

Len Lastinger
Elementary
PARENT/STUDENT
Handbook
2018-2019
School Year

1210 Lake Drive – Tifton, GA 31794

387-2420 FAX: 386-1048

<http://www.tiftschools.com/lastinger>

Check us out on Facebook @ Len Lastinger Primary

WELCOME PARENTS AND STUDENTS

August, 2018

Dear Parents,

Welcome to the 2018-19 school year at Len Lastinger Elementary! We are looking forward to a great school year. The staff is working hard to ensure your child's success this year as we work together to provide an opportunity for your child to grow academically.

Student success is enhanced exponentially through the involvement of parents. Children value what their parents value. It is so important that you read with your child nightly, let them see you reading your own book, and talk about what you are reading. Have your child explain what they learned today at school and not just what they had for lunch or what Johnny said at recess. It is important that the parents and teachers have a good working relationship. Be involved with your child's educational experience.

This handbook was designed to aid you and your child. It is not all-inclusive, but does cover most of the items that commonly concern parents and students. Please read the following handbook in conjunction with the Tift County Code of Student Conduct. This handbook is designed to help familiarize you with Len Lastinger and does not override or replace policies and procedures mandated by the Tift County Board of Education. It is important that you become familiar with the policies and procedures of our school. Please feel free to contact us at any time to discuss your child.

As always, I am here to assist you and your child. Please contact me if I can be of service to you. I am looking forward to a fantastic 2018-19 school year!

Sincerely,

Richard Fisher
Principal

LEN LASTINGER MISSION STATEMENT

Len Lastinger is committed to establishing a strong educational foundation, by working together with students, parents, teachers, administrators, and the community, to create lifetime learners in an ever-changing society.

We Believe:

- Student learning is the chief priority for the school.
- All students have the ability to learn.
- Students learn best when they have appropriate opportunities for success.
- Challenging expectations increase individual student performance.
- In order to be effective in a rapidly changing world, students need to develop critical thinking skills and be actively involved in solving problems.
- Shared responsibility for learning among students, parents, teachers, and administrators is critical to student success.
- All students require appropriate curricular and learning opportunities supported by innovative technology.
- Each person is a valued individual and deserves respect.
- Every individual has a right to a school environment free of chronic disruptive behavior.
- A safe and physically comfortable environment is vital to student learning.
- Advancing the school mission should be a cooperative effort of the administrator, teacher, learner, parent, and community.

FACULTY AND STAFF

Administration- Richard Fisher, Patsy Shivers

Bookkeeper and Registrar – JaNay Windmoller

Receptionist - Venessa Patterson

Office Aide – Lynn Harrell

Kindergarten – Nancy Garner, Kacy Bristol, Jamie Judy, and Courtney Greer

1st Grade – Shanda Hurst, Dacia Porter, Jessica Peters, and Jane McPherson

2nd Grade – Jana Cromer, Haley Stinson, Hannah Simmons and Danielle Hunt

3rd Grade – Gwen Robinson, Dawn Starling, Stephanie Kimbrell, and Haley Lentz

4th Grade - Bobbie Keeter, Stephanie Roberts and Joy Shannon

5th Grade - Stephanie Ray, Robert Bullington, and Wendy Sparks

P. E. – Lucy Manning

Music – Daniel Gibson

Speech – Georgia Jackson

Academic ELA Coach –Susan Parsons

Academic Math Coach – Emily Head

Special Education – Greta Simmons, Nellie Owens, and Celeste Beaumont

GATE RESOURCE – Tracy Ingram

ESOL – Tina Murray

Early Intervention Program (EIP)/ Title I – Selina Dales and Angela Stewart.

Media Specialist – Emily Fincher

School Nurse – Tangee Coney

Guidance Counselor – Carletha Parson

School Social Worker- April Holmes (Thursdays)

Paraprofessionals – Barbara Shepherd, Olga Garcia, Sharon Robinson, Sharmilla Chitwood, Diane Sears, Jennifer Cole, Melissa Wells, Tamara Neal, Renee Sullivan, Danielle Parsons, Debbie Abbott, Lauren Cooksey, Sara Wallace, Jesse Carpenter.

Lunchroom Manager – Tammy Wells

GENERAL DAILY SCHEDULE

7:00	Personnel on duty- <u>Parents may drop off children in the BACK ONLY.</u>
7:30	Personnel sign in - students report to hallways if not eating breakfast
7:45	Tardy Bell- Students go into their classroom Announcements Pledge of Allegiance Moment of Silence
10:45 – 1:15	Classes rotate through lunches
3:10	Afternoon announcements
3:15	1 st Bus Load dismissal (054A), Van rider dismissal
3:20	Car riders dismissed
3:25	2 nd Bus Load Dismissal (054B, 093, 110, 091) - report to cafeteria KAC dismissal (meet on kindergarten hallway)
3:30	Personnel sign out

* All students must be picked up no later than 3:45

AFTER SCHOOL PROGRAM

Kids Advocacy Coalition (KAC) Program offers a self-supporting After-School Program (ASP) that provides supervision of students from 3:30 pm until 6:00 pm each school day. The cost of the PRE-PAY program is \$32.00 per week if students are picked up by 4:45, and \$40.00 per week for student who remains after 4:45. There is a one-time \$ 40.00 sign-up fee per child. Children engage in activities that encourage creativity, social relationships, and appropriate behavior, which foster a positive self-image. Parents may request a registration form from the office. **All students who stay in an ASP must have a registration form on file.** Additional questions regarding KAC may be answered by calling the KAC office at 382-9919. There is an informational flyer that details all of the KAC rules and regulations that you may ask for in the office. Website: **KACTIFT.ORG**

ARRIVING AT SCHOOL

The school day for students is from 7:45 AM until 3:15 pm. Students should not arrive at school before 7:00 AM as there is no one on duty to supervise students before this time. Please note: students that are dropped off by their parents prior to 7:00 are unsupervised. If a medical emergency, fight, etc, should occur, there is no staff member on duty to supervise **until 7:00 AM.** We appreciate your cooperation in this matter. Students arriving by bus or by car will go the lunchroom upon arrival at school. If a student eats breakfast at school, he/she should report to the lunchroom. Students that are dropped off by car in the morning and plan on eating breakfast should be at the school no later than 7:30 so that they may eat and be in class by 7:45 AM.

Attendance

We put great emphasis on good school attendance. Tardiness and leaving early take away from the instructional time of all students. We encourage you to have your child in school every day, all day, unless he/she is sick.

Excessive tardiness and/or absences for this age child indicate that there is a problem. Being just a few minutes tardy causes the child to miss the morning directions and announcements, which interferes with both the student's and his/her classmates' learning.

REMINDER: SCHOOL STARTS AT 7:45 AM. ANY STUDENT ARRIVING AFTER 7:45 AM WILL BE CONSIDERED TARDY.

Absences

1. A written excuse from a physician, parent or guardian, stating days missed and reason for absence shall be provided to the designated person at each school by the third day the student returns to school after an absence. Only three (3) written excuses from a parent/guardian will be accepted per 9 weeks.
2. Parents of students from ages 5-9 who have five (5) unexcused absences will receive notification from the Tift County School Attendance Support team for a parent meeting. Upon the 6th unexcused absence, a warrant will be taken out against the parent. At such time, the student and parent/guardian will be expected to appear before the Magistrate Judge and the Judge of State Court, to show cause for the six (6) or more unexcused absences.
3. In the event of prolonged absences due to extenuating circumstances, the student, parent or guardian, may request the case be reviewed by the attendance appeals committee. (See Attendance Appeals Committee)
4. Make-up work for unexcused absences may be approved by the building principal for extenuating circumstances. This request for make-up work must be made PRIOR TO the un-excused absence. Students will be granted three (3) days to make arrangements to make up work missed.

Attendance and Tardies/Early Dismissals for Students in Grades K-12:

1. Students are expected to be on time and in attendance daily. Students in K-8 must be present at least 1/2 of the school day to be counted present. Students in grades 9-12 must be present at least 1/2 or more of the class period to be counted present for that class.
2. Parents are responsible for getting students to school on time, and should not make a habit of taking students out of school prior to official dismissal time.

- a. Students in grades K-8 will be referred to the Attendance Support Team (AST) when they have received a combination of fifteen (15) tardies/early dismissals.

Attendance Appeals Process: Grades K-1

1. An Attendance Appeals Committee shall be established by the building administrator.
2. The Attendance Appeals Committee in each school shall be comprised of an administrator, counselor, school social worker, teacher, or any other person the principal feels necessary who has information for the Committee to consider.
3. The Attendance Appeals Committee shall meet as the building administrator deems it necessary. (The Attendance Appeals Committee must meet upon the request of a parent or student.) Minutes are to be kept of all attendance hearings

BRINGING MONEY AND OTHER VALUABLES TO SCHOOL

A student may be asked to bring money to school at different times during the school year. Their teacher will tell them what it is for, how much is needed and when to bring it. It should be put in a sealed envelope with the student's name and what it is for on the outside of the envelope.

BUS TRANSPORTATION- A PRIVILEGE

Students who ride a bus are under the direct supervision of the bus driver. ***Students must obey the driver, sit in a designated seat, and talk softly. Riding the school bus is a privilege and improper conduct may result in the loss of transportation privileges.*** The bus driver will be sharing bus rules. At times, parents may wish for their child to ride home with another student. To do this, a note must be provided by the parent that includes date, bus number, address/contact information for the responsible person, and student's name. This note must be signed by an administrator.

The principal reserves the right to deny bus transportation to any student when the behavior of that student fails to meet guidelines established for safe bus transport. Parents may request a written explanation when their child is denied bus transportation through suspension or expulsion. REMEMBER: When a student is suspended or expelled from one Tift County school bus, he or she is denied transportation from all Tift County school buses.

– Parents can now log into Versatran's E-link and find out what bus to ride to school and what time it will pick your child up. Go to Tiftschools.com and you will find the link to Versatran's E-link on the home page. The username and password are: parent.

The Tift County bus rules/regulations are contained in the Student Code of Conduct. Balloons or glass containers are not allowed on buses any time throughout the year. By putting the safety and welfare of our students first, this policy will assist in avoiding potential safety hazards.

No adults, other than school personnel, are allowed among the buses or to remove children from the buses at loading time.

In cases of family **EMERGENCY**, requiring an immediate change in the way a child is to get home, **the parent must call the school office at 387-2420 before 2:00 p.m. to inform school authorities** of the same. An administrator must approve an emergency change of transportation.

BUZZING WITH BOOKS

Parents, we are asking you to either read to your child if they are a non-reader or encourage them to read by themselves 15 to 20 minutes 5 days a week. Teachers will send home a “Buzzing with Books” recording sheet weekly for you to record your progress. Please send these back each week as we use these to reward our students for participation.

CLASSROOM INTERRUPTIONS

We are aware there may be times when you need to speak to your child or speak to their teacher about an issue. The concern is the number of parents who come in during the school day requesting to speak to the teacher. This causes an interruption in the instructional time. Every minute of our instructional time is valuable. We want that time utilized in the best way possible for your child(ren).

We are asking if you have a need to speak to the teacher, please do it in the mornings prior to 7:45 a.m., or in the afternoons after 3:30 p.m. You may call and leave a message and the teacher will attempt to call you at their earliest convenience. Because of so many other meetings and conferences that involve the teacher, it would always be a good idea to call before you plan to come.

We also know there are times when your child may have forgotten their lunch, field trip permission form, or other items. In those cases, our office staff will call to the room for your child to come to the office to get the item(s). This will cause the least disruption.

CLINIC

If a child becomes ill or is injured at school, the parents will be notified by telephone. Please be sure to keep a current address and phone number on file in the office.

The clinic at Len Lastinger is open during school hours from **7:30 – 3:00** every day and staffed by a nurse. **Should a student become ill, their temperature will be taken and parents will be notified. Minor accidents resulting in scrapes, scratches, etc., which requires first aid, will be handled by the school nurse or teacher and parents may be contacted via phone or note home. Other accidents and /or injuries will be referred to the school administration. In emergency situations, the administrator will notify the parents or**

guardians of the student. If the parents or guardians cannot be contacted, appropriate emergency action will be taken while attempting to contact parents or guardians.

MEDICATION

Parents of students requiring medication are to come by the clinic to complete and sign a form that is required if medicine must be given at school. Students are not to have medicine in their possession at school. All medicine is kept secure in the clinic and students must come to the clinic to take their medication. Medication should be in the original labeled container.

The clinic is not allowed to have any over-the-counter medication. If a child feels that they need Tylenol, Benadryl, etc. their parent will have to furnish the medicine and also come and fill out a medical form for each over-the-counter medicine that is brought to the clinic.

CUSTODY OF CHILDREN

School personnel are bound by law to release children to either of their custodial parents. If there are custodial issues within a family then the school must have a copy on file of a court order which grants custody to one parent or the other or a third party. We are educators, not lawyers.

DISCIPLINARY PROCEDURES

Your child is very special to us! In order to guarantee your child and all the students in the classroom the excellent learning climate they deserve, we will follow the discipline plan found in the Tift County Code of Conduct.

DRESS CODE

Tift County Dress Standards (K-12)

The **rationale for dress standards** is to foster good citizenship and the schools' ability to achieve their academic and instructional purposes. The **goal** is to promote student learning, safety, and behavior by assisting students in making choices about appropriate school attire.

UNIFORM DRESS CODE FOR STUDENTS IN GRADES K-5. Students will be required to wear solid white, gray or navy/dark blue collared shirts and khaki, gray or navy/ dark blue bottoms. All uniforms shall adhere to current general dress code standards.

EARLY DISMISSAL

School is officially dismissed for walkers, riders and bus students beginning at 3:15 p.m. This does not of course prevent a parent from **occasionally** picking up his/her child from school for a valid reason. When picking up a child early, please report to the office. Your child will be paged

from the office. **TEACHERS ARE NOT PERMITTED TO RELEASE STUDENTS UNTIL THE OFFICE CONTACTS THEM.**

FIRE /TORNADO/INTRUDER DRILLS

Because we want to be prepared for an emergency, we will practice our emergency procedures. Throughout the year we will have drills so we will know exactly what to do.

Students should:

1. Be familiar with the exit plan posted in their classroom.
2. Remain quiet and wait for instructions.
3. Walk, without talking. Move quickly and quietly to the designated area.
4. Follow procedures outlined by the teacher for all drills.
5. Fire drills are scheduled for each month.

FIELD TRIPS

Field trips provide an excellent educational experience for children. Field trips must be related directly to planned classroom instruction. Parents must grant permission for students to go on approved field trips. Donations from parents make these field trips possible. Parents are not permitted to ride on the school bus to field trips.

FUNDRAISERS

There are many things that help to ENHANCE the instruction and atmosphere of our school. These items are not included in the state and county funding formulas. Examples would be playground equipment, school decorations, awards for students and staff, volunteer recognition, courtyard etc. In order to be able to fund these and many other items, the PTO will sponsor several fundraising activities. Your support in these fund-raisers is very much appreciated. A complete list of everything the fundraiser money is used for is available through the PTO.

GRADES

Mid-quarter reports are sent home at each 4 ½ week interval of the nine-week quarter except the first nine weeks. Each student will be given a report card every nine weeks. Report cards for the first nine weeks will be given out during a mandatory parent/teacher conference scheduled for October 23, 2018. Report cards and mid-quarters should be signed and returned to school the day after they are handed out.

Grades K-3

4 – Extending

3 – Achieving

2 – Developing

1 – Beginning

Grades 4-5

A – 90-100

B - 80-89

C – 70–79

F – Below 70 (failing)

Honor Roll (Grades 4&5) is achieved by making grades of 90 or above in all academic subjects during the grading period.

Merit Roll (Grades 4&5) is achieved by making grades of 80 or above in all academic subjects during the grading period

HEAD/BODY LICE

Students with head lice, nits, or scabies (body lice) will be removed from the classroom. The school nurse will call parents to pick up their child. The student may not return until the student has been treated and verified by the Tift county Health Department and the school nurse. When a case is confirmed in a family, all siblings at the school will also be checked. We do have a “no nits” policy meaning that all nits must be combed from the hair after treatment in order for the child to return to school. We must have the cooperation of parents where lice are concerned.

HOMEWORK

Homework is a part of the instructional program at Len Lastinger Elementary School. Homework assignments may vary from grade to grade and teacher to teacher. There are many reasons students have homework. Some of the most important are: 1) to practice, 2) to reinforce, 3) to teach responsibility, and 4) to involve parents in learning. Homework will take many forms from completing written assignments to reading books. Please check daily with your child and emphasize the importance of completing homework assignments with accuracy.

IMMUNIZATIONS

Georgia law requires each child in public or private school be immunized against chicken pox, measles, mumps, polio, whooping cough, tetanus, diphtheria, and rubella. Form #3231 is required by the state of Georgia to be on file. An eye, ear, and dental Georgia form is required to be on file.

LOST AND FOUND

Should a child lose something in or around the school, they would need to check on the stage. If they can identify it, they may claim the property. If a student finds something that doesn't belong to them, please bring it to the office. **Please put your child's name on his/her coats, sweaters, caps and other personal items so that we may help in returning lost items to the owner.** To claim articles found at school, check in the school office. Unclaimed items are not carried over from one school term to the next. Thank you for your cooperation as we try to make our school the very best it can be.

Mandated Reporters

All school officials are mandated reporters. These individuals are obligated by law to report suspected cases of child abuse and neglect. Mandated reporter laws are designed to catch child abuse in its early stages, so that children do not suffer long term damage. Mandated reporters who suspect that any type of abuse is occurring must report it to the Child Protective Service (CPS). Suspicious signs include bruises, lacerations, physical or emotional trauma, emotional unpredictability, and evidence of improper care. If a child discloses an abusive situation to mandated reporters, they must report the disclosure.

MEALS

Students are encouraged to eat the meals prepared in the cafeteria rather than bringing lunches from home. Tift County is participating in a Pilot program CEO as a part of the Healthy Hungry Free Kids Act. As a result, ALL BREAKFAST AND LUNCHES WILL BE PROVIDED TO STUDENTS IN GRADES K-12 AT NO CHARGE. Additional entrees and milks will be provided at full price. Parents are welcomed to eat with their child during the student's designated lunch time. There are tables set in the foyer or in the back of the lunchroom for just this purpose. Students are NOT permitted to bring friends to join them for lunch.

Breakfast is served from 7:00 a.m. until 7:45 a.m.

- Adult breakfast \$2.00
- Adult Lunch \$3.50
- Extra milk \$0.50
- Tea \$0.75
- Extra entre \$2.00

PARENT INVOLVEMENT

Studies show that children do better in school when their parent(s)/guardian(s) are involved in their education. Len Lastinger offers a variety of ways that parents may become involved in their children's schooling that include:

- Workshops (homework tips, Family Reading, etc.)
- School Council
- Classroom volunteers
- Award assemblies, Open House, Classroom programs, School wide assemblies

Len Lastinger Parent Involvement Policy

The faculty and staff of Len Lastinger Primary School along with the members of the community recognize the importance of parent involvement in education as an integral component to attain individual student goals. There is a clear indication through educational research that a strong correlation exists between student achievement and parent involvement. In our efforts to

improve student achievement, Len Lastinger Elementary School welcomes the participation of all parents in all school activities. This participation shall include, but not be limited to, planning, designing, and implementing programs. To facilitate this involvement, Len Lastinger has established a plan that has been formulated in conjunction with parents and the school staff. Len Lastinger is dedicated to the implementation of strategies to increase parent and community involvement within our school. The policy and compact will be posted on the website, and in the student-parent handbook. Any additional suggestions will be considered for future vision. **NCLB Act 2001 Section 1118-16**

The Parent Liaison, in conjunction with each primary school, provides meetings and workshops throughout the school year. Transportation, childcare, and home visits are also provided when necessary. The open door policy of Len Lastinger encourages parents to visit and take active roles at the school. Our parent involvement meetings are designed to make available resources and materials parents need to become more effective and actively involved in their child's education. We will continue to provide our parents with various forms of communication, including translations, flyers, newsletters, workshops, phone calls, and PTO information.

Right to Know

In compliance with the requirements of the Elementary and Secondary Education Act the **Len Lastinger Elementary** would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact Richard Fisher, Principal at **229-387-2420**.

PARENT-TEACHER CONFERENCE

Communication between the parent and the teacher is most beneficial to the student's success. Parents should plan to meet with their child's teacher at least twice during the school term. Parents should always feel free to request a conference and may do so by calling the school

office. Teachers are available for conference before 8:00 a.m. and after 3:20 p.m. daily. If necessary, a conference SHOULD be arranged during the teacher's planning period.

PARENT VOLUNTEER PROGRAM

We are very fortunate at Len Lastinger to have an active parent volunteer program. Be on the lookout for information which tells how you can become a parent volunteer. In order to have the best school possible, parental involvement is vital.

PARTIES

Each class may have two (2) major parties during the school year. These parties may begin no earlier than 2:00 p.m. Small socials tied to the curriculum may be held at the discretion of the teacher. These social gatherings will be during the last hour of the school day and begin no earlier than 2:00. We encourage parents to provide healthy snack options. Candy and soft drinks are not appropriate snacks.

PROMOTION / RETENTION

It is the policy of the State of Georgia that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The principal shall annually notify parents or guardians that placement or promotion of a student in a grade, class, or program will be based on the academic achievement of the student on Criterion-Referenced assessments and grade level performance standards.

REQUIREMENTS FOR GRADES 3, 5, AND 8

In accordance with State Board policy, promotion requirements for grades 3, 5, and 8 shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the state-adopted assessment in reading and meet promotion standards established by the Tift County Board of Education.
2. No fifth grade student shall be promoted to the six grade if the student does not achieve grade level on the state-adopted assessment in reading and the

state-adopted assessment in mathematics and meet promotion standards established by the Tift County Board of Education.

3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the state-adopted assessment in reading and the state-adopted assessment in mathematics and meet promotion standards established by the Tift County Board of Education.
4. The school principal may retain a student who performs satisfactorily on the state-adopted assessment but whose documented daily class performance does not reflect mastery of established grade level Performance Standards. The following may also be considered by the professional school staff in determining promotion, placement or retention of a student:
 - i. Regular school attendance
 - ii. Previous interventions
 - iii. Age and level of social and emotional maturity

When a student does not perform at grade level in grades 3, 5, or 8 on the state-adopted assessment specified in section (a) above, then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the state-adopted assessment individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
 - i. The student's below-grade-level performance on the state-adopted assessment;
 - ii. The specific retest(s) to be given the student and testing date(s);
 - iii. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the state-adopted assessment; and
 - iv. The possibility that the student might be retained at the same grade level for the next school year.
2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity. Such opportunities may be provided through participation in the Early Intervention Program, the Extended Day Program and/or the Summer School Program; and
3. The student shall be retested with appropriate section(s) of the state-adopted assessment or an alternative assessment instrument that is

appropriate for the student's grade level as provided for by the State Board of Education and the Tift County Board of Education.

When a student does not perform at grade level on the state-adopted assessment in grades 3, 5, and 8 and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal shall retain the student for the next school year except as otherwise provided for in this rule.
2. The school principal shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
 - i. The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;
 - ii. The notice shall describe the composition and functions of the placement committee; and
 - iii. The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
 - i. The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the state-adopted assessment or the Alternative Assessment Instrument on which the student failed to perform at grade level.
 - ii. The principal shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
 - iii. The placement committee shall review the overall academic achievement of the student in light of the performance on the state-adopted assessment or the Alternative Assessment Instrument and performance standards as established by the Tift County Board of Education.
 - iv. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - v. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments

administered to other students at the grade level during the year.

- vi. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
4. The school's Student Support Team shall direct the development of a plan for accelerated, differentiated, or additional instruction for each student who does not achieve grade level performance in grades 3, 5, or 8 on the state-adopted assessment specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
5. A student who is absent or otherwise unable to take the state-adopted assessment in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the state-adopted assessment in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and The Tift County Board of Education. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
6. A student's failure to take the state-adopted assessment in grades 3, 5 and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Tift County Board of Education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in rule 160-4-2.11.
7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.
8. The final decision concerning student placement rests with the school principal.

REQUIREMENTS FOR GRADES K, 1, 2, 4, 6, AND 7

Recommendations concerning instructional placement and progress of students in these grades shall be the responsibility of the principal, teacher, and other professional staff in accordance with the established Performance Standards set by the Tift County Board of Education and the State Board of Education. Performance Standards are based on applicable grade level State Standards; state-adopted assessment objectives; Georgia Kindergarten Inventory of Developing Skills objectives; and established local benchmarks. The final decision concerning placement, however, rests with the principal.

The following may also be considered by the professional school staff in determining promotion, placement or retention of a student:

1. Previous interventions, including retentions.
2. Age and level of social and emotional maturity.
3. Regular school attendance.

Retention/Placement Decision Process:

1. The teacher(s) should modify/differentiate instruction for students experiencing difficulty in accordance with the school's continuum of the Pyramid of Intervention.
2. A Placement Committee meeting must be scheduled by the principal and/or teacher for any student that is not on track for promotion at the end of the second nine-week grading period.
 - a. The Placement Committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject in which the student failed to perform at grade level.
 - b. The principal shall notify in writing by first-class mail the parent or guardian and the teacher(s) of the time and place for convening the Placement Committee.
 - c. The Placement Committee shall review the overall academic achievement of the student.
3. At least one additional Placement Committee meeting will be held with the parent(s) after the third nine week grading period.
 - a. The school principal shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) of the time and place for convening the Placement Committee.
 - b. The Placement Committee shall discuss the student's progress, achievement proficiency on the state-adopted assessment in reading and math, the results of the interventions, and the possibility of retention for the following school year.
4. The school principal, by the last day of school, shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the final retention decision.
5. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the Placement Committee.
6. The school's Placement Committee or the Student Support Team shall direct the development of a plan for accelerated, differentiated, or additional instruction for each student recommended for retention.

The Tift County Board of Education reserves the right to continuously study the promotion policy and make changes as are deemed necessary.

REMIND 101

Sign up for Remind101 to get text messages from the school. Text the following messages to the following number:

To: 81010

Message: @lenkind (for kindergarten)

@len1st (for 1st grade)

@len2nd (for 2nd grade)

@len3rd (for 3rd grade)

@len4th (for 4th grade)

@len5th (for 5th grade)

PLEDGE OF ALLEGIANCE

Each day, students are afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America. Students participating in the recitation of the pledge will be expected to stand, face the flag, and recite the Pledge in unison. Students not participating in the pledge may (a) stand and refrain from reciting the Pledge or (b) remain seated. The Tift County School System adheres to the State Law regarding the "Moment of Silence." At Len Lastinger, the moment of silence is the first activity each day after the pledge of allegiance.

PTO

The Len Lastinger PTO is a vital and integral part of our school. The PTO Board is a group of hard-working parents who meet to conduct the business of the PTO. All meetings are open to the public and parents are encouraged to come. Every parent is encouraged to become active in the Len Lastinger Primary School PTO.

SCHOOL PICTURES

School pictures are pre-paid in the fall and pre-paid in the spring. Individual shots are taken in the fall (**September 19**), holiday pictures (**November 15**) and individual and group shots are made in the spring (**TBD**). Information regarding school picture will be sent home with students.

SCHOOL RECORDS

Individual information cards are kept for each child. These include home and office telephone numbers, addresses, emergency contacts, and family doctor's name. We ask your cooperation in helping us keep this information up-to-date. Any change in your address or telephone number should be reported to the office immediately. Please give us unlisted telephone numbers, as there are times when we find it imperative to contact you. **YOUR UNLISTED NUMBER WILL BE HELD IN STRICT CONFIDENCE AT YOUR WRITTEN REQUEST.**

Laws have been passed to protect your child's records. Only you, and those educators and other school officials with legitimate educational interest, can see your child's educational records.

SCHOOL STORE

School supplies may be purchased from the school store announced morning from 7:30 a.m. till 7:45 a.m. The school store will be located in the lobby or other designated area on designated days.

SCHOOL VISITATION/SIGN OUT PROCEDURES

1. All visitors must report to the principal's office and obtain a visitor's pass. Entry/exit doors are posted to this effect.
2. Parents/guardians must sign their children out in the office prior to 3:15 p.m. **Students are not to be signed out early regularly or on a daily basis** as this interferes with the child's academic progress. Unusual or special circumstances should be addressed with the principal or his designee.
3. If parents/guardians need to visit or conference with a teacher, they are encouraged to do so before 7:45 a.m. and after 3:30 p.m. This will allow as few interruptions during the teaching day as possible. Teachers will schedule a minimum of two formal conferences with parents/guardians during a mutually agreeable time. When the teacher has made a good faith effort to set up parent/teacher conferences, the full responsibility for actually having the conferences resides with the parent/guardian.
4. Len Lastinger students will not be allowed to leave the school campus during the day unless they have been signed out by an adult family member known to the school staff. **Older children may not sign out students.**
5. The principal reserves the right to deny a visitor's pass to anyone when he considers such action to be prudent.

Severe Weather

If severe weather (such as snow, tornado, etc.) is approaching our area and it becomes necessary to close school or to dismiss early, a parent will be informed by the following:

- Television, Radio
- Facebook, call our system.

When school is dismissed early, we cannot delay the departure of buses long enough for all students to call their parents. Students must be sent home immediately. It is therefore, very important that students are aware of what to do. Each child should have an up to date Emergency Plan completed with this **information on the file at school. It is the responsibility of the parent/guardian to keep the child's emergency plan current.**

STUDENT ARRIVAL AND DEPARTURE

To ensure the safety of all students, the following areas have been designated as drop-off and pick-up areas: (Please drive with caution and adhere to these rules)

- **Buses ONLY will use the Lake Drive front entrance.**
- **Cars riders will use the back entrance.**
- **Walkers will leave from the front entrance.**
- **Do not arrive before 7:00.**
- **Students should be picked up no later than 3:45 unless they are attending an afterschool program.**

Morning Drop – Off (Traffic heavy during this time)

All school buses and daycare buses will be lined up in the bus loading area in front of the school on Lake Drive. Bus riders arrive at front entrance and report to cafeteria if arriving before 7:30 AM. After 7:30 AM, students will report to the cafeteria if eating breakfast or to their grade appropriate hallway until the 7:45 bell rings to report to classes. Car riders will be dropped off at the end of the covered walk at the back entrance

(Reminder: Students should not be dropped off before 7:00. This is unsupervised time.)

SAFETY CONCERN:

CAR RIDERS SHOULD NEVER BE DROPPED OFF IN THE FRONT OF THE SCHOOL. YOU ARE WELCOME TO PARK AND WALK YOUR CHILD IN THE FRONT DOORS;

OTHERWISE, PLEASE USE THE BACK OF THE SCHOOL AS YOUR DROP OFF POINT.

When dropping off and picking up students in automobiles, parents/guardians must follow the duty personnel's directions. This is for the safety of the children. Please do not disregard these

directions. Drivers who do so place the lives of small children in jeopardy. Such drivers will be reported to the appropriate authorities.

STUDENT RECOGNITION

Each month students who perform in a consistent manner in one or more of the following may be chosen as **Student of the Month**. (Respectful of other students, teachers, and paraprofessionals; student who are responsible, cooperative, dependable; students who are careful to protect and keep all school property clean; students who attempt all classwork and homework; students who hand in assignments on time; and, students who have good attendance) A breakfast is scheduled each month to honor students that achieve this award.

STUDENT SUPPORT TEAM (SST)

Any student who experiences difficulty in his/her instructional day (academic, behavior, personal, etc.) is eligible for SST services. Request for SST services may be made by teacher, administrator, or parent. The purpose of the Student Support Team is to lend support to teachers and parents in providing the most appropriate educational program for children.

WITHDRAWAL PROCEDURES

If you are moving and find it necessary to withdraw your child from Len Lastinger, please call the office (387-2420) as soon as possible. All library books and textbooks must be returned before withdrawal. Your child's Georgia cumulative records will be transferred to his/her new school when a written request from the new school is received.

If you move to another school zone in Tift County:

1. Come by the office and sign a withdrawal form.
2. Check in all textbooks and library books.

YEARBOOKS

Yearbooks are a great way to store all the great memories you experience while at Len Lastinger. This year's yearbook will be all in COLOR! Books will need to be preordered in the front office.

Len Lastinger School Rules

1. Students will behave in a courteous manner. (No aggressive behavior either verbal or physical)
2. Students are expected to be respectful to all persons and property at all times.

3. Students are expected to keep the noise level to a minimum in the common areas.
4. Students are **expected to keep their toys at home** unless otherwise directed.
5. Students are expected to behave in a responsible manner at all times. They are responsible for any damage they cause whether intentional or accidentally.
6. Students will use appropriate language both verbal and non-verbal. (No inappropriate language or gestures. Not rude, obscene, or discriminatory.)

Len Lastinger Primary Student Handbook 2018-2019 Parent Statement

I have read and I understand the policies and procedures in the Len Lastinger Student Handbook. I have also received a copy of the Focus School parent notification letter located within the student handbook.

Student's Name/Grade

Student's Signature

Parent /Guardian's Signature

Date

Comments: _____
