Lockheed Elementary School
Family Handbook

“Oh Yes We Can Lead and Achieve!”

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Marietta, GA 30062
770-429-3196

Dr. Tricia Patterson
Principal

Non-Discrimination Statement
The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.
PURPOSE OF FAMILY HANDBOOK

The purpose of the handbook is to provide each family with basic information, the use of which will make for the most effective operation of the school. It is imperative that all families become sufficiently familiar with the contents of this handbook. In addition, All families are required to read and sign-off on the below MCS Family Information Guides. Please return the signature page to your child’s teacher.

MCS Family Information Guide 2024

MCS Family Information Guide 2024 (Español)

MCS Family Information Guide 2024 (Portuguese)

Lockheed Vision:

Oh Yes We Can Lead and Achieve!

Lockheed Mission:

Lockheed will be a community of leaders and learners who foster positive relationships within our diverse community.

Lockheed Commitments:

We are committed to creating a safe, inclusive community where students and staff thrive.

We are committed to building community relationships through consistent communication.

We are committed to providing an innovative framework for optimal student growth.

We are committed to ensuring social-emotional well-being and equitable access to resources.
AFTER (ASP)/BEFORE (BSP) SCHOOL PROGRAM
Marietta City Schools offer a Before School Program (BSP) on all elementary school campuses. Students can be dropped off beginning at 6:30 AM. Students will remain in Before School until 8:00 AM when student arrival begins. Students must be pre-registered and approved to attend either program. After school care is available to students from the time school is dismissed until 6:30 PM. The students are dismissed to ASP at 3:15 PM, reporting quietly to the cafeteria.

ARRIVAL/DISMISSAL PROCEDURES
Students may enter the building at 8:00AM. Breakfast will be served from 8:00-8:30 AM. All students arriving at school in the morning will eat in the cafeteria prior to going to the classroom. All students should be in their classroom no later than 8:30AM. Afternoon announcements and dismissal will begin at 3:10 PM. Bus-riders should have an age-appropriate level bus tag to their backpack.

For the safety of our students, afternoon dismissal changes will be accepted in the following ways:
- Parent should email transportation changes to lhtransportation@marietta-city.k12.ga.us
- Direct communication to the front office staff.
- We will NOT accept any transportation changes via teacher to parent communications (email, text, Dojo, phone calls).

ATTENDANCE POLICY
Students are considered tardy after 8:30 AM and must be signed electronically in at the office by a parent before going to their classroom. Tardy students will receive a pass once they are signed in through the office. Students who arrive late without a pass must report to the office. A student is counted present for the day if they arrive before 11:30 AM.

A student receives an excused absence for a legitimate, documented reason. The lawful reasons for an excused absence are personal illness, illness or death in the family, religious holiday, court appointment, and quarantine or conditions rendering school attendance hazardous to health and safety. On the first day back in school after an absence, the parent should send a note or email to Lockheed attendance email at: lhattendance@marietta-city.k12.ga.us giving the reason for the absence. After three parent notes, a doctor note is required.

Excessive unexcused absences (10 or more) will be reported to the school social worker.
- After 3 unexcused absences, the teacher must contact the parent.
- After 5 unexcused absences, the school counselor will make contact with the parent.
  - After two reasonable attempts to notify the parent/guardian, the school counselor will send written notice of attendance history via certified mail.
- After 7 unexcused absences, the school reserves the right to complete a school social worker referral.

BEHAVIORAL GUIDELINES and REWARDS
- No more than 3 ASPEN referrals, no ASPEN referrals within 48 hours, upon administrative discretion.
- September 6, 7, 8; December 12, 13, 14; February 13, 14, 15.

BUILDING SECURITY
- All visitors are required to sign in electronically.
- During the school day ALL exterior doors will be locked.
CAFETERIA PROCEDURES
Our lunchroom payment plan is computerized so it is simple to pay for your child's meals. You can pay by the week, month, or any amount you choose to send. You can either send payment to the school café or pay online. To pay online, go to the Marietta City Schools website Food Service Department to make a payment with your child’s school ID number. Students are allowed to charge up to $9.00. We accept checks, debit, and credit cards (but a fee will be charged with debit and credit card purchases).
Free lunch and reduced price lunches are available to qualifying families. Registration is available online.

CELL PHONES
Students are allowed to have a phone, but it should not be out or used at any time during the school day.

CLINIC REFERRALS
Our nurse is on staff for students who become ill at school. Please do not send sick students to school. Medication is only administered in the clinic by the school nurse.

COMPUTER USE
Usage is monitored at the district level by district personnel using the Go Guardian software.

COMMUNICATION WITH PARENTS
- School administration will provide parents with a weekly newsletter distributed by email.
- Teachers/grade levels should provide parents with ongoing communication to inform them of grade level content, instruction and events. This can be in the form of a newsletter (written/online), blog, parent letters or website, which keeps parents informed with current information.
- Jet Pack folders will come home on Thursdays and return on Friday.
- Teachers should respond to parent emails/phone calls within 24 hours (Mon-Fri).

CONFERENCES
Fall conferences will be held the week of October 16-20, and students will be dismissed at 1:15 PM during conference week. Spring conferences will be held as needed.

DISCIPLINE
MCS Family Information Guide 2024

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FIELD TRIPS
Field trips will be used as an extension of learning that occurs during the school day. Field trips offer rich experiences and authentic learning for our students. No child may be held from a field due to not being able to pay.

FLIGHT SCHOOL
The Flight School classroom will be an entry classroom that all students new to Lockheed will graduate from prior to being placed in a homeroom. Students will be assessed for academics and behaviors. Parents will also be given necessary resources to feel comfortable and welcome at the school and in our learning community.
GRADING
Students in grades K-2 receive a standards-based report card every quarter. Students in grades 3-5 should receive at least 9 grades per quarter in reading, ELA, and math. 4-5 grades in science and social studies. Student grades must be entered in ASPEN within 5 days of the assignment due date.

HOMEWORK
Homework is considered a teacher-planned learning activity which takes place outside of the student’s regular school hours. These activities should reinforce classroom learning and expand on a student’s school experience. Parents are encouraged to set aside a regular time each evening for completing assignments. Although homework may not always be assigned nightly, time should be spent reading, writing, practicing math facts, and reviewing for tests. Quality and relevant homework may be assigned on a daily basis not to exceed ten minutes per grade. Homework assignments or projects should not be given during school breaks and/or holidays.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>No more than 20 minutes</td>
</tr>
<tr>
<td>2-3</td>
<td>No more than 30 minutes</td>
</tr>
<tr>
<td>4-5</td>
<td>No more than 50 minutes</td>
</tr>
</tbody>
</table>

JET PACKS (Thursday Folder)
Our weekly communication folder is sent home every Thursday. This folder should be used to send home school-wide communication and regularly graded classwork.

LEADER IN ME
Leader in Me is a program that will give all students the chance to be a leader. We will have a Leader of the Week and that student will get recognized with a t-shirt and on the announcements. More information will be shared throughout the year!

MTSS – Multi-Tiered Systems of Support
MTSS is a multi-tier approach to the early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning.

PROMOTION/RETENTION POLICY
We will follow the Marietta Board Policy for promotion/retention and grade level administrators will explain, communicate, and dictate specific needs.

PARENT RESOURCES
If your family has a need for resources, please contact your child’s teacher, the school counselor, or school parent liaisons.
PTA EVENTS & MEETINGS

Please join the PTA HERE. Events and meetings will be announced throughout the year in the Principal Weekly Newsletter.

RECESS

Recess for All: 25 minutes each day (required). Teachers monitor students at all times on the playground. Indoor recess is held when the weather is not ideal.

REPORT CARDS

Report cards are issued every nine weeks. Progress reports are issued at the midpoint of each nine-week period. Progress reports and report cards will be available for view through Aspen, but will be printed for each student.

SOCIAL MEDIA - Please Join

| Facebook               | Lockheed Elementary School (school)  |
|                       | Lockheed PTA (PTA)                   |
| Twitter               | @LockheedElem (school)               |
|                       | @Principaldrp                        |
| Instagram             | @lockheedsjets                       |

STUDENT INCENTIVES and AWARDS for ACADEMICS

First Semester: December 12, 13, 14. Pancake Breakfast with Awards. Invitation to follow.
End of Year Awards TBD by grade levels. Invitation to follow.

STUDENT OF THE MONTH

One student from each homeroom class will be recognized each month for good leadership and character. Selections will be made by the homeroom teacher and based on monthly character education traits. The school counselor will collect the names of each student of the month to distribute student recognition. These are as follows:

- August – Leadership
- September – Balance
- October – Proactive
- November – Self-control
- December – Task-oriented
- January – Accountability
- February – Trustworthy
- March – Win–win
- April – Communication
- May – Collaborative

TESTING/STANDARDIZED TESTS

Standardized test results are used to help measure student progress and to guide instruction. Lockheed students will participate in all state/district required assessments, as well as designing an assessment program to meet the unique needs of our students. Specific assessment dates for each grade level will be communicated to parents.
TRANSPORTATION PROCEDURES

- Dismissal Changes: All transportation changes should be sent (by parents) to: lhtransportation@marietta-city.k12.ga.us.
- We cannot accept transportation changes via phone.
- Bus passes are issued to students who are riding home on a different bus or getting off at a different stop and to students who are riding home with another student.

UNIFORM POLICY (Students)

Tops: Red, White, or Blue (light, royal, navy) shirts, short or long-sleeved. Any Marietta or Lockheed spirit wear is also approved to wear Monday-Friday.

Sweaters and sweatshirts of uniform color with small logos may be worn. Hoodies of uniform color are allowed, but hoods must be down inside. Coats and sweatshirts to be worn outside may be of any color or style.

Bottoms: Jeans or khaki, black, navy pants, shorts, skorts, jumpers, uniform dresses, capris, shorts, skirts and skorts. Shorts or leggings must be worn under skirts and dresses.

*Stretch pants, sweats, yoga pants, leggings, or spandex may NOT be worn as pants.

Dress-down tags will be sold through PTA. Students that have a tag can dress down (clothes of their choice that are appropriate for school) on designated Fridays. If a student does not have a tag, they may pay $2 to participate. Dress-down days will be in the weekly newsletter and on the master calendar.

It is expected that all students be in uniform every day unless the day has been established as a non-uniform day. Contact the school counselor if students/families may have difficulty purchasing school uniforms.

VISITORS

School Policy:

- All visitors will be required to show photo identification and state reason for visit prior to entry to the front office. All visitors will still be required to sign in the front office.
- Visitors will not be allowed to walk down to the classroom without an appointment. This includes morning arrival after the first day of school.
- Visitors will still be allowed to the cafeteria for the lunch block without an appointment.
- Store bought birthday treats are only permitted during the lunch block.