

M. A. LYNCH STUDENT/FAMILY HANDBOOK 2018-2019

M.A. LYNCH VISION STATEMENT -- *Empower ALL: Learn, Grow, Succeed*

FULL SERVICE COMMUNITY SCHOOL

M.A. Lynch is a full service community school. As a full service community school, we partner with several community resources providing many opportunities for families.

The following Lynch **onsite** partners include:

- Mosaic Lynch Health Clinic- provides healthcare for students.
- Deschutes County Health Services - supports the mental health needs of students.
- Head Start program, operated by Neighbor Impact - serves three and four year olds.
- Champions -Before/After school program providing supervised activities for students
- FAN-Family Access Network-connects family to community services

TITLE 1 SCHOOL

Lynch is a schoolwide Title 1 School. Title 1 is a Federal Program which provides children with an enriched and accelerated educational program, including the use of schoolwide programs or additional services that increase the amount and quality of instructional time.

SCHOOL HOURS AND SCHEDULES

- Regular Hours are 8:55 a.m. to 3:35 p.m. and 8:55 a.m. to 2:35 p.m. **EVERY** Wednesday.
- School starts on Tuesday, September 5 for grades 2-5 *****Please see *First Grade special information below.***
- Students may arrive at school for breakfast at 8:40 a.m. (There is **NO** supervision on the playground until 8:40 a.m.)
- School starts promptly at 8:55 a.m.
- Students arriving after 9:00 must sign in at the school office prior to going to class. ***Teachers begin the day immediately; tardy students miss vital information for the day.***

BEGINNING OF THE YEAR SCHEDULES FOR FIRST GRADE ONLY

1st Graders:

First graders will not attend school until Thursday, September 6th. On Tuesday, September 4th and Wednesday, September 5th, all 1st grade students and parents will meet with teachers for assessment conferences.

ARRIVAL AND DISMISSAL

Building dismissal for students will be as follows:

- One dismissal bell at 3:35. All students should be ready to exit: no one will leave class early.
- Classroom teachers will have students line up in their room in 3 lines:
 - a. Bus riders - will exit through the front door **ONLY**
 - b. Walkers and Champions (Champions students will walk around and line up @ cafeteria door)
 - c. Car pick up

Walkers and car pick up will exit through the following doors:

 - 5th grade, 2nd grade exit the new wing, west door
 - 3rd grade and 4th grade exit the west lobby door
 - 1st grade exit classroom outside cafeteria doors
- Grade level teachers will coordinate who is leading which of the groups to their drop off spots. All students will be led out of the building.

- No students will be allowed in the middle hallway between library and computer lab OR the cafeteria. There will be visible stop signs placed in the halls.
- **Buses:** ALL buses drop off and pick up in front of the school. The front of the school is reserved for buses and kindergarten drop off and pick up ONLY!
- **Car Options:**
 - ALLEY ROUTE- Between OMS and Lynch Fields- Enter at SW Metolius and 15th St. and proceed down the west alley toward Kalama. Please drive forward to the west gate to meet your student and exit the alley at Kalama. **THIS IS NOT A WALKING GATE. Also, please do not enter or park on the short, east/west drive, by the west gate and do not park forward of the gate.**
 - FOR OLDER CHILDREN- A great option is to pick up on the southwest side of Obsidian Middle School. Your student can walk safely on the INSIDE of our perimeter fence and meet you outside the southgate. **Please pull all the way up by the curb to ensure that you do not block OMS staff from leaving the parking lot.**
- **Walking Options:**
 - NORTH Walking Gate (Kalama & 14th)
 - SOUTH Walking Gate (OMS)- great option for older students
 - Please note **** the WEST Gate is NOT a walking gate; too congested with cars and unsafe.

Students Dismissed Early

- At Lynch, we are very protective of learning during the school day. Due to this, we discourage appointments for students during school hours. Whenever possible, please arrange appointments after school. The final minutes of the school day are important. Your child's teacher shares information to include directions for the night's homework. We request that you please avoid checking your child out early if possible. - *Thank you!*

If it is necessary to take your children from school, a parent/guardian must come into the school and sign them out at the office window when they leave, and sign them back in at the the office window when they return.

Change of Plans

- We understand at times, an emergency will occur and parents will need to contact the school to make schedule changes for students. Outside of an emergency, please follow this policy. At Lynch we do everything we can to protect learning. Due to important end of the day instruction, we do not interrupt learning to use the intercom to make announcements. We kindly request that special arrangements be made **prior to 1:00 p.m.** whenever possible. This will allow office staff the opportunity to let your child's teacher know about the schedule change prior to the start of afternoon class time.
- After school arrangements other than the normal routine, requires prior notification (before 3:00 p.m. to guarantee new plan occurs) either by note or phone call by a designated adult, otherwise, the child will be sent home via their normal route. **Your patience during arrival and dismissal times is appreciated!**

Early Release (EVERY Wednesday @ 2:35 p.m.)

Early Release Wednesdays support professional development for teachers so we can ensure that instruction is highly effective and all students are successful. It will begin on September 5th and each Wednesday following throughout the year.

Emergency School Closures

The district uses an automated phone alert system. You will be notified through this system if there is a school closure. Please be aware that until you pick up, it will keep calling you. Area radio stations and the local TV station will generally announce by 6:00 a.m. if there are any Redmond School District school cancellations or delays. If no announcement is made regarding a school cancellation or delay, schools are open! If a delayed start is announced, then school will begin at 10:55 a.m.

LYNCH SAFETY AND SECURITY- NEW Buzzer/Camera Entry System

Focusing on safety is a priority of our district and therefore we have installed a Intercom/Camera Entry System. This system allows us to keep all of our doors locked all day. Now when you begin to enter the school, you will push a button and look into a camera. Your picture will be projected into the office and our office team will verify that you are indeed a parent of one of our students. They will then press a button that unlocks the front door and you will be able to enter. Please be patient with us as we learn this new system that ultimately keeps our children as safe as possible. Thank you!

Upon entering the building, please proceed to the lobby window to sign in.

- To ensure the safety of our students, when a visitor is checking in, the office staff may ask for an ID. Students are released only to approved parents, guardians or emergency contacts.
- The school office **must receive notification** from the parent/guardian in order to release a child to a family member or friend whose name does not appear on the emergency contact list. **PLEASE KEEP THIS VITAL INFORMATION UP TO DATE!**
- Staff members are asked to question all visitors not wearing a visitor sticker or badge and ask them to go to the office to sign in.
- Staff members will not release a student to a parent not wearing a visitor sticker. Parents will be asked to return to the office and sign in.
- During events like assemblies, **ALL** guests need to sign in and wear a visitor sticker.
- Visitors who do not follow our procedure will not be allowed to enter our school as it creates a safety issue.

Doors and Gates

- **ALL** doors (including front entry) locked for safety.
- Once the second bell rings and the school day begins, all outside doors and perimeter fence gates are locked at 9:05 a.m. and unlocked at 3:35 p.m. except on SIW Wednesdays (2:35 p.m.).
- Surveillance cameras film various locations to include the school entryway, front door and lobby.
- A sign outside the door indicates that there is a surveillance camera and directs all visitors to sign in at the office.

Emergency Drills

Each classroom teacher will practice the following drills, both in building and at recess: fire, earthquake, and intruder. Emergency drills are a state requirement and practiced monthly.

Bicycles, Scooters and Skateboards

Bicycles must be parked and locked at the bike rack during the school day. Bike, skateboard, and scooter owners should provide individual locks to safeguard their property. Lynch Elementary assumes no responsibility for loss. All students are required to wear a helmet. These items are not to be ridden on the school grounds. When on school grounds, students are to walk these items to the rack. Bicycles shall remain in the bike rack during school hours. Heely's are not allowed on school grounds.

ACADEMICS

Conferences and Grade Reporting to Parents

The Redmond School District is on a two semester grading period. Conferences occur in November and March. Report cards go out in February and June. Our partnership with parents helps students succeed. If parents have questions or concerns about student grades at any time during the school year, please contact the teacher to arrange a conference. You can also access student information through the online Parentvue program which includes an online gradebook and report card. Teachers update online grade books every two weeks. Your child's teacher can provide additional Parentvue information.

State Testing

Each year 3rd-5th graders take state tests. Oregon students take the Smarter Balanced Assessments. They begin these assessments in April when they return from spring break.

Conferences with Principal

The principal welcomes your feedback! She is available for meetings upon request. Please call the office manager at 541-923-4876 to schedule an appointment.

Attendance

Irregular attendance and tardiness are primary factors associated with student academic failure. Students who are absent 10 consecutive days without notifying the office will be dropped from the enrollment.

Parents: Please be aware of State policy regarding your child's mandatory attendance. (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Four entire or eight one half day absences in any four-week period during which the school is in session shall be considered irregular attendance. (2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. (3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends. *If you wish to read the entire policy, please request a copy from the office.*

Lynch is required to notify you by letter when your student has missed four days of school. Once your child misses eight days of school, another letter will be sent home. At this point, a meeting will be scheduled. The district truancy officer may attend this meeting and we will work as a team to solve the attendance issue. If marked improvement does not occur, the matter will be given to the Redmond Police Department. At this stage a parent may be cited and a fine may be issued.

Library

We are a Library Linx School! This means that in addition to accessing the Lynch Library, students can access the Public Library right from school. Our librarian will inform students how to check out books to take home. Students who neglect to return materials will be responsible for fines.

School Books

Students will be responsible for paying for DAMAGED and LOST books. Students must notify the teacher immediately if the book issued to them is in a damaged condition.

Field Trips

Lynch Elementary maintains a high level of safety and learning both at school and on field trips. Students are expected to maintain proper behavior while on a field trip. Students who have not exhibited good judgment regarding their behavior at school may be excluded from a field trip. Excluded students will still attend school during the field trip.

STUDENT SUPPORT

Counseling Program

The goal of the counseling program at Lynch Elementary is to support student success. Our counselor, Stevie Howard, works with students, parents, school staff and the principal to meet these goals.

What exactly does the counselor do?

1. In partnership with the principal, supports school-wide behavior
2. Teaches lessons that support personal safety and positive behavior curriculum
3. Facilitates special groups (ex: friendship groups during lunchtime)
4. Responds to requests from parents, principal, staff and students for information, conferencing, or counseling
5. Facilitates the Student Support Team (SST)
6. In partnership with our Behavior Specialist, facilitates the Positive Behavior Intervention Support (PBIS) Team
7. Provides support for parents as they navigate our community mental health supports

FAN- Family Access Network

Jordan Chandler is our Family Access Network (FAN) advocate. FAN helps with school supplies and helps connect families to community services so that students can come to school ready to learn. Contact Jordan at 541-923-4876 ext. 4313.

Medical /School Nurse

We have a licensed school nurse on site daily. Please contact the school if you have any questions for our nurse.

Medication

Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats should take these at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school and again at bedtime. However, if medication **MUST** be given at school, district policy states that the school office may dispense medication only from its original container. **Parents must bring the medication to the school office and complete a medical authorization form.** This applies to prescription and over-the-counter medications. All medication must be kept in the office.

Injuries

If your child receives a minor injury at school, we will care for him/her at school. If the injury is more serious, we will notify parents or guardians. **It is very important that we have up-to-date information in our system.** If we cannot reach parents, we will call the other numbers you list in case of emergency. If we cannot reach anyone, an ambulance will be called if necessary.

Sick Students

Students should remain home if they have the following symptoms: fever over 100 degrees, vomiting in the past 24 hours, diarrhea, eye infections, severe headache, persistent cough, earache or rashes. Please provide a written note explaining the absence once the child returns to school. If your child is absent more than one day, you can request homework from the classroom teacher.

Student Support Teams (SST and Rti)

The Lynch Student Support Team (SST) and Response to Intervention (Rti) Teams are multidisciplinary teams that collaborate to ensure the success of every student. Parents are invited to attend SST meetings. The Lynch Rti Teams meet with grade level teachers to assess student needs and to create a plan for support. The Rti and SST Teams include the principal, counselor, specialists and classroom teachers. The school counselor facilitates SST and the principal facilitates Rti.

Lynch is a PBIS school. PBIS is a positive approach to improve the behavior of students and the climate and culture of the school. Lynch Elementary takes a proactive approach to provide a safe environment for children. We have implemented a PBIS program to teach and reinforce positive skills.

- **All** students are taught the Three Be's (Be Responsible, Be Respectful and Be Safe) during school wide 'Rules Round Up' that occurs throughout the year. Classroom teachers also review the Three Be's in the classroom. Students demonstrating the Three B's for positive behavior will be rewarded tickets through our positive ticket system, as outlined below.
- **All** students are taught a character trait every 6 weeks. This trait will be reinforced during the daily morning message and classroom morning meetings.
- **Cub Prides**-All Students can earn Cub Prides when they demonstrate specific positive behaviors. Positive student behavior is honored. Student names are announced and student winners come to the office to receive a reward. This is always a wonderful way to end the week and honor our amazing Lynch Cubs!
- **Character Trait Awards**- Character Trait Awards are given to students during our Cub Pride Assemblies who consistently demonstrate the character trait. Assemblies will be held every 6 weeks.
- **Self Manager Program**- the Self Manager program is a leadership program in which 1st-5th grade student are eligible to apply. The rigorous process requires students to fill out an application and all staff members must "sign off," indicating recognition of positive behavior at Lynch and that the student is ready for the highest level of leadership.

Behavior Management (the following protocols will be implemented):

- **Classroom Supports** - We offer a school-wide positive ticket system. Positive behavior will be awarded by all staff with tickets. Students will have an opportunity to spend their tickets for various activities. Each classroom will have a ticket menu from which students can choose. The following options will be used to resolve the majority of misbehaviors:
 1. Calming Corner - Every classroom will have an area set up for students to breathe and self-regulate.
 2. Step Away Area - Every classroom will have a sensory area where students can rethink their choices. Students will complete a "Think Sheet" to create a plan to re-engage in learning. Think Sheets will remain with the teacher and parents will be notified as needed.
- **The Den** is a place where students go when they need to proactively take a break to avoid behavior escalation. This alternative will be utilized only if classroom supports were not effective. The Den will primarily be used for students with an IEP (Individualized Education Plan) or a Behavior Intervention Plan.
- **The H.U.T. (Help to Unify the Team)** supports students with major behavior infractions. Staff will work with the student to de-escalate behavior and create a plan to support improved future decision making. Major referrals will be written and parents will be notified by the principal or counselor. A family meeting may be requested.

Behavioral Systems

Minor Referrals

A student receives a minor referral as a consequence for minor behavior problems. To make sure parents are informed about the behavior and can provide at home support, classroom teachers contact parents on all minor referrals within 24 hours.

Major Referral

A student receives a major referral as a consequence for a major behavior problem. When a student receives a major referral, he/she visits with the principal or school counselor. Consequences may include in -school or out- of -school suspension, restitution and loss of privileges. The principal and counselor consistently use due process when investigating any and all major behavior referrals. Student consequences are directly related to the behavior and are meant to serve as a learning

opportunity to ensure the student does not repeat the behavior in the future. **Lynch School is committed to the philosophy that every child has the right to learn in an environment that is safe. With your partnership and support, we believe we can make this happen.**

Major Behavioral Problems:

The following behaviors are not permitted by students or adults in the school building, on the school grounds or at school-sponsored activities:

- Disruption of school
- Damage or destruction of school or public/private property
- Theft
- Assault and/or threats of assault
- Possession of weapons or replicas of weapons
- Possession of alcohol, tobacco, drugs, or other intoxicants
- Serious defiance
- Endangerment of others
- Personal harassment of others (bullying)
- Criminal conduct
- Use of abusive language or gestures

*Specific policies may be found on the Redmond School District website www.redmond.k12.or.us

In the event a student exhibits these behaviors, they will receive a major referral and parents or guardians will be called. The police department ***may also be called***, depending on the offense. In the event an adult exhibits these behaviors, he/she will be asked to leave the Lynch Campus. If they do not comply, the police department will be called. If the adult behavior persists, they will be trespassed from the Lynch campus.

COMMUNICATION

Communication- (Our goal is to respond to you within 24 hrs.)

Clear communication is one of our top priorities. We will use the following methods to share important information with you.

- The ROAR- Monthly newsletters- emailed directly to you (Please make sure we have your current email address) - several hard copies are placed in the lobby as well
- Remind App- is a free text messaging **app** that helps teachers, students, and parents communicate quickly and efficiently. Information will be shared with you at Back To School Night
- Email
- ParentVue- Enables you to keep track of your child's grades
- M. A. Lynch Website <http://lynch.redmond.k12.or.us/>
- You can also sign up to receive text notifications from the district office of school closures, emergencies, etc.

PARENT INVOLVEMENT

We have a wonderful Parent/Teacher Organization (PTO)! We are grateful for all they do for our staff and students! Our PTO organizes and supports school-wide fundraisers which then allow us to bring wonderful experiences to our students. Examples include: Family Fun Nights, Assemblies, Popcorn Fridays, field trips, classroom support and Teacher Appreciation Week lunch.

- President – Pam Leonard

Please contact Pam Leonard to get involved: pam.leonard@redmond.k12.or.us or call the school office (541-923-4876). PTO Meetings will be held at 4:00 p.m. on the 2nd Thursday of each month.

Donuts for Dudes and Moments with Moms: Throughout the year, parents/guardians will be invited to the school for fun activities and discussions designed especially for them to interact with their students. Invitations with details will be sent home with your student one week prior to the event.

VOLUNTEERS:

To insure the safety of students, the district requires ALL volunteers to be cleared through the State Department of Education's Criminal History Verification Procedure PRIOR to working with students or attending field trips.

Parents are often interested in assisting in their child's classroom or school. We strongly encourage volunteering as part of our team effort in education of our students. We strive toward collaborative teaming with parents; however our focus is always on providing students with the highest quality classroom instruction in a safe environment with little distractions and interruptions. A characteristic of a successful student is their ability to work both cohesively with their classroom as well as being an independent learner.

For the safety of all, we are asking each volunteer to pre-arrange appropriate times in which to support Lynch Elementary School. Please discuss your availability with the teacher with which you would like to support.

Each year, all volunteers must have a completed School Volunteer Information Packet on file in the office. Each volunteer needs to sign in and out at the office and wear a Volunteer Sticker while in the building. These volunteers are an extension of the professionals and paraprofessionals that work in our classrooms and throughout the school. **The responsibilities of our volunteers are as follows:**

- Support **ALL** children in the classroom
- Attend during prearranged scheduled times
- Notify the classroom teacher if you are unable to attend
- Follow the teacher's "jobs" list
- Must maintain confidentiality
- Must be trained on any equipment they use

Volunteer opportunities may include:

- Reading to students
- Assisting students with writing
- Preparing instructional materials (copying, filing etc...)
- Working with small learning groups
- Chaperoning field trips
- Speaking on a topic students are studying
- Working in the library
- Helping in the office

Please fill out the required background check form at the beginning of the year. We have many volunteer opportunities. Some involve helping in the classroom and some involve helping with a school-wide event. Siblings of students are not permitted on field trips.

Note- Parents do not need to have a completed background check to attend assemblies, class parties, or have lunch with their child as they are not supervising in these situations, and there are supervisors present.

MISCELLANEOUS

Breakfast/Lunch Program

ALL Lynch Elementary students can receive free breakfast and lunch. No application needed.

School Visitation

We welcome our parents into our school for lunch, assemblies, parent nights, conferences and special events. Parents do not need to have a current background check in place to participate in these activities. If you need to talk directly with the classroom teacher; please set up an appointment.

Animals in the School

Due to potential dangers and student allergies and as part of district protocol, we are unable to have animals in school.

Telephone/Cell Phones and Electronics

Cell phones need to be kept in backpacks during the school day unless asked to use them for educational purposes.

Students may bring cellphones to school as long as they are “off and away from bell to bell”. Cell phones need to be kept in backpacks during the school day unless asked to use them for educational purposes.

Students who do not follow this policy:

- First incident: Phone is taken away for the day and returned at the end of the day.
- Second incident: Phone is taken away and kept in the office until the end of the day.
- Third incident: Student needs to check the phone in and out from the office for the rest of the year, or leave it at home.

The office phone may be used for emergencies only. Students who need to use the phone are required to obtain a note from their teacher. Students are not allowed to use the classroom phone.

Dress and Grooming

Students are expected to dress in appropriate school attire. We do not allow midribs, short shorts (rule of thumb...shorts should not be shorter than where a student’s knuckles reach), spaghetti straps or clothing that refers to alcohol, drug and tobacco use or has suggestive or inappropriate sayings. Due to safety issues, no flip flops, sandals need a back heel strap. Hats can be worn outside only.

Cold Winter Months

During the COLD winter months, students must come to school prepared for the cold winter temperatures. During these months, students need to wear jackets or sweatshirts and closed- toe shoes. Students wearing only T-shirts or sandals will not be able to go out to recess during the cold winter months. If you need help with winter gear, please contact our FAN advocate.

Toys

Please do not allow your child to bring toys to school. Trading cards and related items are also considered toys.

Classroom Parties

The individual teacher schedules classroom parties throughout the school year and will send notification home with your child. District Policy states that only store bought foods can be used in the classroom. Examples of food that might be served are: packaged cookies, bakery items kept in the original package, ice cream novelties in sealed packages and individually wrapped candies. ***Please consider healthy choices for parties!***



Elementary Reading Instruction and Intervention

The **Redmond School District** is committed to ensuring that each child makes significant academic progress. To do this, we focus on providing high quality reading instruction for all students and continuously review information that tells us how each child is progressing. Teacher teams in your school use this process to provide multiple tiers or levels of instructional support based on student need. This is called a multi-tiered system of support (MTSS).

Multi-Tiered Systems of Support ensure students are on track for healthy reading outcomes (MTSS also includes math and behavior).

- Two to three times per year (September, January, May) screening assessments are administered to each student.
- For students whose screening assessment results show they may not be at grade level yet, further diagnostic assessments are administered to determine instructional focus.
- Classroom and small group daily reading instruction is designed to meet students' specific needs.
- Frequent progress checks throughout the school year determine which students need additional targeted instruction and are also used to monitor students' growth.

Strategies for Increasing a Child's Rate of Learning: When screening results indicate that a student would benefit from supplemental instruction, that additional support may include:

- Small group instruction by the classroom teacher or specialized reading team
- Changes in curriculum and or instructional strategies
- Increases in time and intensity of instructional interventions
- Extra practice opportunities throughout the school day
- Individualized intervention plan for students who continue to experience difficulty
- Parent and family support

Parent/Family Participation: Parents and family members are essential to children's success in school.

- Results from regular reading screenings will tell you whether your child makes sufficient progress or if he/she shows continued difficulty.
- In order to design effective interventions, you may be asked to share information about anything you think might affect your child's learning (ex. If your child has missed a lot of school, experienced trauma, or is having problems with friends at school).
- We encourage your support and partnership.

If your child continues to show limited progress, you may be asked to give your consent for an evaluation. The purpose of an evaluation is to help determine what your child's educational needs are and to consider whether he or she might have a learning disability.

Who to contact:

Please contact your school's Principal for more specific information on MTSS, reading assessment, instruction and intervention, and/or if you would like to discuss your child's reading progress.