



Lynch Elementary School

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St. Petersburg, FL 33702

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Cynthia Kidd, Principal



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The Mission of Lynch Elementary School is to prepare every student for college, career and citizenship by providing quality educational experiences and integrating literacy through all disciplines.

Vision: 100% Student Success

Lynch Elementary Website: <http://www.lynch-es.pinellas.k12.fl.us/>

The School Board of Pinellas County Website: <https://www.pcsb.org>

School Hours: 8:45 a.m-2:55 p.m.

**‘It’s Not Where You Go,
but Who You Meet Along the Way’**



Lynch Lions
Shining With



- ★ Positive Attitude
- ★ Respect
- ★ Integrity
- ★ Determination
- ★ Empathy

2020-2021 SY		Elementary Student Calendar			
Monday, August 24, 2020		1 st day for students - 8:45-2:55pm			
September 7, 2020		Labor Day – No School for Students			
October 23, 2020		End of 1 st quarter			
October 26, 2020:		No school for students. (a) <i>*Possible hurricane make-up day</i>			
November 23 – 27, 2020		Thanksgiving holiday week – No school for students. (a) <i>*Possible hurricane make-up day</i>			
December 21, 2020 –Jan. 1, 2021		Winter holidays - No school for students			
January 15, 2021		End of first semester			
January 18, 2021		Martin Luther King, Jr. Day holiday - No school for students			
January 19, 2021		No school for students. (a) <i>Possible hurricane make-up day</i>			
January 20, 2021		Second semester begins			
February 15, 2021		Non-student day for 198- and 235-day instructional personnel.			
March 15 -19, 2021		Spring holidays – No school for students.			
March 31, 2021		End of third quarter			
April 1, 2021		No school for students. (a) <i>Possible hurricane make-up day</i>			
April 2, 2021		No school for students.			
May 31, 2021		Memorial Day holiday - No school for students.			
June 9, 2021		Last day for all students - Students will be released two hours early.			
Hurricane Make-Up Days					
Make-up 1 day		Make-up 2 days		Make-up 3 days	
October 26, 2020		October 26, 2020		October 26, 2020	
		January 19, 2020		January 19, 2020	
				April 1, 2020	

Title I

Lynch Elementary receives Title 1 Federal funds for additional resources to help our students reach higher levels of achievement. Throughout the year, Title 1 offers family activities and sends home information to assist you as you work with your children. Some programs and resources that you can look forward to are:

- Student Planners
- Parent Curriculum Meetings
- Parent-student-teacher Compact
- Tips for helping your child with taking tests
- Kindergarten Transition
- Parent Publications Resource Center

We welcome and encourage you to participate in your child's education and help to build the home and school partnership that is essential to every student's achievement.

Websites for Kids	
MyPCS Online https://pcsb.org/mypcsonline	https://pcsb.org/mypcsonline
Brain Pop www.brainpop.com	Health, Science, Technology, Math and Social Studies fun
Clever - Canvas located in Clever https://www.pcsb.org/clever	Clever @ Home supports learning outside of the classroom anytime, anywhere. Students are encouraged to continue using the resources found within Clever before or after the school day from home
Discovery Kids www.discoverykids.com	Links to games, TV programs, Discovery Channel, TLC, Animal Planet
Fact Hound www.facthound.com	Kid friendly site for books and related websites
Funbrain www.funbrain.com	Kid friendly, fun math and reading arcade games for grades K-8th
Math is Fun www.mathisfun.com	Fun math activities
NASA Kids Club http://www.nasa.gov	Enter the official NASA website and select the student tab to explore fascinating science games and activities!
PBS Kids www.pbskids.com	Activities based upon PBS Kids characters: Arthur, Clifford
Starfall www.Starfall.com	Excellent alphabet practice and reading readiness activities for primary
ThinkCentral https://www-k6.thinkcentral.com	ThinkCentral is a Houghton Mifflin Harcourt website that provides access to digital materials associated with Houghton Mifflin Harcourt products. Houghton Mifflin Harcourt is one of the world's longest-established publishing houses, specializing in dynamic learning content for students, teachers and parents. If you need help logging in, click on the <i>How it works</i> link. (Resources for grades K-5)
Ticket to Read http://www.tickettoread.com/	Ticket to Read is a fun online environment where kids can practice reading skills and compete with students from around the world! You need your password from your teacher.
Weekly Reader www.weeklyreader.com/kids/	Fun activities that go along with Weekly Reader

Parent / Student Handbook 2020-2021

Additional information is available in the Code of Student Conduct.

Arrival & Dismissal: Subject to change after week one

For the safety of students and staff, please follow our procedures below for drop off and pickup.

Car Rider Procedures for Morning Drop Off:

- **Students may not arrive before or be dropped off before 8:15 a.m.**
 - (30 minutes prior to the beginning of the day)
- Please do not drop off your children before 8:15 a.m., staff supervision begins at 8:15 a.m.
- Pull all the way forward, in a single line before dropping off your child.
- When you drop off your child in the morning, be sure that they know how they are getting home in the afternoon, if there is a change, the teacher must have a note signed by the parent stating the change.
- Parking is not permitted in the drop off zone.
- All gates are locked at 8:45 a.m.; **parents must bring late students into the front office to sign in.**

Car Rider Procedures for Afternoon Pickup:

- Car Riders beginning at 2:55 p.m.
- Pull your car all the way forward in line.
- Parents must have a completed name card displayed in the window of the car in order to pick up children in the car line.
- Parents must remain in the car line. Do not park and walk up. Due to safety concerns, students will only be released from designated pickup area. **NO walk-ups (Social Distancing)**
- There are 3 car lines.
 - Grades 1-4 pull into the larger car circle off of 71st Ave. N. and exit at the same gate.
 - PreK pull in off of 20th street and loop through the first circle and exit onto 20th street.
 - Kindergarten pickup is at the bus loop after buses have departed
 - Older siblings will be dismissed in the same car circle as younger siblings.

Walkers

- If a child is designated as a walker, they will be released at 2:55 p.m., to allow for bus riders and car riders to proceed to their designated areas. Kindergarten walkers are the exception as they will walk with their teachers to the kindergarten car line.
- Walkers will exit the door just to the right of the front of the building by main office. Parents may greet their child there but should be exiting campus as a walker and not getting into a car parked on campus.
- Students should not be taken out of the car circle on a daily basis, they should be designated as a walker.

Please note: If your child will not be going home the usual way, then **a note MUST be in the planner.** Please do not call the office for changes, as we cannot interrupt the classes and we cannot guarantee that your child will get the message in time. You may call the office for emergency purposes if a change is needed, otherwise your child will go home the usual way.

Early Release

As outlined in the Code of Student Conduct: Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. If the early release is due to an appointment, a note from the appointment is required the next day.

On occasion, it may be necessary for you to pick up your child from school for an appointment or an emergency. On such an occasion, you must come to the school office, with a valid state-issued ID/Driver's License, to sign out your child. In order for a student to be picked up early by someone other than a parent, his/her name must be listed on the student clinic card and the parent must notify the school in writing.

The office will not call students for early release until the parent/guardian arrives. Except in case of emergency, ***students will not be released after 2:20 p.m.***

Please Note

- Students may not be dropped off in the bus circle; bus circle is reserved for buses only.
- Safety Issues: Please do NOT use cell phones while moving in car lines.
- **No Smoking on School Board property ~ this includes in the car line.**

Attendance

Absences: Each child is expected to be punctual and regular in attendance. In case of an absence from school, send a written excuse, either a doctor's note or a note in the planner, on the day your child returns. In the case of continued absence without known cause, the case will be investigated, and a letter will be sent home.

My PCS students should be logging on daily at 8:45 a.m.

Tardiness: When your child is late arriving at school, you must accompany him/her to the office for sign-in. This is necessary to prevent children from being marked absent when they are actually present. Being tardy not only prevents children from receiving critical instruction, it also interrupts the learning process of others.

Perfect Attendance: Students who have 3 or more unexcused tardies or early releases **will not** be eligible for Perfect Attendance.

Bicycles & Scooters

Bike racks are provided for bicycles and scooters. Parents **must provide individual locks**. We recommend that parents keep a record of serial numbers. Lynch is not responsible for the loss of or damage to bikes/scooters. Students are to walk their bikes/scooters while on school grounds. **Children who ride a bike or scooter to school must wear a helmet and mask.**

Bus

Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, **wearing masks and social distancing and assigned seats**, since misbehavior may result in a suspension of bus riding privileges. Rules for the bus include remaining seated at all times, keeping hands and feet to themselves, speaking in a quiet voice, and keeping silent when the lights are on. Changes in bus stops or buses are approved **only** for extenuating circumstances and with advanced approval by the principal and transportation. If a student is suspended from the bus, he/she is allowed to still attend school; parents, however must provide transportation.

Change of Address

Please be sure to keep accurate address and contact information on file with the front office. **You will not receive pertinent information if your contact information is not kept up to date.** Should your address change, please update your information in the Student Reservation System (SRS) in Focus. In this system, you may indicate that you intend to remain at Lynch Elementary. You will also be required to submit two proofs of address, showing your new address to the Data Management Technician (either drop this by of the office or email to Calhounl@pcsb.org)

Clinic and Office Cards (yellow & white)

Yellow and white cards are sent home the first day of school. Please send these back on day 2 or ASAP.

This is our only way to contact you in case of an emergency. Please update throughout the year as needed. Changes must be made in person. Only people listed on the cards are authorized to pick up your child(ren).

Custody/Legal Issues

It is imperative that the school and homework together to ensure the safety of each child. If you have legal papers outlining custody issues, please be sure that the school has current copies. The school must act according to the legal papers contained in a student's cumulative file. If the school does not have copies of these papers, we must allow the child to leave with the requesting parent. If you have any questions regarding this issue, please contact the principal. Additionally, if you wish to allow your child to leave the school with someone other than a parent, that person's name and telephone number must be listed on the student's office/clinic card.

Discipline

Children are expected to behave in a safe and civil manner at all times. A disruptive child is not only missing out on his/her own education but is also disrupting the educational setting. We expect all children to be responsible for their behavior. Lynch Elementary is focused on the following character traits: **PRIDE (Positive Attitude, Respect, Integrity, Determination and Empathy)**

School wide expectations:

1. Follow adult directions the first time.
2. Walk at all times.
3. Keep hands, feet and objects to self.
4. Wear masks at all times in designated areas
5. Social distancing.

Cafeteria Expectations:

1. Remain in your assigned seat at all times
2. Talk to your table partners/mask on unless eating
3. Clean up after yourself
4. Eat your own food
5. Social distancing in line.

Each parent also receives a copy of the "Code of Student Conduct" which has been adopted by the Pinellas County School Board. Discipline at Lynch will be administered according to this code.

We will honor students who are following PRIDE with monthly celebrations. Students will also be able to receive Lions' tokens by all staff members in all areas of the school when they exhibit PRIDE behaviors. These tokens can be used in our Lion's Den which is run by our PTA. More information on days and times of Lion's Den will be posted on the PTA website. Lion's Den or tokens will not be in operation for the first 9 weeks, opening day for the Lion's Den will be announced.

Dress Code

The mandatory student dress code consists of uniform skirts, skorts, shorts, pants, dresses or jumpers in navy blue or khaki (no cargo pants/shorts; no ragged hems). Shirts must be plain (no logos) polo style, short or long-sleeved, navy blue, light blue, gray, white, red, yellow, or a Lynch t-shirt. All other aspects of the Pinellas District Dress Code Policy 5500.04 (Code of Student Conduct) are in to be in place. PTA will send out information on how to order Lynch t-shirts through a cyber-store. All students must wear a mask. PCS has purchased 5 cloth masks for each student.

Field Trips:

No Scheduled Field trips for the 1st 9-weeks of school. Will be updated based on Health guidelines County approved permission slips must be signed by a parent before a student can go on a field trip. Permission by telephone calls or handwritten notes is not acceptable.

Chaperones: All chaperones must register each year at the school as volunteers at least three weeks prior to an event. Volunteers currently registered must update annually at the school office or on the Pinellas County School Board website. Volunteers may not bring preschool children or children not registered in the school when chaperoning on a field trip..

Drivers: Drivers must complete a Field Trip Vehicle Information form, provide proof of insurance and follow Florida law. All drivers must be a registered, fingerprinted Level II volunteer - the registration process takes at least 3 weeks to complete.

Students are not permitted to ride in the front seat of a car or van with a passenger side air bag. Certain vehicle types are not approved for transporting children.

Head Lice

Since head lice are transmittable, the School Board has adopted a policy to reduce the spread of lice in schools. When students are found to have lice or nits, parents are notified, and the students involved are sent home. An information letter is sent home with the entire class letting parents know head lice or nits have been found in the class. Students are not allowed to return until they have been treated. Children must be checked in the front office before re-entering the classroom. If a student with live lice or nits returns to school, he/she will be sent home. A child should be able to return to school **within 3 days**. After 3 days, the absences will be considered unexcused, unless extended by principal. NOTE: Please check your children weekly for evidence of nits or lice. Contact the office if you want help in the identification of this problem.

Illness

If your child has a fever, severe cold, cough or other contagious illness, **do not** send him/her to school. Students must be fever free for 24 hours before returning. Also, if your child is exhibiting COVID symptoms or has been in close contact with someone who has tested positive do not sent to school. Please call school for further details.

Insurance

The school district has selected a Student Insurance Plan to make affordable coverage available to parents. Coverage, which may be for the school day or 24 hours, may be purchased at any time during the school year.

Voluntary K-12 Accident Coverage: If you don't have other insurance, and your child is injured at school, you will be responsible for any cost incurred. This plan will provide coverage for your child. Additionally, even if you have other coverage, this plan can help fill expensive "gaps" caused by deductibles and co-pays. This plan does not contain a deductible provision.

Lunch/Breakfast Lunch distribution for MyPCS students: Every Friday, 9:00-10:00am, bus circle

FREE breakfast & lunch is provided for all students regardless of income status. **Bringing in lunch and eating with your child ins suspended until further notice...possibly starting 2nd 9 weeks.**

Lunch forms are available in the office if you need documentation for other programs.

(Suspended until further notice) → Tues-Thursday are designated days for parents to come and eat lunch with their child (ren). With new security measures we still welcome our parents, but if you are not level 2 screened, you will need to sit inside cafeteria with your child at the designated tables. You may only eat with your child and not friends of your child. **If you are level 2, you may eat inside or outside of the cafeteria.**

Medication Procedures

The School Board has adopted a policy to provide as much safety as possible when health problems make it **absolutely necessary** for students to receive medication at school. No medication will be given at school that can be given at home. No over-the-counter medication may be given at school without the orange medication card (available in the office) signed by the physician. In order for School Board employees to administer prescription medication at school, parents must:

1. Call School Nurse Rachel Bradley for an appt to discuss your child’s medications. No breathing treatments will be given using nebulizers
2. Have the appropriate authorization form signed giving details as to the time and amount to be given to the child. The instructions on the authorization form must match the instructions on the original prescription bottle. The forms are available in the school office.

Newsletters & Menus

The newsletter and lunch menu will be posted on a monthly basis on the school’s website. This information is also posted on the Lynch Elementary website. <http://www.lynch-es.pinellas.k12.fl.us/> and emailed through Peachjar as well.

Parent and Teacher Conferences

Due to COVID parent conferences will be virtual or scheduled by appointment only. Parents **may not** confer with teachers during class time. Parents will be asked to attend at least one individual conference during the year to discuss student progress. However, if a student has a Progress Monitoring plan, more conferences are required. Conferences may be scheduled by contacting the teacher.

Restorative Practice

Restorative Practice is a social science that studies how to build capital and achieve social discipline through participatory learning and decision making. The use of restorative practices helps to:

- Reduce violence and bullying
- Restore relationships
- Provide effective leadership
- Repair harm

Safety Drills

We are required to conduct unannounced fire drills and safety drill each month. Tornado drills are also conducted each semester. The process of conducting drills will vary slightly to reduce crowding but will occur monthly as well.

Safety Patrol – suspended until further notice

Students from Grade 5 are selected for Lynch Patrols. Their major jobs are to remind children of safety rules and to aid other students getting around campus and exiting/entering cars at the car line. Patrols must maintain good grades and display appropriate behaviors on campus throughout the day.

SSO – School Safety Officer – Officer Miller

Each elementary school has an assigned School Safety Officer. The SSO is present on campus, all day. Their main function is to monitor the campus. Please notify the principal of any safety concerns.

Telephone

Students will not be called out of class for phone calls. In an emergency situation, administrative permission must be secured. For the safety of students, we do not confirm absences or give confidential information regarding students over the phone. This policy is to protect your child.

Textbooks

Textbooks are furnished at all levels. Parents are expected to pay for lost or damaged textbooks and/or library books. Students will be allowed to bring home classroom textbooks/library books. MyPCS students will receive textbooks if needed.

Visitors on Campus – Visitation for the 1st 9 weeks is on hold with exception of essential business

Lynch welcomes our parents to visit. However, to ensure safety for our children and to promote highest student achievement, classroom visitations are not allowed without 24 hours prior approval from the classroom teacher and/or principal. Students not registered at Lynch are not permitted to visit classes while in session. Please contact the teacher to schedule your visit. All visitors are required to sign in at the school office upon arrival on campus. Our system requires sign-in with a Drivers License or a State-issued ID. We welcome this opportunity to greet you and appreciate your cooperation.

Volunteers – On hold – Mentors will be virtual for 1st 9 weeks then re-evaluated

A key part of the Lynch School Improvement Plan is parental and community involvement. Volunteers make a positive and significant impact by working one-on-one with a student or in a small group. All volunteers must complete a registration form and complete the criminal offense section on the registration form before they may begin volunteering. Volunteer applicants are also required to show a legal, government issued photo ID upon registration. Registration forms are available in the school office or on the Pinellas County School Board website.

Wellness Guidelines

Foods on Campus: Elementary schools may not serve or provide access for students to low nutritional foods and forms of candy on school property until the end of the school day. This includes vending machines, school stores and school fundraisers. Lynch received the Silver Status this year.

Snacks and special events including student birthdays: Please **contact individual teachers before** sending in any food items. All snacks must comply with the district's nutrition standards (see Wellness Guidelines on page 8) and may **not** contain any low nutritional **candy** or **dessert type items** (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.). All food must be store bought and in the original containers.

With principal permission, students may be given low nutritional foods, candy items or other restricted foods during the school day for **up to two different school-approved events each year**. These food items may not be given while school meals are being served.

Wellness Guideline Snack Suggestions- No outside food/snacks w/the exception of lunch until further notice

Fruits/Vegetables

Canned fruits in natural juices
Fresh vegetables
Raisins or other dried fruits

Grains (1.5 oz. or less)

Whole grain crackers
Unsweetened cereals
Unbuttered popcorn
Baked tortilla chips
Pretzel and nut mix

Bakery Items (3 oz. or less)

Whole grain breads
Pretzels / Baked chips
Bagels / English muffins
Mini muffins

Cereal Bars (2 oz. or less)

Multigrain bars / Granola bar

Beverages (12 oz. or less)

Bottled water

Miscellaneous

Peanuts (1 oz. or less)
Low-fat cheeses
Peanut butter
Salsa Sugar-free gelatin
Yogurt (8oz)

EXTRACURRICULAR ACTIVITIES

YMCA The YMCA provides before school/after school care daily. 6:30-8:45 A.M. & from 2:55–6:00 pm, in small groups of 15 students.

PROMISE TIME – NO COST TO FAMILIES: This is Title 1 funded program that offers our students different remediation/tutoring and enrichment activities. Students will be invited to attend different programs to support their learning as recommended by teachers and leadership staff.

SCHOOL ADVISORY COUNCIL (SAC)

The school advisory council provides the link between the school, parents and the community at large. The SAC committee meets monthly – all meeting will be virtual to start.

FAMILY COMMITTEES

PARENT TEACHER ASSOCIATION (PTA)

PTA is an organization of parents and teachers working together to improve the quality of education in our school. Joining the Lynch PTA makes you a member of both the state and national PTA. Meetings, informative programs, and fundraising activities are sponsored by PTA throughout the year.

ALL PRO DADS This is a great way for our male parents/guardians to be a part of their child's education. Listen and look for upcoming morning meetings (1 x per month). These will be announced via phone message or virtual school newsletter and webpage.