

AGENDA

The agenda is a required part of our daily life here at LES. If it is lost, there will be a **five dollar charge for a replacement agenda**. The agenda is a communication tool that allows you to review your child's daily academic activities, respond to teacher comments, and request conferences. Please review and initial your child's agenda each day. **The student/parent handbook is in addition to federal, state, local codes, laws, and policies. It is not an exclusive document.** The administration and faculty of Lascassas Elementary School retain complete discretion to take any action that ensures a positive and productive school environment within guidelines of the codes, laws, and policies.

ADDRESS CHANGE

It is very important that the school has your current address and phone number.

This information is especially needed in case of an emergency. Please notify the school secretary immediately upon changing your address or phone (work and home). All information is confidential.

SCHOOL HOURS

(Arrival and Departure)

In the mornings, all students are to be dropped off in front of the gym.

- **6:45am:** gym open to accept early arrivals
- **7:00am-7:20:** breakfast is served
- **7:30 am:** class begins
- **2:30 pm:** students dismissed to assigned areas
- Bus riders load onto buses at 2:30 pm.

- YMCA reports to designated area in the gym or cafeteria.
- Car riders wait in designated areas and load after buses leave.

AFTERNOON DISMISSAL

K-2 Car riders will be dismissed at the Kindergarten wing. Grades 3-5 car riders will be dismissed in front of the gym. Students in grades 3-5 with a sibling in K-2 will be dismissed with siblings at the Kindergarten wing. Please display your car tag where it is easily visible. If you do not have your car tag, you will have to check out your student(s) in the front office. Cars will not be allowed to park in the parking lot during afternoon dismissal and wait for students. Also, there will be no parking in front or in the bus lane between the hours of 2:00 pm and 3:00 pm. **All changes in transportation need to be made in writing and given to classroom teachers.**

TARDIES

To receive an excused tardy when late to school, the student must have either:

- A doctor's statement
- An official court notice
- Parent note

If your child arrives at school late or leaves early, the computerized attendance system accounts for time missed. Students are to be in the classroom at 7:30 am. An adult must sign students in if they do not make it to the classroom by 7:30 am. **Once the 7:27 bell rings the gym doors will be closed. Any student entering through the front office will have to be signed in. They will be counted as tardy.** Parents will be contacted to return to school sign students in if they are dropped off at the front door and not signed in. TN State Department of

Education mandates that students picked up before 2:30 pm must be signed out in the office. The time is recorded on the computer as an early dismissal, which could become a truancy issue.

ABSENCES

If your child is absent, you must send a **written excuse** for any/all absences from school. **Please do not send a note written in the agenda.** We need a separate note. Parent or doctor notes received five days after your child returns cannot be accepted. All absences are posted on the TN Dept. of Education attendance servers.

CHECK OUT PROCEDURES

Students without written or personal request from parent or guardian will not be permitted to leave school with an unidentified person. Please inform your child never to leave with a stranger. All students leaving early must be signed out in the office (State Department of Education Mandate). **Parents or guardians must present a driver's license or valid TN picture I.D. when picking up any student.** No student shall be allowed to leave the school grounds during school hours unless accompanied by a parent or adult with parental note. Parents are to come to the office when picking up a child and office personnel will call the student from the classroom. Any person who picks up a student must sign in the proper form in the office. **You will not be permitted to go directly to the classroom.**

PLEASE HELP US PROTECT OUR STUDENTS BY FOLLOWING THIS POLICY:

2:00-2:30 p.m. is an extremely busy time. Teachers are making final assignments, monitoring students, announcements, and reviewing transportation as they organize

for dismissal. **For your child's safety, do not pick your child up in the office.** It is almost impossible to carefully monitor students to and from the office during this time period.

- Parents are requested not to check out students in the office between 2:00pm and 2:30 pm unless they have a doctor's appointment.
- Have an LES window tag with your child's name on it in the front window of your car. **Without a LES window tag you will be required to park and sign out your child in the office.**
- Do not get out of your car to pick up a student in the gym or car rider line.

BUS GUIDELINES

If students wish to ride a bus other than the one to which they are assigned, or get off the bus at a place other than their normal stop, they must provide the bus driver with a note signed by both a parent and the principal. Otherwise students must ride their assigned buses to the regular stop. The Department of Safety advises all students who ride the school buses to follow the rules and regulations (Please refer to Rutherford County Transportation Behavior Consequences in agenda.) **Students should be at the bus stop early. If your child misses the bus, the bus will not stop in mid-route to take your child to school for safety reasons. Please do not attempt to stop a school bus in route or chase the bus to catch it as it is leaving.**

BUS SUSPENSIONS

A student who is suspended from riding the bus cannot ride any Rutherford County School bus until the suspension is complete. **Any day school is closed for severe weather does not count toward**

suspension days. Please review Rutherford County Transportation list of **consequences for inappropriate bus behavior** in the agenda.

CIVIL RIGHTS INFORMATION TO STUDENTS

It is the policy of the Rutherford County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Inquiries regarding compliance with Title IX should be directed to Dr. Phyllis Washington. Inquiries regarding Section 504 or the Americans with Disabilities Act should be directed to Shirley Bell or Paula Barnes of the Rutherford County System, 2240 Southpark Boulevard, Murfreesboro, Tennessee 37128.

The current managers for complaints involving sexual harassment are Mrs. Paula Barnes and Mr. Richard Zago, Rutherford County School System, 2240 Southpark Boulevard, Murfreesboro, Tennessee 37128, Telephone: (615) 893-5812.

CHANGES IN PHYSICAL CUSTODY

Tennessee law prohibits change of physical custody of children while at school. If a custody matter is pending or a restraining order has been issued, a certified copy from the court clerk's office must be brought to school and given to administration. Children are required to attend school in the custodial parent's school zone.

DISCIPLINE CODE

Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of an environment conducive to learning. Pupils shall comply with such rules and regulations shall result in such punishment or suspension as may be prescribed by principal. Students facing disciplinary action shall be given oral or written notice of the charges against him/her.

STUDENT DISCIPLINE CODE

The behaviors listed below are considered inappropriate at school or on the bus:

1. Creating a disturbance in the classroom, cafeteria, school bus, or any other areas on campus.
2. Possession and/or use of drugs, alcoholic beverages, and tobacco at school or on the school bus.
3. Any student having in his/her possession on school property or school bus any lethal or dangerous weapon or pyrotechnics shall be subjected to immediate suspension from school. (State Law)
4. Marking, defacing, or willfully damaging school property or personal property of school personnel.
5. Fighting
6. Disrespectful attitude toward any personnel assigned to Lascassas Elementary School.
7. Theft of property belonging to students or school personnel.
8. Students are not permitted to have electronic devices out during the school day unless they have been directed by a teacher to use them for educational purposes.

Lascassas Elementary School's

Definition of Violence:

Violence is any work, look, sign, or act that hurts a person's body, feelings, dignity, safety, or property. At LES, we respect and protect the dignity, safety, and well-being of our students, their parents, our staff, and our community. **NO ONE IS ENTITLED TO USE VIOLENCE.** Therefore, violence in any form will not be tolerated at our school or any school function.

DRESS CODE

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school.

1. Shoes must be worn at all times and must be buckled or tied at all times.
2. Pants must be worn around waist.
3. All shorts, skirts, and dresses must be worn at appropriate length. They are to be no shorter than their longest fingertip when arms are at their side.
4. Hats should be removed when in the school building except for appropriate days designated by the administration.
5. Clothing and accessories bearing slogans that are about or suggestive of drugs, alcohol, sex, or obscenities, or which prove to be a disturbing influence, shall not be allowed in the Rutherford County School System.
6. Proper shoes for physical education, field days, or other physical school events should be worn.
7. No inappropriately ripped or torn clothing, halter tops, or short sleeve tops with straps less than 2 inches.
8. No spaghetti strap shirts, or shirts with large arm openings.
9. Cleats/wheeled shoes may not be worn.

10. Students are not to wear other's clothes, shoes, jackets, or jewelry. There will be no trading of any personal items. If a student chooses to break this rule and items are lost or not returned, the school will not be expected to investigate.
11. Administrators will have the final word in the event of controversy over a particular student's attire. **If attire is questionable, do not wear it.**

ARTICLES PROHIBITED IN SCHOOL

Every effort should be made to minimize problems that are caused by bringing articles to school that interfere with the safety of others and disrupt in some way the normal school procedure. Such articles as knives, toy guns, matches, and video games **should not be brought to school.**

CARE OF TEXTBOOKS

Textbooks are furnished free. If textbooks or library books are lost or damaged beyond reasonable use, parents will be charged the full replacement price. A textbook agreement form is required by the Rutherford County Board of Education. This form is required when students register for the year. Failure to pay for lost or damaged textbooks in a reasonable amount of time may result in the withholding of all grade cards, diplomas, certificates of progress, or a transcript until restitution is made to the school.

BIRTHDAY POLICY

We will not celebrate birthdays in the classroom or the cafeteria. Please do not bring special snacks/cupcakes etc. Students may have a book purchased in their honor for their birthday. They will also appear on morning announcements with their

birthday book. The librarian will hold a celebration for those who join the club. Please contact the librarian if you are interested in joining.

DELIVERIES TO SCHOOL

We do not accept balloons, flowers, candy, etc. for any occasion. This includes student's birthdays and Valentine's Day.

FIELD TRIPS

Field trips are approved for educational, not recreational reasons. Parents must grant written permission for children to go on an approved field trip. Students absent or tardy during field trips will be counted absent or tardy for the day. Only approved chaperones are allowed to attend field trips. **Siblings are not allowed on field trips. Students with unsatisfactory behavior prior to or on any field trip may be excluded.**

MEDICATION

First Aid is the immediate attention given to a sick or injured person. In case of serious injury or illness, the parents are contacted immediately. If your child is taking prescription medication from his/her doctor and must take it during the school day, the parent must come to the office to fill out all appropriate medical forms. All medications must be in the original container. Medication will be administered in the office. Board Policy now requires parents to bring the medicine to the school's nurse. School personnel will give no treatment other than prescription drugs. This is why it is important to keep the school informed of changes in name, telephone numbers (work, home, and cell), address, and person to contact in case either parent cannot be reached.

LOST AND FOUND

A lost and found box is maintained at school. Please make a habit of checking it for your belongings. To help minimize lost articles, please put your child's name on his/her jackets, sweaters, hats, etc. Any identifying mark on the label would be very helpful. This area is cleaned out and given to a charitable organization periodically throughout the year.

MONEY SENT TO SCHOOL

Students should not bring money to school, except for specific purposes. Some of the purposes may include buying lunch, field trips, insurance, milk, pictures, book fair, etc. Some of the younger students will need money to be put in a marked envelope designating its purpose in order to avoid losing it or spending for another reason.

SEVERE WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio and television stations will announce the school system's decision. James Evans will also send out a Rutherford County School Messenger alert. If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, all bus riders should be prepared to ride the bus home. **Parents need to discuss in advance with their child who will pick them up, where to go, and what to do in case school is dismissed early.** The phones may not be operating properly. All students should know which bus to ride and where to get off the bus in case of an emergency. **The teacher should be notified of your plan.** On mornings when start times are delayed, students should be dropped off the numbers of hours that school is delayed.

FIRE DRILL

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There will be an evacuation plan posted in each room. Each teacher will instruct students regarding specific instructions.

TORNADO DRILL

In case of a tornado, the signal will be short, rapid sounds of the fire alarm. Everyone will go to his/her assigned area in the corridor or inside the wall. When students are asked to assume the "Tornado Position," they are to do the following:

1. Face the wall.
2. Squat
3. Remove glasses
4. Place hands behind head and move as close to the person beside you as possible.

LUNCH

Lascassas is on the Federal Hot Lunch and Breakfast program providing nutritious meals. Each student is expected to display appropriate conduct while in the cafeteria. You may turn in lunch money daily, weekly, or send in a specific dollar amount. You may also register to pay online through www.mealpayplus.com. Students are encouraged not to charge their lunch. Lunches may be charged on the day that a student might forget his/her lunch money. The charge should be paid the next day. No more than two outstanding charges will be permitted. In the event that charges have not been paid by the end of the nine-week period, the student's report card will be held until the charges are paid. Letters will be mailed or sent home about the charges. Charges need to be paid in the mornings. Breakfast and ala carte items cannot be charged.

Lunch Prices

Full Paid lunch \$2.25

Visitor Prices will be \$3.50

Holiday Meal Prices will be \$5.00

Breakfast \$1.25

Reduced pricing for Breakfast (\$.30) and Lunch (\$.40).

LUNCH VISITORS

We welcome visitors at lunchtime to eat with their child only. We also request that they sit with their child only at the designated table for visitors. Due to dietary needs and possible food allergies, visitors at lunchtime should not share food with students other than their own child. **No food from outside eating establishments will be permitted in the cafeteria.**

In order to maintain a pleasant atmosphere, each student should:

1. Empty all debris from trays into proper container.
2. Keep tables and floor clean.
3. Talk in a normal voice.
4. No running, pushing, breaking line, etc.
5. Clean up any food dropped or spilled.
6. Show respect for the food service workers, other students, and monitors.

Outside Food

Parents are requested not to bring outside commercial food into the school or cafeteria during lunch. All food brought into

the school for students to consume should be pre-packaged. **This includes parties, etc.**

SCHOOL COUNSELING SERVICES

The school counseling program provides education, prevention, and intervention services. Early identification of children's academic and personal/social needs is essential in removing barriers to learning and in promoting academic achievement. The knowledge, attitudes, and skills that students acquire in the areas of academic, career, and personal/social development during these elementary years serve as the foundation for future success. The school counselors serve students through individual counseling, small group counseling, classroom guidance, as well as SAT meetings and special events.

SCHOOL SUPPLIES

Each student should come to school daily with the necessary school supplies.

GRADING

The basic grading system for subject area grades in Grades 3-5 are to be expressed by numerical grades on the report card with corresponding letter grade values below:

Grading Scale:

A: 93-100

B: 85-92

C: 75-84

D: 70-74

F: Below 70

I: Incomplete

The grading system for subject area **grades K – 2** will be expressed using a grading rubric with the corresponding translations listed below.

MARKING CODE:

4

TRANSLATION:

Exceeding the grade level standard.

Producing quality work consistently.

3

Meeting the grade level standard and producing quality work.

2

Progressing toward the standard.

Producing the required work with teacher direction and assistance.

1

Beginning to develop the standard. Not yet able to produce required grade level work.

HOMEWORK

It is the policy at Lascassas Elementary to assign homework to students. Homework is an extension of the classroom, which gives parents an opportunity to "assist" students and be involved in their child's learning. Students are expected to complete all assignments at the appropriate time, with appropriate signatures. It is the responsibility of your child to deliver these items to you at home: homework assignments, progress reports, bus incident reports, and letters or memos from their teacher or principal. Please talk seriously with your child about this responsibility.

MAKE-UP WORK

Any student who has been absent has the responsibility to make up all assignments during their absence. All make-up work is due within (5) days of your child returning

to school. **It is the student's responsibility to collect makeup work from the teacher.**

REPORT CARDS

The primary purpose for reporting student progress is to accurately inform the student and parents of student's progress in reading, language, spelling, handwriting, mathematics, science, social studies, health, and personal development. The reports are made every nine weeks and sent home four times a year. The student delivers this report to his/her parents as a part of his/her responsibility. Conferences are also a part of the reporting system.

PARENT CONFERENCES

If you wish to have a conference with your child's teacher, send a note, e-mail, or please phone the school to arrange an appointment. Teachers cannot be taken out of class to talk with you on the telephone, but they will return your call.

PROMOTION/RETENTION GRADES K-5

If a student is to be retained in grades K-5, a conference will be scheduled with the parent(s)/ guardian(s), and teacher. School personnel will make the final decision regarding promotion/retention.

PARENT TEACHER ORGANIZATION

LES has a very active Parent Teacher Organization. The PTO provides support for the teachers, faculty, and students through fun-filled and money raising events during the year. Our main fundraising events are in the Fall and Spring. They also have an appreciation luncheon for teachers and faculty during the school year. We appreciate our parents and community support for the improvements of the educational programs at LES.

VISITORS

Student safety is important and for the protection of your children, all visitors must report to the office. They must identify themselves and give the reason for their visit. **Visitors will be asked to sign in and present a valid state ID and a visitor's pass will be given once they have been cleared through the Raptor System. It should be placed on the front of the shirt or jacket so that it can be easily seen. Visitors will not be permitted without a valid ID.** Students are not allowed to bring friends or siblings to school. If you are interested in volunteering, please speak to an administrator or the front office. Siblings are not permitted to attend school parties or field trips.