

Langston Road Elementary School Parent Handbook 2023-2024

Kyon Cobb
Principal

Dr. Erin Gramley
Assistant Principal of Instruction

Mr. Curtis Singleton
Assistant Principal of Discipline

Mrs. Hannah Wells
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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Mrs. Kyon Cobb, Principal
Dr. Erin Gramley, API
Mr. Singleton, APD
Mrs. Hannah Wells, Counselor

August 2, 2023

Dear Langston Road Elementary Families,

On behalf of our Langston Road Elementary faculty and staff, I would like to welcome you to the 2023-2024 school year! We are so excited! The teachers are ready to get started and are committed to providing your children with quality instruction and the most 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 call outs to parents, newsletters and I communicate through Class Dojo. Our teachers are also on Class Dojo and communicate with parents throughout the school year through messages and their Class Story. I strongly encourage you to get connected to Class Dojo. 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.

There are opportunities for parents to be actively involved in school. 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. We also have a School Council that meets four times throughout the year, and we post our agenda and meeting minutes on our website. We would love you to attend!

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 children to read every night. We want our students to love reading! Please take

the opportunity to discuss your child's reading adventures and reading journey throughout the school year. Also, please 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 for the success of the student. We are all in this together!

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

Sincerely,

Mrs. 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 and desks 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 8:25 a.m. 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. Please sign your child in at the office. Please note that all students must be in their classroom by 8:30 a.m. each morning. We appreciate you having your child here on time.

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 top priority!

Arrival to school (car riders):

- Car rider 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. 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.
- 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 2023-2024 school year.**

Car Rider Tags:

- Through our Silent Dismissal system, every student will have a car rider tag which includes their carpool number. If you are picking up your child in the car rider line, you
- **must** have your car rider tag with you. For convenience, place the car rider tag on your dashboard or on the back of your visor so it is visible for our duty person to see it. Car rider tags 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 tag when you come through the line, you must park and bring your picture ID to the office to pick up your child. If a person other than the guardian is picking up the child and unable provide a current car rider tag, they will be instructed to go to the front office so that staff can assist in checking photo ID and contacting the guardian.

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 tag 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 3:25 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 or class dojo. Teachers are unable to check their messages until all students have gone home for the 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 is 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 smooth 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.**

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", you must come to the office to make the changes.

Transportation Changes:

- Student transportation is set up at the beginning of the school year through our Silent Dismissal system. 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. If you need to change your child's method of transportation, you must notify the office prior to 2:00pm. 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. 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 or class dojo. Teachers are unable to check their messages until all students have gone home for the day.

Additional Information

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 see the Houston County attendance guidelines in the Elementary student handbook beginning on page 8.

After School Program (ASP)

- ASP is available from 3:45-6:00pm for students PK-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.

Behavior

- For students to get the most out of their learning at LRES, demonstrating appropriate behavior is necessary. If students do not follow behavioral procedures, there are consequences. For minor behavioral incidents, students will receive a Minor Incident Report (MIR). An MIR is a classroom consequence. Teachers notify parents when an 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).

Breakfast and Lunch

- Breakfast and lunch **are no longer free** to all students during the 2023-2024 school year. School breakfast and lunch prices, as well as menus, are located on our school website. Restaurant food should not be brought/delivered to school and given to students. 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
 - Remain seated at all times
 - 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 office, a Minor Incident Report being written, and/or an office referral.

Car Rider Procedures

- If you are picking up your child in the car rider line, you must have your child's current year dismissal 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.

Class Dojo

- Class Dojo is the primary method of communication between LRES teachers and parents. We highly encourage all parents to set up their Class Dojo accounts at the beginning of the school year. Your child's teacher will help you with gaining access to Class Dojo.

Class Parties

- LRES allows two class parties per year (Christmas and End of the School Year). Birthday parties do not take place at school. If parents wish to bring birthday cupcakes or treats for their child's class, 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 because they are a distraction.

Clubs

- We encourage all students to be a part of the fun, after-school clubs offered at LRES. A list of clubs is located at the end of the school handbook, as well as on our website. Club sponsors will notify parents of tryout dates (if applicable), or additional information on clubs.

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 Dojo. 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 Dojo account, voicemail, or email during instructional time.

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.

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). 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.

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 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. Ages for specific procedures to follow. Parents should never send over the counter or prescription medication to school with their child.

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.

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.

Recess

- Classes will have recess each day. Students will go outside on days the weather is permissible. Students may eat their snack at recess. Please note that snacks should be provided by parents, and not by the school. Students may miss a portion of their recess to complete work or for behavior reasons.

School Hours

- Students can arrive and enter the building beginning at 7:45am. All car rider students must be picked up by 3:55 pm. If you cannot pick up your child by 3:55pm, 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 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. Ages to receive guidance on how to proceed.

Testing/Assessment

- Houston County Literacy Inventory (HCLI): Students in grades K-5 are assessed in reading using HCLI. 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 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.

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 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. Each child will receive a folder from their teacher on the first day of school. Parents should sign off that they viewed the work from the folder, and then return the folder to school with their child.

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 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.

Our Guidelines for classroom visitation: -Before visiting your child's classroom, parents/visitors should contact the teacher to set up a specific time and date for the visit. -It is suggested that classroom visits should be limited to no more than one hour unless agreed upon by the teacher and/or principal. ALL visits should be scheduled in advance with the teacher. -Visits should not be scheduled for several consecutive days. All visitors need to sign in the office and wear a visitor's badge while they are in the building. -We ask that visitors not drop in between 8:00-8:30 AM and 3:15-3:45 to discuss their child's progress or to have a conference with the teacher. Teachers are supervising students at this time. -In the afternoons, all visitors must report directly to the office during dismissal time.

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. Volunteers must stop in at the front office for a visitor's badge.