

Leoma Elementary School

where

“Learning Equals Success”

Parent and Student Handbook

2023-2024

Mission Statement: *To empower all learners with the knowledge and skills for success.*

Vision: *The staff of Leoma Elementary School is dedicated to providing our students with the academic, social, and physical skills required to meet their fullest potential. In partnership with families and the community, we seek to provide the foundation for students to acquire the competence and responsibility to become contributing members of society and life-long learners.*

Our Beliefs:

- *Student learning is the chief priority for the school and the primary focus of all decisions impacting the work of the school.*
- *All students can learn.*
- *Each student is a valued individual with unique physical, social, emotional, and intellectual needs.*
- *Positive relationships and mutual respect among and between students and staff enhance a student's self-esteem.*
- *A safe and physically comfortable environment promotes students' learning.*
- *Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.*
- *Schools must have effective instructional leaders.*
- *Students learn best when they are actively involved in the learning process.*
- *Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.*
- *Teachers and staff must work collaboratively and constantly improve their instructional practice through professional learning to ensure student success.*
- *Available data will be utilized to plan appropriate instructional practices to enhance student academic growth.*
- *Families should be engaged in meaningful ways throughout the school year and informed regularly on their child's academic progress to strengthen the school/family partnership.*

Assessment

Students will be assessed both formally and informally throughout the school year to determine appropriate instructional practices. Classroom assessments will be at the teacher's discretion.

Attendance

Attendance is a key factor in your child's success and achievement. Students are expected to be present each day that school is in session. Instruction missed through absences is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion. Absences are classified as either excused or unexcused. Students who are absent, and do not bring in a note when they return, are unexcused until such time as they

bring in an appropriate note excusing the absence. At that time, the absence will be marked as excused. Excused absences shall include: illness of the student, death in the family, extreme weather conditions, religious observances, and emergency situations which the student has no control (Principal's judgment).

Any student with five (5) unexcused absences will be reported to the attendance supervisor by the school administration. The student and parent/guardian will be immediately scheduled by the attendance supervisor for a Truancy Hearing. If the unexcused absences are not reconciled in the Truancy Hearing, the student will be immediately petitioned to Juvenile Court for truancy.

Students will be counted tardy if they are not in their classroom and ready to begin class at 8:00 A.M. sharp! Being on time should always be a priority and will carry over into the student's adult life. Late bus arrivals will not be counted as a tardy. Tardies and early check outs will accumulate according to the State Department of Education's policy on attendance. Three tardies or early checkouts will accumulate to 1 absence.

Special recognition will be given to students having perfect attendance. Perfect attendance means no tardies, no early checkouts, and no absences were documented against your child. Students will be rewarded at the end of each nine weeks grading period for having perfect attendance.

Bullying

Leoma participates in the Olweus Bullying Prevention Program. This is a school-wide program that is effective at reducing rates of bullying in school. The following rules will be followed by all students: 1.) We will not bully others. 2.) We will try to help students who are bullied. 3.) We will include students who are left out. 4.) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Cafeteria

A nutritious breakfast and lunch is served daily in our cafeteria. A "Grab and Go" breakfast is also available for students to pick up and take to their classrooms. All students are encouraged to participate in our lunch and breakfast program. **All students may eat breakfast and lunch FREE of charge.** Students are not allowed to charge extra items. It is recommended that you pay, in advance, for any extras that your child may want as they can't charge those items. Checks are preferred rather than cash. Please put your child's name on the check and send in an envelope with your child's name and teacher's name on the outside.

An application will be provided at the beginning of the year. Please fill it out and return to the school. Leoma's funding and availability for grants is tied into this percentage of students qualifying for free or reduced meals. Applications can always be submitted anytime there is a change in income. Please ask in the office for more information (*This will not be required for the 22-23 school year.*)

Please do not send carbonated drinks if your child should bring their lunch. They tend to spray when opened.

Microwaves are not provided for student use. At this time, parents will not be allowed to enter the school to eat with their child (ren).

Cell phones

School Board policy 6.312 allows students to have a cellular phone; however, the phone must remain off and be concealed. Violations of this policy will result in disciplinary action against the student, including mandatory confiscation of the cell phone. First offense allows for confiscation of the cell phone during the school day for three school days. Student will be required to check the phone into the office each morning and they can pick it up at the end of the day. On the second infraction, phone will be kept in the office for 5 days and 10 days for a 3rd infraction.

Change of Information

We must keep a current address, phone number, and emergency contacts on file at all times. Please inform the office and your child's teacher if there are any changes in this information throughout the school year. False information or incorrect emergency contact numbers /information are reckless and needless endangerment of your child that will result in a report to DCS.

Custody

The school needs a certified copy of any legal papers that you have concerning child custody, no contact orders, etc. Please talk with your child's teacher and our school counselor should there be any custody issues to make them aware of any concerns.

Discipline

It is important that students understand that acceptable standards of behavior will be expected and will be insisted upon at all times. Students who do not comply with rules / procedures or display any unacceptable behavior at school or on buses will be subject to disciplinary action. Discipline will be fair and firm when any individual's action interferes with the rights of teachers to teach and students to learn in a safe, peaceful environment. Leoma will follow all discipline policies adopted by the Lawrence County Board of Education.

Distant Learning

There may be times that distant learning is necessary for your child. This might be for a required quarantine, surgery, or other illness that requires your child to be out of school for several days. Parents should reach out to teachers and request their Google Classroom log in credentials. Chromebooks and materials will be available for pick up when that becomes necessary. Students will be expected to log in and participate in the class if physically able.

Dress Code

The dress code adopted by the Lawrence County Board of Education will be strictly enforced. A detailed expectation is available in the office. In all matters pertaining to students' clothing, accessories, and personal appearance, the final determinant of appropriateness will be at the principal's discretion.

Early Dismissal

In the rare case that school is dismissed early for weather or other emergencies, parents may listen to the radio for dismissal times and other information. Information will also be shared through Leoma's Twitter, Facebook, and Remind accounts. Since it is often difficult to contact parents on such short notice, please have an emergency plan in place with your child's teacher so he/she will know how your child is to go home on these days or contact the school with transportation changes. WSMV.com and WKRN.com offer free dismissal notification and weather emergencies. Parents are asked to sign up for our school app. Instructions will be sent home at the beginning of the year.

Extended School Program /ESP

Leoma's ESP operates each day that school is in session beginning at 6:30 A.M. Students may come to the library for the morning session and will be dismissed to the gym at 7:15 A.M. Afternoon ESP is also held from 3:00 – 5:30 P.M. In the event of early dismissal from school for weather or other emergencies, ESP will NOT be available. Registration forms are available in the office.

Family Nights

There will be many opportunities throughout the year for parents and families to participate in school activities. Information will be communicated early so that families can make plans to attend. Some activities will be grade specific and others will be school-wide. Most will last approximately one hour. We encourage your attendance and involvement in these activities.

Fire, Tornado, Evacuation and Lockdown Drills

Fire, tornado, evacuation and lockdown drills are held at various times during the school year. Students are instructed on what to do and exactly where to go when they hear the fire alarm or tornado/ evacuation / lockdown warning. **Students may not be checked out during such drills or actual emergency situations for safety reasons. Depending on the situation, parents may or may not be allowed to enter the building.**

Fund-Raising

From time to time, it will be necessary for the school to engage in fundraising activities in order to have adequate funds for the everyday running of the school. Since all students benefit from the proceeds of such fund-raising activities, we urge all students and parents to support the school in these activities. All fund raising activities will be approved by the Lawrence County Board of Education (6.701)

Illness / injury at school

If a student becomes ill or is injured at school, the parent / guardian will be contacted immediately. **It is very important that the school has a current telephone number where the parent/ guardian may be reached.** Illness or injuries requiring professional medical attention will be handled on an emergency basis. Again, parents will be notified immediately. Parents will be contacted by the nurse should pick-up be necessary.

Lost and Found

Articles which have been found should be taken to the office and library books should be given to the librarian. Lost articles may be claimed by proper identification. **It is always a good idea to clearly mark your items with your child's name so that they can be returned without delay.** Labeling items also discourages unauthorized borrowing.

Medications

All medications (prescription or over the counter) must be brought to the office in their original container by a parent / guardian. Written authorization from the student's parent / guardian and physician is required. Appropriate forms are available in the office. **Under no circumstances is the student to bring medications of any kind to school.**

Nurse

We are blessed to have a RN at Leoma School. Students that feel bad during the day should request to visit the school nurse. If the nurse feels it is appropriate to call you to pick up your child, the remainder of the day will be excused. However, if your child breaks the rule and calls you to come to school to pick them up without clearing this through the school nurse, the remainder of the day will be unexcused. Students should always clear any illness with our nurse.

Parent Conferences

Parent / Teacher conferences are held twice during the school year. Conferences may also be scheduled at the request of the parent / guardian or teacher. Please feel free to request a conference anytime you feel there is a need. We welcome your input and value your support. Access to grades, assignments and attendance will be available through our Skyward program. This valuable tool will help the students, teacher, administrator, and parent communicate more effectively throughout the school year. You will need to request access by providing an email address to our secretary. You will then receive an email providing instructions to access.

Report Cards /Mid-term reports

Report cards are issued four times a year after each nine weeks grading period. Mid-term progress reports will be sent between report cards. Both the report card and the mid-term should be signed by the parent/guardian and returned to the school in a timely manner. Information will be given so that parents can request access to our Skyward system to view their child's grades.

RTI / Win / Tutoring

All students will receive RTI (Response to Intervention) and WIN (What I Need) time daily. During these opportunities, students may be placed into small groups for more individualized remedial or enrichment instruction. These services will be based on individual student needs and are designed to fill learning gaps and assist students with mastering grade level expectations.

School Day (A.M.)

The school will open the doors at 7:15 each morning. Students who come in cars must enter the campus from Rabbit Trail Road and be dropped off at the canopy on the south side of the school. Cars will make a single line for morning drop-off. Please pull up to the end of the canopy and wait until dismissed by traffic guard to pull off. Please do not pass cars that are in line or dropping off students. Please yield to any buses pulling in off the highway. **The south side doors will be closed at 7:56 A.M.** No K-8 Leoma students are to be dropped off at the front door, cafeteria door, or gym door. PK students will enter the gym doors to be signed in with their teachers.

Buses begin arriving at 7:15 A.M. There will be teachers on duty to supervise these students. All students will report to their classroom at 7:45. **Students not in their classroom by 8:00 A.M. will be counted tardy.**

After 7:56 A.M., please bring your child to the main entrance. You will need to park and come in the office to sign the tardy sheet.

School Day (P.M.)

At 3:00 each afternoon, car riders and walkers are dismissed from their classrooms. **ALL Leoma students picked up as a car rider must be picked up through the car rider line.** Students are not to be picked up from the bus line without being signed out through the office. Parents should not habitually ask that their child be called to the office at dismissal. **No Leoma students will be allowed to go to the gym parking lot for pick up without proper authorization from administration.** Cars are to enter from Rabbit Trail Road and line up in a double line at the canopy on the south side. Always yield to any buses and allow them the space to get off Highway 43. Please be courteous to all.

At 3:05, bus students are called to the lobby by their bus number to load buses located at the main entrance.

(For your child's protection, no student will be permitted to leave school before regular dismissal time unless an authorized person comes to the school and clears that dismissal through the office.)

Substitute Teachers

There may be times when your class is taught by a substitute teacher. These teachers are to be given the same respect as the regular teacher. Students are expected to follow the same policies and procedures that are in place. Failure to do so will result in disciplinary action.

Telephone / Phone Messages

The office telephone is for school business only and students may use it only in the case of an emergency. **Students will not be allowed to call for forgotten homework, lunch money, personal items, permission slips, etc.** Students will not be called out of class to accept a call. Messages of an emergency nature will be taken in the office and delivered to the student at an appropriate time. **Phone messages for a change of bus or pick-up should be called in before 2:30 P.M. to ensure that all messages are given to the students and teachers before dismissal procedures begin.**

Textbooks /Chromebooks

Textbooks and Chromebooks issued to you are the property of the Lawrence County Board of Education. They should be used with care and returned in good condition. Students will be financially responsible for textbooks / chromebooks which are lost, stolen, or damaged. There is a specific Chromebook policy on the School Info APP. Please contact the school if you would like to see a hard copy.

Title I

Leoma is a school-wide Title I school. In a school –wide program, Title I services all children, not just particularly identified children. Title I is a federally funded program designed to help all students get a quality education and meet academic standards. Through this program, many opportunities are available to educate and engage families in the instructional process. Please attend our Family Nights and other events.

Toys, Games, Etc.

Students should not bring toys, games, or electronic devices to school without their teacher's permission. Such items, even with teacher permission, are not the responsibility of Leoma School or the Lawrence County School System. Yo-yos, laser lights, fireworks, matches, cigarette lighters, knives, hard balls, skateboards, shells and/or casings, radios, or weapons (real or toy) are not permitted. Headphones may be used only when plugged into their Chromebook.

Transferring to Another School

In the event that a student must transfer from one school to another, the parent / guardian of the student must complete an "intent to withdraw" form with the school he/she is leaving before he/she may enroll in another school. Proof of residence must accompany all those transferring during the school year. All books must be returned and all debts paid before the transfer papers will be released.

Visitors

Parents are welcome to visit the school for conferences, meetings, and special events. However, it is absolutely necessary for parents or other visitors to report to the office when arriving at the school. Visitors are required to submit their license through the Ident-a-Kid system and receive a visitor pass before entering the lobby or classroom area. *Visitor passes must be worn at all times while in the building.* All visitors are expected to sign out and leave promptly when their business is completed. Under no circumstances are parents / guests allowed to wander the building. Unless you have an emergency, the office will arrange an appointment time with your child's teacher(s) in order to minimize classroom disturbances. Visitors not following proper procedures will be asked to leave and may be arrested and charged with criminal trespass. No children are allowed to visit during school hours unless prior permission is obtained.

Water Bottles

Water filling stations are available throughout the school. Students are requested to provide their own reusable water bottle with their name clearly written on the bottle. Students are not permitted to bring soda, coffee, tea, or gatorade in their water bottles. Water bottles are only for water.

LAWRENCE COUNTY SCHOOL SYSTEM



2023-2024 ASSESSMENT CALENDAR

Test Name	Purpose	Grade Level	Dates	Parent Notification
Kindergarten Screener	Literacy & Math Screener	Kindergarten	Aug. 1-Aug. 2	One Month Following
Aimswest, STAR, HMH Math	Universal Screening	K-8	Aug. 1 - Sept. 29 Jan. 8 - Feb. 2 April 10 - May 14	One Month Following
TCAP EOC	Fall & Spring Assessment	9-12	Nov. 27 - Dec. 14 April 15 - May 3	Fall- Dec. 30 Spring- May 20
Mastery Connect	Year Long Courses	3-11	Sept. 18 -28 December 4 - 15 March 4 - 8 Mock TCAP	Fall - Dec.30 Dec. 30, 2023 March 28, 2024
Mastery Connect	Fall Block Courses	9-11	Sept. 11 -15, 2023 October 23- 27 Mock TCAP	Fall - Dec. 30 Fall - Dec. 30
Mastery Connect	Spring Block Courses	9 -11	Feb.5 -9 March 4 -8 Mock TCAP	Mar 28, 2024
TCAP	Spring Assessment	3-5	April 15 - April 30	May 20, 2024
TCAP	Spring Assessment	6-8	April 15 - May 3	May 20,2024
TCAP - ALT Sci/SS Grades 3-8 and EOC	Spring Assessment	3-11	March 11 - April 26 (Tentative)	May 20,2024
TCAP ALT ELA & Math	Fall Spring	3-11	Sept. 11- Dec. 22 Feb. 5 - May 17, 2024	TBD
ACT	Fall Retake Fall Retake- Make-Ups Spring Junior Test	11 & 12	Oct. 10-12 Oct. 17-18 March 18-22	TBD

	Spring Junior Make-Ups		March 26-27	
College Prep Assessment for Sophomores	Practice and Measure	10	March 19, 2024	March 28, 2024 - Spring, 2024
ACCESS for ELs	Spring Assessment	All	Feb. 5- March 29	TBD
NAEP - Leoma Elementary	Winter/Spring Assessment	4th	Jan. 29 - March 8	Results are released by national level and state level in grade and content areas, not individually

ALL DATES ARE SUBJECT TO CHANGE BY TDOE.

Revised 9/5/23