

**LIVINGSTON ELEMENTARY SCHOOL
3657 HIGHWAY 81 SOUTH
COVINGTON, GA 30016
770-784-2930**

**STUDENT HANDBOOK
2009-2010**

THIS PLANNER BELONGS TO:

Name : _____

Grade : _____ **Homeroom :** _____

Address : _____

Phone : _____

Student # : _____

LIVINGSTON ELEMENTARY SCHOOL

3657 Hwy 81 South

Covington, Georgia 30016

Telephone (770) 784-2930 Fax (770) 784-2996

Cafeteria (770) 385-6914 Clinic ((770) 385-6894

Website Address: <http://www.newtoncountyschools.org/livingston/>

| | |
|----------------------|--------------------------------|
| Principal: | Wendy Hughes |
| Assistant Principal: | Geri Hawkins |
| Office Staff: | Susan Kowalczyk Nicole Loso |

Dear Parents and Students:

We wish to take this opportunity to welcome you to Livingston Elementary School, A Family Friendly School. As stakeholders and partners, we can make a difference in our children's future.

This student handbook is one means of communicating with you. Our rules, regulations, and expectations are presented here for your information and benefit. We ask that you read this handbook in an effort to become more familiar with our school.

Your cooperation throughout the year will be greatly appreciated. If you have any questions or concerns, please feel free to talk with your child's teacher or an administrator.

Thank you for entrusting your child to us. We appreciate your support throughout the school year. Welcome to an exciting new year!

Sincerely,
Livingston's Administrators, Faculty, and Staff

Livingston Elementary School's Mission Statement

The mission of Livingston Elementary School is to foster a community of students, families, and teachers focused on learning.

Vision Statement

Livingston Elementary School is a family-friendly school committed to the success of all students working together with families and our community.

Belief Statements

- Students are capable of reaching their full potential in an emotionally and physically safe environment which includes high expectations with consistent behavior management.
- All students can learn when given appropriate opportunities.
- Instruction must be differentiated to address students' varying needs.

Parental Involvement

Many wonder why some students are high achievers in school while others fail in their efforts toward mastery learning. The differences are not always a result of individual intelligence. While an excellent curriculum coupled with well-trained, caring teachers has an impact, we have found that alone, those cannot guarantee success for students. Many children succeed in school because their parents take the time to be involved in their child's education from the first day until final graduation.

The need for parental involvement is not new. In fact, the concept is as old as education itself. Education begins and ends in the home. What is new is the idea that parental involvement requires the parents to be at school. Families who attend conferences, volunteer, or take the time to visit the classroom make students aware that the activities at school are important to them. However, the most effective way to practice parental involvement is to take time daily to read with the child, ask questions about what was learned at school, communicate with the child's teacher when there are questions or concerns, and ensure time is set aside each evening for completing homework. When students observe the value families place on these activities, they will give greater value to their schooling. This may not be an easy task for parents, especially those with high demands upon them at home and/or at work. It may mean that there will be sacrifices to be made in order to play a vital role in their child's education. But for families, it may well be one of the most important decisions they can make to support the success of their child.

WAYS TO HELP YOUR CHILD FIND HAPPINESS AT SCHOOL

- Provide a quiet period at home each day for reading and other constructive activities.
- Read daily to your child.
- Listen to your child read.
- Read regularly in the presence of your child.
- Take your child to the library frequently.
- Show interest in school activities.
- Ask your child questions about their learning.
- Work with the school by visiting, attending conferences, joining PTO.

- Communicate frequently with your child's teacher to discuss progress.
- Listen to and talk with your child about school related experiences.
- Put your child to bed at a reasonable hour.
- Wake your child each morning in time to prepare for school.

Send your child to school with the understanding that she is there to learn, the teacher is there to help and guide her, schoolwork is designed to show what she can do, and you are there to support her efforts.

Livingston Elementary School

Guidelines and Procedures

Arrival and Dismissal Procedures

Parents should carefully read the following guidelines for dropping off and picking up children. With the cooperation of all of our parents, we will be able to keep our children safe during arrival and dismissal.

1. Parents who bring children to school in the mornings must use the entryway nearest the gym. **PLEASE PULL ALL THE WAY UP TO THE FRONT OF THE CAR LINE TO DROP CHILDREN OFF.** Students should exit the car from the passenger side of the vehicle directly onto the sidewalk.
2. Buses will arrive at school between 7:15 AM and 7:45 AM. Bus drop-off will be at the entryway nearest the office. **PLEASE** do not drop children off at this entrance in the mornings, as this blocks buses.
3. Students may arrive at school **NO EARLIER** than 7:15 AM. Students who are not in class by **7:55 AM** are tardy.
4. Parents must remain in their cars and drive through the pick-up lane in order to pick up their child in the afternoon. This will allow us to quickly move cars through the pick-up lane. **Students will not be released to parents who walk to the classroom, gym or buses.**
5. Please send a written note if there are changes in transportation. Phone calls will not be accepted. If you have a change in plans about the way your child should go home, you must send a signed fax with instructions to the school at 770-794-2996. We must receive this by 2:00 p.m. for your child's safety.
6. In the event of severe weather, we will hold students in the building until we believe that it is safe to release them.
7. Please do not check your child out of school unless absolutely necessary. If a student must leave early, he/she must be checked out at the office by a custodial parent or guardian. To increase instruction time and to minimize traffic and congestion, **students may not be checked out after 2:00 PM.**

Visitors

There are three things we hold dear at Livingston:

1. Teaching your child – Using every minute, resource and skill to maximize learning.
2. Remaining family friendly – Keeping our door open to encourage families to visit and volunteer.
3. Working together – Building partnerships with families, schools can achieve amazing things.

As you spend time with us we ask that you help us remain true to our commitments by understanding the difference between a classroom visit and a parent conference.

1. Classroom visits – Please limit your interactions to observing instruction or assisting, if requested by the teacher. We do everything we can to limit interruptions so our teachers can maximize instructional time for your child. Classroom visits should be limited to no more than 20 minutes unless special permission has been sought from an administrator.
2. Parent conferences – It is important that you know about your child’s performance at school. However, the simple question, “How is he doing?” requires focused time for discussion. Please do NOT expect to hold a parent conference during a classroom visit. If you wish to discuss your child’s progress, please schedule a parent conference by:

- Writing a note to the teacher
- Calling the school to leave a message for the teacher
- Emailing the teacher

We promise to return your call or message and schedule a time to meet.

Parking

To keep down traffic congestion, maintain safety, and keep the bus lane open, we ask that you park in designated areas.

Field Trips

Field Trips are part of the total instructional program and are planned with specific objectives in mind. When a field trip is to be taken, your child will bring home a permission form giving the destination, date, and times. This form MUST be returned with a parent/guardian signature before your child will be allowed to go on the trip. Livingston students are to ride the school bus to and from the destination of all school field trips. Our policy does not allow children who are not enrolled in our school to ride the bus. If you are chaperoning a field trip, please plan on riding the school bus.

Lost and Found

The school makes every attempt to help students safeguard their valuables and belongings. We strongly recommend that all personal items have the student’s name on them. All lost or misplaced articles are turned in the Lost and Found Area. Students and parents are welcome to check for items at any time. After a reasonable amount of time, unclaimed items will be given to a charitable agency.

Articles Prohibited at School

Pre-K through second grade students should not use rolling book bags. They are too big to fit onto buses and there is no room to store them in classrooms. These students do not have heavy books that they need to carry home from school.

Students who own cell phones should leave these at home unless they are needed for after school communication. Cell phones must remain in the OFF position and within the child’s bookbag during the school day and while on school buses. The school cannot be responsible for the loss of cell phones.

Unless teacher approval is given ahead of time, students **should not** bring toys, games, electronic games, or other unnecessary items to school. This includes sports and other types of collection cards. These items tend to create distractions and interruptions to classroom routines. Students are not allowed to buy, sell, or swap items at school or on buses. If students bring these items to school, they will be taken from the student and not returned. The school cannot be responsible for the loss of personal items.

Dress Code

Livingston Elementary will adhere to the Newton County School System dress code found in the System section of the agenda. Please note that baggy pants will not be allowed. Pants must fit at the natural waistline. Shorts must be finger tip length. Hair needs to be styled as not to cause a distraction to others. Students will be sent home who do not adhere to the dress code.

Daily Schedule

- 7:30 – 4:00.....School Office Hours
- 7:15.....Earliest Allowable Arrival Time
- 7:15 – 7:45.....Breakfast served for K-5
- 7:55.....Announcements
- 8:00.....Daily Instruction Begins
- 2:25.....Dismissal

Parent Teacher's Organization (PTO)

We encourage all families to become actively involved at Livingston by participating in the PTO. A strong and positive parent support group is essential for any school to reach its potential in providing the best possible educational program for its students. Dues are not expensive and membership is open to all parents, grandparents, teachers, and friends of Livingston.

Student Behavior

Livingston administrators and teachers will uphold the rules and regulations of the Newton County School System. Parents will be notified by phone if at all possible when students are sent to the office for inappropriate behavior. A Discipline Referral Form will be sent home with the student.

Hitting, slapping, kicking, or bullying will not be tolerated. Students will receive in-school suspension or be suspended from school if they use physical violence or the threat of physical violence.

Attendance

It is critical for all students to be present and on time every day of the school year. It will be a focus for Livingston to make sure that all students attend unless they are sick, have a death in the immediate family, or are attending an event to celebrate a religious holiday. Teachers will notify the office when students are absent for three days. The student's name will be referred to the Newton County School System Social Services Department after the fifth unexcused absence. Our teachers work very hard to make sure that our students receive a quality education, and this can't happen if students are not present.

Perfect yearly attendance recognition is based on having no absences and a combination of not more than four tardies or early checkouts.

Promotion Retention

Livingston Elementary will adhere to the Promotion and Retention Policy of the Newton County Board of Education (IHE). Elementary students will be promoted from grade to grade based on satisfactory grade-level performance on reading and/or mathematics sections of the state mandated tests, local assessments, portfolios, other checklists, adequate classroom work samples, and/or satisfactory attendance.

When retention is considered, a team consisting of teachers, parents and an administrator shall consider multiple sources of evidence, e.g., Student Support Team recommendations, and/or student's success in extended learning opportunities, test data, attendance data, and recommend to the principal whether or not to retain, place, or promote the student. The principal will make the final decision unless otherwise prohibited by this policy.

Adequate Yearly Progress requirements from No Child Left Behind

Students in grade three must score in Level II or Level III on the Reading/Language Arts section of the Georgia Criterion Referenced Competency Test (GCRCT). Students in grade five must score in Level II or Level III of the Reading/Language Arts section **and** the mathematics section of the GCRCT. Students will be given at least two chances to score in Level II or III. If they still score in Level I after the second testing and an opportunity for accelerated, differentiated, or additional instruction in the applicable subject (s) has been presented, they will be retained. Parents may appeal to a Placement Committee consisting of parent, teachers, and administrator.

Students with an Individual Education Plan (IEP) will follow the guidelines of the Special Education Department.

School Sponsored Clubs

Our school has clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of the school which are organized and meet based on common goals,

objectives, and activities. The school sponsored Clubs that are in operation at our school are listed below along with pertinent information about the club. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club or organization with which they object. For your convenience a form is included on page 47 of this student handbook for your completion for this purpose. If, in the future a club is added, you will be sent information on the club and will be required to complete a form giving your permission for your student's participation in the new club. The school sponsored clubs at our school are:

Junior Beta Club

The Junior Beta Club is under the direction of the national Beta Club. The students must have had all A's, B's and good behavior to become a member. The purpose is to support programs in the school and community and promote good citizenship.

Some of the past activities include:

- Collected and counted telephone books for recycling
- Assisted with the collection of canned goods at Christmas for needy families
- Made gifts for the Livingston staff at Christmas
- Delivered Val-O-Grams on Valentine's Day for the Relay for Life committee

Early Bird Running Club

The purpose of this club is to give students with excess energy the opportunity to use it in a positive way. Research shows that twenty to twenty-five minutes of aerobic exercise that allows the heart rate to exceed 100 beats per minute has a calming effect for students up to three hours. This allows students to enter the classroom ready to focus on student work.

Students report to the gym at 7:30 a.m. They run for twenty to twenty-five minutes on the track and are given rewards for miles run. Mr. Brad Fowler, Mrs. Sue Kernan, and Mr. Al Sadler are the club sponsors.

Cardinal Chorus

The Cardinal Chorus consists of an auditioned choir of fourth and fifth grade students. The chorus rehearses once a week after school. The purpose of the chorus is to provide a choral experience and to prepare students for musical performance in middle school. The chorus also provides student enrichment in music, motivation and local and state performances. It also provides an opportunity for collaboration and interaction between students in our school and community.

Some of the past and planned activities include:

- Perform at PTO programs and special events at Livingston Elementary
- Selected members attend the Georgia Statewide Honor Chorus
- Selected members attend the Newton County Honor Chorus
- The chorus performs throughout the community including the Covington Square.

Boys of Honor and SMART Girls

The purpose of these two groups is to guide positive and productive changes in social interactions of students, whether at school or at home. Activities designed to meet these goals include teambuilding, etiquette, group discussions, goal setting, peer tutoring and mediation.

Some activities that students have participated include:

- Running the school store
- Presenting carnations to staff members on Valentine's Day
- Providing a pizza dinner to students and parents for Valentine's Day
- Various field trips

FALSIFYING REPORTS

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel is prohibited (08 House Bill 1321). An investigation will be held with the penalty at the discretion of the administrator which may include ISS, suspension or suspension to a formal hearing.

