

**LUELLA ELEMENTARY SCHOOL**  
**2019-2020**  
**Proactive Discipline Student Handbook**  
**and General Information**  
**Henry County School System**  
**WELCOME TO LUELLA!**  
**PRINCIPAL'S MESSAGE**

Welcome to Luella Elementary School! We are so glad that you will be attending our school and are looking forward to a great school year. We know that you will be glad that you are our partner and a part of the Lion Cub School Family!

In order to have a successful school year, it is essential for students and parents to understand the policies and procedures of our school. You will also be provided access to an electronic copy of the Henry County Elementary Student Handbook. It is very important that you read both handbooks page by page.

The Luella Elementary faculty and staff are committed to putting our students first as we strive to prepare them for their futures with strong academic foundations and positive character development. The academic and social development of our students is important to us as we nurture their natural curiosity by offering opportunities to develop not only their academic skills, but also their artistic, musical, physical, technological, and social skills. By using a Positive Discipline Plan, we are able to use each minute of each day to develop these characteristics in our students.

The focus of Luella Elementary School's Proactive Discipline Plan is to establish a climate in which appropriate behavior is the norm. Our school-wide system of discipline includes a proactive framework for defining, teaching, and supporting appropriate student behavior. At Luella Elementary School, we expect our students to be the BEST they can be at all times during the school day. We want our students to know what it looks like to display appropriate behavior in the classroom, the cafeteria, the hallway, the media center, the bus, and any other place they may visit during the day. Basically, we want the students to be able to model and demonstrate appropriate behavior anywhere in or out of our school.

Our motto is **PAWS: Practice Respect, Act Responsibly, Work Together, Stay Safe.** The Proactive Discipline Plan will continue to support our motto. We will again use notes and agendas to help provide accountability for students' behaviors throughout the building, and act as a valuable communication tool between school and home. Also teachers will be able to use the electronic program called Remind as an additional tool for communication. Students may earn Cub Cash throughout the day to communicate that he/she has had appropriate behavior in all areas of the school building and on the bus. If there are any behavior concerns, then the teacher will send you an electronic message, a classroom referral note or make a phone call home. Students who have earned the designated number of Cub Cash will be able to purchase items from the school store and may earn an invitation to participate in a special school event.

Please carefully review the school wide behavioral expectations with your child. The final page in our handbook will have our behavior matrix attached. Again, teachers will use this matrix as a framework to teach students our expectations for appropriate behavior in or out of our school. We believe that it is important for students to be aware of what is expected of them.

This plan supports our mission to nurture Learners to Exceed Standards by working hand in hand by involving the school, the student, and the home.

We look forward to a year filled with many stimulating educational opportunities and lasting memories for our students.

The faculty and staff of Luella look forward to working with you in a partnership that will provide a successful school experience for all.

Go Luella Lion Cubs!

Sincerely,

Dr. Carla Montgomery  
Principal

## GENERAL INFORMATION

### SCHOOL HOURS

The outside building doors will open to students at 7:15 A.M. and school is dismissed at 2:25 P.M. There is **NO SUPERVISION** for students before **7:15** A.M. Please do not risk the safety of your child by dropping him or her off before 7:15 since our staff isn't available to supervise students. The front doors will not be opened until staff is on duty at 7:15 A. M. **Students must remain safely in the car with an adult until the 7:15 bell rings.**

If a child must leave school for a valid reason, the **parent/guardian must come into the office to sign their child out for early dismissal before 2:00.** A student will be released to either parent unless legal documentation is provided, which designates one or the other parent as sole legal guardian. Parent/guardians may include a letter to the school authorizing the school to release the student to certain designated individuals in the case of an illness or emergency. **Students should never leave school early without checking out through the office. ONLY those individuals listed on the yellow emergency cards will be allowed to check students out. It is important to list anyone who you don't mind checking your child out in case of an emergency situation on the yellow card that you will receive in the Open House packet. Please keep the yellow card updated with contact numbers in case of an emergency situation.**

### ATTENDANCE

Truancy Based on Georgia Law (20-2-690.1) and State Board of Education Rule (JB), any child between the ages of 6 and 16 who during the school calendar year **has more than five days of unexcused absences from school will be considered truant.**

#### **Penalties**

The legal penalties and consequences for truancy include referral of parents, guardians, or custodians to State Court and referral of juveniles to Juvenile Court for prosecution.

#### **Excused Absences**

If your child is absent, please send a written note

on the **first day** they return explaining the reason for the absence. The note should include the date(s) of the absence, the reason(s) for the absence, and the signature of the parent or of the doctor who treated your child.

### Tardies and Early Checkouts

Acceptable excuses for tardies to school or early checkouts are the same as excused reasons for full-day absences. Due to safety reasons for your child and others, students may not be checked out after 2:00 P.M.

### Withdrawal from School

At the time of withdrawal, students must return all library books, technology devices and other school-owned items. Any items not returned, and any other school-related expenses for which the student is responsible (such as lunch charges), must be paid for at the time of withdrawal. The school may withhold grade reports, diplomas, and/or certificates of progress until restitution is made for lost or damaged textbooks, computers and/or media materials.

In situations where a custodial parent enrolls a child in school, that same parent must be the person who withdraws the child from school. Withdrawal records may be requested from the guardian or the transferring school. However, the custodial parent who enrolled the child in school may give notarized written permission to the school to allow a noncustodial parent to complete withdrawal procedures.

### MEDICINE

When students must take medicine at school, **parents should bring medicine and related equipment to the school's office and complete a Medication Authorization Form.** Medicine cannot be given without written permission and instructions from the parent. **Please do not send medicine to the school by students.** All prescription and over-the-counter medicine must be kept in the school office unless approved by the principal. Prescription medicine, including inhalers, must be in the original labeled container from the pharmacy. Over-the-counter medicine must be in the original container and marked with the student's name. **Medicine will not be sent home with the student.**

## **SCHOOL-WIDE RULES**

When children exhibit problem behaviors, we believe there should be an intervention and a consequence to go with the behavior. Our belief is that students need to be supported in learning and displaying the appropriate behavior, while also learning there are consequences for their actions. Below is a list of potential interventions and consequences teachers and administration may utilize for inappropriate behaviors. While this list is not exhaustive, it provides staff with ideas they may utilize for classroom interventions and consequences. No one has the right to interfere with another student's right to learn. Students are expected to behave appropriately at school so that learning is not interrupted. The main responsibility for behavior rests on the student and parents/ guardians. Parents/guardians will be contacted, when necessary.

### **Classroom consequences that may be utilized, but not limited to:**

- Time out outside of the classroom
- Time out within the classroom
- Apology note about incident
- Parent contact
- Silent lunch
- Loss of recess to meet with teacher to discuss situation
- Making up missed instructional time during lunch, recess, or other student choice time removed to work in another classroom for extended period within the same day
- Time out in the front office
- Student calling parent with teacher to inform parents of situation
- Think Sheet
- Logical consequence
- Office referral

### **School Interventions**

- Classroom guidance lesson
- Social worker referral
- Counseling small group
- Community conversation led by student services support or counselor
- Games with counselor to learn appropriate behaviors
- Counseling small groups
- Note of apology
- Peer mediation
- Think sheet in office
- DCFAS report
- Behavior Contract
- Social Worker/ Counselor/Administrator home visit
- SRO meet with child and/or parent

### **The following behaviors are not permitted at any time:**

1. Fighting
  2. Leaving or skipping school, class or an assigned event, location or activity
  3. Written or spoken inappropriate language
  4. Using or having possession of tobacco or any smoking items
  5. Possession of a knife or other dangerous items or weapon
  6. Verbal or physical abuse of faculty, staff or students
  7. Damage to school property or the property of others
  8. Bullying (either perceived or intentional)
  9. Using, possessing, giving away, or selling any illegal drugs or alcoholic beverages
  10. Damaging or setting off fire alarm
  11. Committing any criminal act
  12. Behavior that interferes with learning, including disrespect and failure to follow reasonable directions
  13. Throwing rocks or other inappropriate objects on school property
  14. Breaking any school or school system rule
- Follow the behavior matrix at all times.

### **Administrative Action**

The following disciplinary measures are intended to balance the handling of unacceptable student behaviors, however, each situation will be handled on an individual basis by school administrators. It is the responsibility of the administrators to review the total situation, consider the offense and the individual support, and take appropriate action to address the inappropriate behaviors using the guidelines outlined in the Student Code of Conduct.

The administrative team will assist teachers with classroom discipline when the teachers have exhausted all strategies and alternatives available to them to improve student behavior. Disciplinary action taken by administrators will be determined by several factors such as past record of student, teacher reports, repetition of specific problem, HCSOE policy, legal aspects of offense, etc.

### **Monitoring and Assessing Progress**

We will continuously monitor progress through the analysis of our suspension rate, attendance rate, and academic data. We will also:

- Administrators will monitor discipline and attendance
- Administrators will follow County policy related to Chronic Discipline students

- Teachers will communicate with parents regarding grades every 4 ½ weeks via progress reports
- Teachers will make personal contact with parents whenever a child is consistently demonstrating lack of motivation or performance that is not meeting the standard to solicit parental support
- Teachers will facilitate student/parent/teacher conferences

### Staff Training to Promote a Positive School

#### Atmosphere

- Develop a school-wide understanding of “Respect”
- Cultural Responsive Competency Training for all employees
- Conflict Resolution
- Bully Prevention Program
- Other training deemed necessary

### CONSEQUENCES

#### Possible School Consequences

- Loss of a special activity or events
- Loss of a field trip
- Silent lunch in office for more than 1 day
- Notes of apology along with another consequence
- After school detention
- Before School Detention
- Short term (1-2 days) In-School suspension
- Short term (1-5 days) out of school suspension
- Parent Conference to establish behavior contract (should be the consequence component to go with the classroom behavior plan).
- Logical consequence (with permission of parent if it involves community service/cleaning)
- Police report
- Repayment for lost, stolen damaged, or missing property
- Long term (over 5 days) out of school suspension
- Hearing

#### Restroom Safety

In order to maintain security for students, minimize damage to property, and encourage personal responsibility, the restroom procedures will be implemented that are listed on the behavior matrix. **All K-2 boys must use the restroom stalls and not the urinals.** This procedure is shared and communicated with all teachers annually during preplanning and with all students on the first day of school by homeroom teachers. Then, students are reminded throughout the school year.

Students should exit the restroom and return to class as soon as they are finished. They are not to wait for other students or socialize with students who may be using the facilities at the same time.

### Responsibility

It is our goal for all students to take personal responsibility for their restroom needs and behavior. Throughout the day, teachers/teams will provide supervised assistance during restroom use. For times other than scheduled breaks, students will be allowed to use the restroom one at a time and may be asked to sign in and out on a class log and/or acquiring an appropriate classroom pass. Restroom behavior is an important part of keeping our campus safe for all. Teachers are advised to dedicate adequate time to teaching proper restroom etiquette and hand washing procedures. At Luella Elementary, it is an expectation that all teachers explicitly teach students restroom procedures continuously during the first two weeks of school and to review the procedures as needed.

### Medical Necessity

Students who have a medical condition requiring more frequent access to a restroom should be referred to the school nurse/clinic aide to determine if an individual health care plan needs to be developed, or a 504 is warranted, and a schedule will be provided and shared with the appropriate personnel. Additional medical documentation may be requested by the school.

### HEAD LICE

When the school is notified of a student having head lice and/or nits, a check of all students in the classroom will be conducted. Any students found with lice and/or nits will be sent home and cannot return to school until they are free of lice and nits. Students should bring proof of treatment (a doctor’s note, a note from the health department, or a label from the shampoo used) upon their return to the clinic.

### BUS BEHAVIOR

**It is a privilege to ride the school bus.** Students who ride a school bus must follow all bus rules and regulations of the Henry County Board of Education at **ALL** times. Be sure to review the rules and regulations in the Henry County Elementary Student Handbook. Parents/guardians are strongly encouraged to discuss the rules and regulations with students. Each bus driver has complete charge of all students riding the bus. The driver is responsible for student conduct, safety, and transportation. The bus driver will report any problems to the assistant principal.

The following guidelines will be enforced:

1. The student, will not be allowed to enter or leave a bus at any place other than their usual stop or school location, unless they have a change of transportation.
2. The bus driver will not put a child off the bus after accepting the student.
3. Each driver has the right to designate a special seat on the bus.
4. After students board the bus, they will not be allowed to get off and return to the school building.

**Parents should not attempt to conference with the bus driver or board the bus during the route.**

Adults should not follow the school bus if your child misses the bus. For safety reasons, drivers are not allowed to pick students up from other stops other than the child's designated bus stop.

Violation of the following rules may result in suspension from riding the bus:

1. Insubordination to bus driver
2. Profane or vulgar language
3. Failure to obey order and directions of the bus driver
4. Bullying
5. Moving around on the bus while in motion
6. Fighting or inappropriate physical contact
7. Getting on and off the bus at improper locations
8. Damage to bus
9. Disrespectful behavior
10. Violation of any other school rule or rule of the Board of Education
11. Repeated offenses

This list is not a complete list of violations that may result in a student being suspended from the bus. The school administrator will make a determination as to appropriate action to be taken after completing an investigation of the violation reported.

### **DRESS CODE**

Students should be neat and clean when they come to school. Hair should be neat and well groomed. Students may not come to school with **unnatural colors in their hair** (for example pink, blue, green, or purple). **Students will be asked to remove the unnatural color from their hair prior to returning to class.** Shoes are required for health reasons. **Flip-flops are not allowed**, for safety reasons, while participating in physical education or recess. If a child is wearing flip flops on the day of recess or gym, he or she will not

participate. Skate-shoes are not allowed. Shorts may be worn, but they must be reasonable in length and be appropriate. Please use the fingertip rule when deciding if shorts or skirts are too short. Meaning, **if the clothing does not reach to your child's fingertip when he or she has his/her arms straight on their side, it is too short for school.** A parent will be called to bring appropriate clothing to school for the day.

### **Clothing**

**Clothing which is too tight, too short, or has inappropriate writing or pictures is prohibited. Leggings or Jeggings must be worn with a shirt or blouse that covers the fingertip rule, as well. Tight- fitting clothing is prohibited.** Shirt straps must cover the shoulder. **Spaghetti or thin shirt straps are not allowed.** If worn, parents will be called to bring more clothes that are appropriate for school. **Jeans, shirts, skirts, shorts or pants with holes in them that show your child's skin are not appropriate for school and should not be worn.** If a student wears jeans, shirts, skirts or shorts with holes in them allowing skin to be seen, then they will be asked to change clothes prior to being allowed to go to class. Hats, scarves or headpieces are not appropriate. If clothes are worn that are inappropriate, the parent/guardian will be called to bring a change of clothes for their child. Students will be asked to remove the scarves, hats, or headpieces before returning to class.

### **Book Bags**

**For the safety of others, students are not allowed to use rolling book bags at school.**

**All electronic devices must be kept in your book bag at all times. Students must follow the technology agreement for school. No personal technology devices will be used while at school.**

Please do not allow your child to bring any toys to school. Fidget toy devices are not allowed at school unless your child has an IEP or 504 with a medical plan and the treating physician's signature for the devices.

### **FOOD SERVICES**

Breakfast is served daily from 7:15 A.M. until 7:40 A.M. No breakfast will be served to students who arrive to the cafeteria after 7:40 A.M. as class begins daily at 7:45 A. M. Lunches at Luella Elementary are delicious! Free and reduced price lunches are provided for those students who qualify. Applications are sent home with every

student at the beginning of the school year. The forms are always available throughout the school year. If you come to school without money for lunch, you may charge your lunch for that day. **You may charge up to an amount of \$10.00. No charges are permitted after that amount. If an additional charge is necessary, we will provide a sandwich and carton of milk at no charge. In addition, no more than \$3.00 in charges will be allowed for breakfast.**

### **CAFETERIA RULES**

In order to keep the cafeteria area clean and attractive, the following guidelines must be observed during lunch and breakfast:

1. **Only the child, and his/her approved by the office adult guests, may sit at the visitors' table during lunch. Other children may not eat food/or be given food by an adult who is visiting for lunch. The visitor must sign in to the office to have lunch with his/her personal child(ren) only (grandchild, niece, or nephew) for safety reasons.**
2. Keep milk carton, food, and waste paper on the tray.
3. Paper and plastic products should be placed in the trashcan.
4. Food should remain on the tray and be placed in the receiving window.
5. Keep tables, chairs and floors clean.
6. Keep the lines orderly and remain inside of the cafeteria until an adult dismisses you.
7. All food must be eaten at a table. Food may not be taken out of the cafeteria.
8. Only items necessary for a meal should be taken to lunch. All food should be eaten in the lunch room.
9. Remain silent when the music is playing.
10. Sharing of food is prohibited.

### **BIRTHDAYS**

The school staff is happy to recognize birthdays. However, because learning is our priority, no parties may be held during school, no birthday head gear worn or special meals ordered for classes. Also, no balloons are birthday party decorations may be brought in for the student. Parents are welcome to send in store bought cupcakes for all students in the **homeroom class**. If cupcakes are sent in for the class to eat during lunchtime, then there must be enough for all students in the homeroom class. Students may not pick and choose who they would like to share with on this occasion. Cupcakes must be purchased from a store in order to be served.

### **LES SAFETY ZONES**

School safety zones are defined as in, on, or within 1000 feet of any real school property. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive compound while within a school safety zone, at a school building or school function, or on school property or a bus furnished by the school.

Furthermore, it is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Failure to leave the premises when requested is grounds for a charge of a misdemeanor of a high and aggravated nature.

**Disruption of or interference with the operation of any public school (including but not limited to: causing a commotion in front of students, cursing at staff, or using obscene language, not following school procedures by interrupting school operations) shall be considered a misdemeanor of a high and aggravated nature.**

### **EMERGENCY COMMUNICATION**

In the event of severe weather or other emergencies, the official announcement for school closing may be heard over WSB radio (750 AM) and WSB-TV (Channel 2). WSB is the official station. **Please do not call the school, as it prevents emergency services from reaching the front office with updates.**

### **Cellphones/ telephone devices**

Students may not use cellphones or any telephone device (ex. Cellphone watches or electronic devices as a phone) while at school or on school related trips. All cellphones, electronics for the purpose of calling/ contacting others, and phone devices must be kept in their book bag and off at all times.

### **TELEPHONE**

Office telephones are reserved for school business. **Students are not allowed to use the telephone** unless an emergency situation develops and deemed appropriate by the administration. Emergency situations DO NOT include:

1. Forgetting your homework, projects, books, paper, tennis shoes, pencil or materials, lunch or lunch money.
2. Making arrangements to go home with

someone else or forgetting your note to go home with someone else.

### **HOME AND SCHOOL PARTNERSHIP**

Parents and teachers should work together to build a strong home-school partnership. One of the strongest links of the partnership between your home and school is communication.

We encourage our families to:

1. Attend student- parent-teacher conferences.
2. Contact the teacher with any questions or concerns.
3. Participate in school activities, such as: Open House, school dances, family events and curriculum meetings, fundraisers and other special school programs and activities.
4. Review daily work.

### **VISITORS**

Parent/guardians are encouraged to visit the school for conferences and school activities. **All parents/ guardians/visitors** are expected to enter through the front doors only. Per Georgia law, upon arrival, **ALL parents/guardians/visitors MUST REPORT to the office** for clearance and to pick up a visitor's badge, which should be worn in full view throughout the school. Visitors coming into the classrooms during the instructional day are not to bring small children. We ask that you arrange your visit with the teacher in advance and gain approval from the principal. County policy states that student visitors from other schools are not permitted to visit our students.

### **DISRUPTION OF A PUBLIC SCHOOL**

It is unlawful for any person, including parents, to disrupt or interfere with the operation of a public school. **Georgia law prohibits the upbraiding, insulting or abusing of any teacher, administrator, or bus driver upon the premises of any school** in the presence and hearing of any child. This behavior will be referred to law enforcement in addition to the school resource officer

### **CHILD ABUSE REPORTS**

Georgia Law requires that school employees report to the local Department of Family and Children Services (DFACS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. The Department of Family and Children Services official representative has the right to and may come to the school to interview a student. Parental/guardian permission need not

be obtained by DFACS, and school officials must not interfere with this procedure. Once the report has been made, the case comes under the direct supervision of the DFACS. All child abuse reports are handled on an individual basis and are confidential. Children 8 years or younger should not be left home alone; children between the ages of 9 and 12 years (based on maturity level) may be left at home less than two hours; and children 13 years and older and are mature may be left home and may perform the role of babysitter for up to 12 hours. Those rules are for children who are not in foster care. See our website for additional information.

### **AFTER SCHOOL PROGRAM**

The After-School Enrichment Program is a voluntary extension of the regular school day for all elementary students whose parents register them to participate. Parents are required to register and pay a fee for students to participate in this program. The program hours are 2:25 P.M. until 6:00 P.M. Students in the program are provided enrichment activities. Snacks are provided.

### **LOST and FOUND ARTICLES**

Found articles are placed in the lost and found area. Be sure to come and look for any missing articles. Unclaimed articles will be donated to charity throughout the school year. Please label students' backpacks, lunch boxes, and clothing.

### **VOLUNTEERS**

Community support and involvement should be coordinated to complement and enrich the school's programs. In order to volunteer, individuals will need an approved background check. Volunteers will assist in many ways, for example: work with students, make bulletin boards, and participate in special events. Our volunteer workday is every Wednesday from 9-11 A.M. Contact your child's teacher and our media center if you are available to volunteer more often. We need volunteers for all school-wide events and daily in our student incentive room. We need your support!

### **SCHOOL COUNCIL**

The School Council is a local supportive advisory group for school needs. The council consists of parents, staff members, community members and administrators. The school council meets regularly during the school year. Contact the front office if you are would like to participate.

## **PARENT-TEACHER ORGANIZATION**

PTO provides opportunities for parents and teachers to plan and work together for the benefit of each student. Watch for more PTO announcements at the beginning of the year. Please let the front office know if you would like to help with any PTO events this year. We welcome your participation.

## **SILENT REFLECTION**

During the morning announcements, there will be a brief period of quiet reflection for approximately 60 seconds. The moment of reflection is not intended to be, and shall not be conducted as a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

## **INSTRUCTION**

### **CURRICULUM**

The curriculum tells what content areas must be studied at school. All students in Henry County elementary schools are required to study the subjects listed below:

Language Arts	Social Studies
Reading	Health
Spelling	Music
Written Expression	Art
Mathematics	P. E.
Science	Technology

The curriculum for all Henry County students may be viewed on the website, at [www.henry.k12.ga.us](http://www.henry.k12.ga.us).

Come out to our Back to School Bash in August to learn more about how to help your child this school year. More information will be sent home by your child's teacher soon.

### **HONOR ROLL**

Student Achievement is one of our first priorities at Luella! Students will be recognized for outstanding academic achievement and attendance. The following guidelines will be used:

#### **All A Honor Roll ("A-Team")**

All A's in all academic areas on the report card every grading period

### **A/B Honor Roll**

All A's and B's in all academic areas on the report card every grading period

### **Perfect Attendance**

No absences or 0-1 tardies during the designated time period

### **Lion Cub of the Month**

Exemplary citizenship- Models character traits of the month

## **GRADING SYSTEM**

Report cards are available every nine weeks for students in grades K-5. See Infinite Campus for the Parent Portal for regular review of your child's grades and assignments posted.

## **CONFERENCES**

By telephoning the school office, parents/guardians may make appointments for conferences with teachers or the administrators. Teacher conferences should be held on an appointment basis only. Parents will need to set up an appointment to meet with your child's teacher if you need to speak with him/her between the time that teachers have students in the room or are supervising students (7:20- 2:30). The office staff will gladly help you, if needed.

## **COUNSELOR**

Sometimes talking things over can help. Students can talk with the counselor and together decide how to handle problems. The counselor guarantees your well-being will be top priority. This will be accomplished through individual, group, and classroom guidance, along with your regular academic day. The focus of the counseling program will be student interests and concerns, self-esteem, career paths, bully prevention, and study skills.

## **MEDIA SERVICES**

Students are encouraged to make full use of the media center. Each class will visit the media center at least once every other week. You will also learn many helpful library and research skills. Students should check out their own books and not allow other students to use their books. Each child is responsible for all lost or misplaced books checked out by him/ her from the media center.

## **STUDENT SUPPORT TEAM**

(SST) SST is a student-centered, problem solving process that is required to be available in every Georgia school. The purpose of the SST is to examine methods to improve a student's learning and/or behavior. If parents have any concerns about behavior or academic performance, they should contact the LES Student Support Facilitator for assistance.

## **RESOURCE PROGRAMS**

Students will receive instruction from specialists in the areas of art, music, and physical education. Gifted services will be offered to those who qualify for TAG (Talented And Gifted) program. The Early Intervention Program (EIP) is provided for those students who qualify for remediation in reading and/or math.

## **TRANSPORTATION**

### **Morning Arrival**

Students who are car riders should exit from the right side of the car. **For your safety, please do not exit from the left side where other cars may be passing.** If you ride a bus, walk along the sidewalk and enter the building through the doors near the gym.

### **CHANGE OF TRANSPORTATION**

If it is necessary for students to leave school in a different manner from the one in which they arrived, a note from their parent/guardian **MUST be brought to the school office for approval before 8 AM.** Students will be issued a change of transportation slip and their note from home will be kept in the office. The change of transportation slip issued by the office should be given to the bus driver when boarding. If student is going to be a car rider, the change will go to the faculty member on duty during dismissal. **All requests for transportation changes must be reported to the office during the morning for safety reasons.**

**PLEASE REMEMBER, CHANGES IN TRANSPORTATION WILL NOT BE TAKEN OVER THE TELEPHONE NOR FROM AN EMAIL TO THE Teacher OR ANY STAFF.** You must send in a note.

**Parents/ guardians must be prepared to fax a copy of their valid driver's license and a dated and signed note to the school, if needed. Email, social media, or a phone text change of**

**transportation notes will not be accepted for the safety of your child and others.**

**All students must be picked up from school on time (2:30 daily). We do not have supervision for students in the afternoon as teachers have other duties after 2:30 for the remainder of their workday. Please be sure to arrange for someone on your yellow card to pick your child up if you have an emergency situation.** We will use intervention strategies when students are not picked up once school is out. Some of those intervention strategies may include, calling the parent, calling those who you have authorized on the yellow card, calling the resource officer and/or DFACS, as necessary.

Consider signing your child up for our After School Program if you are in need of extended child care services after 2:30. They have a great program for our students.

Please read the attached behavior matrix and review it with your child. Thank you for your support!

We are Luella Elementary School!

Go Luella Lion Cubs!

Dr. Montgomery

Principal

