

LYNCOURT

UNION FREE
SCHOOL DISTRICT

POLICIES

ACTIVITY CALENDAR

SCHOOL INFORMATION

2022-2023

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

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 and Early Learning

Cathryn Marchese, School Business Administrator

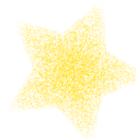

Amy Rotundo, Data and Curriculum Coordinator



Catherine Cahill, Director of Technology & Innovation

*Cover Photo by Joshua
Greenway of Greenway
Aerial Imaging*



SEPTEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Other People Mindset (OPM)</div> <div>Curiosity</div> <div>Teamwork</div>	<p><i>Lyncourt PTO is a group of parent volunteers that is dedicated to enriching our student's school experiences. Everyone is welcome!</i></p>			<p>1 Staff Development NO SCHOOL for Students</p> 	<p>2 NO SCHOOL</p> 	<p>3</p>

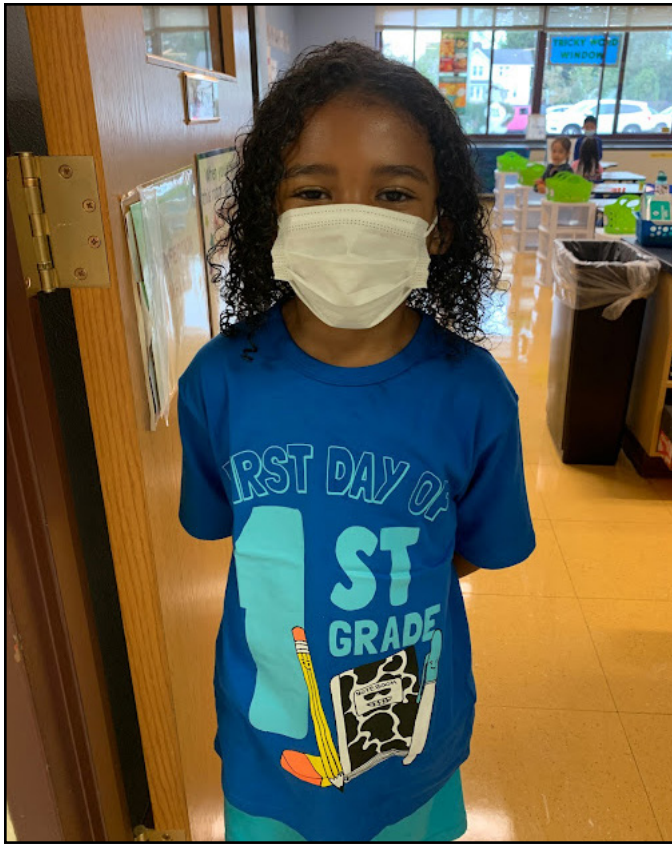
4	5 Labor Day NO SCHOOL 	6 Staff Development NO SCHOOL for Students 	7 First Day for Students	8	9	10
11	12	13 Board of Education (BOE) Meeting 6pm	14	15	16 UPK-5 Morning Meeting Spirit Day PTO Tag In Party 5:30-7pm Teen Timers Registration 6-7:30pm	17
18	19	20	21	22	23 Teen Timers 7-9:15pm	24
25	26 PTO Meeting 7pm	27 School Picture Day	28	29 Curriculum Night/ Open House PreK-8th grade 6pm	30 Teen Timers 7-9:15pm	<u>Teen Timers Program</u> Coordinator: Dave Boots dboots3@verizon.net



OCTOBER 2022




SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Open Mindedness</div> <div>OPM- Being Present/Giving Attention</div> <div>Integrity</div> <div>Creativity</div>	<div>LYRB = Lyncourt Youth Recreation Basketball</div> <div>Coordinator: Dave Boots</div> <div></div> <div></div>					1

2	3 LYRB Registration 6-7:30pm	4 LYRB Registration 6-7:30pm	5 LYRB Registration 6-7:30pm	6	7 EARLY DISMISSAL Drill, 2:30 pm UPK-5 Morning Mtg. End of 5 Week Marking Period Spirit Day	8
	Fire Prevention Week					
9	10  Columbus Day NO SCHOOL	11 BOE Meeting 6pm	12	13	Teen Timers 7-9:15pm	15
					14 Teen Timers 7-9:15pm	
16	17	18	19	20	21 Teen Timers 7-9:15pm	22
23	24 Staff Development NO SCHOOL for Students	25 PTO Meeting 7pm	26	27	28 Teen Timers Halloween Party PreK-3 5:30-7pm & Teen Timers Dance 7:30-9:30 pm	29
30	31 Halloween					



NOVEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 ELEM. DISMISSAL 11:10am; 6th-8th Full Day of School UPK-5 Morning Meeting Parent Teacher Conferences 12:15-2:45 (UPK-5) End of the 10 Week Marking Period Spirit Day Teen Timers 7-9:15pm	5

6	7 LYRB 6-9:30pm	8 School Picture Re-take Day BOE Meeting 6pm LYRB 6-9:30pm	9 LYRB 6-9:30pm	10 ELEMENTARY NO SCHOOL, 6th-8th grade Full day of School Parent Teacher Conf. 11:45-7pm (UPK-5) End of the 10 Week Marking Period LYRB 6-9:30pm	11 Veterans Day NO SCHOOL	12
13	14 LYRB 6-9:30pm	15 LYRB 6-9:30pm	16 LYRB 6-9:30pm	17 LYRB 6-9:30pm	18 Teen Timers 7-9:15pm	19
20	21 LYRB 6-9:30pm	22 LYRB 6-9:30pm	23  Thanksgiving Recess NO SCHOOL	24  Thanksgiving Day NO SCHOOL	25  Thanksgiving Recess NO SCHOOL	26
27	28 LYRB 6-9:30pm PTO Meeting 7pm	29 LYRB 6-9:30pm	30 Academic Recognition Event 8:45am LYRB 6-9:30pm	<div><hr/><hr/><hr/><hr/></div> <div>OPM- Knowing My Words/ Actions Affect Others Bravery Gratitude</div>		



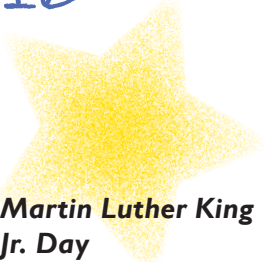
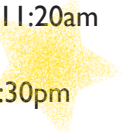
DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<hr/> <hr/> <hr/> <hr/>			Kindness OPM- Supporting Others When They Struggle Self-Control	1 LYRB 6-9:30pm	2 UPK-5 Morning Meeting Spirit Day Teen Timers 7-9:15pm	3



JANUARY 2023

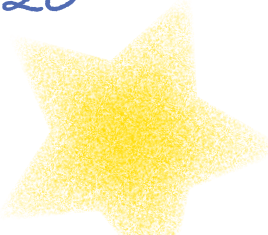
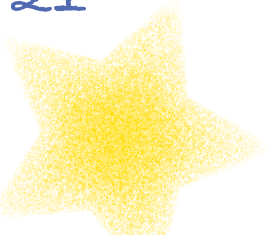
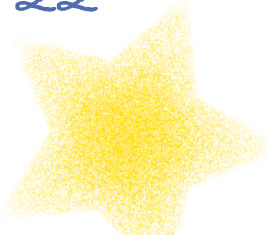
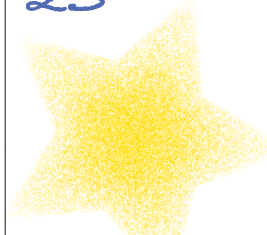

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>1</p> <p>New Year's Day</p>	<p>2</p>  <p>Holiday Recess NO SCHOOL</p>	<p>3</p> <p>LYRB 6-9:30pm</p>	<p>4</p> <p>LYRB 6-9:30pm</p>	<p>5</p> <p>LYRB 6-9:30pm</p>	<p>6</p> <p>UPK-5 Morning Meeting Spirit Day Teen Timers 7-9:15pm</p>	<p>7</p>

8	9 LYRB 6-9:30pm	10 BOE Meeting 6pm LYRB 6-9:30pm	11 LYRB 6-9:30pm	12 LYRB 6-9:30pm	13 Teen Timers 7-9:15pm	14
15	16  Martin Luther King Jr. Day NO SCHOOL	17 LYRB 6-9:30pm	18 LYRB 6-9:30pm	19 NJHS Induction Ceremony 6pm LYRB 6-9:30pm	20 Teen Timers 7-9:15pm	21
22	23 LYRB 6-9:30pm	24 LYRB 6-9:30pm	25 HALF DAY Elementary Students 11:10am Dismissal Middle School Students 11:20am Dismissal LYRB 6-9:30pm 	26 LYRB 6-9:30pm	27 End of 20 Week Marking Period Teen Timers 7-9:15pm	28
29	30 LYRB 6-9:30pm PTO Meeting 7pm	31 LYRB 6-9:30pm	<div><hr/><hr/><hr/><hr/></div> <div>Optimism Prudence Perseverance Social Intelligence</div>			

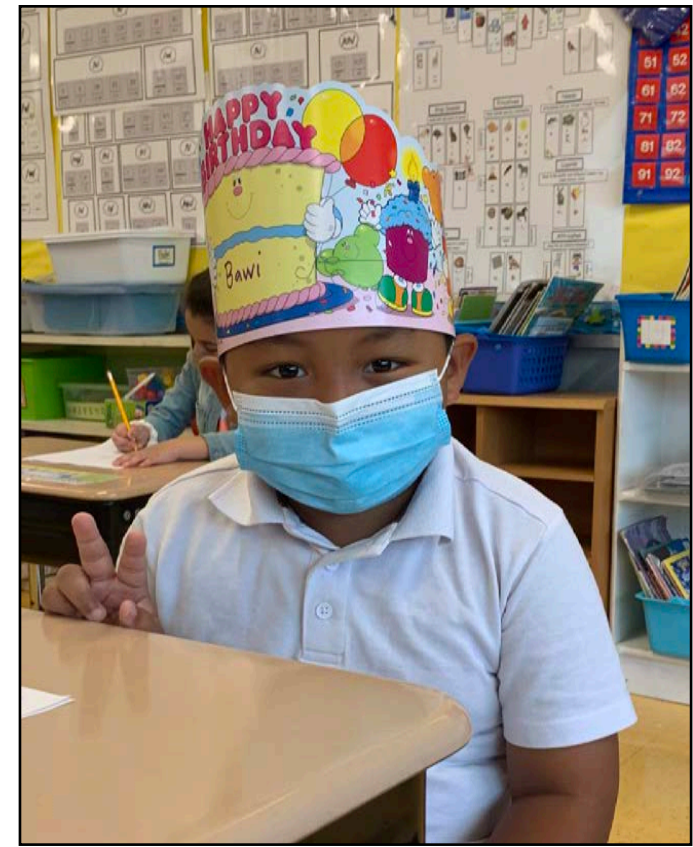


FEBRUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 LYRB 6-9:30pm	2 LYRB 6-9:30pm	3 PTO Fun Fair UPK-5 Morning Meeting Spirit Day	4


5	6 LYRB 6-9:30pm	7 LYRB 6-9:30pm	8 Academic Recognition Event 8:45am LYRB 6-9:30pm	9 LYRB 6-9:30pm	10 Teen Timers Valentine's Day Dance	11
12	13 LYRB 6-9:30pm	14 BOE Meeting 6pm LYRB 6-9:30pm Valentine's Day	15 LYRB 6-9:30pm	16 Solos in the Spotlight 6pm LYRB 6-9:30pm	17 Teen Timers 7-9:15pm	18
19	20  Presidents Day NO SCHOOL	21  Winter Recess NO SCHOOL	22  Winter Recess NO SCHOOL	23  Winter Recess NO SCHOOL	24  Winter Recess NO SCHOOL	25
26	27 LYRB 6-9:30pm PTO Meeting 7pm	28 LYRB 6-9:30pm	<div> <div></div> <div></div> <div></div> <div></div> </div>			

Forgiveness
 OMP-
 Cheering
 Others'
 Success
 Love
 Humility



MARCH 2023

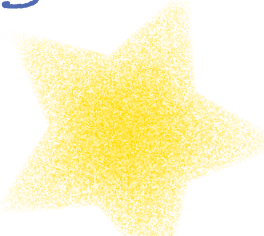
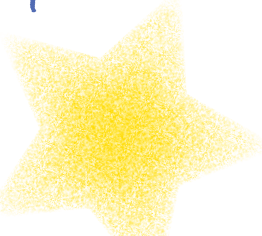
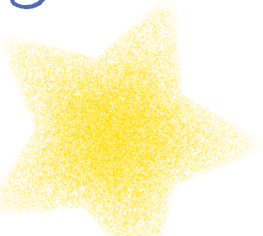
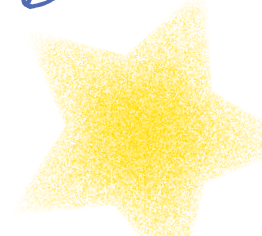

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>Love of Learning</div> <div>OMP- Identifying & Appreciating the Good in Others</div>	<div></div> <div></div> <div></div> <div></div>	<div>1</div> <div>LYRB 6-9:30pm</div>	<div>2</div> <div>LYRB 6-9:30pm</div>	<div>3</div> <div>UPK-5 Morning Meeting</div> <div>Spirit Day</div> <div>Teen Timers 7-9:15pm</div>	<div>4</div>	

5	6 LYRB 6-9:30pm	7 LYRB 6-9:30pm	8 LYRB 6-9:30pm	9 LYRB 6-9:30pm	10 End of 25 Week Marking Period Teen Timers 7-9:15pm	11
12	13 Staff Development NO SCHOOL for Students 	14 BOE Meeting 6pm LYRB 6-9:30pm	15 LYRB 6-9:30pm	16 LYRB 6-9:30pm	17 Teen Timers 7-9:15pm	18
19	20	21	22	23	24 Teen Timers 7-9:15pm	25
26	27 PTO Meeting 7pm	28	29	30 LYRB Award Ceremony 6-8:30pm	31 Spirit Day Teen Timers 7-9:15pm	Perspective Humor



APRIL 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> Fairness Appreciation of Beauty & Excellence Purpose </div>						1

2	3  Spring Recess NO SCHOOL	4  Spring Recess NO SCHOOL	5  Spring Recess NO SCHOOL	6  Spring Recess NO SCHOOL	7  Good Friday Spring Recess NO SCHOOL	8
9 Easter Sunday	10	11 BOE Meeting 6pm	12	13	14 UPK-5 Morning Meeting Spirit Day Teen Timers 7-9:15pm	15
16	17	18	19	20	21 End of 30 Week Marking Period Teen Timers 7-9:15pm	22
			NYS Grade 3-8 ELA Assessments			
23	24 PTO Meeting 7pm	25	26	27	28 Teen Timers 7-9:15pm	29
30	NYS Grade 3-8 ELA Assessments					



MAY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		NYS Grade 3-8 Math Assessments				
	Teacher/Staff Appreciation Week					



JUNE 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>* Please note that we will choose one day for the Science Performance Test during the testing time frame.</p> <hr/> <hr/> <hr/>				<p>1</p>	<p>2</p> <p>PTO Tag Out Party</p>	<p>3</p>
				<div>NYS Grade 8 Science Performance Test</div>		



JULY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1

2	3	4	5	6	7	8
		Independence Day				
9	10	11 BOE Meeting 6pm	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



AUGUST 2023

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	<hr/> <hr/> <hr/> <hr/>	

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Kimberly Davis, Building Principal
Catherine Mahoney, Director of Special Education and Early Learning
Cathryn Marchese, School Business Administrator
Amy Rotundo, Data and Curriculum Coordinator
Catherine Cahill, Director of Technology & Innovation

COUNSELORS

Kelly Schroeter, School Psychologist & DASA Coordinator
Amy MacCaull, School Counselor
Randi Sherman, Social Worker
Colleen Gowing, ARISE

OFFICE STAFF

Bethany Cusick	Superintendent's Secretary
Michelle Simpson	Principal's Secretary
Beth McDonough	District Treasurer
Marilyn Howley	Main Office Secretary

HEALTH OFFICE STAFF

Melanie Lowery	School Nurse
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FOOD SERVICE STAFF

Terry Ralston	Breakfast/Lunch Supervisor
Debra Bittel	Food Service Helper II
Karla Lovett	Food Service Helper
Karen Mazzye	Food Service Helper

FACULTY

Brian Cool	Pre Kindergarten
Laura Pyland	Pre Kindergarten
Kaitlyn Gardner	Kindergarten
Melissa DiBella	Kindergarten
Jeanette Finocchiaro	Grade 1
Christopher Molinari	Grade 1
Grace Rowan	TBA
Victoria Gilbert	Grade 2
Paige Mallen	Grade 2
Debra Lanty	Grade 3
Ryane Rudd	Grade 3
Lisa Cowburn	Grade 4
Morgan Silva	Grade 4
Julie Criss	Grade 5/Administrative Intern
Shannon Jones	Grade 5
Marissa Zgardzinski	Art
Adam Cretaro	ELA 7-8/AIS ELA 7-8
Melissa MacCollum	ELA 6/AIS ELA K-8
Sarah Greenway	ENL
Kimberly Hartnett	ENL
Marian Hayden	Instrumental Music/Band
Jacqueline Derouchie	Library Media Specialist
Heather Tennant	Math 7-8
Mark Turley	AIS Math
Christopher Rehm	Phys Ed/Athletic Director
Elizabeth Byrne	Phys Ed
Meghan Hacker	Reading K-5
Diane Sheffield	Reading K-5
Donna Erikson	Science 7-8
Courtney Wood	Social Studies 6-8
TBD	Science 6/Math 6/AIS Math
Brenda Johns	Reading K-2/Spanish

FACULTY

Christine Lathey	Special Education
Harmony Collins	Special Education
Ryan Bolsei	Special Education
Karri Chase	Special Education
Kimberly Sweeney	Speech Pathologist
Carrie Lamanna	Speech Pathologist
Shay Sheldon	CTE
Emily Carrasquillo	Vocal Music/Chorus

SUPPORT STAFF

Jennifer Marino	Margaret Delvecchio
Sarah Gaulin	Erica Piraino
Kim McNerney	Sarah Frateschi
Susan Borello	Kathy Solorzano
Natalie Carr	Amy Borkowski
Morgan Barley	Gloria Marano
Gianna Yaizzo	Kim Cintron
Ashley Rohe	Amy DePalma
Mackenzie Lee	Stacy Jaquin

CUSTODIAL STAFF

Dana Darling	Assistant Director of Facilities
Paul Brooker	Maintenance Worker I
Tim Nash	Maintenance Helper
Joe Lubeck	Custodial Worker I
Bradley Smith	Custodial Worker I
Khina Khadka	Custodial Worker I
Deeanniece Hudgins	Custodial Worker I
Tara Khadka	Custodial Worker I

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 **UPK - 4th grade Students** SHOULD NOT arrive on school grounds before 7:50 a.m. There is no supervision before 7:50 a.m.

5th - 8th grade Students SHOULD NOT arrive on school grounds before 8:10 a.m. There is no supervision before 8:10 a.m.

Students will be allowed to enter the building at their assigned time above and will proceed directly to their classrooms. Students in Grades 6-8 will proceed directly to their assigned Advisory/Homeroom class and/or lockers.

DEPARTURE FROM SCHOOL

UPK - 4th grade Students are dismissed at 2:15 p.m.

5th - 8th grade Students are dismissed at 2:31 p.m.

However, students in grades 6-8 will have the opportunity to stay for the academic support period which ends at 3:05 p. m. There will be a 3:05 p.m. bus daily to transport students who stayed for the academic support period. Students in the building after 2:35 p.m. must be under the supervision of a teacher.

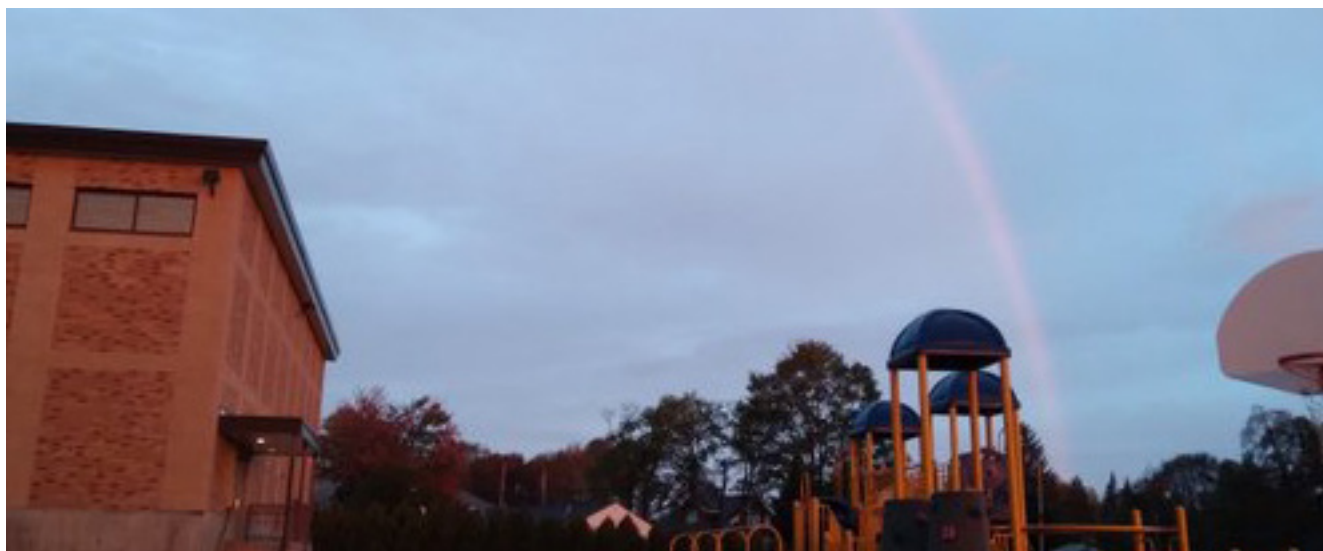
ATTENDANCE

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.

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 misbehavior 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.

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.



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 Parent Square. 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 will 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 newspapers, 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 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.

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 7, 2022

December 16, 2022

March 10, 2023

May 26, 2023

Report Card Dates:

(10 Week Marking Period)

November 10, 2022

January 27, 2023

April 21, 2023

June 23, 2023

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:

NYS ELA Testing : April 19, 2023 – April 26, 2023

NYS Math Testing: May 2, 2023 – May 9, 2023

NYS Science Performance Testing:
May 23, 2023 – June 2, 2023 (Grade 8)

NYS Science Written Test: June 5, 2023

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. (Using temporarily during construction project.)***



Grades: UPK – 5th • Expectation & Setting Matrix (1 of 2)

Voice Levels: 0=Silent 1=Whisper 2=Normal 3=Playground Voice

	Hallway & Stairs	Playground	Bathroom	Cafeteria	Auditorium
S A F E	<ul style="list-style-type: none"> • Walk at all times, facing forward • Hands and feet to self • Single file line • Stay in line • Stay to the right • Use handrails appropriately 	<ul style="list-style-type: none"> • Hands and feet to yourself • Go down slides feet first • Sit when on swings • Follow game rules • Stay where adults can see you 	<ul style="list-style-type: none"> • Wash hands with soap; scrub for 20 seconds before rinsing • Dry your hands with a paper towel • Put paper towel in trash • Clean up after yourself • Keep water in sink • Report any 	<ul style="list-style-type: none"> • Walk at all times • Hands and feet to self • Stay in your own space in line • Eat slowly and quietly • Sit facing forward while eating 	<ul style="list-style-type: none"> • Walk in and out single file • Hands and feet to self • Sit on seat, facing forward • Keep feet down • Enter and exit quietly and carefully at assigned doors
R E S P E C T F U L	<ul style="list-style-type: none"> • Voice Level 0-1 • Keep hands at your sides • Quietly wave to people you know 	<ul style="list-style-type: none"> • Follow adult directions • Pick up after yourself • Bring equipment and belongings back inside • Dress for the weather • Stop on signal and line up quickly • Leave nature in its place 	<ul style="list-style-type: none"> • Turn off water • Use 1-2 paper towels • Put paper towels and hygiene products in the trash can • Promptly return to class 	<ul style="list-style-type: none"> • Throw out your own garbage • Use a napkin to clean spills • Get help from adult with big spills • Sit only at assigned tables 	<ul style="list-style-type: none"> • Be an active listener: eyes and ears on the speaker or presentation • Keep track of belongings
R E S P O N S I B L E	<ul style="list-style-type: none"> • Go directly to where you are sent • Come directly back • Give a helping hand when needed • Keep hallways clean • Be quick and clean when using the water fountain 	<ul style="list-style-type: none"> • Follow adult directions • Pick up after yourself • Bring equipment and belongings back inside • Dress for the weather • Stop on signal and line up quickly • Leave nature in its place 	<ul style="list-style-type: none"> • Turn off water • Use 1-2 paper towels • Put paper towels and hygiene products in the trash can • Promptly return to class 	<ul style="list-style-type: none"> • Throw out your own garbage • Use a napkin to clean spills • Get help from adult with big spills • Sit only at assigned tables 	<ul style="list-style-type: none"> • Be an active listener: eyes and ears on the speaker or presentation • Keep track of belongings
K I N D	<ul style="list-style-type: none"> • Hold the door for others • Help others pick up their materials • Use kind words 	<ul style="list-style-type: none"> • Take turns • Invite others to play • Include all students in games 	<ul style="list-style-type: none"> • Leave the bathroom as you would like to find it • Leave the stall clean for all 	<ul style="list-style-type: none"> • Use kind words • Invite others to sit with you • Make room for new friends 	<ul style="list-style-type: none"> • Laugh and applaud when appropriate • Use kind words with everyone

Grades: UPK – 5th • Expectation & Setting Matrix (2 of 2)

Voice Levels: 0=Silent 1=Whisper 2=Normal 3=Playground Voice

	Bus	Arrival/Dismissal	Field Trips	Emergency Drills	Office
S A F E	<ul style="list-style-type: none"> • Hands and feet to self • Sit down promptly • Stay seated • Sit facing forward • Stay out of the aisle • Enter/exit carefully 	<ul style="list-style-type: none"> • Walk at all times • Stay on the right • Keep hands and feet to yourself • Wait for signal or bell • Keep your backpack on your back • Go directly to your classroom 	<ul style="list-style-type: none"> • Follow all bus rules • Walk at all times • Stay with your group • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Walk at all times • Stay in your line • Keep hands and feet to self • Be aware (look and listen) 	<ul style="list-style-type: none"> • Stay seated away from doors
R E S P E C T F U L	<ul style="list-style-type: none"> • Voice Level 1-2 • Follow bus driver's directions • Respect other people's space and property 	<ul style="list-style-type: none"> • Voice level 1-2 • Enter quietly 	<ul style="list-style-type: none"> • Voice level 0-2 • Follow expectations of the place you are visiting • Listen politely • Take turns to ask questions • Say please and thank you 	<ul style="list-style-type: none"> • Voice level 0 • Listen for directions 	<ul style="list-style-type: none"> • Voice level 0-1 • Wait for office staff to be free before speaking with them • Say, "excuse me" • Wait your turn
R E S P O N S I B L E	<ul style="list-style-type: none"> • Be a role model • Keep track of your belongings • Report unsafe situations • Pick up trash 	<ul style="list-style-type: none"> • Be on time • Leave nature in its place • Take care of your belongings 	<ul style="list-style-type: none"> • Follow directions from school staff • Keep track of your belongings 	<ul style="list-style-type: none"> • Stay with your class • Follow directions from school staff and anyone helping 	<ul style="list-style-type: none"> • Be honest • Touch only your own things • Walk directly there and back
K I N D	<ul style="list-style-type: none"> • Move over so others can sit down • Ask the bus driver how you can help • Sit with a new friend • Help younger students 	<ul style="list-style-type: none"> • Help younger students • Talk with your friends • Make new friends 	<ul style="list-style-type: none"> • Partner up with someone who needs a partner 	<ul style="list-style-type: none"> • If someone is lost, help them • Help younger students 	<ul style="list-style-type: none"> • Use your manners • Make eye contact when speaking and being spoken to

Grades: 6th – 8th • Expectation & Setting Matrix (1 of 2)

Voice Levels: 0=Silent 1=Whisper 2=Normal 3=Playground Voice

	Hallway & Stairs	Playground	Bathroom	Cafeteria	Auditorium
S A F E	<ul style="list-style-type: none"> • Walk at all times, facing forward • Hands and feet to self • Stay to the right • Yield to oncoming people • Walk one step at a time on the stairs • Use handrails appropriately 	<ul style="list-style-type: none"> • Hands and feet to self • Go down slides feet first • Sit when on swings • Stay where adults can see you 	<ul style="list-style-type: none"> • Wash hands with soap; scrub for 20 seconds before rinsing • Dry hands thoroughly with a paper towel • Clean up after yourself • Report any problems 	<ul style="list-style-type: none"> • Walk at all times • Hands and feet to self • Stay in your own space in line • Eat slowly and quietly • Sit facing forward while eating 	<ul style="list-style-type: none"> • Walk in and out single file • Hands and feet to self • Leave backpacks in locker • Face forward • Sit on seat, feet on floor • Enter and exit quietly and carefully at assigned doors
R E S P E C T F U L	<ul style="list-style-type: none"> • Voice Level 1 • Greet people politely • Use respectful language • Close locker quietly • Take good care of school property 	<ul style="list-style-type: none"> • Voice level 2-3 • Wait for your turn when using equipment 	<ul style="list-style-type: none"> • Voice level 0-1 • Flush once • Be quick, be quiet 	<ul style="list-style-type: none"> • Voice Level 1-2 • Say please and thank you to cafeteria staff • Make positive comments about the food 	<ul style="list-style-type: none"> • Voice level 0 • Respond when appropriate by laughing or clapping
R E S P O N S I B L E	<ul style="list-style-type: none"> • Keep hallways clean • Go directly to class • If late, get a pass • Keep your locker organized • Be where you are supposed to be • Take only two locker stops (morning and afternoon) • Be quick and clean when using the water fountain 	<ul style="list-style-type: none"> • Follow adult directions • Pick up after yourself • Bring equipment and belongings back inside • Dress for the weather • Stop on signal and line up quickly • Leave nature in its place 	<ul style="list-style-type: none"> • Get a pass from your teacher • Dispose of paper products and personal hygiene products properly • Use 1-2 paper towels • Promptly return to class 	<ul style="list-style-type: none"> • Throw out your own garbage • Use a napkin to clean spills • Sit only at assigned tables 	<ul style="list-style-type: none"> • Be an active listener: eyes and ears on the speaker or presentation • Keep track of belongings
K I N D	<ul style="list-style-type: none"> • Hold the door for others • Help others pick up their materials 	<ul style="list-style-type: none"> • Take turns • Invite others to play • Use kind words 	<ul style="list-style-type: none"> • Leave the bathroom as you would like to find it • Leave the stall clean for all 	<ul style="list-style-type: none"> • Use kind words • Invite others to sit with you • Make room for new friends 	<ul style="list-style-type: none"> • Laugh and applaud when appropriate • Use kind words with everyone

Grades: 6th – 8th • Expectation & Setting Matrix (2 of 2)

Voice Levels: 0=Silent 1=Whisper 2=Normal 3=Playground Voice

	Bus	Arrival/Dismissal	Field Trips	Emergency Drills	Restricted Study Hall	Office
S A F E	<ul style="list-style-type: none"> • Hands and feet to self • Sit down promptly • Stay seated • Sit facing forward • Stay out of the aisle • Enter/exit carefully 	<ul style="list-style-type: none"> • Walk at all times • Stay to the right • Keep hands and feet to self • Wait for signal or bell • Keep backpack on your back 	<ul style="list-style-type: none"> • Follow all bus rules • Walk at all times • Keep hands and feet to self • Stay with your group 	<ul style="list-style-type: none"> • Walk at all times • Hands and feet to self • Stay in your line • Be aware (look and listen) 	<ul style="list-style-type: none"> • Keep belongings, hands, and feet to self 	<ul style="list-style-type: none"> • Stay seated away from doors
R E S P E C T F U L	<ul style="list-style-type: none"> • Voice level 1-2 • Follow bus driver's directions • Respect personal space of others and their property 	<ul style="list-style-type: none"> • Voice Level 1-2 • Enter quietly • Use respectful language with students and adults 	<ul style="list-style-type: none"> • Voice level 0-2 • Follow expectations of place you are visiting • Listen politely • Take turns when asking questions • Say please and thank you 	<ul style="list-style-type: none"> • Voice level 0 • Listen for directions 	<ul style="list-style-type: none"> • Voice level 0 when working • Raise your hand if you have a question • Voice level 1 when speaking 	<ul style="list-style-type: none"> • Voice level 0-1 • Wait for office staff to be free before speaking with them • Wait your turn • Say, "excuse me"
R E S P O N S I B L E	<ul style="list-style-type: none"> • Be a role model • Keep track of your belongings • Report unsafe situations • Pick up trash 	<ul style="list-style-type: none"> • Be on time and prepared • Leave nature in its place • Take care of your belongings 	<ul style="list-style-type: none"> • Follow directions from school staff • Keep track of your belongings 	<ul style="list-style-type: none"> • Stay with your class • Follow directions from school staff and anyone helping 	<ul style="list-style-type: none"> • Come with work to do or a book to read • Think before you act • Be willing to listen 	<ul style="list-style-type: none"> • Be honest • Touch only your own things • Walk directly there and back
K I N D	<ul style="list-style-type: none"> • Move over so others can sit down • Ask the bus driver how you can help • Sit with a new friend • Help younger students 	<ul style="list-style-type: none"> • Help younger students • Talk with your friends • Make new friends 	<ul style="list-style-type: none"> • Partner up with someone who needs a partner 	<ul style="list-style-type: none"> • If someone is lost, help them • Help younger students 	<ul style="list-style-type: none"> • Respect others' privacy • Ask politely for materials you need 	<ul style="list-style-type: none"> • Use your manners • Make eye contact when speaking and being spoken to

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: Terry Ralston, 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 School 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: Catherine Cahill, 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!