

# ESCUELA ELEMENTAL LOCKHEED ACADEMIA DE LIDERAZGO

*¡Expectativas altas y altos niveles de aprendizaje para todos,  
todos los días!*



## *Manual de Estudiantes / Padres 2017 - 2018*

**1205 Merritt Road  
Marietta, Georgia 30062-3251  
Teléfono - 770-429-3196  
Fax- 770-429-3184  
<http://lockheed.marietta-city.org/>**

Principal  
Asistente a Principal  
Asistente a Principal

Dr. Devonne Harper  
Ms. Ann Booker  
Ms. Jill Waldrep

### ***Declaración de no discriminación***

*La Junta de Educación de la Ciudad de Marietta no discrimina en base a raza, color, religión, Nacionalidad, edad, discapacidad o género en sus prácticas de empleo, programas de estudiantes y relaciones con el público*

## VISIÓN

***¡ALTAS EXPECTATIVAS Y ALTOS NIVELES  
DE APRENDIZAJE PARA TODOS, TODOS  
LOS DÍAS!***



## MISIÓN

***TO DEVELOP LEADERS WITH GOOD  
CHARACTER ONE CHILD AT A TIME***

## MASCOTA

Jet

## COLORES ESCOLARES

Rojo, Blanco y Azul

Estimados Padres y / o Guardianes,

¡Bienvenido de regreso a un increíble año de aprendizaje en la Escuela Primaria de Liderazgo Lockheed! Mi nombre es Dr. Devonne Harper y estoy encantada de ser la directora de su hijo/a para el año escolar 2017-2018.

Al comenzar un nuevo año escolar, le animamos a usted ya sus hijos a leer este Manual de Estudiantes / Padres cuidadosamente y familiarizarse con su contenido. Una de nuestras metas en la Escuela Primaria de Liderazgo Lockheed es preparar a nuestros estudiantes para ser ciudadanos productivos y exitosos, creando una atmósfera estructurada que aborde el crecimiento académico y personal. Las políticas, expectativas y procedimientos escolares contenidos en el manual han sido establecidos para ayudarnos a mantener un ambiente de aprendizaje seguro y educativo para su estudiante aquí en Lockheed.

La asociación entre padres y maestros es de vital importancia para el éxito académico de los estudiantes. En el centro de esa asociación está abierta, la comunicación continúa entre la escuela y el hogar. Le animo a trabajar en estrecha colaboración con el maestro de su estudiante para asegurar que su estudiante alcance su máximo potencial. Valoramos su aportación por lo que si tiene alguna pregunta o si tiene sugerencias al revisar nuestro manual, no dude en ponerse en contacto conmigo.

¡Aquí está un año de SOARING!

Dr. Devonne Harper, Principal

Escuela Elemental Lockheed Academia de Liderazgo

## **REGISTRO**

Las nuevas horas de inscripción de estudiantes son de lunes a viernes de 9:30 a 12:00. Con el fin de procesar a los nuevos estudiantes y asignar el homeroom apropiado, los nuevos estudiantes no comenzarán la escuela hasta el siguiente día escolar después de que el registro esté completo.

## **AUSENCIAS, TARDE Y ASISTENCIA ESTUDIANTIL**

Los estudiantes pueden entrar al edificio a las 8:00 AM. Por favor no deje a los niños fuera antes de las 8:00. Los estudiantes no serán supervisados hasta las 8:00 AM.

Las horas de la escuela primaria son: **8:30 AM - 3:15 PM**. Para asegurar que los estudiantes no pierdan instrucción valiosa, **deben estar en clase y listos para recibir la instrucción antes de las 8:30**. Los padres deben firmar a los estudiantes tardíos en la oficina después de 8:30 AM. Los estudiantes que son retirados de la escuela temprano también serán considerados tarde por el día.

Una carta escrita por un padre o tutor que explique las razones de la ausencia **debe** ser presentada al maestro dentro de tres días por todos los estudiantes después de una ausencia de la escuela. Un estudiante debe estar presente 3 o más horas para ser contado presente. **El tiempo de corte para la asistencia es 11:45 AM.**

De acuerdo con la ley de Georgia, los padres deben asegurarse de que sus estudiantes estén presentes todos los días en la escuela. Los estudiantes con más de cinco días de ausencias injustificadas se consideran removido. Una ausencia injustificada es una ausencia que no está acompañada por una excusa escrita válida proporcionada dentro de los tres días de la ausencia del estudiante y firmada por el padre o tutor del estudiante. Las ausencias excusadas incluyen:

- Enfermedad o si la asistencia a la escuela pone en peligro la salud del estudiante y/o a los demás.
- Enfermedad grave o muerte en la familia inmediata de un estudiante que requiere ausencia de la escuela.
- Una orden judicial u orden de un organismo gubernamental, incluido el examen físico previo a la inducción para el servicio en las fuerzas armadas
- Observar las fiestas religiosas, que requieren ausencia de la escuela
- Condiciones que hacen que la asistencia sea imposible o peligrosa para la salud o la seguridad del estudiante
- Servir como página de la Asamblea General de Georgia

At the end of the year, Lockheed students with perfect attendance are recognized during our Awards Program. Perfect Attendance is defined as being present each day of school with no more than 5 “tardies”, including early dismissals.

## **AFTERNOON DISMISSAL**

**Student dismissal begins at 3:15 PM**

**Please be reminded that early dismissals cannot be granted after 2:45 PM, no phone calls for changes in how a student is to go home will be accepted. All changes must be in writing unless it is an emergency.**

Lockheed Elementary will dismiss students enrolled in the After School Program, car riders and day care van riders at 3:15 PM. Car riders will exit the building through the C wing front doors. Day care van dismissal will be from the front doors on A wing. After School Program children will report to the cafeteria for roll call and snacks. Bus dismissal will be called from the office once the majority of buses arrive. During the first few days of school, this process will take a little longer as students are learning the procedures.

Parents will be assigned a car pool identification tag to display on their rear view mirror. Students riding in vehicles may only be dropped off or picked up at the main entrance to the school on Merritt Road. Single lane traffic only is permitted. During drop off/pickup times, drivers are asked to pull up to the first drop off sign.

For safety reasons, children are to exit or enter vehicles only on the sidewalk side. Cars are not to be driven onto the bus ramp on the East Side of the building. If you choose not to wait in the car line, you should park on the lower campus parking lot.

Vehicles may not be parked unattended in the fire lane marked by the yellow curb. Violators are subject to being ticketed by the police department.

**During dismissal no child will be permitted to cross the drive in either direction, even when accompanied by an adult.** If you want to park in the lower parking lot and meet your child you will be asked to provide identification before we release your child. If you park in the front parking lot, you must wait until all cars in the pickup line have been loaded before crossing to get into your vehicle. This measure is most important for the safety of the children during a hectic time. This procedure may cause some inconveniences at times, but we know that you will agree that nothing is more important than the life of a child.

**DIFFERENT ARRANGEMENTS FOR TRANSPORTATION HOME:**

To ensure the safety of our students at all times, we request that you notify the teacher at the beginning of the school year of the usual arrangement for your child's way home. A dated and signed note will be required any time a student plans to ride a different bus, go home with a friend, or change his/ her normal routine for getting home from school. We will not accept a change from the usual plan verbally from the student. Please have afternoon arrangements made before your child comes to school. Young students in particular, become very upset when they are notified of changes while at school.

**AFTER SCHOOL PROGRAM (ASP)**

An after school program is provided at Lockheed School. The registration fee is \$10.00 and the program cost is \$7.00 per day. All students who are registered in the program must be picked up by 6:30PM. Students are given a snack, assisted with homework, and participate in fun activities. Applications are available in the School Office. Please send a note to the afterschool staff if your child's dismissal plans change. For the protection of your child, NO changes will be made without a written note from the parent.

Parents/guardians may pick up students from the back of the building at the gym door.

Visit the MCS website at [www.marietta-city.org](http://www.marietta-city.org) to register on-line.

**AWARDS DAY**

At the end of the second and fourth quarter, students are honored in all academic areas as well as Art, Music, and P.E. In addition Citizenship, Perfect Attendance and Marietta READS Awards are given.

**BEFORE SCHOOL PROGRAM**

BSP will begin each day at 6:30AM. The registration fee will be \$10.00 and the program cost is \$5.00 per day. Visit the MCS website at [www.marietta-city.org](http://www.marietta-city.org) to register on-line.

**BETA CLUB**

Fifth grade students have an opportunity to join the Junior Beta Club. Members of the Junior Beta Club must maintain a 3.0 grade level, good conduct, and participate in monthly meetings and community service activities.

### **BOY SCOUTS**

Lockheed has the distinct honor of hosting Boy Scout Troop 1515. Students in grades 1-5 have the opportunity to participate. Parents can register their child during the Open House event or speak with Ms. Janice Thorne, Boy Scout Troop Leader, for more information.

### **CAFETERIA RULES, REWARDS AND CONSEQUENCES**

1. Be prepared to eat.
2. Walk at all times.
3. Practice good table manners.
4. Talk softly, control noise.
5. Clean up your area.

#### **Rewards and Consequences**

1. Teachers and grade levels have planned incentives for students who demonstrate outstanding character while in the lunch room
2. Students who are behaving inappropriately may be given a verbal warning, or may be assigned to another table away from his/her class. Other disciplinary actions may also be taken at the discretion of the cafeteria monitors.

### **CELL PHONES and other electronic devices (tablets, games, etc.)**

Cell phones and other electronic devices are not allowed to be used while on Lockheed's campus. If a student brings a cell phone to school, it should be turned off and stored in their book bag, out of sight. If a staff member hears or sees a students' device, the student will be given a warning. The second time a staff member hears or sees the device, it will be collected by the student's classroom teacher and returned at the end of the school day. If a student continues to violate the policy, the device will be turned in to an Administrator and a parent or guardian will be notified to pick up from the front office. Lockheed is not responsible for lost or stolen items.

\*Please note that there are phones in every classroom and throughout Lockheed Elementary. If a parent or guardian must reach a student, they should call the school directly at 770-429-3196.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

As cases of sickness and emergencies involving school children often arise, it is extremely important that the school has a working home and work telephone number for each parent. If any phone numbers are changed during the year, please notify the school office and teacher. If there is no phone in the home, the number of a phone where the parent can be reached is necessary. The school office and teacher should also be notified in the event of change of address.

### **CHILD ABUSE AND NEGLECT**

The laws of the State of Georgia require that members of such professions as medicine nursing, counseling and teaching must report to the proper authority cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. Our school will report suspected child abuse & neglect.

### **CHORUS**

Our full-time Music Teacher- Ms. Sarah Dietrich will lead the Lockheed Singing Jets Choral Program. She will communicate information to interested students at the beginning of the school year

### **CLASSROOM OBSERVATION POLICY**

Parents are welcome to observe in their child's classroom at Lockheed Elementary School! We hope you enjoy your visit with us. By following the guidelines listed below, we will be able to provide uninterrupted instruction to your child and the rest of the class. Thank you in advance for your cooperation.

- Notify the teacher that you would like to observe the class.
- Please sign in at the office; get a visitor's badge and an observer card.
- Visitation is observation time only.
- Please sit in an area designated by the teacher.
- Limit your visit to 30-45 minutes unless you plan to stay and do volunteer tasks.
- Siblings or other small children are requested not to visit class with parent(s).
- Return badge and observation card to the office. If a conference with the teacher is needed let the receptionist know. A conference will be arranged for you to meet with the teacher during non-instructional time.

### **COMMUNICATION**

School voicemail is checked at least once daily. You may also email staff members: firstinitiallastname@marietta-city.k12.ga.us (Example: dharper@marietta-city.k12.ga.us). If you do not receive an email response within 24 hours, call the school as a few email addresses differ. *Please do not leave changes in how your child should go home after school on voice mail or in email communications.* Contact the school office if you need help getting a message to a teacher.

### **COUNSELING PROGRAM**

- Guidance Counselors: Anthony Pearson- grades k-2 and Sandy Wilson- grade 3-5
- Provides individual and small group student and/or parent counseling.
- Conducts and assists in parent conferences.
- Conducts classroom guidance activities.
- Explains the testing program and interprets results to students, teachers and parents.
- Participates in school improvement initiatives.
- Involves appropriate personnel in crisis intervention.
- Attends and participates in workshops, conferences and in-service to update counseling skills.
- Consults with other school personnel and professionals.
- Provides support as needed for parents, teachers and students.
- Provides information to parents through newsletters and parent programs.
- Provides referral resources to appropriate social services and community agencies.

### **CUSTODY**

School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order which grants custody to one parent or the other or to a third party. If you are divorced or separated and the custody of your children has been awarded to you by the court, a copy of the court order **MUST** be on file in our office.

### **DISCIPLINE/SOAR**

Lockheed Elementary School has a school-wide discipline program to promote consistent expectations for student behavior. We believe our students will grow up to be good citizens if they learn self-control and responsibility in the context of a total school program. Every teacher has a defined set of classroom rules with rewards and consequences. This information is provided to parents at the beginning of the school year along with a copy of the Marietta City Schools "Student Discipline Handbook." Please take time to review this information with your child.

Lockheed Elementary is a Positive Behavior Intervention and Support (PBIS) school. Our behavior expectations are taught explicitly and reinforced consistently throughout the school. The SOAR Matrix clearly defines the behaviors we expect from all students. SOAR stands for **S**-Safe, **O**-Orderly, **A**-Accountable, and **R**-Respectful.

The school rules are explained to students during class morning meeting and on an as needed basis. Students are recognized for demonstrating the expected behavior in many ways. They have the opportunity to earn "Jet Bucks" that they may use for positive incentives (see attached SOAR brochure). Students may also receive consequences for committing discipline infractions. Please refer to the Parent Information Guide 2017-2018, Behavior Code (Board Policy JCDA).

#### Office Referrals

The administration reserves the right to modify consequences for any severe discipline situation in which acts of physical aggression endanger the security and well being of students and/or staff. Any time a student is sent to the office for discipline purposes the parent is notified via phone call and a copy of the discipline referral is sent home with the student. Lockheed Elementary School does not use corporal punishment.

It is our goal to provide your child with a safe, secure learning environment at Lockheed Elementary School.

#### **EARLY DISMISSAL**

Should there be an emergency and you need to pick up your child, come to the school office. DO NOT go directly to the class for students. You will sign your child out while office personnel announces for the teacher to send your child to the office for early dismissal. If the student returns before the end of the day, sign him back in at the office. If for any reason you wish to pick up your child before school is out, write a note to your child's homeroom teacher indicating the time you would like your child dismissed. When the time arrives, check with the office and sign your child out. **No early dismissals are made after 2:45 PM.**

Please make note of the Conference Weeks, as students will be dismissed from school early during these times and their regular dismissal plan will apply unless we are notified in writing of dismissal changes.

#### **FIELD TRIPS**

All grade levels have the opportunity to participate in off-campus fieldtrips throughout the year, depending on budget. Students must have written permission to participate on a field trip. We regret that we cannot accept permission given over the phone. Please return signed permission forms in a timely manner to insure your child's participation in a field trip. Teachers, parents and Lockheed Administration will work together to develop a plan for students with behavioral or health concerns.

#### **FOOD ALLERGIES**

All food brought onto campus for birthdays, class parties, or celebrations, must be store bought and be peanut-free. Items should be in the original packaging and should be able to be passed out with ease in the classroom. Please request permission from your child's teacher if you plan



to bring food onto campus for any of the events mentioned above. In classrooms where students have food allergies, the teacher will advise parents of food items they may bring to share. Homemade foods are not allowed.

### **GRADING POLICY**

Report cards are sent home with students at the end of each nine weeks. Progress Reports are sent home midway between each report card period. The grading system used in the Marietta City Schools is:

A	90-100	Excellent
B	80-89	Good
C	73-79	Average
D	70-72	Passing
F	69-0	Failing

Students are graded based on achievement of Georgia Curriculum Standards for their assigned grade level. Modifications are made for ESOL students and special education students with an Individual Education Plan (IEP).

### **IMPORTANT NUMBERS AND CONTACTS**

Lockheed Elementary School Office	770-429-3196
Lockheed Elementary School Fax Machine	770-429-3184
Lockheed Elementary School Cafeteria	770-429-3196 Ext. 5111
LES Principal Dr. Devonne Harper	770-429-3196, Ext. 5101
LES Assist. Principal Ann Booker	770-429-3196, Ext. 5113
LES Assist. Principal Jill Waldrep	770-429-3196, Ext. 5103
LES (K-2) Counselor Anthony Pearson	770-429-3196, Ext. 5112
LES (3-5) Counselor Sandy Wilson	770-429-3196, Ext. 5114
Marietta Board of Education/Central Office	770-422-3500
Marietta Community Schools (After and Before School Programs)	770-429-3170
Marietta Department of Special Services	770-427-4631

### **INSTRUCTIONAL PROGRAM**

Reading, language arts, mathematics, social studies, science, music, art and physical education are included in every grade level and are based upon the Georgia Curriculum Standards ([www.georgiastandards.org/](http://www.georgiastandards.org/)).

### **JET PACKS**

Jet Packs are envelopes that are sent home to parents every Thursday. Jet Packs will contain your child's work for the week as well as important information from your child's teacher and the school. Please sign the Jet Pack acknowledging receipt of its contents then return it to school with your child on Friday.

### **LOCKHEED LEAGUES**

The League of Legendary Ladies and the League of Extraordinary Gentlemen are a group of twenty fifth grade boys and twenty fifth grade girls led by dedicated League Sponsors. Members are taught basic etiquette, goal setting, conflict-resolution, problem solving, and communication skills. As a result, the positive influence of League Members promotes their ability to be

classroom leaders. This creates communities of learners able to “synergize” as they work towards increasing their overall content knowledge and their ability to understand and demonstrate the acquisition of essential 21st Century Skills.

### **LOST AND FOUND**

Please write your child’s name in the clothing he or she wears to school and all other personal items. The school will hold lost clothing only a reasonable length of time. The school maintains a lost and found area between the lunchroom and gym. You may come and look over the collection any time. Please sign in at the office first.

### **MEDIA**

- Barbara Udall, media specialist
- Automated circulation
- Multimedia computers with online data base
- Closed circuit television facilities - receives signals from several satellites and Peach Star GPTV.
- Daily average circulation runs 360 books.
- Yearly circulation runs 65,160 books.

### **MEDICATION AT SCHOOL**

The following regulations for dispensing prescription medications to students will be followed at Lockheed School.

- I. The child’s parent or guardian must provide a written request and permission for the school nurse to administer any prescription medication. This permission should contain the name of medication and the length of time the medicine should be given (1 week, entire school year, etc.) A form is included in the back of this handbook.
- II. Prescription drugs may be administered if:
  1. The child or parent/guardian brings the medication to school.
  2. The medicine is in a container appropriately labeled by the pharmacy or physician and has attached the store label.
  3. The label shows a recent date on which the prescription was filled.
  4. The label contains the name of the student to whom the medicine is to be administered.
  5. The label contains the prescription number.
  6. The label contains adequate directions indicating the proper amount and method to administer the medicine.
  7. The label contains the name of the prescribing physician.
- III. All prescription medications will be administered by the school nurse.
- IV. We will keep a record of when your child’s medication is taken.
- V. If your child is running a fever, or is vomiting, please keep him/her at home for the day. If your child becomes ill at school you will be expected to make arrangements to have him/her picked up.

### **MILE (GIFTED PROGRAM)**

The Marietta Independent Learning Environment serves students in grades K-5 who qualify for the State’s gifted program. Goals are focused on research and communication, higher-level

thinking, creativity, the development of multiple intelligences, and the integration of technology into content. At Lockheed, there is one teacher per grade level who is gifted certified. Students are served through flex model as well as,

## **Nondiscrimination Statement**

### **Nondiscrimination 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.

### **Discrimination/Harassment Complaints**

Any person, faculty, staff, student, or visitor who experiences or perceives discrimination and/or harassment is encouraged to promptly report the complaint. Below are the designated contacts that handle inquiries regarding Marietta City Schools (MCS) nondiscrimination policies:

#### **Title VI Compliance Officer/Alternate Title IX Compliance Officer**

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs  
Central Administrative Offices  
250 Howard Street, Marietta, GA 30060  
770-422-3500

#### **Title IX Compliance Officer**

(Issues of discrimination on the basis of gender or sexual harassment)

Director of Athletics  
Marietta High School  
1171 Whitlock Avenue, Marietta, GA 30064  
770-429-3154

#### **Title II of the Americans with Disabilities Act and Section 504 Compliance Officer**

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services  
Central Administrative Offices  
250 Howard Street, Marietta, GA 30060  
770-422-3500

#### **Employment Issues**

(Issues of discrimination on the basis of any category listed in policy GAAA)

Director of Human Resources  
Central Administrative Offices  
250 Howard Street, Marietta, GA 30060  
770-422-3500

**Complaints may also be filed directly with the Office of Civil Rights at the address below:**

The U.S. Department of Education  
Atlanta Office for Civil Rights  
61 Forsyth St. S.W., Suite 19T70  
Atlanta, GA 30303-3104  
(404) 562-6350

## **PARENT CONFERENCES**

If you wish to have a conference with your child's teacher, please call the office or write the teacher to make an appointment. The hours of 8:15 until 3:15 are for instruction and parent conferences are usually not held during these times. Two conference weeks are scheduled this year, September 18-22 and February 12-16. Students will be dismissed early on these weeks so that conferences can be scheduled.

If you want a conference with the Principal, Dr. Devonnie Harper, please contact the Mrs. Brantner, Secretary to the Principal, for an appointment. Mrs. Brantner will gladly schedule a meeting time convenient to your schedule. If you want to talk with the school counselor, Ms. Hunt or Mrs. Wilson, leave your name and phone number with the office. They will contact you as soon as possible.

## **PARENT AND COMMUNITY INVOLVEMENT**

A variety of parent programs will be offered throughout the year. These programs are of no charge and all parents are welcome. Lockheed Elementary School welcomes any and all parent involvement, including grandparents and retired community members. Any parents wishing to volunteer their time and talents should contact Ms. Ingrid Estevez, our Parent Liaison, at 770-429-3196 or their child's teacher. Parent volunteers are asked to sign in at the office and pick up a volunteer badge. Parent volunteer training can be provided for all parents wishing to volunteer at Lockheed Elementary School. This training is conducted as requested.

### **PARENT TEACHER ASSOCIATION (PTA)**

Lockheed Elementary School has a very active PTA. Everyone is invited to join. The PTA sponsors fund-raisers with proceeds going to projects for Lockheed Elementary School. Homeroom parents and other project volunteers are needed. Please visit the PTA Link on the Lockheed school web site for more information.

### **PARTNERS IN EDUCATION**

We are proud to have the Lockheed-Martin Aeronautics Company, East Lake Chick-fil-A, Alpha Kappa Alpha Sorority, Liberty Mutual, Marietta Martial Arts, Mt. Paran North Church and, United Chiropractic as our Partners in Education. Our partners volunteer their time and energy at Lockheed School for the benefit of our students.

### **PERSONAL ITEMS**

- Knives of any sort, guns and "look alike toy weapons" are strictly prohibited by Marietta City School Board Policy. Possession of any such items will result in severe consequences. Please review the MCS Discipline Handbook with your child for more information.
- Students are not to bring any personal playthings, novelties, pets, equipment, etc. to school.
- Cell phones, tablets, iPods, MP3 Players, Nintendo DS, PSP, or other electronic devices are strictly prohibited.

### **PHYSICAL EDUCATION**

P.E. is a required class. A written statement is required if a student must be excused from participation in P.E. A statement from a physician is required if a chronic problem exists.

### **POLICY AND PROCEDURE MANUALS**

Marietta City Schools Policy & Procedure Manuals are available online at [www.marietta-city.org](http://www.marietta-city.org). Click on "Board of Education." If requested, the media specialist will help locate policies using school computers.

### **PROMOTION/RETENTION**

#### **Promotion Criteria Policy**

The mission of Marietta City Schools is to provide quality instruction and support services to each student. Marietta City Schools will accomplish this mission by providing a challenging curriculum responsive to individual needs, an excellent staff, a safe, positive learning environment, and a strong partnership with all homes in our diverse community.

Learning builds upon previous learning, and each Marietta City Schools' student must be well prepared to meet the rigor and challenge of a new grade level as he/she progresses through the school years. Promotion to a new grade level is an accomplishment for a student because promotion demonstrates that the student has learned the requisite skills and knowledge and is

prepared for the next challenge.

The Marietta City Schools Promotion Policy describes how the school system determines the promotion of students from Kindergarten through grade twelve. The policy also states the consequences for students who do not meet the promotion criteria outlined for the specific grade level. Information is given stating the means by which the criteria may be achieved. In addition to consequences for not meeting the criteria for promotion, this policy provides opportunities for students to meet grade level standards in a compacted period of time, be provided differentiated instruction strategies in the classroom, and participate in instruction extended beyond the regularly scheduled day or year. Furthermore, the promotion, placement and retention of students in grades 3, 5, and 8 are in accordance with State Board Rule 160-4-2.11.

The Marietta City Schools Promotion Policy shall be applied to all duly enrolled students regardless of the number of days enrolled in Marietta City Schools. Transfer students must meet all requirements for promotion. Parents and guardians will be provided notice of this policy for promotion, placement or retention of students.

A quality education requires a joint effort by Marietta City Schools, students, and parents. This partnership will help all children achieve and meet promotion criteria.

This policy is in accordance with Georgia Code 20-2-280; §20-2-163. Authority O.C.G.A. § 20-2-240; §20-2-282; §20-2-283; §20-2-284; §20-2-285 and State Board Rule 160-4-2.11.

#### (1) **DEFINITIONS**

(a) **Accelerated instruction** – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in a compacted period of time.

(b) **Additional instruction** – academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.

(c) **Differentiated instruction** – instructional strategies designed to meet individual student learning needs.

(d) **English Language Learner (ELL) Student** - student whose primary or home language is other than English (PHLOTE) and who is eligible for services based on the results of a language placement assessment and, if warranted, additional assessments specified in Rule 160-4-5-.02 Language Assistance: Programs for Limited English Proficient (LEP Students).

d) **Grade level** – standard of performance, as defined by the Office of Education Accountability, on a Criterion-Referenced Competency Test.

(e) **Placement** – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

(f) **Placement committee** – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Criterion-Referenced Competency Test. This committee shall be comprised of the principal or designee, the student’s parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Criterion-Referenced Competency Test.

(g) **Promotion** – the assignment of a student to a higher grade level based on the student’s achievement of established criteria in the current grade.

(h) **Retention** – the re-assignment of a student to the current grade level during the next school year.

## (2) **PROMOTION STANDARDS AND CRITERIA GRADES K, 1, 2, 4,**

A student may be considered for retention if:

(a) Performance indicates level 1 performance on state criterion-referenced testing or district created instructional assessments in reading and/or math or,

(b) Failing grades exist in the core academic areas of reading and math or,

(c) Performance indicates additional remediation is needed in both reading and math or,

(d) Student does not meet the exit criteria established in the Early Intervention Program Guidelines.

(e) A combination of any of the above factors may indicate a need for retention rather than when only one factor is present.

Other considerations:

(a) Possible retention students must have supporting documentation that provides evidence of instructional support which provided accelerated, additional, or differentiated instruction throughout the academic year.

(b) Out of system summer transfer students who have been retained by the prior school due to level 1 performance and low academic performance and who did not participate in an opportunity for remediation/acceleration are not eligible for the MCS appeals committee process. The retention decision of the prior school will be honored.

(c) A student **may not** be retained if all requirements for promotion have been met.

## (3) **CRITERIA FOR GRADES 6, 7, and 8 (only sections b-d for grade 8)**

A student may be considered for retention if:

(a) Performance indicates level 1 performance on state criterion-referenced testing in both reading and math.

(b) Final grades indicate failure in any two of the core academic areas of reading, language arts, math, science, or social studies.

(c) Possible retention students must have supporting documentation as evidence of instructional support which provided accelerated, additional, or differentiated instruction throughout the academic year

(d) The retention of students for athletic purposes (participation in interscholastic competition) is prohibited.

**(4) REQUIREMENTS FOR GRADES 3, 5, AND 8 (State Board Rule 160-4-2.11)**

(a) Promotion of a student shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and math and meet promotion standards and criteria established in this policy.
2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and math on the Criterion-Referenced Competency Test and meet promotion standards and criteria established in this policy.
3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and in mathematics on the Criterion-Reference Competency Test and meet promotion standards and criteria established in this Policy.
4. The school principal or designee may retain a student who performs satisfactorily on the Criterion-Referenced Competency Test, but who does not meet promotion standards and criteria established in this policy.

(b) When a student does not perform at grade level in grades 3, 5, or 8 on the Criterion-Referenced Competency Tests specified in section (a) above, then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the Criterion-Referenced Competency Test individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
  - (i) The student's below-grade-level performance on the Criterion- Referenced Competency Tests;
  - (ii) The specific retest(s) to be given the student and testing date(s);
  - (iii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Criterion-Referenced Competency Tests; and
  - (iv) The possibility that the student might be

retained at the same grade level for the next school year.

2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

3. The student shall be retested with appropriate section(s) of the Criterion- Referenced Competency Test(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Marietta Board of Education.

(c) When a student does not perform at grade level on the Criterion-Referenced Competency Test in grades 3, 5, and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.

2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

(i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;

(ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting and

(iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), school counselor, and principal or designee.

#### **(5) REQUIREMENTS FOR GRADES 1-8**

(a) Each school principal shall distribute student data from the Criterion-Referenced Competency Test or the Instructional Assessment (Grades 1 and 2) to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.

(b) Each school principal or designee shall establish a Response to Intervention(Rtl)/or Student Support Team (SST) for each student in grades 1, 2, 4, 6, and 7 who does not achieve grade level in reading and/or mathematics sections of the criterion-referenced competency test.

The Rtl/Student Support Team:

1. Develop a Level One Plan which provides accelerated, differentiated, or additional instruction for each student who does not achieve grade level on the reading and/or mathematics sections of the criterion-referenced competency test; and

2. Develop a plan of formative assessment



throughout the school year in order to monitor the progress of the student.

(c) Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.

(d) The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established in this policy.

#### **(6) Appeals Process and Appeals Committee**

(a) If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

(i) The Appeals Committee shall be comprised of the principal or designee, the student's parent or guardian, school counselor, and the teacher(s) of the subject(s) of the Criterion-Referenced Competency Test or the alternative assessment instrument on which the student failed to perform at grade level.

(ii) The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.

(iii) The Appeals Committee shall review the overall academic achievement of the student in light of the performance on the Criterion-Referenced Competency Test or the alternative assessment instrument and promotion standards and criteria established in this policy and make determination to promote or retain.

(iv) The decision to promote must be the unanimous decision of the Appeals Committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The Appeals Committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

(vi) The Appeals Committee shall provide a level 1/Response to Intervention plan of continuous formative assessment during the school year in order to monitor the progress of the student.

(b) A level 1/Response to Intervention Plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Criterion-Referenced Competency Test(s) specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.

(c) A student who is absent or otherwise unable to take the Criterion-Referenced Competency Test in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Criterion-Referenced Competency Test in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Marietta Board of Education shall result in the student being retained. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

(d) A student's failure to take the Criterion-Referenced Competency Test in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Marietta Board of Education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this policy.

## **(8) Additional Promotion Criteria**

### **(a) Students with Disabilities**

For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee. The school principal or designee must be present at the IEP placement committee meeting in which promotion retention decisions are made (State Board Rule 160-4-2.11)

### **(b) English Language Learners (ELL) – Grades K-8**

1. After three years of service through the system's ESOL program, ELL students will be subject to all provisions of the Marietta City Schools Promotion Policy. ELL students, in their first three years, will be promoted/retained based on a recommendation from the state required Language Assessment Conference (LAC) Committee to the principal. The LAC recommendation is not a replacement for the promotion retention committee meeting.

2. Consideration for the level of student language acquisition or years of participation in the system's ESOL program does not apply to students affected by the state promotion, placement and retention rules for grades 3, 5, and 8.

3. Factors considered for promotion and retention of ELL students, excluding those in grades 3, 5, and 8 include the following: academic performance, ACCESS scores, CRCT performance, formative

assessments, attendance, age, and previous schooling.

### **PUBLIC RELATIONS**

From time to time pictures are taken of Lockheed students for positive public relations use in the local newspaper or school system publications. If you object to your child's photograph being used for such purposes, please complete the FERPA form in the Discipline Handbook and return to your child's teacher by September 9<sup>th</sup>. Parents of students who enroll after September 9<sup>th</sup> have one week following the date of their children's enrollment date to complete the form.

### **RECESS**

Students go outside every day with the exception of rainy days. Please dress your child for the weather. All students go outside with the class unless a doctor's note is provided.

### **REPORT CARDS**

Grade reports are issued every nine weeks. Midway through the nine weeks, a progress report is sent home advising parents of progress. Parents of students' grades 1-5 may track their student's progress using ASPEN. Sign up for ASPEN on the home page of the school web site [marietta-city.org](http://marietta-city.org)

### **RESIDENCY**

Two current proofs of residence must be maintained in school records. If you renew a lease, send a copy of your new lease to the office. If a student moves, please call the office. See MCS Board Policy at [marietta-city.org](http://marietta-city.org) for more information.

### **SAFETY PATROL**

4<sup>th</sup> and 5<sup>th</sup> grade students may apply to participate in Safety Patrol. Guidelines and applications are sent through the Lockheed Jet Pack.

### **SCHOOL GOVERNANCE TEAM**

Lockheed Elementary School has a school governance team composed of parents, teachers, business members, and the principal. The school governance team meets monthly to review policies and procedures pertinent to Lockheed Elementary School.

### **SCHOOL HOURS**

6:30	Before School Program begins
8:00	Morning supervision begins. (Students <u>must not</u> be dropped off or arrive at school any earlier because they will not be supervised.)
8:30	School begins. All children arriving after 8:30 will be tardy and must be signed-in in the office by a guardian or adult.
3:15	Dismissal begins - car riders, day care and bus students are dismissed; After School Program begins.

### **SCHOOL INSURANCE**

School insurance policies are made available to Lockheed students. Applications are sent home the first week of school and will be available in the office

### **SCHOOL STORE**

Lockheed's school store is located on B-Wing across from the Teacher Workroom and is open each morning from 7:45 until 8:05. Students may buy pencils, paper and other needed school items.

### **SEXUAL HARASSMENT**

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends. Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at [www.marietta-city.org](http://www.marietta-city.org) or by contacting the school.

### **SPECIAL EDUCATION SERVICES**

Special Education services are available. Teachers highly qualified to teach academically gifted students or students with learning disabilities; visual, hearing, or speech impairment; behavior disorders, or students with other special learning needs work directly with students. Please contact your child's teacher or an administrator about concerns that might require Special Education services.

### **STANDARDIZED TESTING**

Standardized test results are used to help track of student progress and to guide instruction. Kindergarteners participate in the Georgia Kindergarten Inventory of Developing Skills (GKIDS). GKIDS provides information regarding readiness for first grade. First through Fifth graders take the norm referenced MAP Assessment. Third through Fifth graders will take the Georgia Milestones (GMAS) in the Spring. Parents receive copies of all test results.

### **STUDENT CODE OF CONDUCT**

The Marietta Board of Education expects the highest standard of conduct and decorum of all students attending Marietta City Schools. Students are expected to: demonstrate respect for self and others; demonstrate courtesy to others; behave in a responsible manner, attend class regularly; be prepared for class; take seriously the course of study; dress appropriately; cooperate with school officials; respect other's property; and avoid violation of the student code of conduct. Students are expected to be ambassadors for our school system and must conduct themselves in a respectful and considerate way at all times whether at school, on school grounds, en route to and from school, in the community or attending school related activities outside our community. Students who misbehave, show disrespect to school employees or school property, or disrupt school activities shall be subject to appropriate disciplinary action.

A complete copy of the Marietta Board of Education policy concerning conduct and behavior codes is available in the office. All students are provided a Marietta City Schools' Parent Information Guide.

### **STUDENT MEALS**

The Marietta City School Board has approved Lockheed Elementary as a Provision School, which means **all students** can have breakfast and lunch free of charge.

### **STUDENT UNIFORM DRESS CODE**

Students are required to dress in proper attire that is not disruptive to the educational process or ongoing mission of the school. The administration reserves the right to interpret the appropriateness of student dress and appearance.

## **Frequently Asked Questions**

1. **How and where can uniforms be purchased?**  
Uniform shirts may be purchased from various store locations, uniform shops, or through a uniform distributor.
2. **What and when is Spirit Day?**  
Fridays are designated as "Spirit Wear Day." Students may also dress as they like on Fridays as long as they are following the Marietta City Schools (MCS) Dress Code Policy.
3. **What does the uniform entail?**  
Lockheed Unified Student Dress Code consists of:
  - White, light blue, navy blue, royal blue, or red shirts. Students may also wear Lockheed or Marietta City Schools spirit shirts
  - Khaki or navy pants, shorts, Capri pants, or skirts
  - All pants must be belted/affixed at the waist and worn with a tucked in shirt
  - The length of the khaki shorts and skirts must be no more than five inches above the knees as measured from the inside bend of the knee.
4. **Who will be responsible for the orders?**  
Ms. Moore is responsible for the purchase of the Lockheed Spirit Wear T-Shirt.
5. **What provisions will be made for those who can not afford uniforms?**  
Scholarship programs are available. Please contact Ms. Sharon Burger, Assistant Principal, for assistance.
6. **What is the cost of the uniform shirts?**  
The costs of the polo shirts vary from store to store. The Lockheed T-Shirts are sold by the PTA.
7. **Will there be an Opt-out-option?**  
Parents wishing to "Opt-Out" of the unified student dress code can submit their request to the school principal by completing an "Opt-Out" application. (Applications are only provided by request.) Opt-out options include medical, religious and/or philosophical reasons. Students will have two weeks, from the time they enter the school, to apply for an opt-out option.

**It is highly recommended that students wear closed toe shoes to school every day. Sandals, flip flops, and shoes with high heels can be very dangerous during physical education classes and recess.**

### **TITLE I**

Lockheed Elementary is a Title I school. The purpose of school-wide Title I programs is to improve the entire educational program in a school which should result in improving the academic achievement of all students, particularly the lowest achieving students. The goal of such a program is to assist those students to demonstrate proficiency on academic standards. Lockheed Elementary School was awarded the 1999 National Distinguished Title I School Award and the 2006-2010 Georgia Distinguished Title I School Award.

### **TRANSPORTATION**

The safety of your children is our number one concern and "The Safe Rider Program" is a student management program which promotes and teaches proper school bus safety. The core of the program promotes personal accountability as it relates to bus safety because unsafe choices endanger the safety of all passengers.

## How the Program Works

The program promotes instant accountability for unsafe behavior as shown below. The program also includes a defined and graduated discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of those techniques include role play, videos and class work which will be scheduled to not interfere with the student's academic work.

### Unsafe Behavior on the Ride Home

If unsafe behavior occurs before the bus leaves the school; the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented) or (2) be removed from the bus and taken to MCAA with staff supervision until a parent or guardian can pick up the student (behavior documented.)

If unsafe behavior occurs after the bus leaves the school the driver will contact their Dispatch. Transportation staff will assess the situation and if necessary, a staff member will remove the student from the bus to return the student to MCAA to remain under staff supervision until a parent or guardian can pick the student up.

If either of the above instances occurs, the graduated discipline plan will be in effect.

### **MCS Policies for students supersede the Safe Rider Program.**

We need your partnership as we move forward in making Marietta City School buses safer and more enjoyable part of the student's day. Please review the **Safe Rider Policies and Regulations** with your student. Parents will be asked to complete and sign the **Safe Rider Contract / Emergency Form** and return to the bus driver within 5 days to continue bus rider privileges and to insure their child's assigned seat.

### GRADUATED DISCIPLINE PLAN

**1st Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 1 week.

**2nd Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 2 weeks.

**3rd Offense\*** – Referral submitted, **3 Days Bus Suspension**. Upon return student placed on probation and re-assigned to the front of Bus for 1 week. \*Safe Rider Class and Behavior Contract Required.

**4th Offense\*** – Referral submitted, **5 Days Bus Suspension**. \*Conference required before returning to the school bus.

**5th Offense** – Referral submitted, Transportation Director recommends Bus suspension for the remainder of the year.

### Safe Rider Behavior Policies and Regulations

1. Students must show respect for school bus drivers at all times and follow the "The Safe Rider Program."

2. All students shall comply with reasonable directives of a Marietta City Schools Employee. Failure to do so is considered an act of insubordination.
3. **NO** student shall refuse to identify one's self upon request of any Marietta City Schools Employee.
4. Students must be standing at the bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
5. Students must **WAIT** for instructions (hand signals or otherwise) from the school bus driver **EVERY TIME** when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver and cross in full view of the school bus driver.
6. Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus, while at school.
7. Students **MUST** remain **SILENT** and **STILL** at **ALL** railroad crossings until the school bus crosses railroad tracks completely.
8. Elementary and Middle school students will be assigned a seat assignment on the school bus. *(High School at driver's discretion)*
9. Students **MUST** remain seated properly in the seat at all times unless otherwise directed by the school bus driver. **(BACK to BACK – BOTTOM to BOTTOM)**
10. Unnecessary noise is prohibited. Students must talk at a low volume level - **NO** loud voices.
11. Student shall not talk on a cell phone. No other electronic devices can be used without use of headphones and must not be heard by others. **Students may not have any type of head phones or ear buds on their ears when boarding or exiting the school bus.** Students must be able to hear bus driver at all times. **Students may not use any electronic device to video or audio record while on the school bus.**
12. Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
13. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
14. Obscene language and gestures are prohibited.
15. Fighting, pretend fighting, roughhousing or horseplay is **NOT** permitted.
16. **NO** objects are to be thrown on, in, out or at the school bus.
17. Destruction or defacing any part of the school bus is prohibited. Replacement cost at parent's expense.
18. Emergency doors, windows, and hatches are to be opened **ONLY** at the direction of the school bus driver.
19. Students must keep all body parts inside the school bus at all times.
20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces as it may interfere with the operation of the school bus.
21. Weapons *(or objects that look like and/or could be used as weapons)* are **NOT** permitted at bus stop, on the school buses or school grounds.
22. Tobacco, illegal drugs and/or alcohol is **NOT** permitted at bus stop, on the school buses or school grounds.
23. Objectionable and/or dangerous items are **NOT** allowed on the school bus. Such as; glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard.
24. Band instruments, sporting equipment and school projects can be transported **ONLY** if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
25. Students must board and exit the school bus at their designated bus stop **ONLY**. Alternate arrangements must be pre-approved using a MCS Bus Pass which has been completely filled

out by Parents/Guardian and with a school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus. **(Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender)**

**Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of the Safe Rider Program.**

Contact Mr. Mark Lindstrom, Director of the Transportation Department for Marietta City Schools, at 770-429-3110 for questions concerning school bus routes, pick up times, and other matters connected with the transportation program.

If the student needs to ride another bus or to get on or off the bus at a different bus stop, a parent must send a written note giving permission. This permission note must be taken to the office in the morning for the principal's signature. If a student will be riding a different route in the morning and/or afternoon for a short or long period of time, a parent will need to complete form AB-67. This form must be returned to the office for the principal's signature.

**VISION AND HEARING SCREENINGS**

Mass hearing and vision screening of 3rd and 5th graders are conducted during the first weeks of school. Teachers and parents are notified of children who do not pass screenings. Hearing failures are rescreened one time. All students new to our school system must submit a Georgia #3300 form completed within 12 months prior to their entrance day.

**VISITOR'S POLICY**

All parents and visitors are asked to sign-in at the office when entering the school. This policy is for your child's protection as well as the rest of our children's protection.

Marietta City Schools purchased the ***Raptor Screening Security System*** for all eleven schools in the district. Potential volunteers and/or visitors to classrooms will present their drivers license to the front desk attendant at every school. The front desk attendant will process the potential volunteer/visitor information. The front desk attendant will print a clearance sticker and give it to the person. The volunteer/visitor will follow visitor rules when in the building. (MCS Policy KM-R)

**WEATHER CONERNS**

On bad weather days when you question whether the students are supposed to go to school check the Marietta City Schools website ([www.marietta-city.k12.ga.us](http://www.marietta-city.k12.ga.us)) or any of the TV or radio stations listed below for official School Board information on whether school is open. If school is open, your child should go to school. When bad weather occurs after school is in session, these stations will also announce any school closings. For the safety of all, no students will be released during a tornado warning.

**Radio**

WGST 640 AM/ 105.7 FM  
STAR 94 (94 FM)  
WSB 750 AM/B98.5 FM  
WLKQ 102.3 FM  
WKHX101.5 FM  
EAGLE 106.7  
WAO-AM

**TV Stations**

WXIA 11 Alive  
WAGE FOX 5  
WSB- TV  
CBS Atlanta 46  
WNNX 99.7

**WITHDRAWAL FROM SCHOOL**

If your family is moving out of our school district, please send a note to your child's teacher several days before the final day and include the area where you will be moving. Lockheed



School needs at least 24 hours notification to complete the withdrawal process. The student must return all textbooks, library books, and pay all charges such as lunch or fund raisers. The withdrawal paper will be sent home with your child on his/her final day providing the account is settled. If you are moving to another Georgia school, this, and proof of residency, should be all you will need to get your child enrolled in another school. If you are moving to another state, check with the new school about registration requirements. Student records will be forwarded to a new school upon their written request.

### **YEARBOOK**

Our school yearbook is distributed at the end of the year. Watch the Lockheed Jet Pack for information about how you can buy your yearbook.