

Lyndale Elementary School Parent Handbook



"Lyndale Lions Love to Learn!"

*13901 Nordyke Dr., San Jose, CA 95127
Tel: 408-928-7900
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www.arusd.org*

Welcome to Lyndale Elementary School!

Lyndale School is extremely proud of its enthusiastic and eager students who make learning their number one priority each day.

The words "*Believe, Inspire, Respect, Create, Succeed*" are etched into the front steps leading to the entrance of Lyndale School; they are the backbone of our school. We have many special programs and activities that reflect these words and support our students' potentials and learning.

I look forward to working with you and your child,
Mrs. Gretchen Dietrich-Wynne, Principal

Lyndale's Vision

All Lyndale students will succeed in mastering the Common Core State Standards for their grade level, achieve to their fullest capacity and proficiency levels in their endeavors, develop into confident and caring citizens, and apply their knowledge to everyday life situations.

We believe all students can attain 21st Century skills and be prepared for college and careers.

We believe that all students are capable of learning and becoming fully functioning and contributing members of our society.

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Communication



Important Phone Numbers

-
School Office - 408-928-7900

School Health Office - 408-928-7905

Reporting Absences - 408-928-7900

Contacting Your Child During the School Day

If you need to contact your child during the school day, come to or call the school office for assistance in delivering messages.

Contacting Your Child's Teacher

There are many ways to contact your child's teacher:

- ◆ Phone the school office and leave a message that will be delivered to the teacher
- ◆ Phone the school office and leave a voicemail on the teacher's classroom phone
- ◆ Phone the school office after class hours and speak directly with the teacher
- ◆ Email the teacher using his/her Alum Rock School District email address (firstname.lastname@arusd.org)
- ◆ Send a written note; have your child deliver it to his/her teacher
- ◆ Make time to come before or after school for a short and informal meeting with your child's teacher

Parent-Teacher Conferences

Annual Parent-Teacher Conferences are held the first week of November; this week has "Minimum Days" in order to allow time for conferencing. You may request a conference with your child's teacher at any time of the school year.

Concerns

Lyndale teachers, staff, and principal are interested in hearing and addressing parent concerns or complaints. Parents are encouraged to speak and/or meet with their child's teacher to inquire about and clarify assignments, class and grade level expectations, and incidents or conflicts that may have occurred. If you are unable to resolve an issue with a teacher or staff, please contact the principal.

Monthly Parent Newsletter

Lyndale's parent newsletter will keep you and your family informed of the events and news of the school. Each month our newsletter will be sent to you via email and posted on our webpage at www.arusd.org. for your easy access.

The school office will have paper copies of the newsletter if you prefer; just stop by for your copy or have your child pick it up for you.

Electronic Sign

Be sure to read Lyndale's electronic sign at the entrance of the school's front parking area. We keep this sign up-to-date with meetings, early dismissals, holidays, special events, etc.



Going to School and Going Home

Attendance - Make School a Priority!

"Today, it is more important than ever to have a good education, and one of the key aspects to obtaining it, is having good attendance in school.

Research has shown that students who attend school on a regular basis not only have higher levels of academic achievement than students who are frequently absent, they also have stronger bonds to the school and community, lower rates of delinquent and high-risk behavior, and increased participation in higher education.

The U.S. Department of Education reports that *for every missed day of school, it takes students two days to catch up since they must make up missed learning and catch up with new learning at the same time.*"

-E. Hamilton, M.Ed, MA

If your child must be absent, please call and notify the school office before 9:00 AM.

Reporting Absences - 408-928-7900

Help us meet our goal of 100% attendance for your child by doing the following:

1. Leave your home earlier so that you child is on time. (school breakfast is available to all students 7:50-8:10)
2. Make doctor/dentist appointments after school or as late in the day as possible
3. Bring child to school even if he/she has a doctor/dental appointment - Remember, every minute counts!
4. Plan family vacations during school holidays
5. Only keep your child home when he/she is sick

Remember, every minute students are here counts!

In addition, everyday your child is absent impacts our school financially.



Early Release of Students

Parents needing to have their child released early from school must pick up their child in the school office. The parent or adult must sign the student out in the office.

In order to protect our students, no child will be released to a parent or adult until the adult's ID is checked and it is confirmed that he/she is listed on the student's Emergency Card.

Traffic and Parking

Traffic at the beginning and ending times of school present many safety concerns. Be sure to follow these rules for traffic and parking at Lyndale School:

- ♦Be courteous, thoughtful, and safe
- ♦Be prompt to pick up your child
- ♦Do not leave your car unattended if your car is at the front curb
- ♦Park your car in a designated parking spot if you are walking your child to or from class or attending a meeting with a teacher
- ♦Do not wait with, or park your car along the "red curb"; it is a fire lane and must remain clear
- ♦Use designated crosswalks
- ♦Follow the directions of the school staff
- ♦Drive carefully



**FYI: The City of San Jose has given Lyndale School the authority to prohibit disrespectful and unsafe drivers and their cars access to the school's campus, parking lots, and student pick-up lanes*

Student Safety

Student Emergency Cards

The information on your child's emergency card enables us to contact you immediately when your child is sick or has a medical emergency or situation that needs your attention.

Campus Visitors

All parents and campus visitors are required to "sign-in" and "sign-out" in the office and provide a picture ID and details regarding their visit.

Student Restrooms

Student restrooms are for student use only. Parents and adult visitors are not to enter or use student restrooms. Adults needing to use the restroom may use those located in the school office.

School Gates

In order to create a more secure and safe campus, the pedestrian access gates will be locked during school hours.

→Lyndale Avenue gates will be locked from approximately 8:45-2:15

→The kindergarten gate will be locked 8:20-11:30 and 11:50-3:00

→The gate behind the cafeteria will remain locked at all times

All access to Lyndale campus during school hours will be through the front entrance gate by the office.

**Please do not ask staff to make exceptions by unlocking gates for you.*



Family Dogs and Pets



Dogs are not allowed on campus, even if they are on a leash. Please do not bring your family pet with you when bringing or picking up your child at school.

To bring an animal onto school property **for a short visit** please contact your child's classroom teacher to arrange a time for the visit. If an animal is permitted to visit, it must be restrained and/or confined while on the premises.

Field Trip Chaperones

The primary job and responsibility of the adult chaperone is to ensure the safety of the students. Siblings are not allowed to accompany chaperones on school-sponsored field trips.

Chaperones must:

- Follow teacher given directions at all times
- Be a good role model at all times for students
(example: no jay-walking, listening attentively to docents and speakers, no inappropriate language or comments)
- Be respectful to students and adults
- Be attentive and aware at all times of every student in their group
- Be 21 years or older
- Follow District guidelines for adult volunteers regarding criminal records

Disaster Preparedness

Lyndale Staff and students have very successfully practiced school-wide responses for possible disasters such as earthquake, fire, and campus intruder.

We encourage families to:

- Provide a baggie of emergency food (not salty) for each of their children to be kept in their class's "disaster bin". Teachers will give each student the plastic baggie to be filled, if you so choose.

In the case of a real disaster, once the situation has been cleared for student release to parents and families, there will be only one gate open for signing out your child. The large gate behind the cafeteria which leads into the playground will be used for student release. Parents and adults will be required to show a photo ID and will be checked against the student's emergency card.



Academics

Student Expectations

Students will complete their work to the best of their abilities. Work will be completed in a neat, legible manner. Classwork and homework will be turned in on time. Your child is expected to talk with his/her teacher whenever there is a problem regarding assigned work (i.e. unsure of task, lost work, emergency at home, etc.) in order to receive the help needed to complete assignments.

Homework

Lyndale teachers know the benefits of purposeful homework. Homework is a necessary extension of the school day, giving students the opportunity to practice and reinforce skills and lessons introduced during class time. We believe students who consistently complete homework assignments are more likely to experience academic success and enjoy greater self-esteem.

Homework will occur regularly. The amount of work and the length of the study period will vary among grade levels. Teachers will notify parents when students are significantly behind in their homework assignments.

Parents' Role and Responsibility

Parents are expected to provide a quiet environment for study, give support and help when necessary, and praise their children for completion of their work. Parents should ask their child about his/her learning and socializing each day, encouraging him/her to share and explain the happenings of the school day.

We suggest that a regular work time at home be scheduled each weeknight for homework and studying. If no homework is assigned, your child may spend this time reading for enjoyment, listening to stories read by other family members, or practicing other skills.

Remember, parents and family are a child's first and most important teachers. We need and value your partnership. To best encourage your child's learning and to help them be the most successful in school, we recommend to following:

- Encourage your child to go to school EVERY day.
- Talk to your child about their school day and what they learned.
- Be involved in your child's education. Get to know their teacher, the staff and the principal. Participate in school activities.
- Spend 15 - 30 minutes a day reading with your children.
- Set a reasonably early bedtime.
- Set up a regular, quiet time and place for your child to study.
- Limit television, movies and video games on weekdays.

Fieldtrips

Field trips are an extension of your child's learning, therefore classroom attendance and completed assignments support and prepare students to make off-campus learning opportunities as enriching and meaningful as possible.

Students will only be allowed to participate in school-sponsored fieldtrips upon returning a permission form completed and signed by their parent/guardian. If a student does not return a permission form to his/her teacher by the designated due date or is a safety risk to themselves or others, he/she will not be able to participate.



★Student Expectations and Behavior★

Lyndale students are expected to behave and speak in a ***fair, friendly, respectful, & mannerly*** way at all times and with all people during the school day.

Consequences to inappropriate behavior and speech will include one or more of the following:

- Participation in activities which teach appropriate behaviors
- Elimination of privileges
- "Time out"
- Reparation for the behavior
- Phone call to parents
- A change in recess and/or lunch time
- Parent and/or Principal Conference
- Personalized behavior contract
- In-School suspension
- Suspension from school

School Uniform

Lyndale Students are expected wear a school uniform ***everyday***.

Lyndale's uniform consists of:

- Khaki*** - pants, walking shorts, skirts, and/or jumpers (no stretch pants)
- Dark green, or white*** - shirts with a collar (polo style knit shirt, blouse, and button down the front styles) and T-shirts with Lyndale's logo

Our uniform can be found at Kohl's, JC Penny, Sears, Target, Walmart, and GoodWill. The school's Parent-Teacher Organization sells shirts, sweat shirts, and jackets with the school logo at the beginning of the school year and throughout the year.



School Uniform, continued:

Hats and/or head coverings are not allowed to be worn inside classrooms or other buildings unless there is a medical need or they are part of your religious beliefs.

Students need to wear shoes that cover their toes and allow them to be physically active (no high heels, flip-flops, or "heelies"/tennis shoes with wheels).

Don't Forget... Label Your Child's Clothing

*Please make sure your **child's name** is on all outer garments worn to school. This helps lost items find their owners .

(Remember: uniform sweaters and sweat shirts all look alike)

Lost and Found

*Lost and unclaimed clothing is put in the "Lost and Found" wheeled cart kept by the office door during school hours.

Students' Toys and Personal Items

Toys, etc.

Personal items such as toys, balls, cameras, iPods, electronic games and devices, trading cards, marbles, cosmetics, etc. are not to be brought to school and need to stay at home.

→If these items are brought to school, they will be taken away from the student and stored until the end of the day and/or released to parents.

Cell Phones

Personal cell phones are discouraged and should only be brought if parents need to be in contact with their child as he/she is traveling/walking to and from school. These phones must be turned completely "off" during the instructional day.

→Classroom teachers have permission to collect and securely store students' cell phones during the instructional day.

*****Lyndale School is not responsible for banned personal items which are lost or stolen at school.*****

Life Skills That Support Success

Lyndale School knows that students who have a healthy lifestyle, good manners, and social skills excel and have advantages over those that do not. We've included two references to help you guide your child to successful living.

Lyndale's Healthy Habits

Developed by Miss Lawri's 2nd Grade Class, 2007-08

Healthy Eating Habits

- Eat at least 5 fruit and veggies a day.
- Not too much sugar or sugary drinks.
- Eat a healthy breakfast and dinner every day.



Healthy Hygiene Habits

- Take a shower or bath.
- Brush your teeth at least twice a day.
- Wash underneath your fingernails & behind your ears.

Healthy Study Habits

- Start homework RIGHT when you get home from school.
- Always have a pencil and other materials ready.
- Have a clean quiet place to do your homework.

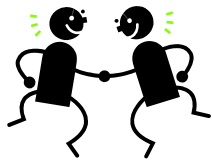
Healthy Lifestyle Habits

- Go to bed on time.
- Get up for school on time.
- Exercise and stretch every day.
- Be an honest, kind, and caring person.
- Listen to your parents.

25 Manners Every Kid Needs

From "Parents" magazine

1. When asking for something, say "Please."
2. When receiving something, say "Thank you."
3. Do not interrupt grown-ups who are speaking with each other unless there is an emergency. They will notice you and respond when they are finished talking.
4. If you do need to get somebody's attention right away, the phrase "excuse me" is the most polite way for you to enter the conversation.
5. When you have any doubt about doing something, ask permission first. It can save you from many hours of grief later.
6. The world is not interested in what you dislike. Keep negative opinions to yourself, or between you and your friends, and out of earshot of adults.
7. Do not comment on other people's physical characteristics unless, of course, it's to compliment them, which is always welcomed.
8. When people ask you how you are, tell them and then ask them how they are.
9. When you have spent time at your friend's house, remember to thank his or her parents for having you over and for the good time you had.
10. Knock on closed doors - and wait to see if there's a response - before entering.
11. When you make a phone call, introduce yourself first and then ask if you can speak with the person you are calling.



12. Be appreciative and say "thank you" for any gift you receive. In the age of email, a handwritten thank-you note can have a powerful effect.
13. Never use foul language in front of adults or at school. Grown-ups already know all those words, and they find them boring and unpleasant.
14. Don't call people mean names.
15. Do not make fun of anyone for any reason. Teasing shows others you are weak, and ganging up on someone else is cruel.
16. Even if a play or an assembly is boring, sit through it quietly and pretend that you are interested. The performers and presenters are doing their best.
17. If you bump into somebody, immediately say "Excuse me."
18. Cover your mouth when you cough or sneeze, and don't pick your nose in public.
19. As you walk through a door, look to see if you can hold it open for someone else.
20. If you come across a parent, a teacher, or a neighbor working on something, ask if you can help. If they say "yes," do so - you may learn something new.
21. When an adult asks you for a favor, do it without grumbling and with a smile.
22. When someone helps you, say "thank you." That person will likely want to help you again. This is especially true with teachers!
23. Use eating utensils properly. If you are unsure how to do so, ask your parents to teach you or watch what adults do.
24. Keep a napkin on your lap; use it to wipe your mouth when necessary.
25. Don't reach for things at the table; ask to have them passed.

Special Events

Classroom Celebrations

All food served to students must meet the Healthy Food Guidelines adopted by the Alum Rock School Board in compliance with the California State requirements.



→Therefore, **high sugar and/or high fat** treats such as cupcakes, candy, cookies, chips, etc. are not allowed for classroom celebrations. Check with your child's teacher or the school office for healthy alternatives.

→**Birthday celebrations** are discouraged; these will only be allowed during the last 10 minutes of class to prevent the loss of instructional time. Classroom teachers have the authority to request "no food" or "no drinks" for birthday celebrations. In lieu of classroom treats, you might consider giving a new book to the class or school library in your child's name.

Annual School Events

Lyndale has many annual events; below are some of these special happenings:

- Back-to-School Night - Sept.
- School Pictures -
Fall (in school uniform) and Spring (free dress)
- Walk-a-thon - Oct.
- Halloween Parade - Oct.
- VAPA Winter Showcase - Dec.
- Winter Holiday Sing Along - Dec.
- Read Across America Day - March
- Science Fair - March
- Open House - May
- Music Performances - Winter and Spring
- School Wide Art Exhibition - May
- VAPA Spring Showcase - May

Parent Volunteering

Did you know that research in the area of parent involvement at school shows that parent participation is one of the greatest indicators of student success?

....So, help your child succeed by volunteering your time at Lyndale.

The Alum Rock School District welcomes parent volunteers at every school site and encourages each family to give 30 hours of volunteering each year to their children's school. There are many volunteer opportunities; here are just a few possibilities:

Possible Volunteer Activities and Projects

At Home:

- Call parents to attend meetings or school events
- Help put together a classroom newsletter
- Help students work on a project
- Help organize the school's parent organization
- Gather and donate material
- Assist classroom teachers by collating and stapling booklets

In the Classroom:

- Make copies
- Listen to students read
- Read to students
- Chaperone fieldtrips
- Share information about your career, talent, or hobby
- Help students with their classroom garden
- Share information about another country outside USA
- Tutor a student or small group in reading, math, or other subject
- Help check student work
- Teach students to play chess or other games
- Provide rides to school events for other parents

At School

- Be a school greeter
- Attend Back-to-School Night, and other special events
- Participate in school committees: ELAC, SSC, PTA/PTO
- Attend ELAC and PTA/PTO meetings
- Help organize special events: a play, 5th grade promotion, Career Day, College Day, 4th grade Gold Rush Day, Art + Music Shows
- Help organize fundraisers
- Arrange for businesses to donate materials and services
- Organize and maintain school's uniform closet
- Organize and plan recognition for "Day of the Teacher"
- Help in the school library
- Help direct traffic and parking
- Maintain Lyndale's *Lost and Found* cart

At the District:

- Attend community forums, conferences, etc.
- Help with tabulating/counting surveys
- Serve on a District committee to represent our school:
 - SPARC - Superintendent's Parent Advisory Resource Council
 - DELAC - District English Learner Advisory Council
 - PAC - Parents Advisory Committee
 - DAC - District Advisory Council
- Attend school board meetings to advocate for our school
- Help organize parent conferences, Annual Volunteer Jubilee, and other events

Please be sure to sign the "Volunteer Binder" in the school office to record your hours of volunteer help.



**Thank you for all the assistance and help
you are able to give Lyndale School.**



Daily Lunch Schedule

<i>Time</i>	<i>Grade</i>	<i>Eat</i>	<i>Play</i>
11:10	Kinder PM	11:10-11:35	To class 11:40
11:30	Kinder AM	11:30-11:50	To home
11:30-12:10	1 st Gr.	11:30-11:45	11:45-12:10
11:45-12:25	2 nd Gr.	11:45-12:00	12:00-12:25
12:00-12:40	4 th Gr.	12:00-12:15	12:15-12:40
12:15-12:55	3 rd Gr.	12:15-12:30	12:30-12:55
12:30-1:10	5 th Gr.	12:30-12:45	12:45-1:10

Rainy Day Lunch Schedule



<i>Time</i>	<i>Grade</i>	<i>Eat</i>	<i>Play In Rooms</i>
11:10	Kinder PM	11:10-11:35	To class 11:40
11:30	Kinder AM	11:30-11:50	To home
11:30-12:10	B Wing	11:30-11:55	11:55-12:10
12:00-12:40	C Wing	12:00-12:25	12:25-12:40
12:30-1:10	D/E Wing	12:30-12:55	12:55-1:10

BELL SCHEDULE



Kindergarten (200 minutes)

A.M. 8:10 - 11:30
P.M. 11:40 - 3:00

1st Grade (305 min.)

8:20-9:40 First Period
9:40-10:00 Recess
10:00-11:30 Second Period
11:30-12:10 Lunch
12:10-2:25 Third Period
(Thursday dismissal time: 1:10)

2nd Grade (305 min.)

8:20-10:10 First Period
10:10-10:30 Recess
10:30-11:45 Second Period
11:45-12:25 Lunch
12:25-2:25 Third Period
(Thursday dismissal time: 1:10)

3rd Grade (305 min.)

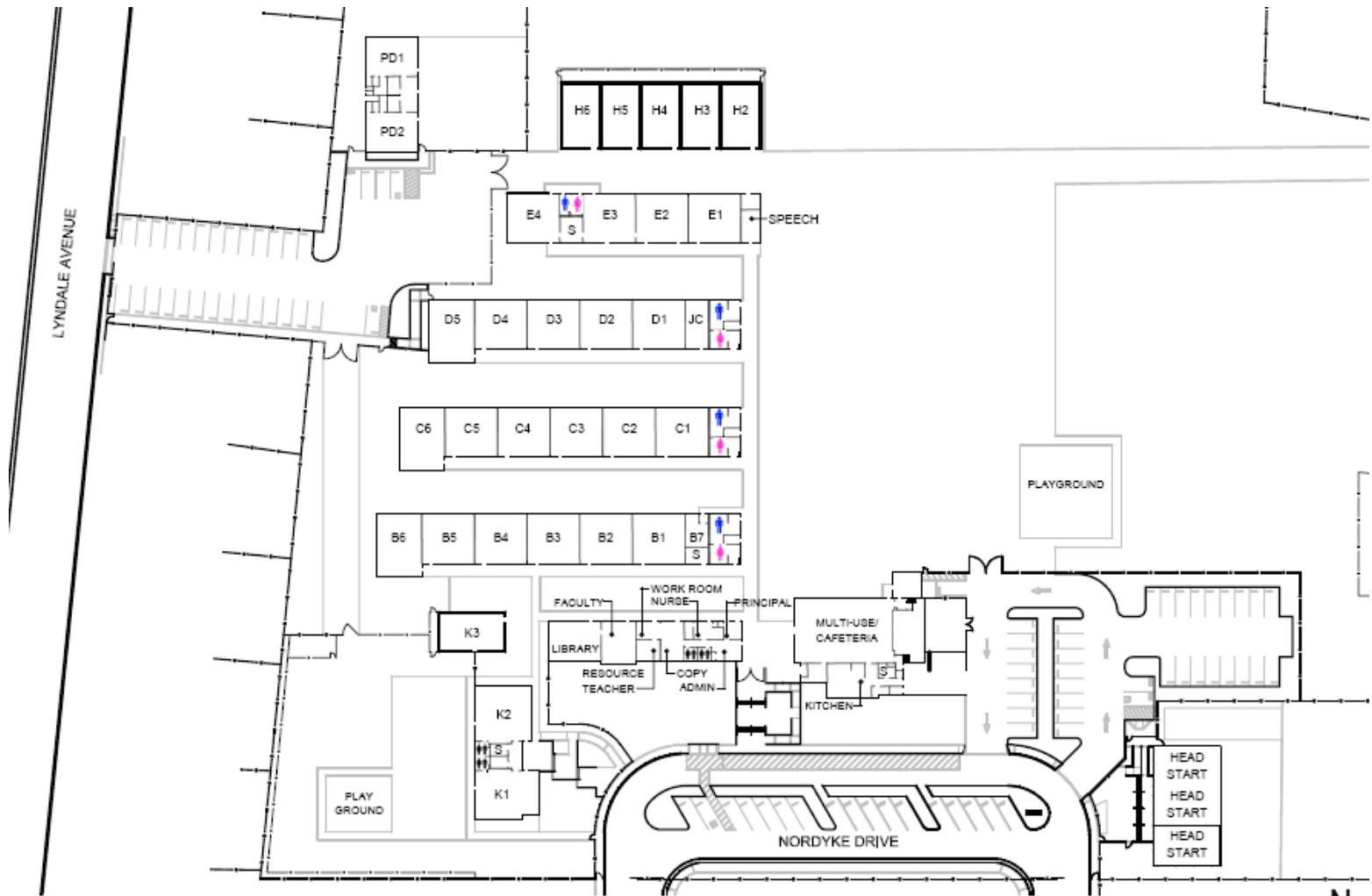
8:20-10:10 First Period
10:10-10:30 Recess
10:30-12:15 Second Period
12:15-12:55 Lunch
12:55-2:25 Third Period
(Thursday dismissal time: 1:10)

4th Grade (325 min.)

8:20-10:40 First Period
10:40-11:00 Recess
11:00-12:00 Second Period
12:00-12:40 Lunch
12:40-2:45 Third Period
(Thursday dismissal time: 1:30)

5th Grade (325 min.)

8:20-10:40 First Period
10:40-11:00 Recess
11:00-12:30 Second Period
12:30-1:10 Lunch
1:10-2:45 Third Period
(Thursday dismissal time: 1:30)



LYNDALE ELEMENTARY SCHOOL
 SITE MAP

13901 NORDYKE DRIVE, SAN JOSE, CA 95127

