

Langston Road Elementary School

Parent Information Guide

2025-2026

Kyon Cobb
Principal

Dr. Erin Gramley
Assistant Principal of Instruction

Latasha Zellner
Assistant Principal of Discipline

Sierra Brown-McCall
Counselor
504 Coordinator



Mission

To enable students to become confident, self-directed, lifelong learners.

Vision

To become a community of learners in which faculty, students and parents are productive members.



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<http://lres.hcbe.net/>

Mrs. Kyon Cobb, Principal
Dr. Erin Gramley, API
Mrs. Latasha Zellner, APD
Mrs. Sierra McCall, Counselor

July 30, 2025

Dear Langston Road Elementary Community,

On behalf of our Langston Road Elementary faculty and staff, I would like to welcome you to the 2025-2026 school year! We are so excited to begin another year! The staff at LRES are committed to providing your children with quality instruction and a positive learning environment where students can thrive and learn at their highest potential.

At Langston Road Elementary, we pride ourselves in the excellent communication between school and parents. Building relationships with students and parents is very important to us! As principal, I will provide newsletters and communicate through the Houston County School District app. Our teachers will also use the Houston County School District app to communicate with parents throughout the school year. I strongly encourage you to get connected. We also have a school Facebook page and a school website where we post important information and exciting things we are doing at Langston Road Elementary.

We need your support! There are many opportunities for parents to be actively involved at Langston Road Elementary. We have a wonderful PTO, and they love to plan fun events for everyone to enjoy. Please help our PTO by volunteering for our school-wide events. There will be volunteer sign up opportunities throughout the year as well as a chance to join our PTO during Open House. We also have school council meetings throughout the year where you can collaborate with our administration team and other stakeholders.

Our teachers at Langston Road Elementary are in a word...AWESOME! They work diligently to ensure that your children develop a love for learning. One way that parents can help us in the learning process is by encouraging your child to be at school each day, and read at home each night. It is also important to stay connected and collaborate with your child's teacher throughout the year. We all have a shared vision of student success, so it is important that we work collaboratively to build a positive relationship because Together We Can build a love for learning!

Again, welcome to another awesome school year at LRES! We hope you and your child is as excited as we are to get started!

Sincerely,

Ms. Cobb, Principal

A Day in the Life of a Langston Road Elementary "Stallion"

From 8:00 a.m. to 8:30 a.m., our students get their materials ready for instruction. Homework is turned in and any messages or notes are given to the teacher. Students will complete morning work during this time. Breakfast is served in the cafeteria from 7:45 a.m. to 8:30 a.m. All students will have the opportunity to receive breakfast and lunch at no charge. After morning announcements are made, students are given the opportunity to pledge allegiance to the flag, and then the instructional day begins. If your child arrives after the starting time of 8:30, he/she is considered tardy. Students must be walked in the front office and signed in by an adult when they are tardy. We appreciate you having your child here on time; so your child can maximize every minute of teaching and learning in the classroom. Our stallions follow the STAR expectations each day! **STAY SAFE, TAKE RESPONSIBILITY, ALWAYS WORK TOGETHER, and RESPECT OURSELVES AND OTHERS.**

Arrival and Dismissal Procedures

Student safety is our #1 priority at LRES. We take all the necessary steps to ensure that your children are safe throughout the school day. Below are some guidelines to follow for safety, as well as additional information that parents and students may find helpful. We ask that you please be patient with us during arrival and dismissal. The safety of your child is our number one priority!

Arrival to school (car riders):

- Car riders drop off is between 7:45-8:30. Parents must follow the flow of car riders in the car rider line. Once you pull up in front of the school, teachers will be present to assist students if needed. Students will not be allowed in the building prior to 7:45a.m.
- Parents must not drop students off in the parking lot. This is a safety issue.

- Parents must not park and walk students to the building to drop off.
- Parents will not be allowed to walk past the front office.
- Students who arrive after 8:30am are tardy. Parents must accompany their child to the office for check in if they arrive after 8:30am.
- ***Due to safety protocol, parents are not allowed to walk children to class during the 2025-2026 school year. We have monitors and teachers in the hallway that will help students get to class. Please drop all items off in the front office and we will ensure that it is delivered to your child's classroom.***

Car Rider Card:

- Through our Silent Dismissal system, every student will have a car rider card which includes their carpool number. If you are picking up your child in the car rider line, you **must** have your car rider card with you. For convenience, place the car rider card on your dashboard or on the back of your visor so it is visible for our duty person to see it. Car rider cards from previous years are **not acceptable**. If you lose your car rider tag, you can call the office and we can reprint one for you. If you do not have your car rider card when you come through the line, you must provide your picture ID for an identification check. If a person other than the guardian is picking up the child and unable to provide a current car rider card, they will be instructed to go to the front office so that staff can assist in checking photo ID and contacting the guardian. Please understand that all of these procedures are in place for your child's safety.

Dismissal From School (car riders)

- Student dismissal is at 3:30pm. All car riders need to be picked up in the car rider line by 3:50pm each afternoon. Students who are not picked up by 3:50pm will need to be checked out from the front office. Please do not forget your photo ID or car rider card when picking up your child in the office. If parents frequently pick up their child after 3:50pm, they will be given an After School Program (ASP) application.
- Our standard procedure is that the child goes home the same way every day unless we have a written note from the enrolling parent or guardian. At 3:00pm, all teachers are notified via carpool.com of any changes in transportation. If you have an emergency, where a note could not be sent to the teacher, please call the school and speak with one of our office personnel about any transportation changes before 2:30 p.m. We begin releasing students at approximately 3:30 p.m. Please help us with this by making sure your child's teacher has received a note from you or you have called the school with a transportation change in a timely manner. Please do not leave a message regarding transportation on a teacher's voicemail, text, email or any other communication app. Teachers are unable to check their messages until all students have gone home for the day or the teacher may be absent that day.
- Please remember the traffic is usually very congested during the first few days of school because many parents bring and pick up their children on these days. Please be patient with us and each other. It usually takes a week before everyone has settled into their routine. The safety of our children is our number one priority. Please help us ensure their safety by following these procedures.

- For the safety of our students and to ensure that the car rider line goes as smoothly as possible, Parents will not be allowed to check out students from the front office after 3:15pm. After 3:15, all pick-ups will need to be in the car rider line.

Early dismissal:

- Early dismissals must occur before 3:15pm. After 3:15, students will dismiss their usual way (as a car rider pick up or a bus/van rider). This minimizes the disruption at dismissal time. **Students will not be dismissed from the front office after 3:15pm. On days where students get out early (half days), there will be no early dismissals after 12:15pm.**

Parent identification:

- All parents, guardians or other people allowed to pick up your child, **must** show a picture ID, and **must** be on the pick-up list that parents complete at the beginning of the school year. At the beginning of the school year, all parents are required to complete a Student Information Sheet, which indicates the people allowed to pick up their child. If anything changes regarding your child's list of approved "pick-up people", the guardian must come to the office to make the changes.

Absences

- Student attendance is very important. For students to optimize their learning, they must be at school. When students are absent or early dismissal, please send a note within 5 days of the absence. Notes that will be excused include personal illness, death in immediate family (parent, sibling, or grandparent of child), mandated court order or celebrating religious holidays. Please be sure to put the following items on the excuse: Student name, date of Absence, date the excuse was written, reason for absence and parent/guardian signature. Please see the Houston County attendance guidelines in the Elementary Student Handbook beginning on page 9.

Attendance

- The school day for all elementary students begins at 8:30a.m. and ends at 3:30pm. Students must be in attendance for a minimum of at least one-half of the instructional day to be counted for a partial day present. Cutoff time for determining attendance is 12:00pm. If a student leaves before 12:00pm, or arrives after that time, the student is counted absent for the day.

After School Program (ASP)

- ASP is available from 4:00pm-6:00pm for students 3-5 who have completed an application and paid the registration fee. Students who are picked up after 6:00 will accumulate a late fee each minute late. Applications for ASP are located on our website, or you can pick one up in the office. Please see the Houston County ASP guidelines in the Elementary Student Handbook for more information. It is the expectation that students follow the school procedures and rules during ASP and may result in dismissal from ASP if the rules are not followed.

Behavior

- For students to get the most out of their learning at LRES, demonstrating appropriate behavior (STAR expectations) is important. If students do not follow behavioral procedures, there are consequences. For minor behavioral incidents, students will receive a Minor Incident Report (MIR). A MIR is a classroom consequence. After two MIRs, a student could receive After School Detention. Teachers will notify parents when a MIR is given. Please note that 4 MIRs will result in an office referral. For major incidents (ie. fighting, extreme disrespect, stealing...etc), students are automatically referred to the office. An administrator will assign a consequence for the behavior and notify the parent(s). Please see our PBIS handbook and Houston County School District handbook for more information on code of conduct and discipline.

Breakfast and Lunch

- Breakfast and lunch **are free** to all students during the 2025-2026 school year. Restaurant food should not be brought/delivered to school and given to students. We want everyone to enjoy socializing at lunch; but please remind your children of appropriate lunchroom behavior to include the following:
 - Talk quietly to your neighbor when the music is not playing
 - Remember to walk inside
 - Always remain seated
 - Clean up your area
 - Throwing or sharing food is not permitted

Failure to follow these rules will result in one of the following: being moved to the time out area in the lunchroom or office, a Minor Incident Report being written, and/or an office referral if the behavior is continuous.

Car Rider Procedures

- If you are picking up your child in the car rider line, you must have your child's current year car rider card. (You cannot have a picture of the card). If you did not receive a silent dismissal number for this current school year, please go to the LRES office and we will make one for you. **All car riders need to be picked up no later than 3:50pm each day.**

Class Parties

- LRES allows two class parties per year (Holiday party in December and End of the School Year). Valentine's Day is celebrated at "break time" on February 14th. Birthday parties do not take place at school nor will party invitations be distributed during instructional time, nor will staff assist in distributing invitations to private parties. Staff is not allowed to provide a list of student names due to BOE policy JHD, Student Social Events. If parents wish to bring one treat and drinks (such as store bought birthday cupcakes and capri suns) for their child's class to enjoy at recess, they may do so and drop these items off in the office. Office staff will deliver the items. Balloons will not be delivered to classrooms. Students will not be allowed to accept flowers, balloons or other gifts sent to the school during the school day. Parents and students should not bring these items to school.

Clubs

- We encourage all students to be a part of the fun, after-school clubs offered at LRES. A list of clubs are located at the end of the school handbook. Students will be able to receive applications to join a club later in the year. Club sponsors will notify parents of tryout dates (if applicable), pricing, or additional information. We are so thankful for our staff that volunteer their time to provide these clubs. It is important that students understand that it is expected for them to follow the school rules and procedures while participating in a club activity. Failure to comply may result in being removed from the club. Please also ensure that you are able to pick your child up from the club or club sponsored event on time.

Coats, Jackets, Sweatshirts

- Each year we end up with dozens of unclaimed coats, jackets, sweatshirts and water bottles. Please write your child's name on these items so they are easier to claim and get back to your child. After each grading period, all unclaimed items will go to Goodwill or another charitable organization.

Communication

- Please feel free to write your child's teacher a message through the Houston County School District app. You can also send a note, call to leave him/her a voicemail, or email your child's teacher by using the following format: `firstname.lastname@hcbe.net`. However please note that they will not be able to access their account, voicemail, or email during instructional time. All urgent needs such as transportation changes need to be directed to the front office.

Conferences with Our Staff Members

- Parent teacher communication is very important for the success of your child. I encourage you to collaborate with your child's teacher throughout the school year. If you would like a conference, please contact your child's teacher to schedule an agreed upon day and time. To preserve instructional time, teachers will not be able to conference or communicate via phone or in person during instructional hours.

Chromebook/technology

- Each student is issued a chromebook for instructional use. It is the student's responsibility to take care of the chromebook and charger. Chromebooks should be brought to school each day charged. Students should not damage or allow others to use their chromebook. It is also very important that students are using appropriate and approved websites only. At the end of the day, before leaving the classroom, students should pack their chromebook inside their bookbag. Your child will be responsible for the guidelines and policies of the Houston County Board of Education when using electronic devices provided by the Houston County Board of Education at school and home, and

understands that violations of these guidelines will result in disciplinary action. In the event that the devices provided by the Houston County BOE are lost or damaged, the parent and student are responsible for the replacement costs. Replacement devices are not issued for damaged devices. Please refer to the Student Technology Agreement for more information. Also, please see pages 24-26 in the Houston County School District handbook for more information on electronic devices. If you are interested in purchasing insurance for your chromebook, please visit the Houston County School District website to obtain more information.

Dress Code

- Students may not wear clothing that could potentially be a distraction to others due to extremes in style, fit, length, color, wording, pattern...etc. Examples: (very short shorts, shirts that expose the waist/stomach, see through clothing, shirts with inappropriate language, pants with holes above the knee that shows skin and spaghetti strap shirts). Students cannot come to school with extreme hairstyles, clothing, makeup or any other fad that would interfere with our teaching and learning process or cause a disruption of the educational environment. For additional information on dress code guidelines, please refer to the Houston County Elementary Education Handbook.

Electronic Devices:

- Use of Electronic Devices The Houston County School District policy JCDAF outlines the access and use of personal electronic devices for students in pre- kindergarten through eighth grade while on school premises during school hours. Students in grades PK-8 are not permitted to access personal electronic devices while on school premises during school hours, including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours. Any student found in violation of this policy and/or its procedures during the school day shall be subject to progressive discipline consequences as outlined in the Student Code of Conduct.

Field Trips

- Houston County School Board Procedure: Students participating in school-sponsored field trips MUST be transported to AND from the field trip location on the bus with their peers. We do not allow students to be transported to and/or from the field trip location by parents or guardians. Parents who volunteer must have approved background checks prior to the field trip. Background checks can take several weeks to complete; therefore, please plan accordingly to ensure your background check is cleared prior to the field trip.

Medicine

- If your child needs to take medication at school, please contact our Med. Tech, Mrs. Reed for specific procedures to follow. Parents should never send over the counter or prescription medication to school with their child. All medication must be picked up by the parent before the end of the school year.

Personal Items at School

- School personnel are not responsible for lost, damaged, or stolen personal items belonging to students; therefore, students should not bring toys, electronic games, or other personal items to school. At the end of the grading period, all articles not claimed in lost and found will be donated to a local charity. It will be helpful to write your child's name on personal items. Responsibility to keep devices secure rests with the individual owner. The Houston County School District, its staff, and its employees are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

Positive Behavior Intervention and Support (PBIS)

- LRES is a PBIS school. We promote school safety and good behavior through STAR expectations. S= Stay Safe, T= Take Responsibility, A=Always Work Together, and R= Respect Ourselves and Others. With PBIS, our goal is to be proactive by recognizing and rewarding great behavior as it occurs. Please refer to our PBIS Handbook on the LRES website.

Promotion and Retention

- Promotions are made on the basis of the ability of the pupil to do the work at the next level of instruction. Promotion and retention decisions will be made by school principals and teachers. Parents, teachers, the student involved, and other concerned persons must be included in the discussions leading to a decision. If any decision to retain or to plan for a longer-than-average time in a particular series of grades occurs, the school will notify the parents prior to the school year's final report card. Any desire to change grade placement for the betterment of the child must be discussed with parents. In order to help assure appropriate achievement of students as they progress through their school experience, the Houston County School District establishes the following basic promotion and retention criteria for use in the school district.
- Promotion of students annually is desirable; however, it is recognized that under certain circumstances retention must be considered for some students.
- Retention of elementary school students shall conform to the following:
 1. Every effort shall be made to identify potential students for retention as early as possible during the school year and to work with the student's parents to improve academic performance.
 2. The results of state mandated assessments may be considered in addition to grades, and other local requirements for promotion. Assessment results shall also be used to determine a student's need for accelerated, differentiated, or additional instruction. The school principal or designee may retain a student who performs satisfactorily on the state mandated assessments, but who does not meet promotion standards and criteria established by the local school district.
 3. When a child is retained, appropriate interventions will be utilized to accommodate his/her individual needs within resources available.

4. *Individualized Educational Plans (IEP) shall establish promotion standards for students with disabilities.

Promotion of students in grades 3 and 5 shall follow requirements set forth in Georgia Board of Education Rule 160-4-2.11:

Grade 3 – No third grade student shall be promoted to the fourth grade if the student does not achieve the minimum performance level for promotion on the reading state mandated assessment and meet promotion standards and criteria established by the local board of education for the school that the student attends.

Grade 5 – No fifth grade student shall be promoted to the sixth grade if the student does not achieve the minimum performance level for promotion on the reading and mathematics state mandated assessments and meet promotion standards and criteria established by the local board of education for the school that the student attends.

For 3rd and 5th grade students who do not meet expectations in reading and in mathematics on the Georgia Milestones Assessment: An opportunity will be provided for intense intervention prior to the state mandated assessment retest. If the student still does not meet expectations on the retest, the student will be retained. The parent may appeal the retention to the school principal. A committee made up of the principal, the teacher, and the parent will make the best decision regarding the promotion/retention of the student. The entire committee must reach a consensus regarding the decision. The committee's decision is final. Please see more information in the Houston County School District Handbook.

PTO

- We encourage parents to be a part of our Parent Teacher Organization (PTO). PTO works with faculty members and the community to help support our school and our students. We have such a wonderful community, and through our PTO, parents and teachers can build great relationships to ensure a better environment for our families and communities. Please let us know if you would like to join our team of parents!

Recess

- Classes will have recess each day. Students will go outside on days the weather is permittable. Students may eat their snack at recess. Please note that snacks should be provided by parents, and not by the school.

Release of Students:

- The school may not release a student to any person other than the person who enrolled the student in school. If an individual other than the person who enrolled the student in school is authorized to take the student from school on a regular basis (e.g., a grandparent or other relative, childcare provider, etc.), the person who enrolled the student in school must notify the school of such in writing and this notification should be kept on file at the school.

If someone other than the person who enrolled the student in school (or an individual authorized in writing by this person) attempts to take custody of the child or to remove the child from the school, the school will immediately contact the person who enrolled the student in school. If a person who attempts to take custody of the child without consent of the person who enrolled the student in school refuses to leave the campus or causes a problem, the school will contact the appropriate law enforcement agency. Exceptions to these student release procedures may occur in cases involving state or local law enforcement and child protection agencies. Any change in a child's transportation must be communicated using the procedures established by the school. Parents should not send the teacher an email. This is to ensure the message gets to the child's teacher before dismissal.

School Hours

- The school day for all elementary students begins at 8:30am and ends at 3:30pm. Students can arrive and enter the building beginning at 7:45am. All car rider students must be picked up by 3:50 pm. If you cannot pick up your child by 3:50pm, your child will need to be a bus rider, or you will need to complete an application for our After School Program.

Sickness/Illness

If your child is out sick, please refer to the following guidelines before your child can return to school:

- A child must be fever-free for 24 hours without medication
- A child with strep throat must be on an antibiotic for 24 hours before returning to school
- A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note
- A child with chicken pox may only return to school when all lesions have crusted over

A sick child must be kept home or picked up from school if he/she:

- Has had a fever in the past 24 hours
- Has a fever of 100 degrees or higher
- Is vomiting and/or has diarrhea
- Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.

****A fever refers to a temperature of 100 degrees or more without the use of Ibuprofen or Acetaminophen to reduce the fever. Do NOT give your child aspirin or any aspirin products. A high occurrence of Reyes syndrome has been associated with viral infections and the use of aspirin.**

****If your child has been exposed to Covid-19, or has contracted Covid-19, please contact the office for our Med Tech, Mrs. Reed to receive guidance on how to proceed.**

Tardies/Early Dismissal

- Instruction begins promptly at 8:30 a.m., and a student is considered tardy after that time. A student who is tardy must report to the office to check in. A parent is expected to accompany the student and to sign him/her in. If a school bus arrives after 8:30 a.m.,

students will not be considered tardy, and no tardy permit is necessary. Students who are signed out of school before 3:30 p.m. are considered as having an early dismissal. Parents should provide the school with a reason for the tardy or early dismissal. The school will determine if the tardy or early dismissal is excused or unexcused using the same system guidelines outlined for absences.

Many people do not realize that missed instructional minutes add up quickly. For example, if your child arrives a mere 10 minutes late each day, they miss 50 minutes of instructional time every week. During a 36-week school year, they could miss nearly 30 HOURS OF INSTRUCTION! If they're 20 minutes late, it would be 60 hours, and so on. These instructional minutes are especially important to the achievement of our students and the success of our schools. An excessive number of lost instructional minutes could prevent your child from being promoted to the next grade level. For the benefit of ALL students, we may implement the following procedures with relation to unexcused tardies and unexcused early dismissals:

- 8 Unexcused Tardies/Early Dismissals – Parent Contact
- 10 Unexcused Tardies/Early Dismissals – Excessive Tardy/Early Dismissal Notification
- 15 Unexcused Tardies/Early Dismissals – Attendance Contract Meeting Scheduled with parents and administration
- 25 Unexcused Tardies/Early Dismissals – Referral to the HCSD Social Service Department

Testing/Assessment

- Students in grades K-5 are assessed in reading. Teachers also conduct informal reading inventories to assess reading progress throughout the school year.
- MAP Assessment: Students in grades 3-5 will take the MAP Assessment three times throughout the school year (beginning, middle, and end). Teachers use the results of this assessment to assist students in their learning.
- Georgia Milestones Test: Students in grades 3-5 take the state standardized Georgia Milestones test at the end of the school year. Please see the retention policy on page 28-29 of Houston County Student Handbook.

Walking Students to Class Each Morning

- Parents are not allowed to walk students to class. Students will learn the morning routine, and staff will be available in the hallways to help your child get to their designated area. If students have large items to take to their classroom, please stop in the front office and they will help deliver these items to the classroom.

Water Stations

- Touchless water fountains/water stations are in various areas of the school building. Students may bring a refillable water bottle to school if they would like. The school no longer provides water bottles to students.

Wednesday Folders

Student work goes home on Wednesdays in Wednesday folders. Please check the folder weekly and contact the teacher with any questions or concerns.

Visitors:

- Visitors should first report to the school office upon entering the school building to obtain a pass. Visits to individual classrooms during instructional time are not permitted. Parents picking up a child should wait in the office or in another designated area for their child to be dismissed.

Any person who shall not have any legitimate cause or need to be present upon the premises, within the school safety zone of any school and who willfully fails to remove himself or herself from such premises after the principal or designee of such school requests him or her to do so shall be guilty of a misdemeanor of a high and aggravated nature.

All visitors are reminded of the following Georgia law: Any parent, guardian, or person other than a student at a public school who has been advised that minor children are present who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a student while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such persons shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.

Volunteers

- School volunteers may be used to relieve teachers for professional learning, assist school personnel with clerical needs, or chaperone field trips. Anyone wanting to volunteer in the Houston County School District must have a security clearance. Please call or stop by the LRES office for additional information on volunteering. Once volunteers have been cleared, Volunteers must stop in at the front office for a visitor's badge, and have arranged the visit with the teacher/administrator prior to the visit.

The information above only serves as a guide. Please refer to the 2025-2026 Houston County School District Elementary Handbook for additional information.