

Len Lastinger Primary School



PARENT/STUDENT

Handbook

2008-2009

School Year

1210 Lake Drive – Tifton, GA 31794

387-2420 FAX: 386-1048

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

WELCOME PARENTS AND STUDENTS

It is a pleasure to welcome you to Len Lastinger Primary School for the 2008-2009 school year. Len Lastinger staff members look forward to a new and exciting school year getting to know all new incoming students. We also welcome back all of our seasoned K, 1st, 2nd, and 3rd graders.

This student/parent handbook is designed for daily use. We expect all students and parents to know the information within this book as it provides clear direction for understanding our expectations.

Our staff is proud of the students at this school and is committed to providing a safe and rich learning environment. We view parents as integral partners in their child's total school program. As a parent you are the most important individual in your child's life. Both research and personal experience show that although teachers, administrators, peers, and others influence your child's life, it is the attitudes, beliefs, and behavior of the parents children often emulate. I cannot overemphasize how important you are to your child's success in school. When parents stress the importance of their child's education and support and communicate with the school, the chances for the child's success in school are greatly enhanced. That success can only be achieved when we work together to make Len Lastinger Primary School the best it can be for our students. We are also aware that you all lead busy lives. However, we ask that you keep in close contact with your child's teachers, attend school activities, and above all, come to parent conferences.

If you have any concerns about any aspect of your child's schooling, feel free to contact the teacher, counselor or me. We welcome your inquiries.

We hope this guide will be helpful to you. We look forward to a great school year and hope that this year may be one of the most rewarding in your child's school career.

Dr. Kim Ezekiel
Principal





MESSAGE TO PARENTS

Thank you for trusting us with your children. We will work hard to provide your children with a nurturing environment that will help them grow physically, intellectually, emotionally, and socially. We want to have the kind of school where you send your children because you want them to go to school here, not because you have to send them here.

There may be times when you do not agree with a teacher or the principal on some point concerning your children. Please remember, we are all on the same side. Our entire purpose for existing is to help your children. Your children are not here just to give

us a job. Your children are here to learn. We are here to teach them.

We need your help for Len Lastinger Primary School to be the best school it can be.

We would like for you to become active participants in the Len Lastinger School P.T.O. The organization is involved in many activities designed to support the school during the year. Some of these activities are fund raisers, campus beautification, Field Day, teacher appreciation luncheon and Parent Volunteer Program.

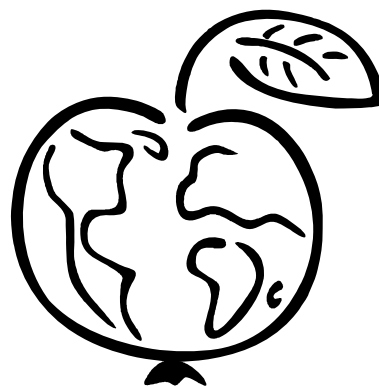
The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration at Len Lastinger Primary School. This information has been carefully prepared and presented so that it will be of assistance in helping you adjust to our school and in becoming a part of our Lastinger Family.

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.

LEN LASTINGER BELIEFS

- ◆ 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- Dr. Kim Ezekiel, Mrs. Lydia Norburg

Secretary – Sharon Pridgen

Clerical Aid - Gloria Harrison

Kindergarten – Nancy Garner, Heather Lindsey, Shannon Polch, Stephanie Kimbrell, Haley Lentz, Dacia Porter, and LeiAnn Thompson

1st Grade – Shanda Hurst, Jana Cromer, Hollie Funk, Carolyn Kightlinger, Stephanie Harrison, Treci Morrow and Jenny Ziegler

2nd Grade – Marilyn Ring, Donna Jackson, Emily Fincher, Gaye Miles, Jane McPherson, Wendy Sparks, and Danielle Bundrick

3rd Grade – Deborah Johnson, Zoe King, Renee Harper, Debbie Lavery, Gwen Robinson, Kevin Stone, and Dianne Bacon

P. E. – Jean Guzman

Music – Gina Lawhon

Speech – Georgia Jackson

Primary Literacy Coordinator/Intermediate Literacy Coordinators –Heidi Burns (LC) Susan Parsons (ILC) and Karin Brown (ILC)

Special Education – Doris Gray ,Greta Simmons and Rosalyn Floyd

ILP – Dana Gibson

ESOL – Fran Chandler

Early Intervention Program (EIP)/Reading Recovery (RR) – Selena Dales, Donna Smith, Marx-Ann Myddelton, and Angela Stewart

Media Specialist – Ann Herzog

School Nurse – Tangee Coney

Guidance Counselor – Carletha Parson

School Social Worker- April Taylor-Holmes

Parent Liaison – Belinda Parks

Paraprofessionals – Martha Bryan, Pamela Johnson, Allycin Graydon, Barbara Shepherd, Gail Harris, Shaneshia Milton, Crystal Griffin, Diane Sears, Earnest Parson, Melissa Wells, Tamara Neal, Julie Martin, Elizabeth Crawford, Larry Reed and Renee Sullivan

Lunchroom Manager – Sarah Harris

GENERAL DAILY SCHEDULE

7:45	Personnel on duty- Parents may “drop off” children
8:00	Personnel sign in 1 st Bell will ring Students go to their rooms
8:15	School Day begins
8:20	Tardy Bell Announcements Pledge of Allegiance Moment of Silence
10:45 – 1:15	Classes rotate through lunch
2:55	Kindergarten car riders 05-4 1 st Load dismissal, Van rider dismissal
3:10	1 st , 2 nd , 3 rd , grades car riders & buses 98-1, 98-4, 00-1, 00-5
3:20	Remaining bus students and KAC dismissal 05-4 2 nd load,012,074,077
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 students from 3:20 pm till 6:00 pm each school day. The cost of the PRE-PAY program is 30.00 per week if students are picked up by 4:45, \$40.00 per week for student who remain after 4:45. There is a 20% discount for each additional child in the same family. 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 ASP must have a registration form on file.** Ms. Brenda Williams is the program director. Additional questions regarding KAC may be answered by calling

Brenda 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.

ARRIVING AT SCHOOL

The school day for students is from 8:15 am until 3:20 pm. Students should not arrive at school before 7:45 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 7:45 are unsupervised. If a medical emergency, fight, etc, should occur, there is no staff member on duty to supervise until 7:45 am. We appreciate your cooperation in this matter. Students arriving by bus or by car will go the lunchroom or the gym 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 8:10 so that they may eat and be in class by 8:20 a.m.



ATTENDANCE

Good attendance on the part of the pupil is necessary if he/she is to be successful in school. Teachers should explore all possibilities to encourage pupils to attend regularly. When a student is absent, attempt to contact parents. It is good public relations with parents and can serve to improve attendance. All students must bring

an excuse from home stating why they were absent.

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 on 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 un-excused 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. The AST will determine whether the fifteen (15) tardies/early dismissals are excused or unexcused. A combination of fifteen (15) unexcused tardies/early dismissals will be counted as one (1) unexcused absence for the school year.

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
4. Parents/guardians must be advised of their right of appeal to the Superintendent. This advice must be recorded.

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 revoking of the privilege. 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, and student's name. This note must be signed by the Principal prior to any such change.

CHANGING AFTER SCHOOL PLANS

Sometimes there may be a change in how your child will get home or where he/she needs to go after school. When this happens, please call the school as early in the day as possible (no later than 2:00) so that we can get the message to your child.

CLASSROOM INTERRUPTIONS

We are aware that 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 that if you have a need to speak to the teacher, please do it in the mornings from 8:00 a.m. until 8:15 a.m. Or in the afternoons after 3:00 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 that there are times when your child may have forgotten their lunch, their field trip permission form or something else along those lines. 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 – 4:00 every day and staffed by a nurse.

CUSTODY OF CHILDREN

School personnel are bound by law to release children to either of their custodial parents, unless we have on file a copy of a court order which grants custody to

one parent or the other or a third party.



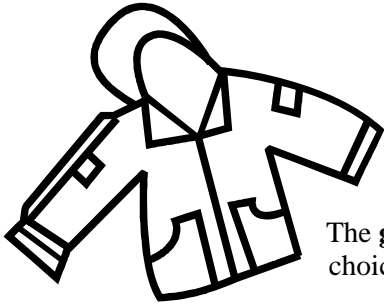
DISCIPLINARY PROCEDURES

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 are utilizing the following Discipline Plan.

We believe all our students can behave appropriately in the classroom. Therefore, we will tolerate no behavior which stops the teacher from teaching and/or any students from learning.

1. At Len Lastinger, we strive for the best learning environment possible. We expect our students to demonstrate the type of good behavior that supports learning. Therefore, we have a strong, positive discipline program, which includes specific school-wide behavior expectations and consequences, recognition activities for good behavior, and a parent notification system for disruptive behavior. For severe and/or recurring discipline problems, parents are expected to be involved as a part of the team working to help students improve and correct his/her behavior. Our expectations apply to all school events and activities including field trips, after school activities, and bus transportation to and from school. Parents should also familiarize themselves with the Tift County Code of Student Conduct. Students are required to observe the basic tenets of self-discipline so that they do not behave in a way that detracts from their own instruction and that of their peers.
2. The administration and teaching staff at Len Lastinger Primary School endorse use of the Dr. Terry Alderman Discipline Program.
3. Severe breaches of discipline may lead to the use of corporal punishment unless the parents/guardians have, on the day of enrollment of the pupil, filed with the principal of the school a written statement that they do not wish their child to receive corporal punishment. Suspension from school is generally considered to be the appropriate option for students whose parents do not want them to be paddled.
4. Terrorist threats made to school personnel by students will be taken seriously and dealt with in a timely and severe manner.
5. The school administration reserves the right to continuously study disciplinary procedures and to make changes as are deemed necessary.
6. A Student Code of Conduct is given out at Open House. It lists infractions and their possible consequences for students. Please make sure that you have a current one on file.





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.

The **expectation** is for students to dress in a clean, modest, and dignified manner reflecting self-respect and respect for others.

GENERAL GUIDELINES	SHIRTS / TOPS	SHOES / FOOTWEAR
<p>Clothing must be worn with appropriate undergarments and the undergarments must not be exposed.</p> <p>Clothing must not expose cleavage or midriffs.</p> <p>Clothing must not have holes or tears.</p> <p>Clothing, body, and hair should be clean.</p> <p>Clothing with words or graphics depicting or alluding to any of the following are strictly prohibited:</p> <ul style="list-style-type: none"> ▪ violence ▪ weapons ▪ gang affiliation ▪ sex ▪ profanity ▪ drug use ▪ alcohol ▪ tobacco ▪ intimidation ▪ bullying ▪ self-destructive behavior ▪ negative/inappropriate messages <p>Any attire deemed by the administration to be a threat to the safety and security of the campus or a distraction to the learning environment will not be permitted.</p>	<p>All shirts and tops must have sleeves and be appropriately sized.</p> <ul style="list-style-type: none"> ▪ Exception for grades 4-12: a dress jacket, blazer, shirt or sweater may be worn to cover a sleeveless top ▪ Exception for grades K-3: tank tops allowed, halters and spaghetti straps not allowed <p>Un-tucked shirts must be hemmed and may not exceed the length of the hips.</p> <p>Shirts that exceed the length of the hips must be tucked in.</p>	<p>Shoes must be worn at all times and properly secured.</p> <p>Appropriate footwear is required at all times in science laboratory, vocational shop classes, P.E., and other classes deemed appropriate by administration.</p> <p>Not allowed:</p> <ul style="list-style-type: none"> ▪ house slippers ▪ roller-skate shoes / heelies
	PANTS / SKIRTS / DRESSES	ACCESSORIES / HAIR
	<p>Pants and skirts must be fastened securely at the waist. Sagging and oversized pants are strictly prohibited.</p> <p>Pants, skirts, shorts, and dresses must be knee length or longer.</p> <ul style="list-style-type: none"> ▪ Exception for grades K-3: shorts above knee of appropriate length allowed <p>Not allowed:</p> <ul style="list-style-type: none"> ▪ athletic sweat or sheer silky pants (except in the gym) ▪ pajama pants ▪ biker pants ▪ leggings without a skirt or dress of the above appropriate length. 	<p>Accessories or jewelry promoting gang activity, exhibiting demeaning symbols or words, presenting a hazard, or construed to be a weapon are strictly prohibited.</p> <p>Earrings and pierced jewelry may only be worn on the ears; other facial or exposed body piercing jewelry is not permitted.</p> <p>Hair bands and hair pins designed to secure hair from the eyes are allowed.</p> <p>Not allowed:</p> <ul style="list-style-type: none"> ▪ hair dyed inappropriate or odd colors ▪ excessive and distracting hair styles ▪ earrings on males
		HEAD WEAR
		<p>All head wear, including sunglasses, must be removed upon entering the building.</p>

EARLY DISMISSAL

School is officially dismissed at 3:10 for walkers and riders and 3:20 p.m. for bus students. 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.

EXTENDED DAY PROGRAM

Len Lastinger offers an academic extended day program from 3:20 – 4:30 Mon- Thurs. for students who are having difficulty with reading. You will be notified if your child is in need of these services and when these services are available.

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.

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.

FREE AND REDUCED PRICED MEALS

Some families may qualify for free or reduced priced meals. A free lunch application will be given to all children at the beginning of the school year or at the time your child enrolls during the school year. These applications must be filled out completely and signed before they can be considered. Families will be notified if the application is NOT approved.

FUND-RAISERS

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 sign, directional signs in the school, our radio station, awards for students and staff, volunteer recognition, courtyard etc. In order to be able to fund these and many other items, we have several fund-raisers during the school year. The school will have a catalog sale near the beginning of the school (you can order a variety of items from a specific catalog). The PTO will sponsor several fundraising activities. Your support in these fund-raisers is very much appreciated. A complete list of everything the fund-raiser money is used for is published in one of our newsletters of the year.

GRADES

Mid-quarter reports are sent home at each 4 ½ week interval of the nine-week quarter. Each student will be given a report card every nine weeks. Report cards and mid-quarters should be signed and returned to school the day after they are handed out.

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 Dept 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 Primary 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.

ILLNESS AT SCHOOL

If a child becomes ill at school the parents will be contacted. It is important that parents fill out the information form correctly and keep the information up-to-date so the office can get in touch with them. 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. Other accidents and /or injuries will be referred to the school administration. In emergency situations the administrator will notify, or will cause to be notified by telephone, 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.

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.



MEALS

Students are encouraged to purchase the meals prepared in the cafeteria rather than bringing lunches from home. The cafeteria earns its number of workers based on participation in the school lunch program. Students may charge their meals in an emergency. However, students may not charge "extra" food or drink. Tift County Nutrition Program
Student Charges Prk-3rd grade

Students may charge breakfast and lunch for total debit of \$5.50.

A note will be sent home as needed reminding parents to send money. Phone contact will be attempted. Once the maximum allowable charge is reached, a list will be provided to the front office. Students on the list will be asked to immediately contact their parents for payment. Parent liaison or social worker involvement may be required.

It is the parents' responsibility to check on account balances.

An alternate meal may be provided after the maximum debt is reached.

No student in debt will be allowed to buy extra items.

Payment is required when meals are served. As a last resort, uncollected debt may be turned over to small claims court. Meals may be paid for in advance and with a check. **Parents should write the students name and homeroom teacher on the lunch check, in case the check is lost.** Breakfast is served from 7:30 a.m. until 8:10 a.m. Extra milk may be purchased for 40 cents. A current application (one filled out at the beginning of each school year) **MUST** be on file and approved before a child may receive a free or reduced lunch. Students who receive cafeteria lunches are encouraged to drink the milk provided with each meal.

- Breakfast \$.50 per day
- Reduced breakfast \$.15 per day
- Adult breakfast \$1.40 per day
- Lunch \$.60 per day
- Reduced Lunch \$.20 per day
- Adult Lunch \$2.30 per day
- Extra milk .40



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.

Beginning this school term, 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.

MOMENT OF SILENCE

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 after the pledge of allegiance.



NO CHILD LEFT BEHIND

In compliance with the requirements of the No Child Left Behind statute the Tift County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

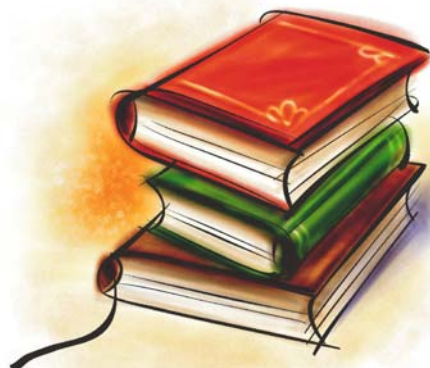
- 1) whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications 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 the principal at (229-387-2420.) [Section 1111(h)(6)]

PARENT INVOLVEMENT

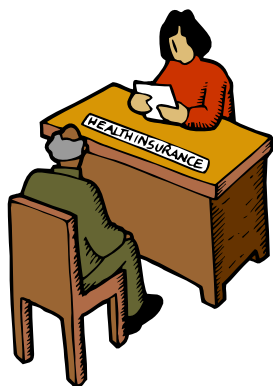
Studies show that children do better in school when their parent/guardians are involved in their education. Len Lastinger offers a variety of ways that parents may become involved in their children's schooling that include:

- Workshops (homework tips, Family Reading, etc.)
- School Council
- Classroom volunteers
- Award assemblies, Open House, Classroom programs, schoolwide 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 Primary School welcomes the participation of all parents in all school activities. This participation shall include, but not to 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. Some of the Parent Involvement Workshops include but are not limited to: Peacemaking, The Many Faces of Domestic Violence, Surviving the Holidays with Fun Reading and Language Activities, Dr. Seuss' Birthday Party, Dads Can Do It Too, Progressive Discipline Strategies, Reading Recovery Parent Meeting, Christmas Arts and Crafts, What Can You Do to Help Your Child Do Better In School, Mini Parent University, Everyday Math, It's a Reading Thing, S.O.S. Discipline- Help for Parents, Accelerate the Positive: Build Self Esteem, Why and How Parent Involvement, You, Your Child and Standardized Tests, and Why Get Involved in Your Child's Education. The Parent Liaison has materials, resources, and information to help in their children's academic success. **NCLB Act 2001 Section 1118-1-16.**

Parent compact: **See Attached NCLB Act 2001 Section 1118-1 and 2.**

A Parent Center will be strategically located within the school community to facilitate parent and community involvement. The Parent Center will also provide parents with information, materials, and materials to foster parent involvement and increase student achievement. **NCLB Act 2001 Section 1118- 10-12 and 3.**

- Parents are provided information concerning specific programs offered, results of individual student assessments and interpretation of those results, descriptions of the school's curriculum, and the annual school review. This is accomplished through school newsletters, workshops, parent-teacher conferences, and PTO meetings.
- Parents are kept abreast of their child's progress by way of weekly progress reports, report cards, parent-teacher conferences, telephone conferences, and social worker referrals.

Parents will be involved in the planning, review and improvement of programs for Title 1 in an organized ongoing and timely manner. A written notice will be sent to all parents of the student identified in need of program services. Parents will receive a monthly newsletter which will include but not be limited explanations concerning curriculum, grading rubrics, and assessments used by the school system to measure student progress in meeting the State's student achievement standards. Notification and explanations of the National Education Goals, the State's Content Standards, and Student Performance Standards are communicated during PTO meetings and parent-teacher conferences. The Criterion Referenced Content Test (CRCT) is administered to first, second, and third grade students. Kindergarten students are assessed using the Georgia Kindergarten Assessment Program (GKAP). Local assessments include end-of-the-book level tests, an observational survey, running records, and subject area unit tests. An explanation of these assessment tools is reviewed with parents during parent-teacher conferences. **NCLB Act 2001 Section 1118-4 and 16.**

- Community based organizations and businesses are involved in various ways at Len Lastinger. Our Adopt-A-School Partners Program provides safety programs and sponsors student incentive programs. Parents are invited to share in these incentive programs with their children.

Parent training workshops will be conducted to assist parents in ways they can contribute to their child's academic progress. Strategies will be given for monitoring attendance, television viewing, completing homework, reading with your child, and assertive discipline.

To build ties between home and school, formal compacts between parents, school, and student will be employed to specify each parties contributing role in achieving the individual student's goals. Parent teacher conferences will be held annually to relate individual student's compact. Parents will be informed of their student's academic progress every four-week mid quarter and nine week grading period. Parents will also be encouraged to participate in their student's class, observe classroom activities and given the opportunity to suggest other activities that would provide additional parental support. **NCLB Act 201111 Section 1 18-16-7.8**

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 8:15 a.m. and after 3:20 p.m. daily. If necessary, a conference may 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 look out 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 2:15 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 2:15.

PERSONAL PROPERTY

To reduce the number of lost articles of clothing, please put your child's name in each item. When items are sent to the office, we look for some kind of identification before placing the item in the lost and found area. Please feel free to check the lost and found area if your child loses or misplaces something. Several times during the school year, unclaimed items are sent to the clothing bank.

PROMOTION / RETENTION

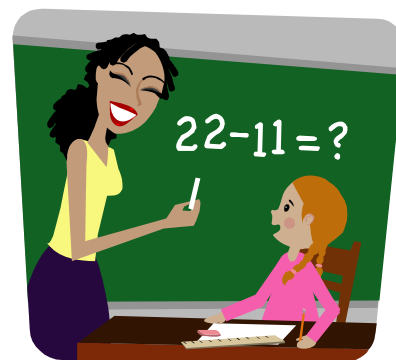
It is the policy of the State of Georgia that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction 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 GRADE 3

A) In accordance with State Board policy, promotion requirements for grade 3

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and meet promotion standards established by the Tift County Board of Education.
2. The school principal may retain a student who performs satisfactorily on the Criterion-Referenced Competency Test 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



B) When a student does not perform at grade level in grade 3 on the Criterion-Referenced Competency Test(s) specified in section (a) above, then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the Criterion-Referenced Competency Test 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 Criterion-Referenced Competency Tests;
- 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 Criterion-Referenced Competency Tests; 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 Criterion-Referenced Competency Test(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.

C) When a student does not perform at grade level on the Criterion-Referenced Competency Test in grades 3 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; it may describe the option of the parent or guardian, teachers(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; 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 Criterion-Referenced Competency test 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 Criterion-Referenced Competency Test 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 grade 3 on the Criterion-Referenced Competency Test(s) 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 Criterion-Referenced Competency Test in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Criterion-Referenced Competency Test 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 Criterion-Referenced Competency Test in grade 3 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 Tift County Board of Education shall support the decision of the placement committee and will deny any further appeal.

REQUIREMENTS FOR THE OFF-GRADES – GRADES K, 1, AND 2,

- a) Recommendations concerning instructional placement and progress of students in the off-grades shall be the responsibility of the principal, teacher and other professional staff in accordance with the established Performance Standards established by the Tift County Board of Education and the State Board of Education. Performance Standards are based on applicable grade level State Standards (Quality Core Curriculum, QCC); Criterion-Referenced Test objectives; Georgia Kindergarten Assessment Program (GKAP) objectives; and established local benchmarks. The final decision concerning placement, however, rest with the principal.
- b) 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.
- c) Retention/Placement Decision Process:
1. The teacher(s), individually and/or working through SST, should modify instructional strategies for students experiencing difficulty and confer with the principal, instructional supervisor, counselor, grade level team, and/or other appropriate personnel for additional suggestions. At the middle school level, modifications should be documented in the minutes of the interdisciplinary team planning session(s).
 2. The teacher(s) should refer students who continue to experience difficulty to the Student Support team (SST). Every effort will be made to ensure that parents attend the meetings at which their child's instructional program is being discussed. The SST should recommend strategies or interventions which parents should use to assist the school in working with the child.
 3. The teacher(s) and parent(s) will implement interventions recommended by the SST.
 4. The SST will evaluate the effectiveness of interventions, and either add/modify strategies, monitor, or refer the student for further testing in the SST process.
 5. Any student that is not on track for promotion at the end of the second nine-week grading period should be referred to the school SST and a conference must be scheduled by the principal and/or teacher to inform the parent(s) of the possibility of retention or placement for the next school year. At this time, intervention strategies that will be implemented through the SST process will be discussed. If the parent cannot attend the conference, a copy of the SST conference minutes will be sent to the parent(s) by First Class mail. Notification of placement/retention must be presented in writing and signed by the parent and the teacher. This signature by the parent(s) indicates knowledge not necessarily agreement.
 6. At least one additional conference will be held with the parent(s) after the third nine-week grading period to discuss the student's progress, the results of the intervention strategies that were implemented through the SST process, additional modifications and the possibility of retention or placement for the following school year. The SST school chairperson will annotate on the SST minutes the results of the meeting: placement

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

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.

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.

RESPONSIBILITIES

School Responsibilities:

- 1) To provide learning experiences appropriate to the student's ability.
- 2) To report the child's progress to parents.
- 3) To encourage self-discipline.
- 4) To develop within each student a sense of personal responsibility for learning.
- 5) To challenge each child to do his/her best by requiring work to be completed properly and on time.
- 6) To establish academic standards for each grade level.
- 7) To evaluate the student's work to reinforce learning.
- 8) To provide an environment in which learning can take place.

Parental Responsibilities:

- 1) Emphasize the importance of education.
- 2) Make sure your child/ren gets proper rest.
- 3) Have your child at school on time (no later than 8:20 a.m.)
- 4) Schedule appointments outside the school day so that your child is in class all day.
- 5) Talk with your child daily about the school day.
- 6) Provide a time and place for study.
- 7) Check to see that homework is completed.
- 8) Encourage self-discipline and control.
- 9) Talk with and support your child's teachers.

Responsibility of Students:

- 1) Assume responsibility for learning.
- 2) Complete all assignments to the best of your ability.
- 3) Follow rules and regulations of the school.
- 4) Respect the rights and property of others.

SCHOOL INSURANCE

Insurance is available to all children during the school year for a nominal cost. This insurance covers the child during the school day. Around-the-clock insurance to cover a child 24 hours per day is available at a higher rate. The school district does not provide accident insurance for students.

SCHOOL PICTURES

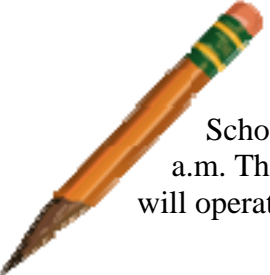
School pictures are pre-paid in the fall and pre-paid in the spring. Individual shots are taken in the fall (August 21), and individual and group shots are made in the spring. Information regarding school picture will be sent home with students.

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 each morning from 8:00 a.m. till 8:15 a.m. The school store will be located in the lobby or other designated area.. Our student council will operate the school store.

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 3:00 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 her designee.
3. If parents/guardians need to visit or conference with a teacher, they are encouraged to do so before 8:15 a.m. and after 3:00 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 she considers such action to be prudent.

SECTION 504

The Tift County School System complies with Section 504 of the Rehabilitation Act of 1973 which states that "No qualified handicapped person shall, on the basis of handicap be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance." (104.4,A). If you have questions about your child's eligibility for accommodations because of his/her disability, direct them to: **Carlethia Parson, 229-387-2420**

Each school has a designated Section 504 coordinator. Specific questions should be addressed to those persons.

The Section 504 Coordinators for the Tift County School system are:

Joy West & Lee Watson
P.O. Box 389, 207 North Ridge Avenue
Tifton, Georgia 31793 (229) 387-2460

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, parent will be informed by the following:

- Television
- Radio

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.

SNACKS

Each teacher will provide information about snack time. A small, nutritious snack as fruit, crackers, raisins, nuts or trail mix is recommended. Candy and soft drinks are not appropriate snacks.

STUDENT COUNCIL

Students in Grade 3 have the opportunity to be elected to the Len Lastinger Primary School Student Council. The student council representatives meet on a monthly basis. The council makes suggestions and recommendations for events and activities at school.

STUDENT PICK-UP and DISMISSAL PROCEDURES

Morning Drop – Off

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 eating breakfast or to the gym until the 8:00 bell rings to report to classes. Car riders will be dropped off at the end of the covered walk at the back entrance. Car riders will report to cafeteria if eating breakfast or the gym until the 8:00 bell rings to report to classes. (Reminder: Student should not be dropped off before 7:45.)

Afternoon Pick up

Bus riders will be dismissed at 3:20 and report to their assigned bus line inside the lunchroom.

Car riders will pick up students in the back of the building. (Refer to General Daily Schedule for dismissal times.)

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.

Each nine-week grading period a student receives the **CITIZENSHIP AWARD**. Students receive this award for the highest academic achievement for that grading period. Students are recognized during a breakfast for receiving citizenship Award. This award is sponsored by Georgia Power our adopt –a-school partner. This is Len Lastinger’s way of recognizing good behavior and good citizenship.

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.

STUDY SKILLS

A person who is a dedicated student will:

1. Bring pencil, paper and other needed materials to class each day.
2. Be an active participant in the classroom, listen well, and take part in discussions.
3. Ask questions if he/she does not understand or needs help.
4. Schedule time for homework each day and make sure that assignments are understood before leaving school.
5. Strive to do his/her best.

STUDENT ARRIVAL AND DEPARTURE

To ensure the safety of all students, the following areas have been designated as drop-off and pick-up areas:

- Buses will use the Lake Drive front entrance.
- Cars riders will the back entrance.
- Walkers will leave from the front entrance.

When students arrive in the morning, they are to report to their designated area. Students **are not** to arrive at school before 7:45 a.m. and should be picked up no later than 3:45 p.m., unless they are attending an extended day program. Students who arrive too early or remain too late will have no supervision.

TARDY

Students should arrive at school with enough time to settle in for the beginning of the school day at 8:20. Late arrivals disrupt a smooth beginning for the class. Students who arrive at school after 8:20 a.m. will be counted as tardy. Students who are tardy must report to the office for a tardy slip before going to classrooms. Chronic tardiness could impede your child's academic achievement. Students who compile an excessive number of tardies will be referred to the school social worker.

TRANSPORTATION

1. When a mode of transportation has been established for a student (riding a bus, or automobile), the school will require the student to use the same mode of transportation each day unless a **WRITTEN** request is received from parents/guardians to alter the mode of transportation for that day. The principal reserves the right to deny a change in mode of transportation when a written request has not been provided or when such request is not in compliance with Board of Education/school policies and rules or Georgia State Law. The school cannot be responsible for changes in your child's transportation for after school plans. No adults, other than school personnel, are allowed among the buses or to remove children from the buses at loading time.
2. 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.
3. 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. The Tift County Bus Code of Discipline and bus rules/regulations are contained in the Student Code of Conduct.
4. 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.
5. **When dropping off and picking up students in automobiles, parents/guardians must follow the crossing guards' or 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 administration.
6. Parents must drive with caution when picking up or dropping off children. The traffic in the morning is especially heavy.



UNAUTHORIZED ITEMS

There are several items that are considered "unauthorized items" for students to have at school. It is the administrator's discretion as to whether an item falls into this category. Some items are but not limited to, the following:

Radios, CD/Tape Players, etc.
Firecrackers/fireworks
Trading/Collecting Cards
Toys including electronic games
Water guns or any other type of toy gun
Wallet chains or any other type of chain
Obscene Materials
Cell phones/pagers

VISITATIONS

Visitors to the school are always welcome but are requested to report to the office and pick up a pass upon entering the building. Visitors should make an appointment before visiting a teacher or classroom.

WEAPONS AND DANGEROUS INSTRUMENTS

1. Student may not possess, handle, or transport a knife, razor, ice pick, matches, pistol, rifle, shotgun, pellet gun, explosive, or other object than can reasonably be considered a weapon or instrument that can reasonably pose a danger to the health and safety of students, teachers, or any other person:
 - a) on the school grounds at any time;
 - b) off the school grounds at a school activity, function, or event; or
 - c) en route to and from school.
2. The school reserves the right to determine what is and what is not a weapon or dangerous instrument.
3. Principals are required to report to the superintendent **ALL** persons having in their possession any dangerous weapons or instruments.
4. The Tift County Board of Education has the authority to permanently expel from school any student found in possession of a dangerous weapon or instrument.
5. The Tift County Board of Education reserves the right to make the final decision regarding punishment for any student found in violation of the dangerous weapons and instruments policy.

WITHDRAWAL PROCEDURES

If you are moving and find it necessary to withdraw your child from Len Lastering, 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.

LEN LASTINGER SCHOOL RULES

1. Students will use appropriate language both verbal and non-verbal. (No inappropriate language or gestures. Not rude, obscene, or discriminatory)
2. Students will behave in courteous manner. (No aggressive behavior either verbal or physical)
3. Students are expected to be respectful to all persons and property at all times.
4. Students are expected to keep the noise level to a minimum in the common areas.
5. Students are expected to have hall passes and to behave in the halls. (No running or horseplay)
6. Students are expected to keep their toys at home unless otherwise directed.
7. Students are expected to behave in a responsible manner at all times. They are responsible for any damage they cause whether intentional or accidentally.



Hall Rules

Walk on the right side of the
hall at all times.

Signals up while in hall.

Walk in single file.

Keep hands, feet, and all objects
to yourself.

School-wide passes used everywhere.

Restroom Rules

Permission from teacher and a pass when using restroom during class.

Flush the toilet after use.

Wash hands after using restroom.

Throw paper towels in trash can.

Use good behavior while in restroom.

Lunchroom Rules

Enter the lunchroom quietly.

Speak quietly only at your table.

Remain in your seat until dismissed.

Raise your hand if there is a problem.

Immediately follow directions.

Eat your food only, use good table manners at all times, and treat
lunchroom staff with respect.

LEN LASTINGER PRIMARY SCHOOL 2008-2009 SCHOOL CALENDAR

AUGUST

4-6 Pre-Planning
6 Open House – 4:00-6:00
7 1st Day of School
28 Back To School Night - 7:00 p.m.
21 Fall Pictures

SEPTEMBER

1 Labor Day
9 Student of the Month

OCTOBER

14 Student of The Month/Citizenship
9 End of 1st Nine Weeks
16 Parent Conference/Report Cards
17-20 Fall Break

NOVEMBER

11 Student of The Month
13 Mid-Quarter Reports
26-28 Thanksgiving Holidays

DECEMBER

9 1st Grade PTO Program 7:00 P.M.
9 Student of The Month
19 End of 2nd Nine Weeks
22-02 Christmas Holidays

JANUARY

5 Teacher Work Day
6 Professional Learning
7 Students Return
9 Report Cards
13 Student of The Month/Citizenship
19 Martin Luther King Jr. Holiday

FEBRUARY

6 Mid-Quarter Reports
10 Student of The Month
16 President's Day Holiday

MARCH

3 Kindergarten PTO Program 7:00 P.M.
10 Student of The Month/Citizenship
13 End of 3rd Nine Weeks
16-17 Spring Break
20 Report Cards

APRIL

9-13 Easter Holidays
16-28 CRCT (grades 1, 2, & 3)
14 Student of The Month
21 Mid Quarters

MAY

1 Field Day
5 2nd Grade Program 7:00 P.M.
12 Student of The Month/Citizenship
20 Third Grade Recognition and Lunch
22 Students Last Day-Report Cards
22 End of 4th Nine Weeks



Acuerdo Ligado a Aprender: Este acuerdo compromete a nuestra comunidad de la escuela para aumentar habilidades de la lectura y de las matemáticas del estudiante así que todos los estudiantes serán expertos al final del tercer grado

Compromiso del padre: Yo

- Estaré pendiente del progreso de mi hijo/a y dejare saber al maestro/a enseguida si noto algún problema
- Utilizare los materiales de la lectura y matemáticas que la escuela envié al hogar cada semana para ayudar a mi hijo/a
- Leeré a mi hijo/a 20 minutos al día y guardare una lista de nuevas palabras
- Le limitare la TV a una hora al día y hablare con mi hijo/a acerca de nuestro programa preferido
- Le ayudare a mi hijo/a ver como utilizar la lectura y las matemáticas para lograr sus intereses y metas

Compromiso del estudiante: Yo

- Pediré ayuda a mi maestro/a y familia si estoy teniendo dificultades al hacer mi tarea
- Practicare la lectura solo/a y con mi familia todos los días
- Trabajare en mis habilidades de matemáticas y lectura en casa, usando los materiales que mi maestro/a envié a casa
- Anotare las asignaciones, haré mi tarea todos los días, y la entregare a tiempo
- Hablare con mi familia sobre mi programa favorito de TV

Compromiso del maestro/a: Yo

- Desarrollare una relación con cada familia en mi clase
- Mantendré informadas a las familias acerca de el progreso y necesidades en cada materia de sus hijos
- Me asegurare que cada estudiante reciba la ayuda que el o ella necesiten y tan pronto la necesite
- Mandare a casa materiales para aprender de matemáticas y lectura
- Explicare mi propuesta de enseñanza, expectativas, y calificaciones a los estudiantes y sus familias
- Trabajare en mis estrategias de lectura y matemáticas para poder llegar a todos los niños/as
- Me asegurare que todos los estudiantes entiendan las asignaciones y que es lo que aprenderán de ellos