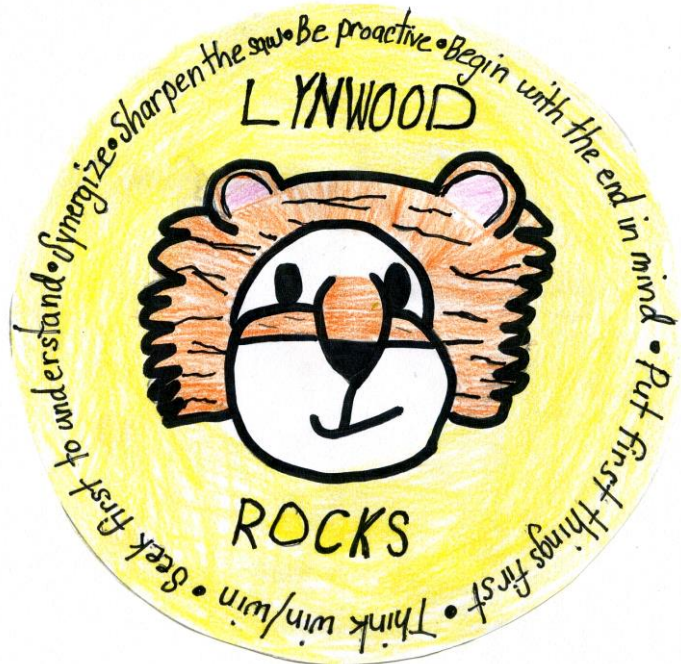




SACHEM CENTRAL SCHOOL DISTRICT

*We Are Sachem*

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# LYNWOOD AVENUE ELEMENTARY SCHOOL

## Student and Parent Handbook

## Principal's Message

Dear Lynwood Families,

Welcome to the 2024/2025 school year! I hope all our students and families are as excited as I am to embark on another step in their educational journey. At Lynwood, our one and only priority is to provide your children with the very best education possible. Experience has taught me that to accomplish this mission we need to work together as a team. Our team must include the teachers and staff at Lynwood, our Sachem families and, most importantly, our students. By working together, great things can happen.

I believe in the power of education to improve lives and that our schools, especially elementary schools, are places where amazing things should happen each day. From the wonder in the eyes of a new kindergartener at the beginning of their academic journey, to the apprehensiveness of outgoing fifth graders leaving the only school they have ever known, and everything in between; it all happens within Lynwood's walls. These student learning journeys are what make schools special places.

I am also convinced that schools are the center of any community. They should be places where all community members feel welcomed and appreciated. They must be safe, inclusive and most importantly, be places we are all proud of and hold in high esteem. To accomplish this, we all need to work together. We must stay focused on our common goals, which we will collaboratively set, and we must always remember why we are here... for the students.

Please read and discuss this booklet with your child so that all our students understand what is expected of them while they are at school and learn how they can have a fun, safe, and successful year. There is space provided for your child to sign acknowledgement that you have read and discussed our handbook together. Please sign and return this document to your child's teacher at your earliest convenience.

Sincerely,

*Christopher Washousky*

Christopher Washousky  
Principal, Lynwood Avenue Elementary School

### **SACHEM CODE OF CHARACTER (Sachem Board of Education Policy [5300](#))**

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The Board of Education deems it a priority to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board of Education adopts this Code of Character. Unless otherwise indicated, this Code applies to all students, school personnel, parents/persons in parental relation, and other visitors when on school property or attending a school function.

The Code of Character has incorporated the Dignity for All Students Act (DASA) which was created to give students an educational environment free of discrimination, bullying, and harassment.

### **STUDENT RIGHTS AND RESPONSIBILITIES (Sachem Board of Education Policy [5300](#))**

*Sachem is committed to safeguarding the rights given to all students under federal and state law and School District policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all School District students have the right to:*

- Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, religion, gender (including gender identity), sexual orientation, or disability.
- Be respected as an individual and treated fairly and with dignity by other students and school staff.
- Express one's opinions, either verbally or in writing, as long as it is done in a respectful manner and does not consist of speech that is hateful, intolerant or otherwise violates this Code.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

**Student Responsibilities:**

- Contribute to maintaining a safe, supportive, and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all School District policies, rules and regulations dealing with student conduct.
- Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
- Use a polite tone of voice, appropriate body language, and listening when others are speaking.
- Be truthful when speaking with school officials regarding Code violations.
- Respect personal space.
- Respect others, respect the property of others, and respect school property.
- Refrain from using electronic communication devices unless otherwise directed by a teacher or administrator.
- Maintain behavior free from all forms of harassment, bullying and/or discrimination.
- Attend school every day unless they are legally excused and arrive to class on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
- Work to develop skills to manage their emotions and reactions and peacefully resolve conflict with others.
- Ask questions when they do not understand.
- Seek help in solving problems.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Be open to active participation in resolving conflicts through a restorative process.

*The complete Code of Character can be found on our Sachem Homepage by clicking the link found above.*

# A Code of Character for the Lynwood Avenue School Community and Beyond...

As a member of the Lynwood Avenue Elementary school community, we strive to be our best selves. We work each day to excel academically and socially. We take steps to become good citizens, classmates, friends, and students. Below are some steps each student can take to help accomplish these ideals.



## Be Proactive

You're in charge of your life.

Being “*Proactive*” means to take responsibility for your choices and behaviors.

### How can we be proactive at Lynwood?

- Come to school ready to learn.
- Behave in an orderly and safe way.
- Do what's right, not what's popular.
- Do the right thing even when nobody is watching.
- Take responsibility for your actions by admitting you have done something wrong.
- Get help from an adult when you don't know what to do.
- Show respect for everyone in the school community; yourself, other students, teachers, parents, staff members, bus drivers, custodians, secretaries, and guests.
- Use good manners and polite language.
- Participate in class discussions.



## Begin with the end in mind

Have a plan

*“Begin with the End in Mind”* means to think about how you would like something to turn out before you get started.

### How can we begin with the end in mind at Lynwood?

- Know the rules and follow them before, during, and after school.
- Stay seated on the bus and follow all bus safety rules.
- Walk in the school building.
- Accept the consequences for your actions.
- Keep your school clean and litter free.



## First Things

First

Work first, then play

*“Putting First Things First”* means to decide what is most important and to take care of that first.

### How can we put first things first at Lynwood?

- Be on time for school.
- Do your homework and bring it to class.
- Go to bed early enough so that you are well rested and ready to learn.
- Concentrate on learning and always do your best.



Think  
Win Win  
Everyone can win

“Think Win-Win” is the belief that everyone can win. It’s not me or you... it is both of us.

#### How can we think win-win at Lynwood?

- Treat our school and other people’s property like it is your own.
- Wear appropriate clothing and shoes.
- Help others when they need help. Don’t be a bystander!



Seek first to  
understand, then  
be understood  
Listen before you talk

“Seek First to Understand, then to be Understood” means that it is better to listen first and talk second.

#### How can we seek first to understand at Lynwood?

- Consider the feelings of others and avoid hurting them with your words or actions.
- Be a good friend.
- Get help from an adult when you don’t know what to do.
- Ask questions when you don’t understand something.
- Listen to others, even when you don’t agree.



“Synergize” is when two or more people work together to create a better solution than either would have thought of alone.

#### How can we synergize at Lynwood?

- Work cooperatively with other students, teachers and staff.
- Help at school, at home, and in the community.
- Take part in school and community activities.
- Use good manners and polite language.
- Create a calm, quiet atmosphere.
- Be a good sport, by including others in games and playing fairly.
- Be aware that each of us is special in our own way.



“Sharpen the Saw” means to have balance in your life.

#### How can we sharpen our saws at Lynwood?

- Eat a healthy breakfast and lunch.
- Read for pleasure.
- Develop strong friendships and enjoy each other’s company.



# EXPECTED BEHAVIORS AT LYNWOOD

## How should students behave in the hallway?

1. Keep your hands to yourself.
2. Walk, do not run or jump.
3. Go directly to where you were sent.
4. Keep the hallway clean.
5. Take pride in Lynwood.

## How should students behave in the bathrooms?

1. Be considerate when using the restrooms, keep the bathroom clean.
2. It is your responsibility to take care of all the items in the bathroom. This includes the sink, paper dispenser, floors, partitions, etc.
3. Use the bathrooms properly and keep them litter free.
4. Use your inside voice.
5. Care for the bathroom as if it were your own.

## How should students behave during recess?

1. Respect the property of others.
2. Always play fairly and be a good sport.
3. Use appropriate language.
4. Invite students who are not playing to join your game.
5. Line up promptly when recess is over.
6. Enter the building quietly.
7. Only students wearing shoes with rubber soles and straps will be permitted to use the playground equipment.

## How should students behave in the cafeteria?

1. Remain seated in a calm and orderly way.
2. If you are buying lunch, walk to the lunch line and wait patiently for your turn.
3. Remember to say please and thank you.
4. Respect the property and lunches of others.
5. Keep your hands to yourself.
6. Speak in a quiet voice.
7. Stop talking and pay attention when signaled.
8. Clean up after yourself when it is time to leave.
9. Line up in an orderly way.

## **BUS SAFETY (Sachem Board of Education Policy [5320](#))**

Riding the school bus is a privilege. Any student who does not observe the student bus rules may be denied the privilege of riding the bus for a designated period of time. Questions or concerns about bus transportation should be directed to our Transportation Office at 631-471-1380.

### **How should students behave on the bus?**



While at the bus stop, wait quietly in a safe place away from the road.



Always cross the street in front of the bus, never go behind the bus.



Respect the “Danger Zone” surrounding the bus. The “Danger Zone” is a 10-foot-wide area on all sides of the bus. Always remain 10 feet (five giant steps) away from the bus to be out of the “Danger Zone” and be where the driver can see you.



When getting on the bus, go directly to a seat. Remain seated and face forward for the entire ride. Do not stand or reach over the seat in front or behind you.



Remember to use inside voices. Have a quiet conversation with the person sitting next to you so you can always hear the bus driver.



Always keep the aisle clear. Feet should be directly in front of you.



Never play with the emergency exits. If there is an emergency, listen to the driver and follow instructions.



Never put your hands or head out the window.



If you leave something on the bus, never return to the bus to get it.



If you drop something near the bus, do not pick it up. Instead, tell the bus driver/teacher so that they can assist you.



During arrival and dismissal, always walk to and from your bus.



Students should not take any bus home other than the one assigned to them.



District policy does not allow minibuses to transport students not assigned to that bus.



Only 5<sup>th</sup> grade students may sit in the back seats of the bus.



Kindergarten students must sit in the front of the bus.



Students may be assigned a seat on the bus when deemed necessary by the Principal, Principal’s Aide, or driver.



Cell phones should not be used on the bus at any time for any reason.

## **BEFORE AND AFTER SCHOOL ACTIVITIES AND EVENTS**

The Lynwood Code of Character applies to all before and after school activities and events. Under no circumstances should anyone go into their classroom while attending a before or after school activity. No matter where we are, we are always representing our school community and our behavior should reflect these standards.

### **What Happens When Children Make Poor Choices?**

Lynwood Avenue School students are expected to behave properly. Students must understand that their behavior affects others. The Code of Character provides clear guidelines for what the expected appropriate behaviors are in various situations that comprise a school day. It also provides guidelines for dealing with misbehavior.

All children make mistakes, from time to time, which is part of the process of growing up. We look at poor behavior choices as learning opportunities and ensure children have the chance to reflect upon what they did and think about better ways of handling similar situations in the future.

Our intention is that student discipline be progressive, meaning that subsequent misbehaviors will receive more serious consequences. However, we will make decisions based on each individual circumstance and the seriousness and nature of the misbehavior. Furthermore, regardless of the frequency of misbehavior, if school property is damaged or destroyed, the student may be held responsible for fixing or replacing it.

When students misbehave, the following guidelines will be followed:

**Minor Infraction:** That which occasionally interferes with a child's academic and/or social growth. Examples include behaviors such as excessive talking, lack of cooperation, rudeness, and actions that are disruptive in nature.

**Consequences:** Any of the following may be used: verbal warning, time out, time out in an alternate location, letter of apology, Talk it Out procedures, and reflection forms.

**Major Infraction:** That which is disruptive to the orderly procedure of the school. Examples include behaviors such as defiance or refusal to comply with reasonable requests from school personnel, fighting, verbal abuse, or statements and actions intended to intimidate or injure another person.

**Consequences:** After due process has been afforded, the student may lose privileges such as recess, after school activities, field trips or be temporarily removed from class. If needed, a principal's conference with parents will be held. Results may require in or out of school detention/suspension. If school property is damaged, defaced or destroyed, the student may be held responsible for fixing or replacing it.

**Bus Conduct Reports and Infractions:** Misbehavior on the bus may merit a Bus Conduct Report, which is generated by the bus driver.

**Consequences:**

**1<sup>st</sup> Report:** Child meets with school official: Bus Conduct Report sent home, and parents are notified.

**2<sup>nd</sup> Report:** Child meets with school official: Parents are notified, and the child receives temporary probation or suspension from the bus.

**3<sup>rd</sup> Report:** Child meets with school official; Parents are notified, the child receives a suspension from bus for one or more days.

## **Lynwood Avenue Elementary School Helpful Information**

### **SCHOOL HOURS:**

Lynwood Avenue Elementary School hours are from 8:50 A.M. to 3:50 P.M. There is no supervision of students on school grounds when school or school activities are not in session.

### **ARRIVAL:**

Bus: If you are planning to use district transportation, your child's bus stop and pick up time will be provided to you by the Transportation Department.

Drop-Off: Teachers are instructed to be prepared for arrival at 8:45 AM when the building opens for students. Therefore, students will not be allowed in the building until 8:45 AM when they may be supervised by staff on duty.

***To ensure your child's safety, please do not drop students off prior to when teachers are visibly on duty.***

- If you drive your child to or from school, drop off students at the crosswalk. Staff will help direct you when and where to pull your car as well as when it is safe to release your student.
- Please follow directions of staff on duty and be sure to proceed safely into and out of the parking lot.
- Remain in your vehicle while your child is released to a staff member. Students must exit from the RIGHT side of the vehicle to be escorted by the staff member on duty. Please exit the parking lot immediately after your child leaves the car. Staff will supervise students as they use the main entrance.

Walkers: If you are walking your child to school, please take them to the main entrance.

Late Arrivals: If your child arrives after 8:55 AM, you must come to the building with your child to sign him/her in. Students arriving after 8:55 AM will be marked late.

***Please Note: To begin our day, staff members on duty will enter the building promptly at 8:55 AM. At that time, parents will need to park and escort their students into the building for late sign in.***

#### **DISMISSAL:**

Bus: Buses are scheduled to leave Lynwood by 3:25 PM

Walker Pick-Up: Walker dismissal will begin at 3:20 PM. Students will be escorted from the building to meet parents. At the beginning of each year, classroom teachers will communicate their preferred meeting location to parents. Parents picking up their children from the walker line should leave the area immediately once they have their children. Please make every effort to keep your child's transportation arrangements as consistent as possible and not change your child's transportation at the last minute.

#### Dismissal Rules:

- Students cannot be released to anyone, but their legal parent/guardian or persons listed on their emergency contact card without written documentation from the parent/guardian stating the full name of the person given permission.
- Notes to the teacher and/or Principal giving permission for a change to dismissal should include child's full name, full name of person picking up student, date of pick up and full name of parent signing note. This is needed for the following situations:
  - A change of aftercare schedule
  - Your child remains after school for an activity
  - Children riding bicycles (with bicycle helmet) to school rather than riding bus or walking. The school cannot be responsible for any lost or damaged bicycles. All bicycles should be locked when parked in the racks.
- Early dismissal: Parents should send a note with the child stating the date and time of pick up so the teacher can have him/her ready. Children will not be called down until the parent is in the building. Please do not pick up your child later than 3:00 PM to avoid disrupting bus departures and end-of-day activities.

***\* Always send written notes for these purposes to ensure the message is communicated to the classroom teacher.***

### **SCHOOL HEALTH OFFICE:**

The nurse is available for the health and safety of all students during the school day. All changes to your child's health and medical history, including medications taken should be communicated to our school health office. Other essential information our health office should be made aware of are surgeries, new medical diagnoses, allergies, and other information that can help us keep students healthy and safe.

Medication: If your child requires medication while at school, there must be a written order from a physician and written permission from the parent on file in the health office.

- All medication must be brought into school by a parent/guardian, or other responsible adult. **Students may not carry medication to/from school.**
- All medication must be in the original container labeled with the child's name, drug dosage, and time to be administered. This includes any over the counter medications such as Tylenol, Motrin, cold/cough medication, etc.

***\*Teachers are not permitted to hold or administer medication to students, and students are prohibited from carrying medication or administering it to themselves.***

### **EMERGENCY INFORMATION CARD:**

The Emergency Information Card requires three contacts to assume care of your child if you cannot be reached. Be sure all people listed are aware of their responsibilities and will be able to pick up your child during school hours.

***\*If there are any emergency contact changes, including any phone number changes, please notify the nurse, Main Office, and update this information in the eSchool parent portal.***

### **ILLNESS AND INJURIES:**

- If you know your child will be absent, please call the nurse's office.
- Please send an absent note or doctor's note with your child on the day he/she returns to school.
- Do not send your child to school if he or she:
  - Has vomiting and/or has diarrhea within the last 24 hours or is nauseous.
  - Has a fever above 100.0 taken by mouth or chills. The child should remain home until they are fever-free for 24 hours without any fever-reducing medication.
  - Has a pink/reddened eye, and/or discharge from the eye
  - Has a sore throat or strep throat; A student with strep should be on antibiotics for 24 hours before returning to school.
  - Has a severe headache or ear pain
  - Has large amounts of mucous (liquid, drainage) from nose, or new onset congestion
  - Has a rash or honey crusted / open sores anywhere on the body

- If you find your child is frequently asking to stay home from school or appears anxious about school, and there does not appear to be any physical symptoms, contact the nurse or your healthcare provider to discuss your concerns.
- If your child has been restricted from activities due to illness, surgery or injury, a physician's note is required to excuse them from Physical Education. The note should include the diagnosis, length of time restriction is in effect, and specify the use of crutches, wheelchair, walking boot etc. if applicable.

***\* Please note, Physical Education restrictions apply to outdoor recess as well.***

#### **ALLERGIES:**

There are an increasing number of children with food allergies. There are food allergy guidelines in place to ensure all students are safe while in school. This includes an allergy table in the cafeteria. If a classroom has a student with a severe food allergy, that classroom will be deemed allergen free. A letter will be sent home requesting that certain foods are not eaten in that classroom. Please refrain from sending those items into school for snacks. If your child has food allergies, please be sure the school nurse is aware.

#### **IMMUNIZATIONS/PHYSICALS and SCREENINGS:**

##### Immunizations

Kindergarten students entering school must have physician provided proof of the following immunizations at the time of registration and prior to the school year starting in September or they will be excluded:

- 3 or 4 polio\* (with one given after the age of 4 yrs)
- 4 or 5 DTaP\* (with one given after the age of 4 yrs)
- 2 MMR
- 2 varicella
- 3 Hepatitis B
- 5th graders are required to provide proof of Tdap booster when they turn 11 years old. Students will not be permitted to start 6th grade without proof of this vaccine.

##### Physicals

NYS Physical examinations are required/mandated for all new students entering any grade. In addition, they are also required/mandated for students entering grades K, 1, 3, and 5. Please send in a copy of this physical to the nurse as soon as possible at the beginning of the school year. If your child does not receive a physical from their own physician, he/she will be scheduled for an examination by the school's physician.

## Screenings

Hearing/Vision: NY State Education Law requires students to receive vision/hearing screenings. The purpose of this requirement is to detect the presence of vision/hearing problems likely to impede a student's learning. If the result of the screening indicates that your child requires further follow up, you will receive written notification from the nurse's office. The screenings done on each grade level are as follows:

- Kindergarten: near/distance vision, color perception, hearing
- 1st, 3rd, and 5th grade: near/distance vision, hearing
- 2nd and 4th grade: none
- New entrants: near/distance vision, color perception, hearing

Scoliosis: State law requires that girls in grades 5 and 7, and boys in grade 9, be examined for scoliosis (lateral curvature of the spine). The screening will be conducted by the nurse during your child's physical education class. You may elect to have your own physician do the screening, but the school will need documentation from your doctor of the results, or your child will be screened.

## **ATTENDANCE REQUIREMENTS/PROCEDURES (Sachem Board of Education Policy [5100](#))**

Regular school attendance is a major component of academic success. Students who develop a pattern of absences/tardiness shall have their parents/guardians contacted, shall be reminded of the attendance policy, and will be told that the students are subject to the school disciplinary policy. The school administration shall send written notification to the student's parents/guardians expressing concern about the impact of excessive absences or tardiness on the student's education. The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATEDs (unexcused absences, tardiness and early departures) and to work toward identifying and addressing cases of educational neglect.

New York State attendance laws require a written excuse each time a student is tardy or absent from school.

- Lateness to school: Regulations require a note by a parent for a student's lateness to school. Students arriving late must be escorted into the building and must sign the child into school with the hallway monitor in the security vestibule.
- Phone call when a child is absent: The parent/guardian should contact the school nurse to report a student absent from school.
- Returning to school after an absence: Students must bring a written excuse signed by a parent/guardian to his or her classroom teacher. If a child is absent for more than five days, a doctor's note is required.



### **SACHEM FOOD SERVICES – CAFETERIA**

Complete lunches, including milk and dessert, are served daily. Monthly menus are online to inform parents of the lunch choices each day. Children may bring their own lunch and purchase milk and/or snacks separately.

### **SUPPORT SERVICES**

Our support service personnel include a school psychologist, a social worker, speech/language therapists, resource room teacher, remedial math and remedial reading teachers and an ENL teacher. In addition, an occupational therapist, physical therapist, and hearing and visually impaired specialists are also available for our students who require their services.

### **EMERGENCY SCHOOL CLOSINGS, DELAYED OPENING AND EARLY DISMISSAL**

Emergency school closings, delayed openings and early dismissals will be communicated via School Messenger. This system utilizes the information parents enter in the parent portal for contact purposes.

Please note that in the case of a 2-hour delayed opening, students should be at bus stops 2 hours from their regular pick-up time and students will be able to enter the building for school to start at 10:50 AM.

In the event of an emergency early dismissal, the early dismissal time is determined by the school district. All students will be placed on their assigned school bus even if they do not typically use bus transportation, and PM Childcare (“Aftercare”) will be canceled. All parents should have an alternate plan in place in case of early school closings. Children should know this plan.

### **ESCHOOL PARENT PORTAL**

Please be sure to access the eSchool Parent Portal for each of your school-age students and keep it updated with current contact information as this is the contact information the building/district will use to contact you.

### **SCHOOL MESSENGER**

School Messenger is utilized as Sachem’s emergency contact system. Parents will receive automated calls/emails through this system in the case of an emergency and/or special events/updates. The School Messenger system utilizes the email addresses and phone numbers on the Parent Portal, so please be sure your contact information is up to date.

### OTHER LYNWOOD RULES AND PROCEDURES

- Children will not be permitted to go back into the building after school hours to pick up any items left in school, including homework.
- Any forgotten item, such as lunch, musical instrument, sneakers, etc., must be dropped off at the vestibule with the Greeter.
- For security purposes all visitors must enter through the main vestibule, sign in, and receive a pass.
  - State-issued identification is required to pick up your child or access the building.

***\* All visitors must follow these procedures and no visitor is to go directly to a classroom.***

- Communication with your child's teacher:
  - Parents who have a question/concern should leave their telephone number with the Main Office and the teacher will return the call as soon as possible. You can also email the teacher directly. If it is an emergency regarding something that must be addressed immediately, please call the Main Office and share that information.
  - If your child needs to utilize a different dismissal procedure, please write a note to their teacher, and send it in that morning. If there is an emergency and changes must be made during the day, please call the Main Office to inform the building.
- Lost and Found:
  - Found articles are placed in the "Lost and Found" area in the lobby.
  - Please place your child's name on all belongings including coats, sweatshirts, water bottles, etc.
- Birthdays: All students love to celebrate their birthdays at school. It is important to remember to include all students in these celebrations. We encourage Lynwood families to consider alternatives to food-based celebrations. These alternatives could include playing games, sharing something special from home, or even reading a favorite book to the class. If food is sent in as part of the celebration, please be mindful of the following:
  - Please inform your child's teacher if you wish to send in a birthday treat.
  - Please only send store bought and pre-wrapped food items.
    - All items must be sent with a list of ingredients for allergy purposes.
    - Individually wrapped and prepackaged items are preferred.
  - No freezer/refrigerator products, balloons or flowers.
  - Party invitations are not to be distributed in the classrooms unless the entire class is invited.

- Outside Lunch:
  - For lunch purposes, outside lunches from fast food restaurants should not be dropped off at school for your child.
- Phone Calls:
  - If you need to communicate with your child(ren) in the event of an emergency, please call the Main Office at (631) 696-8650.
  - Students will not be called out of class for a phone call or a forgotten item.
  - Children are permitted to utilize the office telephones to call home in case of an emergency. This includes permission to attend an event, confirm dismissal plans or to request necessary materials.
  - Student cell phone usage is not permitted in school.
- Parent/Teacher Conferences: District-wide conferences/half-days are held each year, check our school website for a complete school calendar.
- Homework: Homework provides excellent opportunities for developing good study habits and practicing classroom skills. Homework can never take the place of classroom instruction. Homework should not be a struggle. If you find that homework is a struggle, it is time to speak with your classroom teacher. Parents can assist their child(ren) with homework by:
  - Asking questions about the content of student homework.
  - Giving requested assistance but allowing the student to do his or her work.
- Physical Education: District policy requires students to wear sneakers (without heels or platforms or slip-ons) which can be made secure with laces or Velcro straps. All jewelry including earrings, bracelets, rings, necklaces, watches, etc. may not be worn. When children are not able to remove earrings due to inability or because the hole is new, post earrings may be worn for a limited time if they are covered with a band aid or medical tape. Please provide the tape to cover the earrings at home before school. Students can remove the tape after the completion of their physical education class.
- Personal Items: Students should refrain from bringing personal items (trading cards, electronic devices, collectibles, etc.) to school. The school is not responsible for the loss of these items.
- Use of Social Media/Electronic Devices: Students engaging in mean spirited or inappropriate interactions outside of school that cause a disruption in the educational process during school may be subject to discipline at school. This would fall under a DASA complaint, and the school is responsible to follow up.
- Weapons and Dangerous Devices (See Sachem Board of Education Policy [5312.2](#)): Any item perceived to be a weapon is expressly forbidden on school grounds. According to our Code of Character, the administration reserves the right to discipline a child disobeying this important policy.

### **STUDENT DRESS CODE**

A student's dress, grooming, and appearance shall:

1. Be safe, appropriate, and not disruptive or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Always include safe footwear. For your child's safety, please refrain them from wearing flip-flops to school.
5. Not include the wearing of hats in the classroom except for medical or religious purposes.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and /or encourage other illegal or violent activities.

### **CELL PHONES**

Personal cell phones are prohibited during school hours, in the building, on school grounds, and on school buses. If a student's phone is out or being used, it will be confiscated for the remainder of the school day. Repeated infractions will result in disciplinary action. Students are not permitted to take pictures or video of other students; this includes postings on social media.

**Commitment Statement (Family Copy)**

This is a duplicate of the commitment statement below that you will sign and return to your child’s teacher. Please leave this in your handbook to remind you of your promise to uphold the rules, values and spirit of this Code of Character.

My child \_\_\_\_\_ and I have read and discussed Lynwood’s Code of Character. We are both aware of the rules that are to be followed. Our signatures indicate our commitment to uphold the rules, values and spirit of this Code of Character.

Signature of Parent or Guardian \_\_\_\_\_

Signature of Student \_\_\_\_\_

Thank you for your support!

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**Please return this part to your child’s teacher**

**Commitment Statement**

My child \_\_\_\_\_ and I have read and discussed Lynwood’s Code of Character. We are both aware of the rules that are to be followed. Our signatures indicate our commitment to uphold the rules, values and spirit of this Code of Character.

Signature of Parent or Guardian \_\_\_\_\_

Signature of Student \_\_\_\_\_

Thank you for your support!