorce) and a variety of group support sessions. (i.e. friendship, anger management) will also be offered. Please feel free to contact Ms. Ricchetti at 355-7930, ext. 3507 or email her at [richettic@guilderlandschools.org](mailto:richettic@guilderlandschools.org).

### **Lunch Guests:**

The Lynnwood cafeteria is a place to learn and practice socialization skills as well as skills for eating in public.

- Parent lunchroom guests are welcome to sign-in with at the Main Office and join their children for lunch, **beginning in October**. (This provides time for students to acclimate and learn lunchroom expectations and routines.) **Guests are asked to limit their visits to no more than once per month**. (Our cafeteria capacity is limited.)
- Guests are asked to send in a note to the teacher the morning of your lunch visit, arranging to purchase school lunch (see district cafeteria menu) **OR** to bring a simple bagged lunch.
- Please do not share food with or lend money to a child other than your own.

### **Birthday Snack Guidelines:**

The Lynnwood Community believes that we have a responsibility to promote a culture of health and wellness.

Birthday celebrations are contained in the classroom and teachers will share how birthdays are celebrated at the beginning of the school year. Based on the needs of the students in the class teachers may elect to have food-free celebrations.

- Full-scale birthday parties (cake, candles, helium balloons, flowers, ice cream, pizza, favors, and/or party bags) are for **outside of the school setting**. (Invitations to birthday parties outside school should be mailed, unless everyone in the class will be receiving one.)
- Parents should contact the teacher about sending in a simple, healthy snack for the class in recognition of their child's birthday, if they so desire.
- The simple snack should be in individual servings, and easy to distribute.
- The simple snack should be easily eaten, with minimal clean-up required.
- Please provide napkins and plastic ware, if utensils are required.

To the extent that rewards are used, the school district encourages rewards such as healthy snacks, physical activity, and appropriate non-food rewards, and discourages the use of unhealthy sugary and high fat snacks particularly as daily token rewards. (GCSD Wellness Policy)

## **Birthday Snack Guidelines - Continued:**

\*Ideas for Healthy Snacks:

fruit cups  
Jello cups  
pudding cups  
yogurt cups  
applesauce cups Individually store prepared and  
cheese and crackers packaged, with ingredients listed  
string cheese on package  
cereal bars  
pretzels  
raisins  
bagel chips  
apple slices  
grapes

**\*Options may vary by classroom, based upon food allergies**

## **Medication Policy:**

The following is the New York State and the school policy regarding medication during the school day:

- The nurse must have a written request from the physician on file, which indicates the frequency and dosage of a prescribed medication.
- The nurse must have a written request from the parent on file in order to administer the medication as specified by the physician.
- The medication is to be delivered directly to the nurse by the parent. **Under NO circumstance should the medication be delivered by the student.**
- The medication should be in a properly marked pharmacy container. The label should include: student's full name, address, name and strength of medication, dosage, and frequency of medication.

## **Parking at Lynnwood:**

When visiting Lynnwood Elementary School and/or dropping off or picking up a student, please park in a lined parking spot in the lot in front of the school. **Parking is never allowed in the fire lane along the entire front sidewalk.** Emergency vehicles must be able to freely access our building at all times. **PLEASE DO NOT PARK** in the drop off lane.

## **School Hours:**

Lynnwood Elementary School hours are 7:50 AM to 2:05 PM. We expect children to arrive at school on time and remain until dismissal. Late students (arriving after 8:00 AM) are directed to stop at the Main Office to sign in and take a late slip before going to the classroom. Parents will be asked to indicate the reason for being late on the sign-in

log. **PLEASE**, do not drop off any children at Lynnwood School. All students must be signed in by a parent or other responsible adult after 8:00 AM.

There is no supervision of the school grounds after 8:00 AM. Parents signing student in after 8:00 AM are requested to part with their child in the Main Office. School faculty/staff are available to escort children to their classrooms if needed.

### **School Lunch Prices:**

Breakfast \$ 1.95

Lunch \$ 2.80 \$ \_\_\_\_ for 10 pre-paid lunches

Additional information on pre-paying by credit card

[WWW.SCHOOLCAFE.COM](http://WWW.SCHOOLCAFE.COM)

### **Signing Out Your Child Before 1:55 PM:**

To pick up your child during the school day, please send a note to the classroom teacher to let him/her know when you will be arriving. Sign your child out at the Main Office on the Dismissal Clipboard. The office staff will contact the classroom and have the child come to the Main Office. **Please be prepared with a picture ID** as we try to know our parents, but are not familiar with all adults picking up children.

### **Signing Out Your Child at Dismissal - 1:55 PM:**

Unless we receive written instruction from a parent, all students will be sent home/to their daycare location on the school bus.

### **Pick-Up With A Note**

1. If your child is being picked up at dismissal, please send a note to the classroom teacher indicating who will be picking up the student.
3. Parents/Guardians will sign the child out in the Main Office and wait for their child in the Office Entranceway.

### **Pick-Up Without A Note**

1. If you decide to pick your child up at dismissal - 1:55 PM without a note, you will need to visit the Main Office PRIOR to 1:55 PM to request your child be notified that they are being picked up.
2. Without a note, your child will be put on the bus if you are delayed, in spite of verbal instructions to the student. To minimize confusion at dismissal time, we strongly urge that you send written instructions.
3. If you find it necessary to telephone dismissal instructions, please understand the difficulties we encounter in identifying the caller. We request that you give instructions by phone **only when you have no other alternative, or in an emergency situation.**

### **Visitors:**

**ALL VISITORS ARE REQUIRED TO REPORT DIRECTLY TO THE MAIN OFFICE UPON ENTERING THE BUILDING.**

Visitors will sign-in on our Visitor's Clipboard and will be given a **visitor badge/sticker**. This step, though inconvenient, is in no way intended to limit your visits or active involvement. This procedure has been instituted to ensure that we know who is in the building during the school day. When visiting school,

please do not park in the fire lanes in the front of school. This area **MUST** be kept open at all times in case of an emergency.

- Please drop off sneakers, forgotten lunches, musical instruments, notes, homework, etc. to the secretaries in the Main Office.

They will gladly see that the item is delivered to the classroom. Classrooms will NOT be interrupted during instructional time.

## **Use of Personal Electronic Devices**

The school understands the value of student's ability to gain information through electronic devices. We see the use of technology as an effective and essential means to support student access to the elementary curriculum. Therefore, students have adequate access to electronic devices during the school day that are provided by the school district. These devices include, but are not limited to, iPads, laptops and desktop computers throughout the school.

We understand that many students have personal electronic devices that include computers, ebook readers, cell phones, handheld games, etc. The use of these devices is discouraged at school and it is recommended that they are not brought to school. This avoids distractions during the school day and prevents inappropriate use of the devices in the school environment. Use of these devices is also discouraged on the bus, unless they are a part of a plan that has been approved by the building principal. Students who have the use of personal electronic devices as part of an Individualized Education Plan will be permitted to use the device in accordance with the plan.

The school recognizes some of our families have situations that require students to transport cell phones to and from school for the purpose of communication. All communication with students during the school day should be done through the main office. If a family elects to send a cell phone to school, it should remain in the student's backpack throughout the school day and on the bus. The school will not be responsible for any loss or damage to the phone. Families who choose to send in a phone with their child will be doing so at their own risk. Should a student violate the school policy regarding cell phone use, or should the code of conduct be violated, the cell phone may be taken away from the student and will be held in the main office until it is picked up by a parent. Should the principal determine that the use of the cell phone has created a disruption to the educational environment; a student may have the privilege of having the cell phone at school revoked. Parents who elect to send in a cell phone are encouraged to speak with their child about proper use and good digital citizenship.

Adopted by Building cabinet on: 1/19/17

## SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist employees and benefit students by providing more individualized and enriched opportunities in instruction. Volunteers are defined as individuals who provide assistance in the school setting. The definition does not include visitors who come to the school setting to observe activities and who are covered under Board Policy 5300.65. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations from mentor/tutor relationships and clerical tasks to chaperoning field trips. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students unless otherwise authorized by the building principal or his/her designee.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision.

Persons wishing to volunteer must contact the Building Principal or classroom teacher and must complete a volunteer application form for the building principal to review and approve. Volunteers must also sign a confidentiality statement. The application and confidentiality statement must be completed annually.

The shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

School volunteers may not access student personally identifiable information, except if permitted under policy 5500, Student Records.

Each Building Principal shall be responsible for maintaining a current and complete record of all active volunteers.



**GUILDERLAND**

**4532**

Cross-ref: 5500, Student Records  
4532-E.1 Application for Volunteers  
4532-E.2 Student Privacy and Confidentiality Agreement for District  
Volunteers  
5300.65 Visitors to Schools  
5300.65-R Visitors to Schools Regulation

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC § 1232g; 34 CFR  
§99.31(a)(1)(i)(B)

Adopted July 2, 2019

**STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT FOR  
DISTRICT VOLUNTEERS**

We thank you for considering a volunteer position in the Guilderland School District. The District places the utmost importance upon protecting the privacy of our students. Therefore, we ask you to review the following guidelines regarding the handling of "student information." Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the District. Students' work, such as artwork or scholarly work, is also protected by law and cannot be shared publicly without permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights Act of 1974 (FERPA). Accordingly, volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the District confidential. During your interactions with teachers and students, you may be exposed to sensitive and personal student information which should not be shared with anyone other than the designated district personnel. This includes a student's own parents or guardians. For the purposes of this agreement, student information includes, but is not limited to, the following:

- Student work
- Information/documents concerning students' academic standing
- Test scores and grades
- Attendance records
- Financial records/information
- Family/Personal information
- Health information/records
- Disciplinary information/records

At no time should student information/records be removed from the school or shared with unless expressly authorized and approved by the building principal and/or their designee.

**AFFIDAVIT**

As an approved volunteer of the Guilderland Central School I declare that I will not discuss the confidential information of any student with persons other than designated staff members and/or administrators, including the student's parents, during or following my role as a volunteer in the Guilderland Central School District. Further, I will use reasonable efforts to prevent the unauthorized disclosure of student information by other parties or means. I understand that any violation of the confidentiality guidelines of this agreement may result in my termination as a Guilderland Central School District volunteer.

Signature of Potential Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Potential Volunteer (please print): \_\_\_\_\_

**Equal Opportunity Statement**

The Guilderland Central School does not discriminate against volunteer applicants on any basis including, race, creed, national origin, political affiliation, gender, marital status, veteran status or disability. The District welcomes all qualified and appreciates the support they provide to the GCSD educational program.

Adopted July 2, 2019

**APPLICATION FOR VOLUNTEERS EXHIBIT**

DATE: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

Name \_\_\_\_\_ (please print) Home Phone: \_\_\_\_\_

Former Names: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address # \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Are you the parent of a(ny) student(s) in our district? \_\_\_ Yes \_\_\_ No

If so, please provide the Name(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_ Schools: \_\_\_\_\_

Nature of the volunteer services for which you are applying: \_\_\_\_\_

District Locations: \_\_\_\_\_

No	Please answer the following questions:	Yes
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1.	Have you ever been convicted of any crime (felony or misdemeanor)? Please include any and all past or current criminal convictions.		
2.	Do you currently have criminal charges pending against you or are you presently under investigation for possible criminal charges (felony or misdemeanor)?		
3.	Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, or exploitation of a child, as a result of any judicial or administrative proceeding (e.g. criminal proceedings, NYS OCFS, Family Court proceedings, etc.)?		
4.	Did you receive a discharge from the Armed Forces of the United States which was other than "honorable," or which was issued under other than honorable circumstances?		
5.	Have you ever had a professional (e.g. teaching certificate, law license, medical license) revoked, suspended or annulled?		
6.	Other than any question you answered above, are there any facts or circumstances involving you and your background that would call into question the District entrusting you the supervision, guidance and care of students?		

If you answered YES to any of the questions above, please provide an explanation with details on a separate piece of paper. If you elect not to elaborate or if the explanation is insufficient, your application may be denied.

**Please provide a copy of your Driver's License.**

The District reserves the right to conduct a background check for convictions, pending criminal charges, or judicial/administrative finding of abuse or neglect. If the District wishes to conduct a background check on you before allowing you to volunteer (or once you have begun volunteering), you will be notified and asked to sign a Background Check Agreement. Your refusal to allow the District to conduct the background check may result in your application being denied or your status as an approved volunteer being revoked.

AFFIDAVIT

Under penalties of perjury, I declare and affirm that the statements made in the foregoing application, including accompanying statements and descriptions, are true and correct. I will inform the principal of the building where I volunteer should any of my answers change during the school year.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICIAL USE ONLY

\_\_\_\_\_  
Building Principal

Adopted July 2, 2019

# CoDE OF CoNDUCT

The 2000 S.A.V.E. (Schools Against Violence in Education) Act requires districts to develop a detailed Code of Conduct which addresses student behavior and maintenance of order on school property, including school functions. In 2010, the Dignity for All Students Act (DASA) was passed to build on the S.A.V.E. Act by placing greater focus on the prevention of all forms of discrimination and harassment of students on school property by any student or employee. DASA officially went into effect on July 1, 2012 and has informed our ongoing efforts to create and maintain a safe, nurturing school environment for your child. The Board of Education re-adopts the Code of Conduct on an annual basis. The full text of the current Guilderland Central School District Code of Conduct is posted on the district website at

<https://www.guilderlandschools.org/about-us/district-code-of-conduct/>

## Guilderland Central School District Summary of the Elementary Code of Conduct

A code of conduct is a set of rules written to keep our students safe so that all members of our school community can learn and work in a positive environment.

### Student Dress Code

Students will dress in clothing that:

- Is safe
- Does not distract others from learning
- Respects the feelings and rights of others

### Expected Behavior

Students will behave in a positive manner by:

- Coming to school each day ready to learn
- Following school and classroom rules
- Helping others to learn
- Making safe choices

### Respect

Students will treat others with respect.

Guilderland students must never:

- Bully others
- Make fun of others
- Hurt others with words that are spoken, written, or electronically sent

### Student Rights

- Learn in a positive school community
- Be treated with respect and dignity
- A school environment that is clean and safe

### Student Responsibilities

- Follow the Code of Conduct
- Tell an adult if there is a problem
- Contribute to a positive school community

Disciplinary action will be firm, fair and developmentally appropriate. At the elementary level, the building principal, the child's teacher, a school social worker and a Child Study Team may be involved in the development of a progressive disciplinary plan. An emphasis is placed on parent involvement as well as prevention and support. Parents will be informed when a student's behavior conflicts with the expectations outlined in our Code of Conduct. Penalties may range from a verbal warning or time out to more serious measures such as suspension.

Student's name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

My signature below indicates that I have read the Lynnwood Parent Handbook on the Lynnwood Elementary Website or have been given a printed copy upon request. I understand the handbook includes information regarding wellness policies, attendance, code of conduct and information about the use of Personal Electronic Devices which may have been revised.

Printed Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

