

# LYNCOURT

UNION FREE SCHOOL DISTRICT



2018–2019 ACTIVITY CALENDAR

School Information and Policies

# MISSION STATEMENT

*The Lyncourt Union Free School District, in partnership with the community, is committed to educating all learners to reach their full potential.*

# VISION STATEMENT

*The Lyncourt Union Free School District will be a leader in public education; inspiring confident, passionate, life-long learners.*

## FOUNDATIONAL PRINCIPLES FOR LEARNING

We believe:

Our students will be critical and creative thinkers who challenge themselves.

Academic and personal growth is enhanced when students have opportunities to collaborate and communicate.

All students succeed when held to high expectations based on a challenging curriculum.

Students learn in a safe, supportive, healthy environment.

That all decisions are based solely on the best interest of all our students.

That education is preparation for life.

Every student will have access to a high quality, meaningful education experience.

All students can be successful when expectations are clear and consistent throughout the district.

Students succeed when the family, school and community work together.

Students thrive in a welcoming environment where diversity is appreciated.

Students learn to be respectful, responsible citizens who will contribute to their communities.

All children will meet established standards given appropriate time and support.

# LYNCOURT UNION FREE SCHOOL DISTRICT

2707 COURT STREET, SYRACUSE, NY 13208

PHONE: (315) 455-7571

FAX: (315) 455-7573

[www.lyncourtschool.org](http://www.lyncourtschool.org)

## BOARD OF EDUCATION

Dr. Lawrence Salamino, President

Mr. David Florczyk, Vice President

Mr. Michael Leonardo, Trustee

Mr. Anthony Maggi, Trustee

Mrs. Kimberly Vespi, Trustee



## ADMINISTRATION

James J. Austin, Superintendent

Kimberly A. Davis, Principal

Catherine Mahoney, Director of Special Education

Cathryn Marchese, School Business Administrator

Amy Rotundo, Data and Curriculum Coordinator





# SEPTEMBER 2018

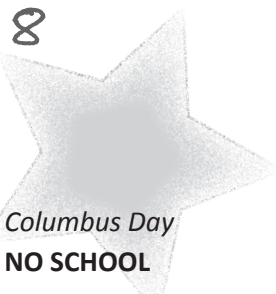

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Other People Matter</div> <div>Curiosity</div> <div>Teamwork</div> <div>Open- mindedness</div>						1



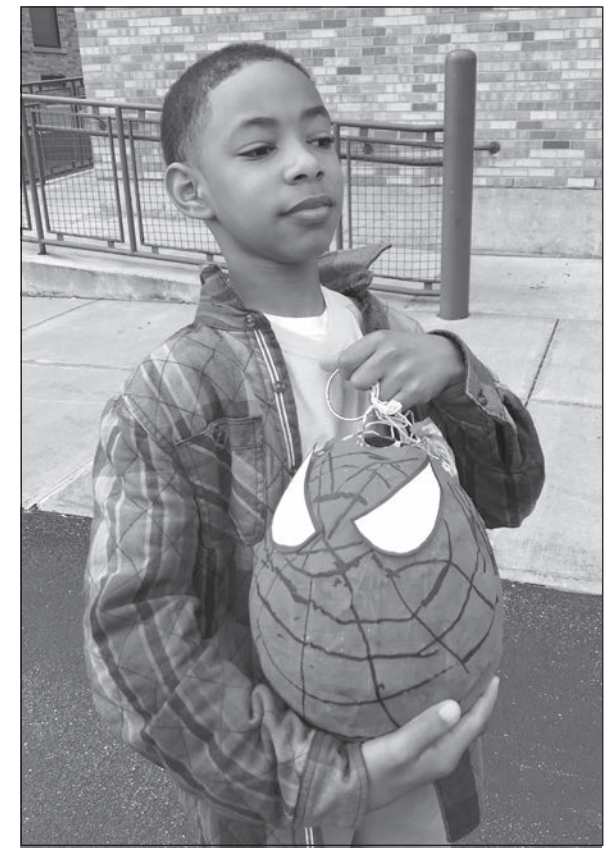
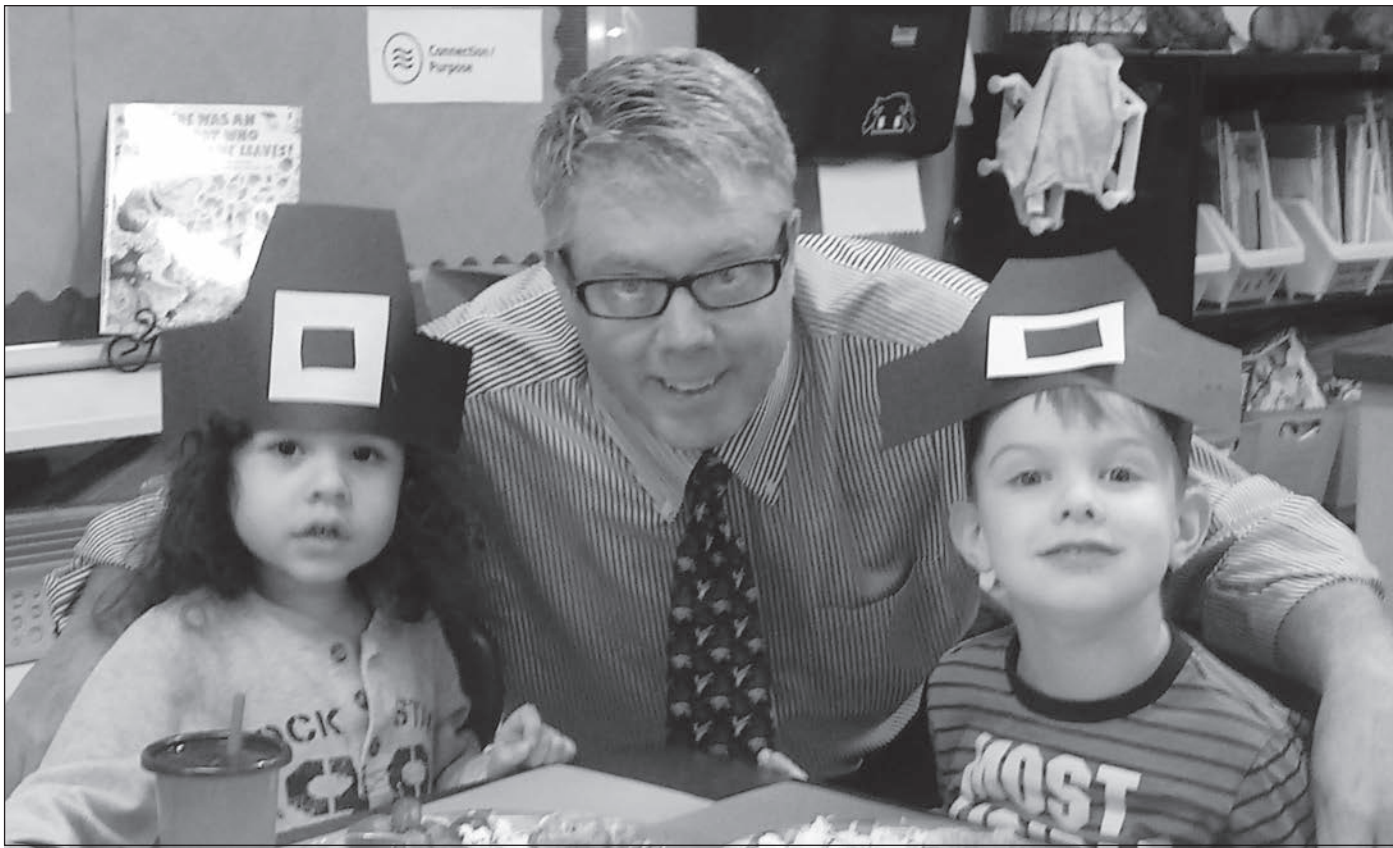


# OCTOBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b> LYRB 5:30-8:30pm	<b>2</b> Welcome Dinner LYRB 5:30-8:30pm	<b>3</b> LYRB 5:30-8:30pm	<b>4</b> LYRB 5:30-8:30pm	<b>5</b> UPK-5 Morning Meeting & Spirit Day End of 5 Week Marking Period 7-9pm Teen Timers	<b>6</b>

7	8  <i>Columbus Day</i> <b>NO SCHOOL</b> Fire Prevention Week	9 BOE Meeting 6pm LYRB 5:30-8:30pm	10 2:30pm Lyncourt Seniors Meeting LYRB 5:30-8:30pm	11 LYRB 5:30-8:30pm	12 2:30pm Early Dismissal Drill 7-9pm Teen Timers	13
14	15 LYRB 5:30-8:30pm	16 PTO Meeting 6pm LYRB 5:30-8:30pm	17 LYRB 5:30-8:30pm	18 LYRB 5:30-8:30pm	19 7-9pm Teen Timers  <b>Staff Development</b> <b>NO SCHOOL</b> <b>for Students</b>	20
21	22 LYRB 5:30-8:30pm	23 LYRB 5:30-8:30pm	24 LYRB 5:30-8:30pm	25 LYRB 5:30-8:30pm	26 Teen Timers Halloween Dance 7-9:15pm	27
28	29 LYRB 5:30-8:30pm	30 LYRB 5:30-8:30pm	31 PTO Special Person Lunch Grade K, 2, 6 2pm Parade LYRB 5:30-8:30pm  <i>Halloween</i>	<div> <hr/><hr/><hr/><hr/><hr/> </div> <div> <b>Other People</b>  <b>Matter</b>  <b>Integrity</b>  <b>Perspective</b>  <b>Creativity</b> </div>		







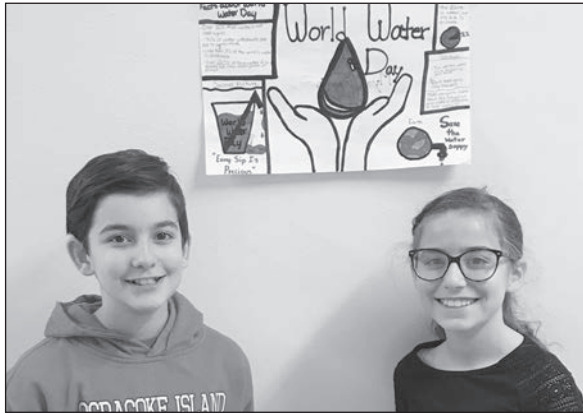
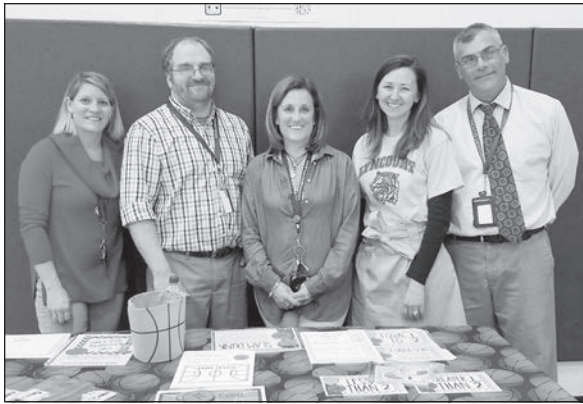


# NOVEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Bravery</div> <div>Gratitude</div> <div>Other People</div> <div>Matter</div>				<div>1</div> <div>LYRB 5:30-8:30pm</div>	<div>2</div> <div>UPK-5 Morning Meeting &amp; Spirit Day</div> <div>7-9pm Teen Timers</div>	<div>3</div>



<p>4</p> <p>Daylight Savings Ends (turn clock back one hour)</p>	<p>5</p> <p>LYRB 5:30-8:30pm</p>	<p>6</p> <p>PTO Meeting 6pm LYRB 5:30-8:30pm</p>	<p>7</p> <p>PTO Special Person Lunch Grade 1, 4, 7 LYRB 5:30-8:30pm</p>	<p>8</p> <p>School Picture Re-take Day LYRB 5:30-8:30pm</p>	<p>9</p> <p>End of 10 Week Marking Period 7-9pm Teen Timers</p>	<p>10</p>
<p>11</p>	<p>12</p>  <p>Veteran's Day Observed <b>NO SCHOOL</b></p>	<p>13</p> <p>BOE Meeting 6pm LYRB 5:30-8:30pm</p>	<p>14</p> <p>PTO Special Person Lunch Grade 3, 5, 8 LYRB 5:30-8:30pm 2:30pm Lyncourt Seniors Meeting</p>	<p>15</p> <p>Parent Teacher Conferences LYRB 5:30-8:30pm</p>	<p>16</p> <p>Parent Teacher Conferences 7-9pm Teen Timers</p>	<p>17</p>
<p>18</p>	<p>19</p> <p>LYRB 5:30-8:30pm</p>	<p>20</p> <p>LYRB 5:30-8:30pm</p>	<p>21</p>  <p>Thanksgiving Recess <b>NO SCHOOL</b></p>	<p>22</p>  <p>Thanksgiving Day Thanksgiving Recess <b>NO SCHOOL</b></p>	<p>23</p>  <p>Thanksgiving Recess <b>NO SCHOOL</b></p>	<p>24</p>
<p>25</p>	<p>26</p> <p>LYRB 5:30-8:30pm</p>	<p>27</p> <p>LYRB 5:30-8:30pm</p>	<p>28</p> <p>Academic Recognition Event 8:45am LYRB 5:30-8:30pm</p>	<p>29</p> <p>LYRB 5:30-8:30pm</p>	<p>30</p> <p>7-9pm Teen Timers</p>	<hr/> <hr/> <hr/> <hr/>

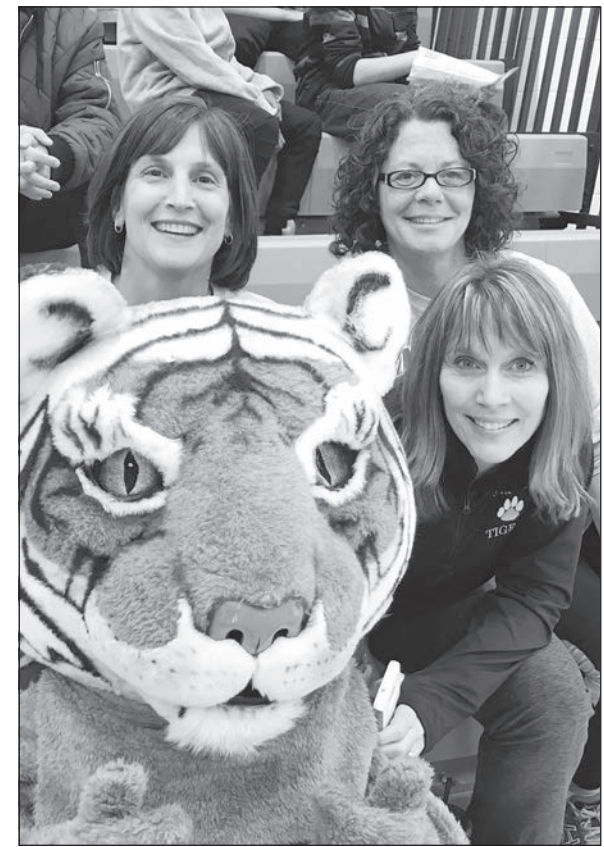


# DECEMBER 2018


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Kindness</div> <div>Humility</div> <div>Self Control</div> 						1

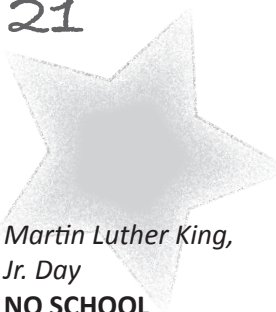
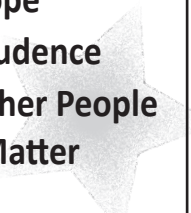
2	3 LYRB 5:30-8:30pm	4 LYRB 5:30-8:30pm	5 LYRB 5:30-8:30pm	6 LYRB 5:30-8:30pm	7 7-9pm Teen Timers	8
9	10 LYRB 5:30-8:30pm	11 BOE Meeting 6pm LYRB 5:30-8:30pm	12 LYRB 5:30-8:30pm 2:30pm Lyncourt Seniors Meeting	13 Holiday Concert 6pm PTO Holiday Shop 5-8pm	14 UPK-5 Morning Meeting & Spirit Day End of 15 Week Marking Period PTO Holiday Shop 10am-5pm 7-9pm Teen Timers	15
16	17 LYRB 5:30-8:30pm	18 LYRB 5:30-8:30pm	19 LYRB 5:30-8:30pm	20 LYRB 5:30-8:30pm	21 Student Dismissal 11:20am Half Day Staff Development Teen Timers Holiday Party 6-9:30pm Winter Solstice	22
23	24 Holiday Recess NO SCHOOL	25	26	27	28	29
30	31 Holiday Recess NO SCHOOL	Christmas Day Holiday Recess NO SCHOOL	Holiday Recess NO SCHOOL	Holiday Recess NO SCHOOL	Holiday Recess NO SCHOOL	

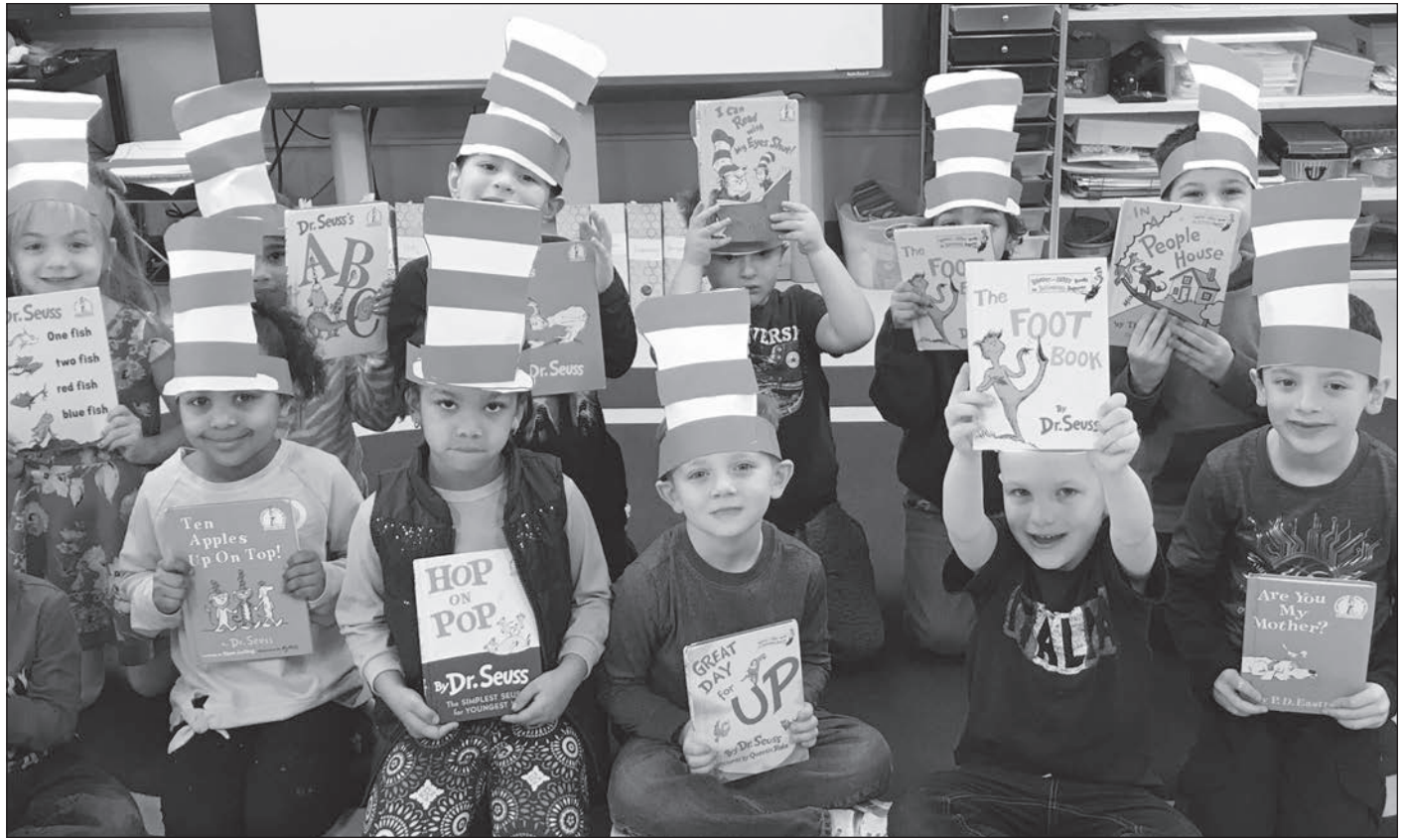




# JANUARY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<hr/> <hr/> <hr/> <hr/> <hr/>	<p>1</p>  <p><i>New Year's Day</i> <b>Holiday Recess</b> <b>NO SCHOOL</b></p>	<p>2</p> <p>LYRB 5:30-8:30pm</p>	<p>3</p> <p>LYRB 5:30-8:30pm</p>	<p>4</p> <p>7-9pm Teen Timers</p>	<p>5</p>	






6	7 LYRB 5:30-8:30pm	8 BOE Meeting 6pm LYRB 5:30-8:30pm	9 2:30pm Lyncourt Seniors Meeting LYRB 5:30-8:30pm	10 LYRB 5:30-8:30pm	11 UPK-5 Morning Meeting & Spirit Day 7-9pm Teen Timers	12
13	14 LYRB 5:30-8:30pm	15 PTO Meeting 6pm LYRB 5:30-8:30pm	16 LYRB 5:30-8:30pm	17 LYRB 5:30-8:30pm	18 7-9pm Teen Timers	19
20	21  Martin Luther King, Jr. Day NO SCHOOL	22 LYRB 5:30-8:30pm	23 NJHS Induction Ceremony 6 p.m.	24 LYRB 5:30-8:30pm	25 End of 20 Week Marking Period 7-9pm Teen Timers	26
27	28 LYRB 5:30-8:30pm	29 LYRB 5:30-8:30pm	30 Student Dismissal 11:20am Half Day Staff Development LYRB 5:30-8:30pm	31 LYRB 5:30-8:30pm	<hr/> <hr/> <hr/> <hr/>	<div>Perseverance Hope Prudence Other People Matter</div> 

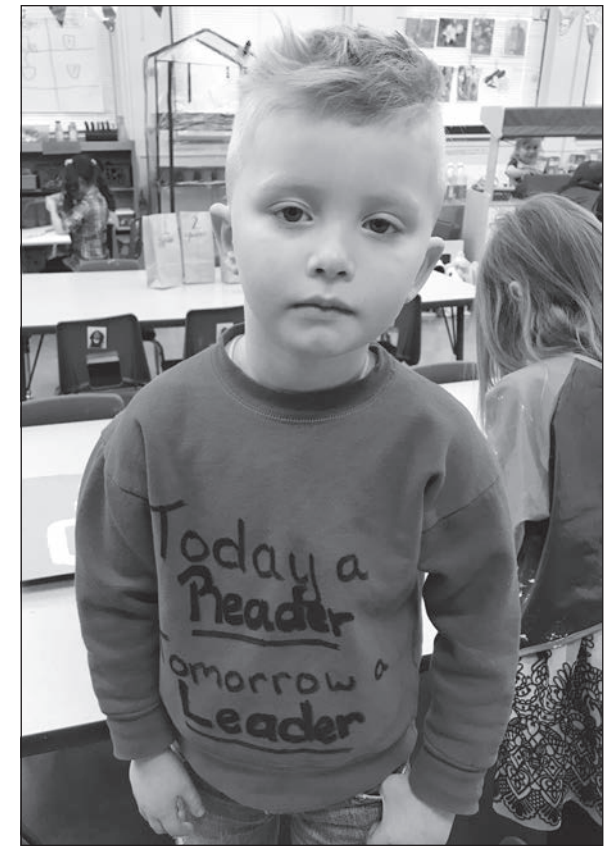


# FEBRUARY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> Social Intelligence Love Enthusiasm </div>					<b>1</b> PTO Fun Fair 5-7pm 7-9pm Teen Timers	<b>2</b>



3	4 LYRB 5:30-8:30pm	5 Yearbook Group Picture Day LYRB 5:30-8:30pm	6 Academic Recognition Event 8:45am LYRB 5:30-8:30pm	7 LYRB 5:30-8:30pm	8 UPK-5 Morning Meeting & Spirit Day Teen Timers Valentines Dance 7-9:15pm	9
10	11 LYRB 5:30-8:30pm	12 BOE Meeting 6pm LYRB 5:30-8:30pm	13 Solos in the Spotlight 6pm 2:30pm Lyncourt Seniors Meeting	14 LYRB 5:30-8:30pm  <i>Valentine's Day</i>	15 7-9pm Teen Timers	16
17	18  <i>Presidents' Day</i> <b>Winter Recess NO SCHOOL</b>	19  <i>Full Moon/Supermoon</i> <b>Winter Recess NO SCHOOL</b>	20  <b>Winter Recess NO SCHOOL</b>	21  <b>Winter Recess NO SCHOOL</b>	22  <b>Winter Recess NO SCHOOL</b>	23
24	25 LYRB 5:30-8:30pm	26 PTO Meeting 6pm LYRB 5:30-8:30pm	27 LYRB 5:30-8:30pm	28 LYRB 5:30-8:30pm	<hr/> <hr/> <hr/> <hr/>	



# MARCH 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Love of Learning</div> <div>Forgiveness</div> <div>Fairness</div> <div>Humor</div>	<p><i>Be looking for our Math/Literacy Night and PARP (Parents as Reading Partners) Dates</i></p> <hr/> <hr/> <hr/>				<p><b>1</b> Planetarium 7-9pm Teen Timers</p>	<p><b>2</b></p>



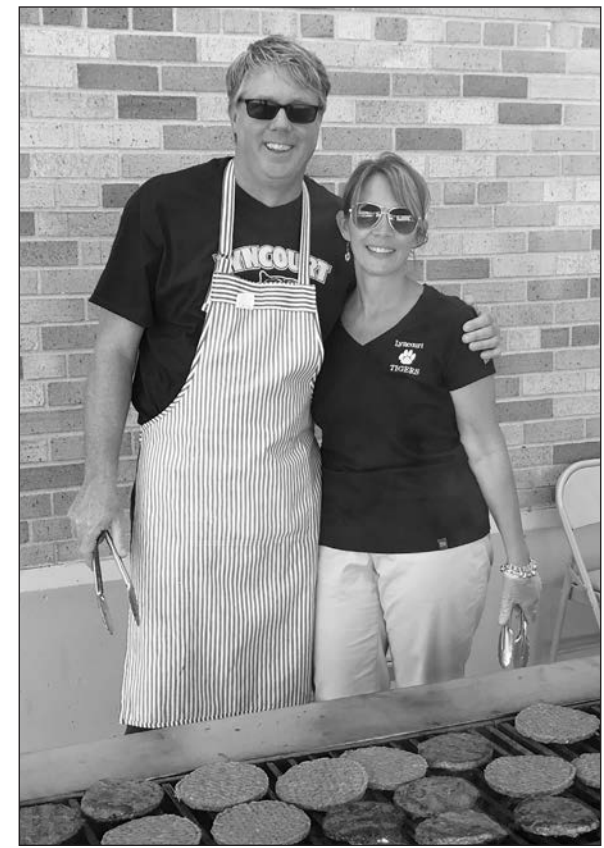




# APRIL 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 7-9pm Teen Timers	6
NYS GRADE 3-8 ELA ASSESSMENTS APRIL 1 - 8						


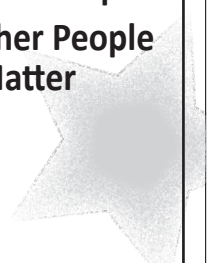
7	8 <div>NYS GRADE 3-8 ELA ASSESSMENTS APRIL 1 - 8</div>	9	10 2:30pm Lyncourt Seniors Meeting	11	12 UPK-5 Morning Meeting & Spirit Day End of 30 Week Marking Period 7-9pm Teen Timers	13
14	15  Spring Break NO SCHOOL	16  Spring Break NO SCHOOL	17  Spring Break NO SCHOOL	18  Spring Break NO SCHOOL	19  Good Friday Spring Break NO SCHOOL	20
21  Easter	22  Earth Day	23 PTO Meeting 6pm	24	25	26 7-9pm Teen Timers	27
28	29	30 NYS Math Grade 3-8 <div>NYS GRADE 3-8 MATH ASSESS. APR. 30 - MAY 7</div>	Please note that we will choose two days for the ELA Assessments during the testing timeframe.			<div>Other People Matter Appreciation of Beauty Excellence Purpose</div>



# MAY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Please note that we will choose two days for the Math Assessments; and one day for the Science Performance Tests during the testing timeframe.</p>			1	2	3 7-9pm Teen Timers	4
			<div>NYS GRADE 3-8 MATH ASSESSMENTS APRIL 30 - MAY 7</div>			



5	6	7 PTO Meeting 6pm	8 2:30pm Lyncourt Seniors Meeting	9	10	11
	NYS GRADE 3-8 MATH ASSESSMENTS APRIL 30 - MAY 7					
	Teacher & Staff Appreciation Week (May 6-10)					
12	13	14 BOE Meeting 6pm	15	16 Spring Showcase/ Open House/8th Grade Bake Sale Teacher Appreciation Lunch	17 UPK-5 Morning Meeting & Spirit Day End of 35 Week Marking Period	18
19	20	21 Academic Recognition Event 8:45am 7am-9pm Budget Vote 6pm Spring Concert/ Art Show/PTO Ice Cream Social	22	23	24 Student Dismissal 11:20am Half Day Staff Development	25
			NYS GRADE 4 & 8 SCIENCE PERFORMANCE TESTS MAY 22 - 31			
26	27  Memorial Day NO SCHOOL	28	29	30	31	Leadership Other People Matter 
		NYS GRADE 4 & 8 SCIENCE PERFORMANCE TESTS MAY 22 - 31				

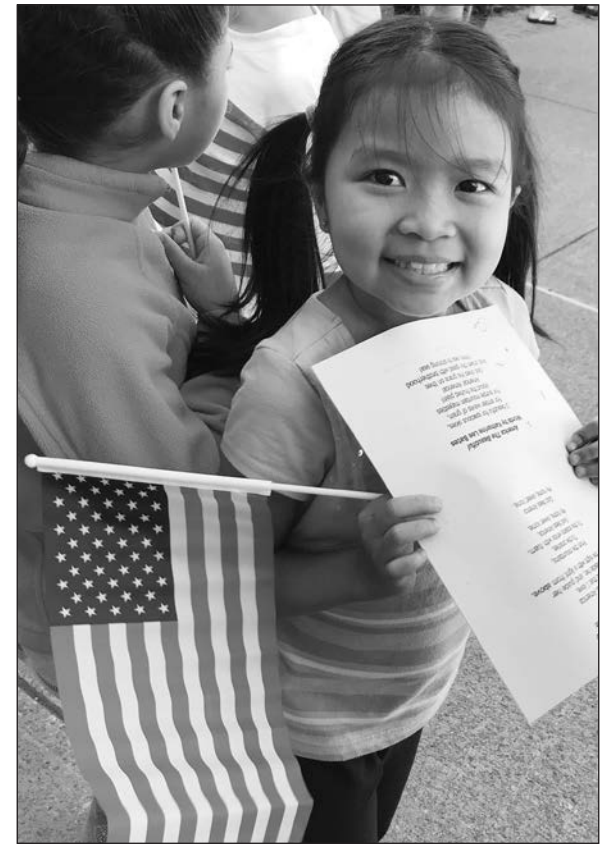


# JUNE 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Other People Matter</div> <div>★</div>						1

2	3 Grade 4 & 8 Science Written Test	4 PTO Meeting 6pm	5	6 8th Grade Darien Lake Field Trip	7	8
9	10	11 BOE Meeting 6pm	12 8:45am Academic Awards Ceremony 2:30pm Lyncourt Seniors Meeting	13	14 UPK-5 Morning Meeting & Spirit Day	15
16	17	18 Living Environment Regents 1:15pm	19 Algebra I Regents 1:15pm	20 Last Day for PreK Students	21 Last Day for Kindergarten Students 9:30am PreK Moving Up Ceremony PTO Tag Out Party  <i>Summer Solstice</i>	22
23	24 Last Day for 8th Graders 11:20am Student Dismissal 11:45am Kindergarten Graduation	25 11:20am Student Dismissal End of 40 Week Marking Period 8th Grade Graduation 7pm	26  <b>Staff Development NO SCHOOL for Students</b>	27	28	29
30						





# JULY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
				Fourth of July		

7	8	9 BOE Meeting 6pm	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<hr/> <hr/> <hr/> <hr/>		



# AUGUST 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3



4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# LYNCOURT UNION FREE SCHOOL DISTRICT DIRECTORY

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## BOARD OF EDUCATION

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Mr. Michael Leonardo, Trustee  
Mr. Anthony Maggi, Trustee  
Ms. Kimberly Vespi, Trustee

## ADMINISTRATION

James J. Austin, Superintendent  
Kimberly Davis, Building Principal  
Catherine Mahoney, Director of Special Education  
Cathryn Marchese, School Business Administrator and Treasurer  
Amy Rotundo, Data and Curriculum Coordinator

## COUNSELORS

Kelly Schroeter, School Psychologist & DASA Coordinator  
Amy MacCaull, School Counselor

## OFFICE STAFF

Bethany Cusick	Superintendent's Secretary
Rebecca Potter	Principal's Secretary
Madelynn Olon	Business Office Assistant
Kathleen Poplawski	Receptionist/Information Aide

## HEALTH OFFICE STAFF

Melanie Lowery	School Nurse
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## FOOD SERVICE STAFF

Lisa McKenney	Breakfast/Lunch Supervisor
Karen Mazzye	Lunch Aide
Debra Bittel	Lunch Aide
TBA	

## FACULTY

Brian Cool  
Laura Pyland  
Melissa DiBella  
Rosemary Morgese  
Jeanette Finocchiaro  
Christopher Molinari

TBA

Meghan Dennehy

Paige Mallen

Debra Lanty

Ryane Rudd

Lisa Cowburn

Katie Seeley

Julie Criss

Shannon Jones

Daniel Retz

Adam Cretaro

Melissa MacCollum

Sarah Greenway

Jessica Ambrose

TBA

Marian Hayden

Jacqueline Derouchie

Heather Tennant

Mark Turley

Christopher Rehm

Elizabeth Caspari

Meghan Hacker

Diane Sheffield

Donna Erikson

Courtney Wood

Chenelle Horton

Brenda Johns

Pre-Kindergarten

Pre Kindergarten

Kindergarten

Kindergarten

Grade 1

Grade 1

Grade 2

Grade 2

Grade 2

Grade 3

Grade 3

Grade 4

Grade 4

Grade 5

Grade 5

Art

ELA 7-8/AIS ELA 7-8

ELA 6/ELA AIS K-8

ESL

ESL

Family & Consumer Sciences

Instrumental Music/Band

Library Media Specialist

Math 7-8

AIS Math

Phys Ed/Athletic Director/

Health Grade 8

Phys Ed

Reading K-5

Reading K-5

Science 7-8

Social Studies 6-8

Science 6/Math 6/AIS Math

Reading K-2/Spanish

## FACULTY

Christine Lathey

Kaitlyn Gardner

Ryan Bolsei

Karri Chase

Kimberly Sweeney

Carrie Lamanna

James Pskowski

Rachel Gross

Special Education

Special Education

Special Education

Special Education

Speech Pathologist

.8 Speech/Language

Technology

Vocal Music/Chorus

## SUPPORT STAFF

Jennifer Marino

Margaret Delvecchio

Cynthia Frateschi

Sarah Gaulin

Erica Piraino

Kim McNerney

Sarah Frateschi

Susan Borello

Kathy Solorzano

Natalie Carr

Amy Borkowski

Linda Smith

Patti Hepler

Gloria Marano

Kim Cintron

Wendy Clark

Crossing Guard

## CUSTODIAL STAFF

Mark Taylor

Paul Brooker

David Huff

Tim Nash

Joe Lubeck

Misty Risteff

Director of Facilities

Maintenance Worker I

Custodial Worker II

Custodial Worker I

Custodial Worker I

Custodial Worker I

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## *Policies and General Information*

### **ACCESS TO STUDENT RECORDS**

A cumulative record is started for each student when he/she enters kindergarten. Personal data, standardized test scores, progress reports, and other important information are placed in this folder, which is continued until high school graduation. The purpose of this cumulative record is to assist teachers and school personnel in understanding the individual student. Students' cumulative records will be transferred to the Solvay High School guidance department when a student enters Solvay High School or to the student's secondary school where they will continue their formal high school education.

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

The right to inspect and review your child's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

The right to request the amendment of your child's education records that you believe are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

In addition, to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes a student's name, address, telephone number, date and place of birth, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, photograph, and class roster.

You may object to the release of any or all of this "directory information." However, you must do so in writing within 10 business days of receiving this notice. If a written objection is not received, the school district will be authorized to release this information without your consent.



## ARRIVING AT SCHOOL

***Unless something school related is scheduled students SHOULD NOT arrive on school grounds before 8:00 a.m. There is no supervision before 8:00 a.m.***

All students will be allowed to enter the building at 8:20 a.m. and then students may proceed to their homeroom and/or lockers. A warning bell will ring at 8:20 a.m. and then the tardy bell will ring at 8:22 a.m. If you are not eating breakfast and you are not in your 1st period class by 8:23 a.m., you will be marked tardy. The student is expected to report to their homeroom prior to the tardy bell at 8:23 a.m.

You will report directly to your first period class that will serve as your homeroom. Homeroom will run from 8:20 a.m. – 8:23 a.m.

## ATTENDANCE

The school district must know which students are present and in its care each day. Careful attendance in homeroom and every class will be taken. Students must be in attendance on the day of any school-sponsored, evening activity in order to participate. However, the administration reserves the right to consider special circumstances. A telephone message from a parent or guardian designating their reason for absence may take the place of a written note. If a student is absent or truant from school, their parents or guardians assume the responsibility for their whereabouts. The school district must obtain an excuse by phone or in writing from the parents or guardians. Documentation is kept on file for three (3) years and used as evidence by

the school when attendance records are audited by the State Education Department for State Aid purposes and, if necessary, in court proceedings. A telephone message from a parent or guardian designating their reason for absence may take place of a written note. The following reasons for student absences from school are recognized as excused.

- Personal illness
- Illness or death in the family
- Impassable roads or weather making travel unsafe
- Religious observance
- Medical appointment
- Quarantine
- Required court appearance

Any other absence (family vacation, hunting, babysitting, hair cut, oversleeping) is considered unexcused. However, the administration reserves the right to consider special circumstances.

### Absences

A parent/guardian needs to call the school (455-7571) by 8:45 a.m. if their child will be absent that day. The automated school messenger will call to verify ALL absences. On

returning to school, the student must bring to the school nurse a written excuse signed by the parent or guardian if no phone call was received.

### Family Vacations

Occasionally parents remove their children from school for family vacations. It is important to remember that it is not possible for a teacher to replicate class experiences a student misses. Teachers will do their best to assist students who were absent, but they must balance this task with their normal teaching responsibilities. Students must assume responsibility for initiating the make-up process with their teachers. Studies show that regular attendance leads to success in school.

### Early Dismissal

A written request from a parent or guardian stating the reason, time and date for early dismissal must be presented on the day of early dismissal. A student should present a request for dismissal to the classroom teacher, school nurse, or attendance. If anyone other than the parent or guardian is picking up the student(s), that should be stated on the note.



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## **BUS TRANSPORTATION EXPECTATIONS**

Transportation is a service provided by the school district. Good student conduct contributes to safety. It helps avoid accidents which may result from the distraction of the driver. In the event of improper conduct, this privilege can be denied a student.

Students will....

- enter or leave the bus only when the door is fully opened.
- take turns and avoid pushing upon entering or leaving the bus.
- take a seat promptly and remain in it until the bus arrives at their stop.
- keep their feet under their seat.
- keep their hands off other people and their property.
- keep books, book bags, etc. out of the aisle.
- avoid loud, boisterous talk and other noises which distract the driver.
- use appropriate language.
- never tamper with an emergency door.
- conscientiously observe all rules and respond promptly to the bus attendant's and bus driver's instructions.
- need written permission from their parent or guardian to be dropped off at a destination that differs from their normal end of the day place of destination.
- need written permission from their parent or guardian excusing them from riding the bus.

Discipline problems will be referred in writing by the bus attendant or the bus driver to the Building Principal. The penalty for continued misbe-

havior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the buses.

When Lyncourt Union Free School District provides transportation to students for a school sponsored activity or event, it will also provide return transportation unless the parent or legal guardian of a participating student has given the district written notice authorizing an alternative form of return transportation for their student. If intervening circumstances make return transportation impractical, a chaperone or other representative of Lyncourt School will remain with the student until the student's parent or guardian has been contacted and informed of the intervening circumstances and the student has been delivered to his/her parent or guardian.

### **CELL PHONES**

Students MAY NOT possess cell phones at school during the school day. Students' cell phones must be placed in lockers upon entering the building. Staff members will confiscate phones and turn into the main office if seen or heard throughout the school day. Repeat offenses will require a parent to arrange a time to pick up the phone at the school.

### **COUNSELING SERVICES**

The Lyncourt Union Free School District is committed to providing an educational program for all of its students. The district offers a wide array of compensatory and remedial programs at all grade levels to supplement the regular school programs. The district provides the consultative services of psychologists, speech

therapists, reading specialists, and math clinicians/resource teachers to all students, parents, and staff members. Remedial help in reading and mathematics is also provided for qualified students. Parents who feel that their child might need help or testing should contact their child's classroom teacher, the counseling department, or the building principal. Special education services are designed to help children with educational disabilities.

In order for students to learn effectively, they must feel comfortable and happy in their school environment. To help accomplish this goal, school counselors provide counseling programs. Parents are encouraged to contact counselors if they have concerns about their children's progress or well being. By working closely together, parents, counselors and teachers can help each student reach the highest possible level of accomplishment.



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## CRITERIA FOR HONOR ROLL

### GRADES 6-8

Students who meet the following overall grade point average requirements for the 10 week marking period as well as the ensuing additional qualifications will be named to the high honor, honor, or merit roll.

High Honor	95 or above
Honor	90 to 94.9
Merit	85 to 89.9

In addition, the following qualifications must be met:

1. All marks must be 65 or above.
2. All incompletes must be made up at the discretion of that teacher.

All students who are named to the high honor, honor, and merit roll will receive special recognition at periodically scheduled assemblies and an honor roll will be publicized.

## DEPARTURE FROM SCHOOL

All students (K-8) are dismissed at 2:44 p.m. although the school day is not technically over until 3:15. There will be a 3:15 p.m. bus daily to transport students who stayed for the academic support (10th) period. Students in the building at 2:47 p.m. or later must be under the supervision of a teacher.

## EMERGENCY SCHOOL CLOSING

In the event that it becomes necessary to close or delay the opening of school due to inclement weather, dangerous road conditions or any other emergency condition, announcements of the closing will be made over the following radio and television stations before 7:30 a.m.

Radio:	WSYR (570 AM) WYYY (94 FM) WHEN (620 AM)
Television:	WTVH (Channel 5) WSTM (Channel 3) WIXT (Channel 9) TWTW (Channel 10)

If the schools are closed early, bus students will be delivered to their regular afternoon bus stop. Please make emergency arrangements, as the school cannot be responsible for the students once they disembark from the bus.

We will continue communicating with our community members using the School Messenger System. This is a fast and efficient manner to communicate school events, closings, delays, and other important messages that are usually also announced via radio and television. Please listen carefully to the entire phone messages from the school, as they will contain very valuable information. Please be sure we have your current phone number so you can receive this important information.

## EXTRACURRICULAR AND ATHLETIC ELIGIBILITY

1.) If a student is failing more than one subject (as indicated by a grade of less than 65%) at the end of the first, second or third ten-week marking period, the student will be placed on academic probation. In such a case, a student may participate in activities for the next two weeks, but must stay after school at least once a week for tutorial. If at the end of the two weeks, he or she is failing two or more subjects, the student is ineligible to participate through the remainder of the marking period.

2.) Evaluations - Grades and or progress will be evaluated weekly.

3.) Special situations - Conference to be set up with teachers involved

A student who is absent or who has been suspended will not participate in or attend any school activity on that day or evening. A student who is tardy prior to 11:00 a.m. generally will be allowed to participate in after school or evening school functions. Tardiness later than 11:00 a.m. generally precludes such participation. Repeated cases of tardiness may result in ineligibility in each case. Attendance on Friday is necessary for participation in a weekend school activity. These situations will be reviewed on an individual basis.



## FOOD ALLERGIES

The Lyncourt Union Free School District provides students with healthy and nutritious meals through our School Lunch and Breakfast Program. This program, like similar programs in other school districts, must comply with strict governmental nutritional and dietary guidelines.

Occasionally, students have special dietary needs. Common examples of these needs are lactose intolerance and peanut allergies. These need are not to be interpreted as likes or dislikes of certain foods.

If you child has special dietary requirements, these must be stated by your physician in writing, on a standard physician prescription document. The physician must then make recommendations for alternative foods to meet the student's special dietary needs, on this same prescription document. This document must be given to Melanie Lowery, R.N., School Nurse. Melanie, in turn, will share this information with Lisa McKenney, Supervisor for the School Lunch and Breakfast program. The physicians order will then be followed as is done with other physician orders received by the Lyncourt UFSD. Without this prescription document, no changes can be made to the meals served to your child.

## MEDIA COVERAGE

During the school year, your child may have the opportunity to have his/her photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo and school work may be published in local news-

papers, posted on the district's Internet site, or used by the requesting organization (local TV or print media) for their programming. If you DO NOT want your child's picture or schoolwork to be used in newspaper articles, video, and/or district publications, including our district's website, please inform your school in writing.

## MEDICATIONS

By law, school nurses may never administer medicines or drugs unless these have been prescribed by a physician. This includes any over the counter medicines. A written order from the physician and a note from the parent(s) should accompany the medicine. A pharmacy labeled bottle or package should be given to the school nurse by the parent(s) or guardian(s). **DO NOT SEND ANY MEDICATIONS TO SCHOOL WITH A STUDENT.**

## REMINDERS FROM THE NURSE

- If your child has a temperature of 100 degrees or higher. It is required that they stay home from school until fever free for 24 hours.
- If your child is to be excluded from gym and recess for a medical condition or injury, a note is needed from the Doctor. Once cleared by the doctor, a release note is needed from the doctor.
- You can e-mail [kcarmichael@lyncourt.cnyric.org](mailto:kcarmichael@lyncourt.cnyric.org) when your child is absent or arriving late. The e-mail can be your written excuse if you have not previously called the nurse.
- If your child has come home with any clothes from the nurse, we need these items cleaned and returned. We are always in need of sweatpants in all sizes, socks, belts, underwear and used sneakers that would fit K-4 grade students.

## REGISTRATION/IMMUNIZATION REQUIREMENTS

A student new to the district should register at the school he or she will attend. Children who will be five years of age on or before December 1st are eligible to attend kindergarten starting in September of the school year. A birth certificate and an up to date immunization record are required. All students attending schools in NY state must be immunized as required.



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## REPORT CARDS & PROGRESS REPORTS

Formal report cards are issued four (4) times a year for grades UPK-8 and progress reports are issued mid-way between each 10 week marking period for grades 6-8. These reports reflect a student's progress for the five and ten-week marking period. The tentative dates for the end of the 5 week mid-marking and 10 week marking periods are as follows:

### Progress Report Dates:

(5 Week Mid-Marking Period)

October 5, 2018

December 14, 2018

March 8, 2019

May 17, 2019

### Report Card Dates:

(10 Week Marking Period)

November 9, 2018

January 25, 2019

April 12, 2019

June 25, 2019

Report cards and progress reports will be sent home the following school week of attendance with 6-8 grade report cards and progress reports being mailed.

## SPORTS PHYSICALS

All students participating in interscholastic sports programs in 7th and 8th grade must have a physical exam before participating in any sport practice. This physical includes a health history signed by a parent. Physicals are good for one year.

## STUDENT DRESS CODE EXPECTATIONS

All students are expected to give proper attention to personal cleanliness and to dress appropriately for Lyncourt School programs. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other Lyncourt School personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall:

- *Be safe, appropriate and not disrupt or interfere with the education process.*
- *Recognize that extremely brief garments such as midriff exposing shirts, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), pajamas, and see-through garments are not appropriate.*
- *Ensure that underwear is completely covered with outer clothing.*
- *Use the rule of thumb. Shorts should be long and in good taste. At least thumb length when arms are down to the side.*
- *Brief tops exposing the midriff are NOT appropriate.*

- *Include footwear at all times. Footwear that is a safety hazard will not be allowed.*
- *Not include the wearing of hats, visors, or inappropriate head band use when school is in session except for a medical or religious purpose, or where it is part of a uniform. Hats are to be removed upon entrance into school.*
- *Not include the wearing of jackets, coats, gloves, or other garments that are intended for outdoor wear, when school is in session.*
- *Not include items that are vulgar, obscene, libelous, or that denigrate others on account of, for example, race, color, religion, ancestry, national origin, gender, sexual orientation or disability.*
- *Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.*
- *Not include personal stereos, pagers, mobile phones or other electronic devices.*
- *All backpacks must be left in your student locker during the regular school day.*
- *Hats, visors, caps, headbands, etc. are to be removed upon entrance into school*
- *Sneakers and closed shoes are just right for school- flip flops are too dangerous and not appropriate.*

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## TESTING PROGRAMS

Standardized tests are administered in grades 3-8 during the school year in order to provide the school staff with information about scholastic aptitude, achievement, and educational development of the students. Standardized test scores are also of assistance to students in educational and vocational planning. A list of these tests is as follows:

The New York State Education Department testing program in the academic disciplines of English/Language Arts, Math, Social Studies, and Science is as follows:

ELA – April 1-8

Math – April 30-May 7

Science Performance – May 22-31

Science Written – June 3



## VISITOR PARKING

Please note the following policy of visitor parking in an attempt to accommodate parents and to provide a safer environment for students.

There are two Handicapped Parking spaces in the parking lot to the left of the school. The law prohibits anyone other than a person with a handicapping condition from using this space.

Please note the Department of Transportation signs in front of the building. “No Stopping” means that, no one should park in front of the school even if you are waiting inside your car.

For all other parking, please use any space available in either of the school’s parking lots. *Please do not use Gee Gee’s parking lot.*





# Lyncourt School Grades preK-5

## Expectation and Setting Matrix

### VOICE LEVELS

0 - Silent

1 - Whisper

2 - Normal

3 - Playground  
Voice

	Hallway	Playground	Bathroom	Cafeteria	Auditorium
Be Safe	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Single file line - stay in the line</li> <li>*Hands and feet to self</li> <li>*Walk facing forward</li> <li>*Stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment appropriately</li> <li>*Follow game rules</li> <li>*Stay where adults can see you</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>* Wash hands with soap</li> <li>* Report any problems</li> <li>*Turn off water</li> <li>*Put paper towel in trash</li> <li>*Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Keep hands and feet to yourself</li> <li>*Eat slowly</li> <li>*Sit while eating</li> <li>*Stay in your own space in line</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in and out single file</li> <li>*Keep hands and feet to self</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>*Voice Level 0 or 1</li> <li>*Keep hands at your sides</li> <li>*Wave to teachers you know</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 0 in line, 2-3 when playing</li> <li>*Keep hands and feet to self</li> <li>*Use kind words</li> <li>*Include all students in games</li> <li>*Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0 to 1</li> <li>* Be quick, be quiet</li> <li>* Keep space clean</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 2</li> <li>*Use please and thank you</li> <li>*Make positive comments about food</li> <li>*Be a friend to anyone sitting near you</li> <li>*Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 0</li> <li>*Stay seated and keep feet down</li> <li>*Listen politely</li> <li>*Eyes and ears on speaker</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>*Go directly to where you are sent</li> <li>*Come directly back</li> <li>*Give a helping hand when needed</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up after yourself</li> <li>*Bring equipment back inside</li> <li>*Dress for the weather</li> <li>*Stop on signal and line up quickly</li> <li>*Leave nature in its place</li> </ul>	<ul style="list-style-type: none"> <li>*Flush toilet</li> <li>*Use 1-2 towels</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Respond when appropriate</li> </ul>
Be Kind	<ul style="list-style-type: none"> <li>*Hold the door for others</li> <li>*Help others pick up their materials</li> </ul>	<ul style="list-style-type: none"> <li>*Give others a turn</li> <li>*Invite others to play</li> </ul>	<ul style="list-style-type: none"> <li>*Leave the bathroom as you would like to find it.</li> <li>*Leave the stall clean for all.</li> </ul>	<ul style="list-style-type: none"> <li>*Invite others to sit with you</li> <li>*Make room for new friends</li> </ul>	<ul style="list-style-type: none"> <li>*Laugh and applaud when appropriate</li> </ul>

# Lyncourt School

## Grades 6–8

### Expectation and Setting Matrix

#### VOICE LEVELS

0 - Silent

1 - Whisper

2 - Normal

3 - Playground Voice

	Hallway & Stairs	Playground	Bathroom	Cafeteria	Auditorium
Be Safe	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Walk one step at a time on the stairs</li> <li>*Walk facing forward</li> <li>*Stay to the right</li> <li>*Yield to oncoming people</li> <li>*Use handrails appropriately</li> <li>*Keep backpacks to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Wait for your turn when using equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap</li> <li>*Report any problems</li> <li>*Be neat</li> </ul>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Walk at all times</li> <li>*Be quiet when eating</li> <li>*Sit while eating</li> </ul>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Walk in and out single file</li> <li>*Leave backpacks in room/locker</li> <li>*Enter &amp; exit at assigned doors</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>*Voice Level 1/2</li> <li>*Greet people politely</li> <li>*Use appropriate language</li> <li>*Close locker quietly</li> <li>*Treat school &amp; peers properly</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 2/3</li> <li>*Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 1</li> <li>*Keep walls and stalls clean</li> <li>*Flush once</li> <li>*Be quick, be quiet</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 2</li> <li>*Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0/1</li> <li>*Face forward</li> <li>*Sit on seat, feet on floor</li> <li>*Enter and exit quietly and carefully</li> <li>*Be an active listener</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>*Keep hallways clean</li> <li>*Go directly to class</li> <li>*If late, get a pass</li> <li>*Keep your locker organized</li> <li>*Be where you are supposed to be</li> <li>*Take only two locker stops (morning and afternoon)</li> <li>*Use water fountain properly</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Dispose of paper products and personal hygiene products properly</li> <li>*Use 1-2 towels</li> <li>*Have appropriate pass</li> <li>*Promptly return to class</li> </ul>	<ul style="list-style-type: none"> <li>*Throw out your own garbage</li> <li>*Use a napkin to clean spills on the table, seat, or floor</li> <li>*Sit only at assigned tables</li> </ul>	<ul style="list-style-type: none"> <li>*Respond when appropriate</li> </ul>
Be Kind	<ul style="list-style-type: none"> <li>*Hold the door for others</li> <li>*Help others pick up their materials</li> </ul>	<ul style="list-style-type: none"> <li>*Give others a turn</li> <li>*Invite others to play</li> </ul>	<ul style="list-style-type: none"> <li>*Leave the bathroom as you would like to find it.</li> <li>*Leave the stall clean for all.</li> </ul>	<ul style="list-style-type: none"> <li>*Invite others to sit with you</li> <li>*Make room for new friends</li> </ul>	<ul style="list-style-type: none"> <li>*Laugh and applaud when appropriate.</li> </ul>

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## WHEN QUESTIONS ARISE

Often parents are uncertain about whom to contact in order to answer a question or pursue a concern. Please follow the steps below to get pertinent information and talk to the appropriate individual. It is important to follow these *step-by-step* procedures to solve any problems you may have.

### Accountability for Student Learning

- Athletic/ Sports
- Breakfast/Lunch Programs
- Building Use Request (Scheduling Events in School Facilities)
- Curriculum Information (Class/Course)
- District Communications/Publishing
- Medical Information
- School Information
- Guidance Services
- Intervention Counseling
- Special Education Information/Special Needs
- Technology
- Transportation

### Accountability for Student Learning

(NYS Assessment, Regents Exams, Local Assessments)

Step 1: Classroom Teacher *If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent

### Athletic/ Sports Information

Step 1: Coach *If not resolved...*

Step 2: Chris Rehm, Athletic Director *If not resolved...*

Step 3: Kimberly Davis, Principal *If not resolved...*

Step 4: James Austin, Superintendent

### Breakfast/Lunch Programs

Step 1: Lisa McKenny, Food Service Director

*If not resolved...*

Step 2: Cathryn Marchese, School Business Administrator

*If not resolved...*

Step 3: Kimberly Davis, Principal *If not resolved...*

Step 4: James Austin, Superintendent

### Building Use Request

(Scheduling Events in School Facilities)

Step 1: Kimberly Davis, Principal (request Use of Facilities

Form, complete and return) *If not resolved...*

Step 2: James Austin, Superintendent

### Curriculum Information (Class/Course)

Step 1: Teacher and/or Guidance Counselor

*If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent

### District Communications/Publishing

Step 1: Bethany Cusick, Secretary to Superintendent

*If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent

### Medical Information

Step 1: Nurse, Melanie Lowery, *If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent

### School Information

(Learning, Code of Conduct, Expectations, Grading, Report Cards, Classroom Behavior, etc.)

Step 1: Classroom teacher/school counselor, Amy MacCaull, *If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent

### Guidance Services

Step 1: Amy MacCaull, School Counselor

*If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent

### Intervention Counseling

Step 1: Kelly Schroeter, School Psychologist/

DASA Coordinator *If not resolved...*

Step 2: Amy MacCaull, School Counselor

*If not resolved...*

Step 3: Kimberly Davis, Principal *If not resolved...*

Step 4: James Austin, Superintendent

### Special Education Information/

#### Special Needs

Step 1: Special Education Teacher *If not resolved...*

Step 2: Catherine Mahoney, Director of Special Education *If not resolved...*

Step 3: Kimberly Davis, Principal *If not resolved...*

Step 4: James Austin, Superintendent

### Technology

Step 1: Matt Dean, Computer Coordinator

*If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent

### Transportation Information

Step 1: Cathryn Marchese, School Business Administrator

*If not resolved...*

Step 2: Kimberly Davis, Principal *If not resolved...*

Step 3: James Austin, Superintendent





# Lyncourt School **ALMA MATER**

Our Alma Mater, Lyncourt School  
We'll stand beside you  
Praising the Gold and Blue.  
Our Alma Mater, Lyncourt School.

Lyncourt, we'll cherish you,  
Keeping your memory true.  
Faithful we'll ever be,  
Showing our loyalty.  
And to the teachers too  
Here are our thanks to you.  
Long may our spirit live.

Hail Lyncourt School!  
Go! Gold and Blue!

