



2015-2016 Student Handbook

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<http://www.dekalb.k12.ga.us/laurelridge>

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It is important that you read the handbook as well as the DeKalb County School District Student Code of Conduct which will come home at the beginning of the school year. Many of your questions have been anticipated and are discussed. We are always available to clarify any school matter.

Students are expected to follow general behavior expectations to ensure a positive learning environment. Please help us reinforce these practices with your kids.

In the Halls

- Walk on the right side
- Stay in line
- Voices off & Face forward
- Keep space between you and others

In the Cafeteria

- Stay seated
- Do not play with your food
- Clean your eating space
- Wait to be dismissed

In the Restrooms

- Remain quiet/Don't play
- Flush the toilet
- Wash your hands
- Turn off water
- Throw away trash in trash can
- Respect others' privacy
- Return to class quickly



7:15 a.m.
7:25 a.m.
7:50 a.m.
7:55 a.m.
2:25 p.m.
2:30 p.m.
2:35 p.m.

Students May Enter the Building & Breakfast Begins
Students Report to Homeroom
Warning Bell rings & Announcements Begin
Instructional Day Begins & Tardy Bell Rings
Instructional Day Ends & Walkers Dismissed
Buses Depart
Car Riders Dismissed

OUR MISSION

The Laurel Ridge Elementary students, staff, parents, and community will cooperatively provide a safe, child-centered environment that builds self-esteem, self-discipline, and the essential skills for life-long learning in a global society. While accepting the differences of others and by using responsible decision-making, students will exhibit qualities of good citizenship with motivation to invent, to dream, and to explore in our changing world. At Laurel Ridge Elementary, our children will experience success; failure is not an option.

VALUES

- Value and promote parental involvement
- Regard quality public education as essential
- Honor universal human rights
- Contribute to the common good of our community
- Hold high expectations for ALL

CHARACTER EDUCATION

To support the school mission and values, we will be implementing a character education program focusing on "the big three" which are treat other right, make smart decisions and maximize your potential. Each month we will focus on a different character trait.

SCHOOL HOURS

ABSENCE FROM SCHOOL

Absences and tardies require a note from the parent/guardian. Students need to bring a written excuse for the absence on the day they return to school in order to be excused. Notes need to be sent to the front office. Teachers are not able to make attendance updates in our new system. Excused absences and tardies are defined as: personal illness, serious illness or death in the family; religious holiday; instances in which attendance could be hazardous as determined by the DeKalb County School District. Irregular school attendance hinders the student's progress.

Georgia State law provides that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A § 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court. The DCSD attendance and tardy process for addressing excessive unexcused absences and tardies is outlined in the DCSD Student Code of Conduct.

BEFORE SCHOOL ARRIVAL

In order to provide for a safe arrival for our students, please make sure that car riders or walkers arrive after 7:15 a.m. There is limited adult supervision before that time. Students should arrive in order to report to their homeroom no later than 7:55 a.m. when the tardy bell rings. Students should be prepared to exit their car from the side closest to the school. Parents need to stay in their car at all times. Students arriving late to school should be walked into the front office.

EARLY DISMISSAL

If early dismissal is necessary prior to regular dismissal time, the student must be checked out in the main office by the parent or guardian before 1:45 p.m. This may not be done on a regular or frequent basis. There will be no early dismissal from the office after 1:45 p.m. for any reason.

AFTERSCHOOL PICK UP

Any change in after school transportation arrangements must be given to your child's homeroom teacher in the form of a written note or email. Without a note, children will be sent home according to the information provided on the transportation form completed by the parent at registration. Changes cannot be made over the phone.

Please make sure your child is picked up no later than 2:55 p.m. There is no supervision available after 2:55 p.m. Students left after 2:55 will be enrolled the Laurel Ridge afterschool program at the parent/guardian's expense. There will be a referral to a school administrator or counselor if a student is picked up late 3 times in one semester. The school social worker may be contacted if students are frequently picked up late. To enroll your child in the afterschool program, please contact Ms. Ewvaraye or the front office.

Parents are asked to wait outside the school building for students. This is for everyone's safety and to assist with dismissal being as smooth as possible. If you are staying to talk with others, please move to the playground or the little free library area.

PARKING

Please use the visitor parking or the lower parking lot behind the gym if the front lot is full. Please do not park in the fire lane.

WALKING & BIKING TO SCHOOL

Children should use caution when walking to school and look both ways before crossing streets. There is a crossing guard posted in front of the school at Shetland and Balsam. Suspicious looking people should be reported to the principal.

Georgia law requires all children under the age of 16 to wear an approved bike helmet.

WITHDRAWAL FROM SCHOOL

A note should be sent to your child's homeroom teacher several days before the intended withdrawal. The note should state the child's last day, your new home address, and the name and address of the new school your child will be attending.

Before your child's records can be sent to the receiving school, all textbooks and library books must be returned and all lunchroom charges cleared.

FIRE, TORNADO & INTRUDER DRILLS

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire, intruder, and tornado drills are executed to make certain students learn proper safety procedures and follow all safety guidelines. Intruder drills will be held in accordance with the protocols outlined by the DCSD and the Georgia Emergency Management Agency under Homeland Security.

INCLEMENT WEATHER & EMERGENCIES

When severe weather creates hazardous conditions, the regular school schedule may be suspended. Please do not call the school for information about openings and closings. The best way to get this information is by watching the news or online.

Announcements about school closing are normally broadcast between 6:00 a.m. and 6:15 a.m. Laurel Ridge is part of the DeKalb County School District, we follow all DeKalb County closings and/or early dismissals.

SCHOOL VISITATION

Parents and visitors must first report to the school office before going to the classroom. Visitors entering the building will be given an identification badge to wear. This is necessary to maintain the safety of the children and for building security.

It is imperative that instructional time is protected as much as possible. You are requested to set conferences before and after school. Parents will also be asked to leave things in the office for students to be delivered as appropriate.

All volunteers must complete the volunteer training annually. Those wanting to chaperone an overnight field trip or work with a school club must complete a background check and fingerprinting with the Office of Public Safety. You can contact the office at 678-676-1810.

STUDENT ILLNESS/INJURY

It is the responsibility of each parent/guardian to pick up his/her child should they become ill or injured. The child will be sent to the clinic to await their ride.

SCHOOL MEALS

Meal costs in DeKalb County are:

Breakfast (Student/Adult)	\$1.40 /1.90
Lunch (Student/Adult)	\$2.50/3.50
Reduced Breakfast	\$0.30
Reduced Lunch	\$0.40
Extra Milk	\$0.80

Charging a meal is discouraged and limited to three times. Please put checks and cash payments in an envelope with the student's and teacher's name on the outside. Payments can also be made online at mylunchmoney.com Parents should not bring fast food for students to eat for lunch.

LIBRARY INFORMATION

Check out Limits

Grade Pre-K & K - 1 book

Grades 1 - 5 - 2 books

- Students are responsible for materials checked out from the library. Students will be charged the replacement costs for lost and damaged books.
- Books are checked out for a two-week period. However, books do not have to be kept the entire two weeks. Books may be returned at any time.
- Books must be renewed BEFORE they become overdue.

STUDENT UPDATE INFORMATION

It is imperative that the school office is notified immediately in the event you have a change of address, phone number, or if emergency information. We must have 3 working phone numbers as emergency contacts for each student.

TEXTBOOKS

Textbooks are furnished to students as a loan and should be treated as such. Students must pay for the replacement cost for the loss or damage of textbooks.

SUBSTITUTE TEACHERS

When a teacher is absent, our school will provide a responsible teacher to continue the program of instruction. All substitute teachers are qualified and are on the DeKalb County School District's approved list.

MEDICATION

Staff is prohibited from providing or administering medication to any student except as authorized in accordance with the following guidelines:

- Consent form to administer medication is signed & on file in the clinic.
- A physician's statement including the name of the medication, dosage to be administered and duration is on file.
- Medicine containers must be clearly labeled by the pharmacy or manufacturer.
- Permission forms for long-term administration of medication must be renewed every three months. This does not apply to a standing order for emergency medication.
- Medication must be accompanied by a written authorization from a parent/guardian that includes the name of the medication and instructions. The clinic will administer all medication.

HEARING & VISION SCREENING

During the school year, students may be tested by qualified professionals for hearing and vision. Fifth grade students may be screened by qualified professionals for scoliosis. If any test finds evidence that further diagnosis is needed, you will be advised immediately.

DISCIPLINE

Each staff member at Laurel Ridge School accepts responsibility for discipline promoting a positive school culture. A student's behavior should conform to acceptable standards of conduct as established by the principal, teachers, and DCSD. The Laurel Ridge staff requests parental support in helping to maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

SCHOOL SUPPLIES

A supply list is available from the office, your child's teacher and/or the school website. Students are also welcome to carry a Laurel Ridge water bottle available from the PTA. The bottle should only contain water and can be filled as needed from a school water fountain.

MAINTAINING SCHOOL PROPERTY

Students are expected to assist in maintaining cleanliness of the school and grounds. There should be no chewing gum at school. A student will be expected to make financial restitution for the deliberate damage of school property or another students' property.

PHYSICAL EDUCATION

PE is an integral part of the instructional program. All children will be required to participate unless a doctor's note is provided. If, on a particular day, your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement will be required to excuse your child.

SCHOOL PARTIES

We have two parties per school year, one at the end of each semester. PTA room parents will contact parents and/or guardians before each party.

COURIER

Information concerning school activities, rules, and other information will be sent home in courier on Thursdays. Parents are to sign and return the courier with their child on Friday. Please read these notes, bulletins and newsletters.

TELEPHONE USE

Neither teachers nor students will be called to the telephone during the day. Emergency messages will be delivered to classrooms.

DRESS CODE

The atmosphere of a school must be conducive to learning. A student's appearance can impact the climate of a school. Students must adhere to the District's dress code as outlined in the Code of Conduct. Important dress code notes:

- Students are encouraged to wear tennis shoes or sneakers daily. Students will have the opportunity to play outside daily, weather permitting and proper footwear is important for the safety of all students.
- The wearing of pants below the waistline, bare midriffs, halter tops/tank tops, tops revealing cleavage, short shorts, and net/see through garments and dresses, pants, or skirts with high slits prohibited.

VALUABLES AT SCHOOL

It is requested that students not bring excessive amounts of money, electronics, jewelry, cell phones or audio equipment to school. Laurel Ridge School will not be liable for loss of any such property. If students have cell phones they are to remain in their backpack during school hours either on silent or turned off unless teachers are using them as a part of a lesson. If out during the day, the teacher will first ask the student to put the item away. On the second instance the teacher will take the item and keep it for the remainder of the day. On the third, the items will be locked in the school vault until a parent or guardian comes to the school to get the item.

CULTURAL ARTS & FIELD TRIPS

We believe in educational exposure. Through this belief we work to bring various programs into the school. There will be occasions where we will leave school to attend programs. We will need a signed permission slip from parents or guardians in order for the child to go on the trip. The PTA sponsors Cultural Arts Field Trips through voluntary donations.

SPECIAL SERVICES

In order to provide an appropriate education for all students, referrals to the Student Support Team may be made. Testing and evaluations are conducted by certified personnel. Special education programs are available to those Laurel Ridge students who qualify. If you feel your child needs special education assistance, please contact your child's homeroom teacher or the counselor. We provide special education services for several disability areas in our school and work diligently to assure proper placement and care for all of our students.

PROGRESS REPORTS & REPORT CARDS

Every 4 1/2 weeks a progress report will be sent home. Report cards will be sent home at the end of semester. The grading scale used by the district is:

A	=	90-100
B	=	80-89
C	=	71-79
D	=	70
F	=	below 70

DEFICIENCY REPORTS

Deficiency reports are a means of communicating to parents/guardians that their child is not progressing satisfactorily, either academically or behaviorally. We inform parents/guardians any time it is believed a student is in danger of failure or is not working at his or her full potential.

HOMEWORK WHEN ABSENT

When a student is absent from school and needs his/her homework assignment, please call or email your child's homeroom teacher. The teacher will collect and arrange your child's work. Appropriate books will be sent home when necessary. Homework assignments can be picked up at the end of the day in the office or sent home with another child, if requested.

HOMEWORK

Homework will be assigned Monday-Thursday. Students in 2-5 should record assignments in the Student Agenda. The agenda book will help the student manage time and homework assignments. There will be no homework assignments the night before a standardized test, or a school holiday. The purpose of homework is to:

- Reinforce, practice & review skills and concepts
- Providing an opportunity for working independently
- Building study habits
- Demonstrating practical application of concepts through projects
- Teaching the student that he/she shares in the responsibility for his/her learning
- Providing an opportunity for parents and/or guardians to be involved

Parental feedback on the quantity and quality of the homework assignment is invited. In order to improve the level of performance in school, students should:

- Plan a nightly study time in a quiet place.
- Start their study time with all needed materials- books, pencils, paper, etc.
- Study by sitting up at a table or desk.
- Take a break between subjects.
- Review completed daily assignments.
- Organize all materials and assignments to be brought to school the night before.

The District's standards for homework are as follows with the addition of reading for practice:

- K - 15-30 minutes per night
- 1st - 20-30 minutes per night
- 2nd - 20-40 minutes per night
- 3rd - 30-45 minutes per night
- 4th - 40-60 minutes per night
- 5th - 50-75 minutes per night

AWARDS & RECOGNITIONS

First-Fifth grade students will be honored with the following school-wide awards at the end of the year based on report cards.

Principal's Honor Roll: All A's, S's, and E's

Honor Roll: All A's, B's, S's or E's

Perfect Attendance: Present daily & 3 or less tardies

Citizenship: Students who don't make the honor rolls but earn all S's

PARENT-TEACHER CONFERENCES

Parent/Guardians and teachers need to establish a cooperative relationship, which is favorable to a child's progress. Conferences are best arranged in time to end before 7:25, during a teacher's planning period or after 2:45. Please be aware that Wednesdays are reserved for afterschool meetings. Many times it is best for the student to also be present at these conferences.

PARENT TEACHER ASSOCIATION (PTA)

The Laurel Ridge PTA and its Executive Board is a group of volunteer parents and teachers. The Executive Board has the following Mission Statement:

The Laurel Ridge Elementary School PTA strives to build every child's potential by connecting and engaging families and facilitating a love of lifelong learning while celebrating the School's diversity and uniqueness to the community.

For information or to volunteer with the PTA, please email:

LaurelRidgeElementaryPTA@gmail.com

Keep up with PTA events by subscribing to The Flying Eagle, the Free LRES E-Newsletter. Sign up on the LRE webpage.

PARTNERS IN EDUCATION PROGRAM

- Publix Partners cards are available in the front office.
- You can register your Kroger Plus card for the Kroger Community Rewards Program at www.krogercommunityrewards.com. Laurel Ridge's organization number is 105832. You must re-register your card at every year.
- Register your Target Red Card and link it Laurel Ridge.
- Send in your Boxtops, Coke Rewards Points & Labels for Education
- If you shop on Amazon register use smile.amazon.com and link your account to LRE.
- Download and scan receipts with Shoparoo

The DeKalb County School District, DeKalb Chamber of Commerce & Laurel Ridge Elementary PTA work together to bring businesses and schools together. Laurel Ridge proudly shares a partnership with: Bagel Palace Deli & Bakery, Bruster's Ice Cream (Lawrenceville Hwy), Chick-Fil-A, Corner Pub, Georgia Natural Gas, Georgia Utility Contractors Association, Inc., General Mills Box Tops, Home Depot, Kroger, Melton's App & Tap, Menchie's Frozen Yogurt (Toco Hills), Moe's Southwest Grill, North Decatur Health Care, Publix Supermarket (Shamrock Plaza), Sprig Restaurant, Strack, Inc. & Uncle Maddio's Pizza Joint (Toco Hills)