August 2010

Dear Parents, Guardians, and Students,

Welcome to Lynwood Elementary School No Excuses College Prep, building bridges to college. My name is Rick van Adelsberg and I am thrilled to be the new principal at Lynwood Elementary School. I am happy to be returning to the Novato Unified School District and especially excited to become a part of Lynwood’s supportive and diverse community. Thank you for the opportunity. I look forward to meeting you in the weeks and months ahead.

As you know, the staff at Lynwood has been dedicated to providing our students with the education they need to go to college. Our No Excuses philosophy will continue to be emphasized and will be as strong as ever this year.

Students – Congratulations on your commitment to working and doing whatever it takes to meet your goal to go to college.

Parents – This handbook should answer many of the questions that families have about the policies and procedures at Lynwood Elementary School No Excuses College Prep. Please take some time to read through the entire booklet, including the important dates listed in the calendar. Communication is essential for a successful school year. Thank you in advance for your support and your commitment to your child’s education.

There are many ways to become involved at Lynwood. We have a very active PTA (Parent Teacher Association), ELAC (English Language Advisory Committee) and School Leadership Team. All meetings are open to the public. Parents are encouraged to volunteer at school (as reading partners, art docents, in our school garden, and special projects) and in classrooms (as room parents, regularly, and for school trips, special projects, etc.) Of course we strongly encourage you to attend the many events such as Back to School Night, Kermes Festival, International Dinner, Open House, etc. There is a calendar provided in this Handbook which highlights the many important events and activities planned for this year!

We know you will become an active member of our Lynwood school community. Stop in and say hello! I look forward to working with you all for the best education we can provide your child!

Sincerely,

Rick van Adelsberg
Principal
Mission Statement
Lynwood Elementary School is an innovative and effective educational environment that provides diverse academic experiences to meet individual student needs and challenges all students to realize their educational potential.

School Vision
Lynwood Elementary School’s educational experience will:

- provide students with a standards-based comprehensive curriculum that addresses and meets the needs of all students.
- provide an enriched curriculum integrating the visual and performing arts.
- ensure that all students have a safe, respectful, and nurturing environment.
- enhance the preparation of our students for life long learning through collaboration among staff, families, and the broader community.

Lynwood Elementary School – No Excuses College Prep
What’s in a name? This name, school signs, parent, student, teacher commitment, etc. formalize several years of work on the “no excuses” philosophy preparing all students for college. We want all our students to know that they can go to college and together we will make this happen.

Commitment to Excellence

Teacher Commitment
I fully commit to No Excuses College Prep in the following ways:
- I will do what it takes for students to learn.
- I will always protect the safety, interests, and rights of all individuals at Lynwood No Excuses College Prep.

Student Commitment
I fully commit to No Excuses College Prep in the following ways:
- I will be in my seat and ready to learn by 8:30 am (9:10 late bird kinder) and I will stay until my school day ends*. School begins on August 23, 2010 and ends on June 15, 2011. (*until 6:00 pm, if I go to LEAP)
- I will do whatever it takes to learn. I will always work, think, and behave in the best way I know. I will be safe, respectful, and responsible.
- I will raise my hand and ask questions if I do not understand something in class.
- I will complete all my homework every night.
- If I make a mistake, I will tell the truth and accept personal responsibility for my actions.
- I understand that there is a system of rewards and consequences related to student conduct and work completion. I will support this system and the decisions made by the Lynwood No Excuses College Prep teachers and administrators.
- I will always behave in a respectful manner that protects the safety, interests, and rights of every individual at No Excuses College Prep.
- I am responsible for my own behavior.
Parent/Guardian Commitment

We fully commit to No Excuses College Prep in the following ways:

We will make sure that our child arrives at school by 8:25 am (9:10 late bird kinder) and stays until their school day ends*. School begins on August 23, 2010 and ends on June 15, 2011. (*until 6:00 pm, if I go to LEAP)

Our child will be at school everyday and on time, unless he/she is ill.
We will do whatever it takes for our child to learn.
We will check our child's homework every night, sign and return all necessary papers, and ensure that our child reads at least 20 minutes every night.
We will always make ourselves available to our children and the school, and will address any concerns.
We will carefully read all correspondence sent from school including the Parent Handbook.
We understand that there is a system of rewards and consequences related to student conduct and work completion. We will support this system and the decisions made by Lynwood No Excuses College Prep teachers and administrators.

We understand that our child must follow the Lynwood No Excuses College Prep rules so as to protect the safety, interests, and rights of all individuals at the school.

We, not the school, are responsible for the behavior and actions of our child.

Behavior Standards

Lynwood has had long established school wide rules of behavior that have been communicated and enforced, with rewards and consequences, for many years. They are:

- **“Be Safe, Be Respectful, Be Responsible”**
- Show respect for all adults and students
- Respect the personal rights of others
- Care for all school property
- Use appropriate language
- Walk in the hallways and outside corridors

In addition Character Education, with monthly themes, has been part of our behavior plan. Clearly, teaching students appropriate behavior characteristics with positive reinforcement and their understanding of living as part of a society, is our primary concern. This year we are enriching this curriculum with some new support materials that include the Pillars of Character. The monthly themes will include:

- August/September - STAR – Stop, Think, Act, Review
- October - Bully Proofing)
- November/December - Trustworthiness
- January - Respect for Others
- February - Responsibility
- March - Fairness
- April - Caring
- May/June - Citizenship

Prohibited Behaviors (Education Code Violations)

Serious infractions such as violence, weapons, threats, and destruction of property will be dealt with severely. Suspension and/or recommendation for expulsion may be appropriate.
**Student Recognition**

Monthly Citizenship and Recognition Assemblies are held to:

- recognize the Citizen of the Month from each class who demonstrates the good character trait for that month such as Respect, Trustworthiness, etc.
- recognize achievement in extra-curricular and school activities
- acknowledge Perfect Attendance
- recognize students who have earned Tigeriffic cards

**School Schedule**

**August 23, 2010 – June 15, 2011** (unless noted on school calendar or Tiger Tales)

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<thead>
<tr>
<th></th>
<th>Early session</th>
<th>Late session</th>
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<tbody>
<tr>
<td>Extended Day Kindergarten:</td>
<td>8:30 a.m. - 1:20 p.m.</td>
<td>9:10 a.m. - 2:00 p.m.</td>
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<tr>
<td>Grades 1 – 5:</td>
<td>8:30 a.m. - 2:55 p.m.</td>
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Playground supervision is provided 15 minutes before the start of school. Please DO NOT drop your child off any earlier than 15 minutes before his/her scheduled start time.

Please pick up your child promptly and on time at the end of the school day. Playground supervision IS NOT available after school.

**Curriculum Planning Day Schedule:**    **EVERY WEDNESDAY**

| Grades 1-5  | 8:30 a.m. – 1:50 p.m. | Kindergarten hours remain the same |

On Wednesdays, the staff spends after-school hours working on programs, discussing teaching strategies, and exploring new techniques to help children learn. The purpose of this time is to create a better educational program for the students through planning and assessing our curriculum.

**Minimum Days – 8:30 a.m. – 12:30 pm**

The days of Back to School Night, Wednesday, August 25th and Open House, Thursday, March 24th are minimum days. Additionally, conference week, Monday, November 15th – Friday, November 19th will be minimum days. You will be notified as early as possible when any additional minimum days are scheduled for staff development.

**LEAP – Lynwood Elementary After school Program**

LEAP is a state-funded program that provides after school classes for approximately 84 second – fifth grade students. The array of classes includes academic, enrichment and recreation. Homework club and assistance is include in the afternoon’s offerings. LEAP is open until 6:00 p.m. every school day. Children are required to attend every day. Parents may sign-out their children prior to 6:00 p.m.

**Staff Training Days**

Students do NOT attend school on staff training days. These days are designed to promote integration of instruction and services, to introduce staff to new materials and successful teaching strategies, and to foster the development and implementation of a common curriculum throughout the Novato Unified School District that is sequential and appropriate for each level. These days have proven to be worthwhile for students both for short and long term of their educational programs.

**Three days have been identified for the next school year:**

- August 19th (before start of school), November 12th, and January 24th
**Academic Program**
The curriculum is set by the State of California. California Standards and frameworks are provided for English/language arts, history/social sciences, mathematics, visual and performing arts, physical education, and science. Materials and textbooks are selected in accordance with the state cycle for revising subject content. State adopted materials, including Open Court Reading and Houghton Mifflin Math are used in all Novato public schools.

**School Texts, Library Books, and other school materials**
Student textbooks are considered school property. They are responsible for the issued books. 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 Standards**
Lynwood School’s homework assignments are designed to:
  • Provide essential practice in needed skills
  • Train students in good work habits
  • Afford opportunities for increasing self-direction
  • Enrich and extend the school experience
  • Help children learn to budget time
  • Bring students into contact with out-of-school learning resources
  • Promote growth and responsibility

Homework is a joint responsibility of student, parent, and teacher. The primary responsibility will be placed on the student to complete the homework assigned. The student should be able to do most of the homework assigned with little assistance from the parent or others.

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

The homework guidelines* are:
  Kindergarten - approximately 30 minutes including reading
  Grades 1 & 2 - approximately 30 minutes – one hour including reading
  Grade 3 - approximately one hour including reading
  Grades 4 & 5 - approximately one hour plus reading

*If your child has remained on task and is unable to complete his/her assignment in the above amount of time, please attach a note indicating this to the teacher.

Teachers who assign weekly packets encourage the students to follow these nightly guidelines to pace and complete the packet on time.

Students are told the reasons and expectations for homework from their teachers. Teachers inform parents of their homework expectations for students at Back-to-School Night and through ongoing parent-teacher communications.
Student Progress
Student progress is monitored in a variety of ways. These include anecdotal records, observations, log books, work samples, measures of self-esteem, performance and demonstration of skills acquired. The goal is to promote continuous learning and to focus on what students do know and can do, rather than what they don’t know. Teacher-made tests, unit tests, criterion tests, and standardized tests are part of the total assessment. Progress reports are distributed three times during the year.

Attendance – Absences and Tardies
Perfect attendance with no tardies is being recognized monthly at our Citizenship and Recognition Assemblies. Students receive weekly “Tiger Bucks” for perfect attendance to use in our Tiger Store.

Regular and punctual attendance at school is extremely important so that your child and his/her classmates receive the full benefit of classroom instruction. In addition, it is through student attendance that public schools are funded so that educational programs can be supported.

If your child will be absent from school, please call the attendance phone at 897-8641 ext. 555 and leave a message. During school hours, you may report the absence directly to the office at 897-4161. If you are not able to call the office, you should send a note to school with your child stating the date(s) and reason for the absence upon his/her return. Absences due to illness, medical or dental appointments, or death of a family member are excused absences; those absences attributed to childcare problems, transportation, family emergencies, vacation, etc. are NOT excused absences.

Children who arrive late to school must report to the office for a pass before going to class. Please plan your morning schedule so that your child arrives on time and learns to respect the importance of punctuality.

Avoid scheduling personal appointments for your child during the school day, especially in the morning. When it is necessary to leave early for an appointment, please report to the office and we will call the room for your child.

Should your family plan a vacation or unavoidable extended absence for 5 days or more in length, 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. All Independent Study work is due the day the child returns to school. Completing the Independent Study requirements allow the absences to be excused and your child to keep up with his/her class. Independent Study contracts not completed will result in the days missed being counted as unexcused.

Truancy
A student who has three unexcused absences in a school year and/or three tardies in excess of 30 minutes is considered legally truant. A truancy notice and/or letter from the principal will be sent home alerting you if absences/tardiness becomes a problem. Should attendance continue to be unsatisfactory, further truancy notices will be filed and a referral will be made to the School Attendance Review Board.
Meals
Lynwood serves the following meals provided by FANS (Food and Nutritional Services). A monthly menu is provided so students may decide if they want the daily meal being offered. There is also a link on the district website nusd.org/ with information, including arranging payment. Students use a keypad and number to “pay for” daily lunch. Families should complete a federal free/reduced lunch form at the beginning of each school year (unless they receive a “direct certification” letter indicating this is not necessary).

Lunch
Lunch hours for students in grades K – 3 are 12:00 – 12:45 p.m. Students in grades 4 – 5 have lunch from 12:10 – 12:55 p.m. 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. School lunches are available for $2.75 daily and can be prepaid by the week, month, or school year. Payment can be made through the district website or dropped off for Food Services in our school office. Free and reduced breakfast and lunch is provided to eligible students. Milk is available for 40 cents daily.
Research shows that eating a healthy and nutritious lunch daily is very important for learning. Please encourage your child to bring only healthy snacks and lunches. Do not send soft drinks. We do not want students skipping lunch.
Parents who wish to take their child off campus for lunch must report to the office and sign him/her out before leaving campus.

Breakfast
Breakfast is available during the morning recesses for prepaid and free/reduced eligible students. The prepaid weekly cost is $7.50 ($1.50 each breakfast).

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 for these field trips.

Parent Involvement and Volunteers
The School Board and Lynwood recognizes the necessity and value of 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, the library, or the office one or more hours per week on a regularly scheduled basis, please contact the teacher or the school secretary 897-4161. We have had a tremendous response to the volunteer program, and parents have been invaluable in their assistance in the classroom. A PTA volunteer coordinator is in charge of the program, working with parents and teachers to ensure the best placement for all concerned. If you work more than 3 hours a week around children at the school, you will need to be fingerprinted. Proof that you are free from TB is also required.
Communication with Parents
Lynwood maintains excellent communication with parents and guardians. The Back to School Night orientation evening is scheduled early in the school year to provide you with information about classroom goals, expectations, grade level standards, and materials and textbooks 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 periods (in November) to present report cards and to discuss information about your child’s growth and progress. Report cards for the second and third trimester are sent home in March and June. Please sign the report card envelope and return it to school. 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, call 897-8641 extension 5_ (and the room number).

Throughout the school year, parents are kept informed about school events and important dates through our weekly newsletter, Tiger Tales. Our school web site address is http://lyn.lynwoodelementary.org.

PTA
Lynwood School has an active PTA. The PTA 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. Meetings are held on the second Monday of each month at 6:30 pm.

2009-10  PTA Board Members

<table>
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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>President</td>
<td>Beth Mason</td>
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<tr>
<td>First Vice President</td>
<td>Amy Wehr</td>
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<tr>
<td>Second Vice President</td>
<td>Rick van Adelsberg</td>
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<tr>
<td>Third Vice President</td>
<td>Roxane Foster</td>
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<tr>
<td>Secretary</td>
<td>Melissa Krejovsky</td>
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<td>Treasurer</td>
<td>Karen Green</td>
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<td>Financial Secretary</td>
<td>Charisse Heath</td>
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<td>Historian</td>
<td>Sarah Nelson</td>
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<tr>
<td>Parliamentarian</td>
<td>Caper Davis</td>
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School Leadership Team
The School Leadership Team, composed of parents and staff, oversees the school plan. Members are elected by the group they represent. Meetings are held on the second Monday of each month at 4:30 pm. Meetings are open to everyone and your ideas and suggestions are most welcome.

<table>
<thead>
<tr>
<th>Parent members</th>
<th>Staff members</th>
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<tbody>
<tr>
<td>Tony Peach</td>
<td>Sam Murdoch</td>
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<tr>
<td>Tramy Uyesugi</td>
<td>Lisa Nyquist</td>
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<tr>
<td>Rob Conte</td>
<td>Sam Murdoch</td>
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<tr>
<td>Beth Mason</td>
<td>Lisa Nyquist</td>
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<td>Dinora Flores</td>
<td>Lori Owens</td>
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<td></td>
<td>Sarah Nelson</td>
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<td>Rick van Adelsberg</td>
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ELAC
ELAC (English Language Advisory Committee) is a parent group that addresses issues and programs related to English Learners. Meetings are held the last Monday of each month at 6:30 pm.

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<thead>
<tr>
<th>ELAC Board for this year is:</th>
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<tbody>
<tr>
<td>Gloria Signor, President</td>
<td>Alejandro Amador, Vice President</td>
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<tr>
<td>Gricelda Hernandez, Secretary</td>
<td>Marisol Benitez, Member</td>
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School Garden and Campus Improvement
Parents have been integral to the establishment and on-going support of Lynwood’s school gardens. In addition to volunteering on a regular basis, families are invited to campus beautification days held on the weekend to restore and renew areas in need. To become involved in this project, please call Cara Fry at Lynwood.

Art Docents
Once a month parents visit the classrooms and present an artist or theme, using art prints from the district’s Instructional Materials Center. 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.

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 filled out the emergency cards** (sent home the first day of school). Should there be any changes during the year, please inform us. 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 897-4201. Emergency information will also be broadcast on radio station KCBS at 810 am.

We will also be using “Bully Proofing” materials which help children use strategies and behaviors caring and getting along.

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 home number. In an emergency, we must be able to reach you or a trusted designee.

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. 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 and earthquake drills are held periodically. **All visitors, including parents and volunteers, must check in the school office before going to classrooms.** The schools and school district work closely with the Novato Police Department on all safety issues affecting students. The Novato Fire Department provides disaster and first aid training and inspects schools regularly. A copy of the plan is available for review.
**Going To and From School**

**Bicycles:** Only students in grades 3 – 5 may ride a bicycle to school. Bicycle racks are provided at the school. All bicycles must be locked and licensed. Licenses may be obtained at the Novato Police Department, Saturdays, 9:00 a.m. – 12:00 p.m. We urge you to remind your children of the following safety rules of the road:

- bicycle riders are bicycle drivers
- drive with the automobile traffic and as close to the right side of the road as possible, and obey all the traffic rules
- always STOP at a STOP sign
- dismount when crossing the street
- drive solo and in single file

Bicycles must always be walked onto the school grounds. State Law requires all children under the age of 18 to wear a bicycle helmet.

**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 scooters to school.

**Cars:** When picking up and dropping off children always use the White Loading area in front of the school. The white curb is for Loading and Unloading only! Do not leave your car parked unattended at the white curb.

**The red zone is for emergency vehicles only!**

**Please enter** via Lynwood Drive **only. You may exit** via Lynwood or Leafwood Drives.

Your Cooperation will make Lynwood safe for our children.

**Messages**

Messages to students during the school day are highly discouraged because of the disruptions they create in the classroom. Please make all schedule arrangements with your child before she/he gets to school in the morning. Avoid calling the school and 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 kept off in backpacks. Students may not use their cell phones until the end of the school day.
School Dress Standards
Our goal is to prepare students for their journey to college. This preparation is not only academic, but extends to all aspects of their daily lives. Student dress should be appropriate to the classroom and conducive to schoolwork and support a standard of cleanliness, safety, and modesty.

The following dress code guidelines, established by the Novato Unified School District, shall apply to all regular school activities:

- Shoes that are comfortable and appropriate for playground activities are recommended to avoid accidents. No backless or open toed shoes or sandals
- No short shorts (shorts should not be shorter than fingertip length), short dresses, halter tops, bare midriffs, tube tops, net tops, oversized tank tops, spaghetti straps, low-cut tops of any type, and/or clothing that reveals undergarments.
- No hats in classrooms or office areas
- No make-up
- No hoop earrings

Please support the educational atmosphere at Lynwood and screen your child’s attire. Thank you for your cooperation. Please help us implement and enforce the dress code.

Lost and Found
Please label outer clothing and lunchboxes with your child’s name so that lost items can be returned to your child. The Lost and Found is outside the Library. Please check the Lost and Found periodically.

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

Human Relations and Respect Mission
In order to create and sustain a safe, just and respectful learning environment in the Novato Unified School District, all individuals including students, staff parents and community members:

- Shall be treated with dignity, respect and fairness
- Shall encourage, develop and nurture collaborative relationships that provide ongoing community support to all students, families and staff
- Shall promote positive human relations, value differences and recognize similarities by modeling acceptance and inclusion of all individuals within the school community
- Shall create opportunities for all individuals to develop empathy for those whose life experiences are different than their own
- Shall promote the safety and security of all members of the community by responding swiftly should demeaning or threatening comments of behavior occur

Students, staff, parents, and community members shall join together to ensure human dignity for all, by creating alliances and developing voice to alleviate injustices in our community.
Concerns/Complaint Procedures
Should any problem occur regarding your own child, every effort should be made to resolve the problem directly with the teacher. If the problem cannot be resolved, the matter should be referred to the principal. Copies of the School Board policy complaint procedures are available from the District Education Center (897-4201) or the school office.

School Support Services
Jeannette Giacomini, our Intervention Teacher works primarily with students in grades 1, 2, and 3 who require extra help with reading. She is a resource to teachers in all grades to consult in reading and language arts.

Alex Nelson, our Speech Therapist works with students identified with speech and language problems.

Wendy Steiner, Resource Specialist, works with identified students and coordinates the special education program at the school.

Lynnette Nerviani, our Music Teacher, provides music instruction to all students. Concerts and performances are held during the year.

Pat Donlan, our Physical Education teacher, provides instruction to all students.

The Library Media Center is open during school hours. Our library media clerk Donna Hofeditz staffs the library every day.

Sandy Bandy, our School Psychologist is here part time to provide student assessment services.

Instruction and support is provided to English Learners (EL) by the classroom teacher and our specially trained Instructional Assistant, Adela Gray.
The School Board meets regularly on the first and third Tuesday of each month in the District Education Center, 1015 Seventh Street, at 7:00 p.m. Special meetings or workshops may be called on other days. All meetings are open to the public.