

LYNNVILLE ELEMENTARY SCHOOL

2019-2020 STUDENT HANDBOOK



Lynnville Lindies

LYNNVILLE ELEMENTARY SCHOOL HANDBOOK

GENERAL SCHOOL POLICIES

Book Rental

All book rental, art fees, and agenda book fees must be paid in full by the first week of school. **Exceptions and payment plans, when necessary, may be arranged with the office.** Applications for textbook assistance are sent home with students on the first day of school. If a textbook or the agenda book is lost, it is the responsibility of the student to pay the replacement cost. Damages to textbooks also require reimbursement, as hardback textbooks are used multiple years.

Daily Schedule

7:30 a.m.-----Breakfast
7:40 a.m.-----Students may enter the building
7:50 a.m.-----Tardy bell rings
7:55 a.m.-----Morning announcements
9:25-9:40 a.m.-----Morning recess (Grades K-1)
9:45-10:00 a.m.-----Morning recess (Grades 2-3)
10:50-11:50 a.m.---Lunch & Recess (Grades K-2)
11:30-12:30 p.m.---Lunch & Recess (Grades 3-5)
2:40 p.m.-----Car rider and bus rider dismissal
2:45 p.m.-----Walker dismissal

Dismissal

In order to ensure the safety of the children and improve traffic flow, we ask parents to follow these guidelines:

Parking Restrictions

The front side of the building is strictly for *bus drop-off* between 7:25-7:55 a.m. and *bus pick-up* from 2:25-2:50 p.m. **PLEASE DO NOT DRIVE OR PARK IN FRONT OF THE SCHOOL ENTRANCE DURING THESE TIMES.**

Student Drop-off and Pick-up

The west side of the building (concrete parking lot) is where parents should drop off students in the morning and pick them up in the afternoon. Car riders should enter the

school by walking under the canopy to the main entrance. For afternoon student pick-up, please form two side-by-side lines in the concrete lot. At dismissal time, teachers will walk the students between the lines of cars waiting in the concrete lot. **In order to maintain student safety, parents should stay in the line of traffic and not drive across the parking lot or over the curb—**parents in the car rider lines will be allowed to exit the parking lot before the buses leave for Tecumseh.

Report Cards & Progress Reports

Report cards will be sent home with the students at the conclusion of every nine-week grading period. **Parents/guardians may keep the grade printout sheet but should return the signature card to the teacher on the next school day, each time report cards are issued.**

Since grading periods are nine weeks in duration, a “Midterm” progress report is issued mid-way between any two report card dates. This or a similar grade report may also be e-mailed, sent in the agenda book, or mailed home if the student is exhibiting unacceptable work habits or conduct at any point during the grading period.

Parent Grade Book and Attendance Access to Synergy, the Teacher Grade Book and Attendance Software Platform (Grades 1-5)

Upon the first year of school enrollment beginning in grade 1, parents will be given login credentials to access the grade book of their child’s teacher. Parents are asked to regularly check their student’s / students’ grade and attendance records. Parents who misplace Synergy system login information are encouraged to contact the school office in order to stay up-to-date on grades and attendance.

Attendance Policy (Refer to W.C.S.C. Handbook in Student Agenda Book)

(1) **Parents should call the school office at 812-922-3828 by 8:30 a.m. on the day of absence for all student absences.** Parents are asked to send written notice to the teacher or the school office explaining the reason for the student's absence upon the child's return to school.

(2) Doctor appointments, dental appointments, and reported / verified student illness are considered excused absences and/or excused tardies.

(3) Any student who has at least **one-half day absence** or has an **unexcused tardy** will not be eligible for perfect attendance.

(4) Students may not leave the school grounds without permission of the principal.

(5) Parents/guardians who take a child out of school before regular dismissal time **MUST** sign out the student in the school office before leaving the school building.

Tardy Policy

Seeing that your child arrives on time is a very important matter. When a child enters a classroom late, the teacher must stop proceedings and attend to the child who is tardy. This disrupts the learning process for the other students and causes the tardy student the loss of opportunity to organize materials, to socialize with friends, and to receive all the needed information to develop the concepts of the lesson. Therefore, **any student who has not reported to his/her homeroom by 7:50 shall be counted tardy.**

The following procedure will be used for those students with continuing instances of tardiness:

Times Tardy & Consequences

5 = Teacher contacts parent/guardian.

10 = Considered chronic problem. Phone call from Social Worker / School Counselor to schedule a conference with

parent/guardian.

15 = Letter from Principal documenting concerns about continued tardiness.

20 = Principal notifies Director of Student Services / Human Resources. Letter sent to parent. Division of Family and Children Services, and/or proper juvenile authorities may be contacted for involvement.

Lunch at Home

Students going home for lunch must have a parent notify the office, and the student must be picked up by the parent.

Students may re-enter the school grounds to participate in noon recess activities after eating at home, but should check in at the office upon returning to school. Students arriving back to school late from lunch at home will be counted tardy.

Changes in Student Records

Please notify the school office immediately if any of the student's emergency contact information changes during the school year. This includes change of address, phone number, parent's employment, and emergency phone numbers.

At the beginning of the school year, the Parent/Guardian should review, make any necessary corrections, and return the "Student Data" print-off sheet. This information will be used by the office and the child's teacher throughout the school year.

Kindergarten Parent Orientation

One evening just before the school year begins, the Kindergarten teachers will hold an orientation meeting. Parents are encouraged to attend this meeting to learn about school procedures, daily routines and to ask questions they may have.

Meet the Teacher Night (Grs. 1-5)

In August Lynnville Elementary teachers will hold ***Meet the Teacher Night***—an

opportunity to learn about your child's classroom schedules, daily routines, and the classroom rules. Teachers will present an overview of the academic and behavior expectations for their classrooms.

All parents are encouraged to attend Meet the Teacher Night to learn about the foundational workings of their child's classroom for the school year.

Parent Conferences

You are encouraged to confer with your child's teacher periodically to discuss your child's progress and/or problems. In order to best meet your child's needs, we request that you contact the office to make an appointment for a conference with a teacher before coming to school.

Visitors

Parents and other adults are welcome to visit school during school hours. However, **anyone visiting school during the school day must check in at the school office to obtain a Visitor badge.** Students are not allowed to invite a student from outside the school to visit their classroom during school hours.

After-school dances are held strictly for Lynnville Elementary students. Students from other schools will not be allowed to participate in these events.

Phone Calls / Student Use of School Telephone

Students are permitted to use the office telephone only for emergencies, or by teacher direction. Teachers and students will not be called out of class to accept telephone calls, except in cases of emergency. Messages will be delivered to students at the earliest, yet least educationally-disruptive, time of the school day.

Lost and Found

Valuable clothing and other articles are found at Lynnville Elementary each year and are

never claimed. Owners could be notified easily if items such as coats, sweaters, caps, gym shoes, etc., were labeled with names. Encourage your child to check with his/her teacher and at the office if they have lost something. Items in lost and found will be publicly displayed at least twice a year. Those items not claimed by the end of the year will be put into extra Nurse's Office clothing or donated to charity.

Monthly Menus and Activity Calendar

A Breakfast/Lunch Menu and a School Activities Calendar will be sent home with students on a monthly basis. Parents may get an electronic version of these documents by joining the "LES Daily Announcements" e-mail group. Simply click on the tab in the upper right corner of the school webpage at www.warrick.k12.in.us/lynnville. Members will stay on this recipient list year-to-year.

Room Parties

The P.T.O. schedules two room parties during the school year. The dates and times will be included on the monthly activity calendar. Parents serving as host/hostess for these parties should not bring younger children with them. Students are allowed to bring in treats on their birthdays if their parents so desire (see below guidelines below). Please notify the student's teacher before sending or bringing the treats.

Classroom Treats / Snacks

Due to the increased prevalence of food allergies, it is preferred that **food items sent to school** (birthday treat, PTO party snack, etc.) **are store-purchased and in the original package which includes the product's complete ingredient list.** Homemade treats will be allowed **only if the parent contacts the office** to ensure such treats do not trigger food allergy reactions for anyone in their child's classroom.

Homemade foods can be delicious and unique, but it is our ultimate priority to ensure a safe and healthy school environment for all of our students.

Electronic Devices

Students are discouraged from bringing MP3 players, cell phones, video games, etc. to school. If a student brings such a device to school for use on the school bus, he/she does so at his/her own risk. These devices are not permitted in the classroom and should be powered off while at school. **Lynnville Elementary School is not responsible for lost, stolen, or damaged electronic devices brought to school.**

E-Readers

If a student brings an e-reader (Kindle, Nook, etc.) on campus, it is his/her responsibility to care for it. Parents will be asked to sign an acceptable-use policy/ parent permission slip at the beginning of each school year.

Pets & Animals

Pets and animals may NOT be brought to school at any time unless permission is granted by the school principal. In the event that a student would like to bring in a pet for a school-related project, the student's parent should request approval from both the student's teacher and the school office, scheduling a convenient time to bring in the pet. Any pet brought to school for such an approved curricular-related visit is required to have all vaccinations current and is to be in good health, proof of which shall be provided to the principal upon request if necessary.

PLAYGROUND

The playground area is located east of the school. Games such as tackle football, keep away, and those games causing physical contact are strictly prohibited.

Toys / Sports Equipment from Home

Students should not bring any toys or play equipment to school unless they have been requested by a teacher for a school project.

Winter "Outside Recess" Guidelines

Students should dress to go outside if the air temperature or wind chill factor is forecast to be **20 degrees or warmer**. Students are expected to wear appropriate winter attire,

including a warm coat, hat, and gloves.

Students who do not wear a coat to school will sit in the school lobby during recess to read or to do additional academic-focused work.

PLAYGROUND RULES

1. Respect fellow students and property.
2. Use playground equipment properly. (For example—no standing or sitting on top of the monkey bars / no jumping off the caterpillar.)
3. No rocks in hands at any time.
4. Toys or equipment from home are not allowed.
5. No walking on railroad ties.
6. No playing farther north than the rock walkway by the baseball field.
7. No balls or other equipment (jump ropes, etc.) are allowed on the rock areas (except for the yellow chute).
8. Students may use the restroom **one at a time** during recess after asking the teacher on duty for permission.
9. Line up quickly when the bell rings.

Riding a Bicycle to School

Students who ride their bicycles to school assume full responsibility for their safe keeping. The school can assume no responsibility for stolen or damaged bicycles. Each student should park his/her bicycle in the rack provided on the west side of the building when he/she arrives at school.

****All students must dismount and walk their bicycles across school safety patrol crossings—Students should walk with their bicycles at all times on school grounds.****

Students are NOT allowed to bring skateboards and/or rollerblades to school.

STUDENT PROCEDURES AND GUIDELINES

Daily Rules & Regulations

All students at Lynnville Elementary are expected to comply with the following rules and regulations on a daily basis:

(1) Respect for ALL school personnel must be exhibited at all times by the students. Willful disobedience by a student—however expressed to any person supervising students—will be considered insolence or insubordination and shall result in serious disciplinary action.

(2) Any behavior by a student that interferes with the rights of other students to receive an education or which interrupts the educational process is strictly prohibited.

(3) Fighting on school grounds during school hours, on the way to and from school, or while attending school functions is strictly prohibited.

(4) No running, pushing, and other boisterous activity is permitted in the school at anytime.

(5) Any student knowingly possessing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- (a) on school grounds during and immediately before or after school,
- (b) on school grounds at any other time when the school is being used by any school group, or
- (c) off school grounds at a school activity, function, or event may be expelled from school, subject to the individual's right for due process under Public Law 128.

Students must treat **school property** with respect and abide by the rules and regulations governing the daily operations of the Lynnville Elementary School:

- (1) Possession of cigarettes, cigars, and tobacco products or smoking paraphernalia is strictly prohibited.
- (2) Chewing gum is **not** permitted.
- (3) Hats or caps are **not** to be worn in the building.
- (4) Getting a drink and using the restroom should be done in a quiet and orderly manner.
- (5) Gambling or games of chance are

prohibited.

- (6) Public displays of affection are prohibited.
- (7) Gym shoes **must** be worn during P.E. classes.
- (8) Students **may not** use the soft drink machine during school hours.
- (9) Honor and respect to the American flag should be displayed at all times.
- (10) Sandals worn to school must have both a toe strap and a heel strap.
- (11) For safety reasons, Heelys® or similar shoes with an integrated wheel are not permitted at school for any reason.

NOTE: All rules and regulations are applicable to all students attending extra-curricular events, field trips or other school-related functions.

DRESS CODE

Lynnville Elementary School follows the Warrick County School Corporation Student Dress Code as stated in the student agenda book (approx. page 11). Most questions arise regarding the **length of skirts and shorts:** these apparel items should be at least mid-thigh / approach the knee in length—and **proper footwear:** sandals must have both a heel strap and a toe strap. A good general guide is to stand with arms relaxed at the sides—shorts should extend beyond fingertips to meet dress code. **NOTE: Beginning in grade four, shirts must have shoulder straps with at least a three-finger-wide strap.**

DISCIPLINE POLICY AND PROCEDURES

Discipline Policy

Lynnville Elementary School administers discipline on a consistent basis with clearly stated expectations for proper behavior. Students can expect fair reprimands or

punishment for violations of standards and rules.

Discipline Procedure

The staff and administration will make every effort to understand each student and behavior exhibited by them. As a means of gaining this understanding the following procedure will be followed:

- (1) Teacher will confer with student.
- (2) Teacher will phone parents and discuss student's behavior.
- (3) Teacher will confer with student and administrator.
- (4) Teacher and/or administrator will confer with students and parents.

The following measures may be administered during the discipline procedure:

- (1) A parent conference may be called to address discipline problem.
- (2) Incidents of extreme misbehavior or conduct will result in immediate disciplinary action by teacher or administrator.
- (3) Teachers and/or administrators may agree on corrective behaviors during the discipline procedure.
- (4) Saturday School is an option for any **5th grade student** who commits a suspendable offense.
- (5) In-School Suspension may be administered by the principal.
- (6) Out-of-School Suspension may be administered by the principal.

Conduct Grades

Student behavior warranting a visit to the principal's office for discipline will result in the student receiving an N in Conduct for the 9 weeks. A second visit to the principal's office and/or severe infractions resulting in an *in-school suspension* or *out-of-school suspension* will result in the student's receiving a U in Conduct for the nine weeks grading term.

"Responsibility Pizza Party"/Lindy Bucks

Students in grades 3, 4 and 5 can qualify to participate in this incentive party held during lunch, after grading periods 1-3. This quarterly party is an alternative to the formal Honor Roll and Perfect Attendance awards given each grading period, and was established to commend the students who consistently turn in their homework on time. Teachers at each grade level will set the number of late papers allowed each term for students to earn this party. This information will be discussed at Meet the Teacher Night.

Students in grades K, 1 and 2 may earn "Lindy Bucks" from faculty and staff when they are "caught being good." Students can receive a yellow Lindy Buck for such occurrences. Teachers at each grade level determine the number of Lindy Bucks needed to earn in order for a student to visit the office to choose a prize from the treasure box.

CURRICULUM

The **kindergarten** curriculum shall include development activities in the following areas:

- (1) Language experiences, including oral, listening and visual activities;
- (2) Creative experiences, including music, dramatics, movement, arts and crafts;
- (3) Personal growth experiences, including motor skills development, health safety, nutrition, and self-concept development;
- (4) Social living experiences;
- 5) Environmental and science experiences;
- (6) Mathematical experiences.

The curriculum for **grades one, two, and three** shall include the following curricular areas:

- (1) Language Arts
- (2) Mathematics
- (3) Social Studies/Citizenship
- (4) Science

- (5) Fine Arts
- (6) Motor Skills Development and Health/Safety Education

The curriculum for **grades four and five** shall include the following curricular areas:

- (1) Language Arts
- (2) Mathematics
- (3) Social Studies/Citizenship
- (4) Science
- (5) Fine Arts
- (6) Health & Safety Education
- (7) Physical Education

In **grades four and five**, schools shall schedule unallotted time either for additional experiences in any of the areas listed or for instruction in curriculum areas such as foreign language, creative experiences, practical arts or computer education.

EXCEL Program

Students in grades 3, 4 and 5 may qualify to participate in a full-day program called EXCEL. The EXCEL program is an instructional program for high-ability students. EXCEL is housed at certain magnet schools within the school district and EXCEL classrooms are taught by highly-qualified High Ability-certified teachers.

Students entering these upper grades may be referred for the EXCEL program based on their achievement test scores, cognitive skills index (I.Q.), and current grade performance. Students who qualify for EXCEL will be provided transportation to the specific magnet school identified to serve students within the Lynnville district.

Field Trips

Educational field trips are planned for students. These chaperoned trips are held during the school day with transportation provided. Parental permission forms must be completed before a child can attend such trips. If parents are asked to help chaperone a field trip, please remember that the trip is only for the students in the class. Parents are

asked not to bring student siblings, cousins, etc., on these trips.

ACADEMIC RECOGNITION

Nine Weeks Honor Roll

Lynnville Elementary recognizes students who excel in academic areas as well as their overall conduct and work habits. Honor Roll students are recognized each nine weeks for their achievement.

To make the “**Honor Roll**”, a student must earn As, Bs, Ss, and/or Is on his/her report card. **Additionally, he/she cannot receive any Ns or Us in the areas of Conduct or Study/Work Habits.** ****Receiving an N or U in any one area will make the student ineligible for the Honor Roll for that nine weeks.****

Students who achieve Honor Roll status will receive a ribbon from the school principal during a grade-level ceremony shortly after report cards are issued.

Students who have attended a full day each school day during the nine weeks [i.e., students who have not accumulated either a half- or full-day absence or an unexcused tardy] will receive a Perfect Attendance pencil at the grade level Honor Roll ceremony.

End-of-Year Honor Roll Awards and Perfect Attendance Awards

Students who earn Honor Roll status (all As and Bs with no ‘N’ or ‘U’ grades in Conduct) all four 9 weeks grading periods during the school year will, at the end of the school year, receive a medal from the principal signifying this achievement.

Students who earn Honor Roll status with only As on their report cards [with no ‘N’ or ‘U’ Conduct marks] for the duration of the school year will, in addition, receive a “Principal’s List” T-shirt at the end of the year.

Students who earn four (4) Perfect Attendance ribbons during the course of the year will receive a Perfect Attendance certificate at the end of the year award ceremony.

ATHLETICS

If athletics are to be a part of the general education program of the student, then they must have clear, well-defined objectives. Interscholastic athletics should not have as their primary objective the *entertainment* of the community or student body or the *raising of funds* to support the program or any other phase of the educational process. Too often, these purposes outweigh the worthwhile objectives developed by the administrator and physical educator. The following are the objectives of Lynnville Elementary athletic program:

1. Create an interest in athletics.
2. Provide an exposure to all types of athletics.
3. Provide the fun and enjoyment of participating in a team sport.
4. Help to develop constructive attitude loyalty, and dedication.
5. Provide a sense of identification and belonging.
6. Provide a feeling of responsibility to your school and to yourself.
7. Provide for the recognition of effort and excellence.
8. Bring together classes and classmates who may be separated by the school curriculum.
9. Bring together students, parents, teachers, and the general public in the educational process.
10. Create an atmosphere and respect for hard work.
11. Create and foster a desire to excel.
12. Develop fundamental skills in each sport.
13. Provide a clean and wholesome

attitude and atmosphere in which to compete.

14. Provide a natural outlet for students desiring to participate on teams through the means of competition with other teams of similar ability.
15. Assist in the development of school and student morale.
16. Teach and develop good individual, team, school and community sportsmanship.
17. Develop ideals of self-sacrifice and denial.
18. Provide a situation in which a physically-gifted student will have the opportunity to participate with students who have like gifts.
19. Further the development of the health of each student so that he/she will be contributing member of society.
20. Develop skills that have carryover value in terms of worthy use of leisure time.

Fourth and Fifth Grade Sports (see the end of this Handbook for this year's sports schedules)

Girls Volleyball—Fall
Boys Basketball—Late Fall
Girls Basketball—Winter
Boys and Girls Track—Spring

Intramural Sports—Grades 4 and 5

Students in grades four and five are invited to participate in informal, structured intramural activities arranged during the athletic off-seasons. The schedule for these intramural opportunities will be determined by the intramurals sponsor and school principal. Intramurals sign-up information will be sent out during the school year, and the dates for intramural events will be listed on the Monthly Activity Calendar sent home to parents.

CAFETERIA PROCEDURES

Students will be assigned a “Titan” meal account number to which they can deposit money to purchase lunch, milk, juice, and snacks from the cafeteria. Students will key in this number when they reach the cafeteria cash register; doing so displays the student’s picture and account information on the cash register in order to ensure account accuracy.

Titan meal account deposits can be made in any amount—daily, weekly, monthly, or longer in order to keep a positive balance in a student’s meal account. **Please use a school “Payment Envelope,” identifying a deposit to your child’s school lunch account when sending a lunch account payment to school.** Students should make deposits to their meal account before the morning tardy bell.

Breakfast Program

Students who eat breakfast in the school cafeteria may enter the building at 7:30 a.m. Bus riders who eat breakfast should inform the bus driver of this at the beginning of the school year in order to enter the building at 7:30 a.m.

The following are cafeteria prices for the 2019-2020 school year (tray price includes milk):

Elementary Breakfast Tray-----\$ 1.45
(weekly \$ 7.25)

Reduced-Price Breakfast Tray----\$ 0.30
(weekly \$ 1.50)

Elementary Lunch Tray-----\$ 2.15
(weekly \$ 10.75)

Reduced-Priced Lunch Tray-----\$ 0.40
(weekly \$ 2.00)

A la carte milk or fruit juice-----\$ 0.50

Parents may choose to send lunch money with their child/ren on a weekly, bi-weekly, monthly basis (or longer) if preferred.

Parents may contact the cafeteria manager to create a *family* Titan account which ties together the account numbers of students who live in the same household into one Titan meal account. Creating a family account allows parents who have more than one child attending Lynnville Elementary to simply write one check or to send one deposit which can be accessed by each child in the family’s Titan meal account.

Additionally, if desired, parents may contact the cafeteria manager to place purchase limits on their child’s Titan account—for example, one extra entrée per day, one snack per day, no snack purchases, etc. The cafeteria manager can also, upon request, provide parents a history of student purchases in necessary instances.

Student Lunch Charges

Single meal charges are issued for students who forget their lunch money. We can only allow ONE charged meal per student at a time. ****A charge must be paid the next day. If the charge is not paid the next day, the student will call home to get the money for the charge.****

CAFETERIA RULES

1. Use proper table manners.
2. You may talk quietly with students near you.
3. You may not return to your classroom or to your locker during the lunch period.
4. You must ask for permission to get up from your table.
5. You may go to the restroom **one at a time** after asking for permission.
6. Leave the cafeteria quietly.

Students in Primary Grades may purchase only one snack per day.

Lynnville Elementary School—
a Great Place to Learn!