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## Message from the Principal

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Welcome to Lula Elementary. We are very glad to have you as part of our school. It is my desire that all students, parents, and the community be involved in the school. I am available at any time to help you with concerns. The needs of each student are important to the faculty and staff.

We are proud of our school. **The mission of Lula Elementary School is to empower students to be lifelong learners and enable them to achieve their maximum potential in a diverse, ever-changing world.** It is the responsibility of all of us to create a positive school atmosphere. We use software that has been provided to us by Raptor and all visitors are required to sign in on the computer in the office before entering the school. This helps us know who is in the building and how many volunteers we have helping our students and staff. It takes the cooperation of all to make the school a safe place for the students, staff, and community. Please take the time to read this handbook to become familiar with the organization of the school.

I look forward to working with each of you this year.

Sincerely,

Theresa London



## Important Information

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Lula Elementary School  
6130 Chattahoochee Street  
Lula, GA 30554  
Office phone 770-869-3261  
Office fax 770-869-1961  
Office Hours: 7:00-3:30

Hall County Board of Education	770-534-1080
Hall County Transportation	770-287-0942
East Hall Middle School	770-531-9457

## **School Procedures**



The following descriptions of the practices and procedures of Lula Elementary School are meant to help you understand the daily operation of the school. By following these practices, a happy and safe learning environment can be provided for your child every day. Some of these descriptors are based on state law, others by policy of the Hall County

Board of Education and the others from Lula Elementary School. We use an automated phone and e-mail service as a way to provide information to student's families. When you receive a message from the automated phone/e-mail service please listen carefully because often the message is time sensitive. Please provide us with a verification of your address, phone numbers, and e-mail addresses at the beginning of the school year.

I ask your support of these practices and encourage you to seek additional information if you disagree or have questions about why we do things a certain way. Often misunderstandings can be cleared up with a direct conversation with the teacher or Principal.

## **Attendance**

The Georgia compulsory attendance law is now provided under the "Mandatory Education for Children" act, which went into effect July 1, 2004. The new law requires that children attend school or parents can be held responsible by the courts for failure to do so. Parents may face fines, imprisonment or both if found in violation of the law. The law also requires the school to contact parents at certain absence intervals to warn of impending danger of violation to this law. To do so, the school keeps a daily attendance record on each child and designates "excused" or "unexcused" absences from school.

There is also a Sign-In and Sign-Out procedure to allow for correction of attendance data each day. Therefore, it is required for parents to sign in students after the 7:45 starting time, and sign out students any time you are checking them out before the end of the day dismissal. Students not signed in may be counted "absent" because the teacher's attendance count is conducted as the first activity of the day.

When appointments are scheduled, try to arrange them early in the day or late in the day so partial attendance at school can be recorded.

Students must be in attendance at least 1/2 of the school day (3 ½ hours) to be counted present for the day. If a student misses more than half of the school day, they will be counted absent but given credit for all work completed or made-up.

A written excuse, signed by the parents or a medical professional, **is required** for each absence from school. The nature of the absence will also determine whether an absence is excused or unexcused.

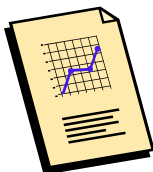


**Failure by the parents to provide a written excuse will result in an absence being recorded as “unexcused”.**

Excused absences include the following:

1. Illness of the child
2. Family Emergencies
3. Pre-arranged Doctor and Dental Appointments
4. Authorized School Activities
5. Special and Religious Holidays Observed by the Student’s Faith
6. Conditions that render school attendance impossible or hazardous to the child’s health.

Unexcused absences will be for any other reason, including failure to provide a written excuse by the parents.



A student Attendance Report Card will be a part of the 9 Weeks Grade Reports provided to parents. This Report Card addendum will include absences, late sign-in, and early sign-out information. The purpose is to focus on the improvement of instruction so student performance is at its best. Teaching schedules include instruction for the full school day.

In case of excused absences, work may be made up without penalty, within a reasonable time (usually three days unless there is a lengthy absence). In all cases, it is the student’s responsibility to make-up all work missed. The teacher will remind the student of these obligations but work not turned in after a reasonable time may result in a failing grade or a Conduct Referral being issued. The teacher is not required to let students make up work missed due to an unexcused absence.

Students who are frequently absent from school will be reported to the School System Social Worker for investigation.

**COMPULSORY EDUCATION NOTIFICATION TO PARENTS:**

**O.C.G.A. 20-2-690.1 – Compulsory Education**

(a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or a home study program that meets the requirements for a public school, private school or a home study program; and such child shall be responsible for enrolling in and attending a public school, private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person in which case the child's parent, guardian, or other person alone shall be responsible;

(b) Every parent, guardian, or other person residing within this state having control or charge of any child or children and who shall violate this code section shall be convicted of a misdemeanor, and upon conviction thereof shall be subject to:

A fine not less than \$25 and not more than \$100

Imprisonment not to exceed 30 days

Community service

Any combination of such penalties at the discretion of the court having jurisdiction.

Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, of other person who has control or charge of a child of five unexcused absences shall constitute a separate offense.

**O.C.G.A 20-2-150 – Compulsory Education Law Pertaining to Kindergarten Students**

All students enrolled for 20 school days or more in the public schools of this state shall become subject to all provisions of this article, the provisions of Code Section 20-2-690 through 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not reached seven years of age.

## **Tardy**

A student who arrives at school past the 7:45am tardy period (based on the school clock) will be marked on the attendance card. Cars that enter the parking lot after 7:45 MUST park and parents are required to walk their children to the office to sign-in. **A parent must sign-in tardy students** so that corrections can be made on the daily attendance report. Failure to do so may result in your child being counted as absent on that day.



**\*A student may be held in from recess to “catch up” on work missed by being tardy. This is not a punishment, but a necessary action to provide your child the full benefit of daily instruction.**

***Punctuality is important! Students start work at 7:50am so it is important for them to be in the room when instruction begins! ! !***

## **Accidents, Illness and Medications**



A full-time school nurse is provided. This allows us to provide quality care for most situations that occur during the school day. However, the job we do depends on parents providing proper health information and instructions for the dispensing of medicine during the school day. For the safety of your child, please follow these requests:

- Medications should be in the original containers and brought to the school by the parent (students should not transport medicines to prevent others from having access to it).
- Written descriptions as to the time and amounts of medication to be administered must be provided by the parents.
- Complete the Hall County School System Student Information Health Sheet with accurate and up-to-date information on each child.
- Be sure to provide phone numbers and alternate contacts for emergency situations during the school day

Children will not be given aspirin, Tylenol, or any other over-the-counter medication by any school employee unless it is provided by the parent.

Students in possession of medication on the school bus or on campus are subject to violations of state law. Please do not allow students to bring medicine to school. Parents need to bring it to school. The only exceptions will be emergency medications such as inhalers, epi-pens, or other emergency medications where immediate access is necessary and these must be cleared by the nurse.



Children who are injured at school will be tended to by the school nurse. Minor cuts, bruises and scratches will be taken care of and the child returned to class. More serious injuries will result in the parent being called to come to school to pick up the child. In extreme emergencies, the Hall County Emergency Medical Services (EMS) will be called.

### After School Care



The Hall County YMCA operates the child care program for Lula Elementary School. Before a child can stay in the After School program, the parent **MUST PROPERLY REGISTER** the child with the YMCA. All arrangements must be made directly with the YMCA and can be completed on-line ([www.hallcountnymca.org](http://www.hallcountnymca.org)) or at the YMCA office.

Registration or payments **CANNOT** be made to the school office. Any concerns or questions should be directed to the YMCA at 770 287-9622. Financial Aid is available and based on family income.

### **Communication with Parents**



Each teacher has telephone access in the classroom. However, to prevent interruption of class instruction, calls will automatically go to a "voice mail" system. You may access this by dialing the teacher's four-digit code (available from the teacher directory given when you call).

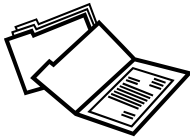
Each staff member (teacher, paraprofessional and clerical) has a Hall County School System email account. To contact a person in this manner,

use the person's name and Hall County network in your email (for example: [Theresa.London@hallco.org](mailto:Theresa.London@hallco.org) will connect you to the Principal's email).

Teachers will also utilize a weekly folder, or assignment agenda (upper grades) to communicate with parents. The weekly folders will be sent each Monday. Please check folders and agendas and respond to teacher requests or to make a request of your own.

This year, Lula Elementary School will implement an **EMERGENCY CONTACT SYSTEM** which will automatically call the telephone number provided by the parent. This automated system will be used collectively for school announcements of meetings, deadlines to all parents whether an emergency or just to provide information. **Be sure to provide a reliable number for our system.**

### Cumulative Records



Your child's test scores, birth certificate copy, social security card copy, immunization record, hearing/vision/dental screening, samples of the student's work and other performance data are kept in confidential permanent folders at school. This information is used to counsel with parents, to determine a need for special services, or otherwise to record academic progress of each child. Parents are welcome to review records upon request and have access to any materials included in the students Permanent Record.

### Discipline

Each parent receives a copy of the Hall County Code of Conduct and Discipline Procedures brochure as part of this Handbook. This section explains in detail the expectations for behavior and the consequences for violating these expectations. You may also find a full copy of the Hall County Code of Conduct on the school system web site ([www.hallco.org](http://www.hallco.org)).



The basic principles of discipline are to provide a safe and happy environment for all students. If your child shares with you some information that would be useful in correcting or strengthening our school, it should be shared with the Principal or Assistant Principal.

Students will be asked to be respectful of staff members, other students, and themselves. They are under the direction and authority



of any adult staff member of Lula Elementary School at any time they are on campus, while being transported to or from school by a Hall County school bus, or when off campus on supervised educational trips (field trips) supervised by a school staff member. Adult chaperones on field trips should be respected and their directions followed.

Punishments may be imposed by a teacher, the principal, assistant principal or the Superintendent of Hall County Schools. Parents will receive written notice of violations and punishments through the use of school forms or teacher notices sent home with the student. In most cases, you will be asked to provide your signature and return a copy to school. This is to insure that you received the notice as the school intended and provided documentation for future referral.

Continuous disruptive behavior will not be allowed. Disruptive students will be dealt with on an individual basis. Consequences may include:

- Warning
- Parent conference
- Time-out within class, in another class, or in the office
- Parent contact to remove student from school
- Out-of-school suspension
- Expulsion from school
- Temporary placement at the Elementary Support School

## **Dismissal from School**

### **Early Check-Out of Students**



Any student being checked out of school early must be signed out before 1:45pm. Students will not be dismissed from the classroom between 1:45pm and the 2:15 dismissal time except for emergencies. If a child is signed out prior to 11:15am, they will be counted absent for the school day. For the safety of all children, teachers are directed not to release children directly from the classroom. Students must be signed out from the school office so an accurate record of their attendance can be kept.

## Transportation

### Bus Riders



All students are expected to abide by the bus safety rules posted on each bus. Violations of these rules will result in students being referred to the principal or assistant principal. Referrals to the office will result in consequences outlined by the Hall County Transportation Department.

<b>First Referral</b>	<b>Warning</b>
<b>Second Referral</b>	<b>5 days off the bus</b>
<b>Third Referral</b>	<b>10 days off the bus</b>
<b>Fourth Referral</b>	<b>20 days off the bus</b>
<b>Fifth Referral</b>	<b>60 days off the bus</b>
<b>Sixth Referral</b>	<b>180 days off the bus</b>

**Fighting or other major disruptive behavior may result in immediate bus suspension.**

### Car Riders



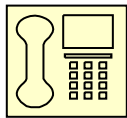
Car Riders and walkers are dismissed at the end of the school day **AFTER** buses are loaded and released (approximately 2:30pm). Due to limited parking, we prefer that parents remain in the car as part of the pick-up line and your child will be brought to you as the line moves forward in a one-way fashion. For safety reasons, students will not be allowed to cross the street to get in cars nor will they be dismissed into the parking lot until car rider pick-up is completed (approximately 2:40pm). **Please follow the flow of traffic through the parking lot, doing U-Turns in the parking lot is unsafe and will be reported to law enforcement.**

Each family who chooses to drive their children to and from school will be issued a window decal to help speed up the afternoon dismissal. The office will assign each family a number and this number will be written on the decal. The number assigned will stay

with your family as long as you have children assigned to Lula Elementary. Place the decal in the lower right hand corner of the front windshield of the vehicle being driven to pick up the student(s). By using the window decal, your child can be called as you enter the parking lot/pick-up area and be ready to load more quickly. If you use different vehicles or have other people picking up children, please ask for additional decals in the office. **If a car does not have a decal with the student number the driver will be required to go to the office and sign the student out.** By using decals and student numbers we help ensure that students are safe. Please remember that we are doing this to protect children not to inconvenience anyone.

Students not picked up by 2:45pm will be taken back inside the building and pick up made from the office. **Teachers and staff members have after-school meetings and workshops that begin at 2:45 so they will not be able to extend supervision beyond that time. Please be prompt in picking up your child.**

### Messages to Students



Please establish a routine with your child and stick to that routine as much as possible. If it is necessary to change the manner in which a child is going home (bus, car rider, walker, etc.) this needs to be communicated with the classroom teacher via **SCHOOL VOICE MAIL** before 1:45pm. Teachers check voice mail messages between 1:45pm and 2:00pm. **If you need to make any changes to afternoon transportation after 1:45 you must get approval from the principal or assistant principal.**

### Dismissal Directly from the Classroom



Parents are not permitted to go directly to a classroom during the instructional day without permission from the school office. Again, this is for the safety of all children. When parents draw the teacher's attention away from the end of the day procedures, confusion can be the result and students may miss their rides home. Once again, **teachers are not permitted to dismiss students without authorization from the school office.**

### **Restricted Access**

Students will not be released to anyone other than the parent without specific permission from the parent. If there are custody problems, please meet with Ms. London or Mrs. Dale.

**The legal obligations of the school are determined by court orders or judicial mandates. As much as we would like to follow verbal directions from parents, this may not always be possible. By providing written documentation of custody, visitation, etc. the school will be in a better position to grant your requests.**

### **Dress Code**



Student dress must be conducive to creating and maintaining a school climate that encourages learning and good behavior. Students should observe the rules governing cleanliness, neatness, good grooming, and good taste. Parents should assist students in dressing appropriately for the weather conditions.

### **Shirts and Tops**

Shirts (includes jerseys, sweaters, jackets, etc.) which advertise alcoholic beverages, tobacco products, vulgar/sexual expressions, illegal substances, have excessive tears in the fabric or messages of a violent nature, or in grades 4 and 5, clothing that is suggestive in nature, such as bare mid-riffs, tank tops, spaghetti straps, low cuts, back-less dresses, or clothing made from see-through materials are not acceptable.

### **Shorts and pants**

Shorts of reasonable length are permitted. In the primary grades (K-2), consideration should be given to the active participation of the student. Tight shorts, or short-shorts, or that have excessive tears in the fabric are not permitted. For students in grades 4 and 5, consideration should be given to modesty and the possibility of other students directing inappropriate comments toward them because of shorts that are too revealing. **ALL shorts must be mid-thigh in length or longer.** Biker shorts (spandex), skin tight shorts, athletic shorts (short running shorts), boxer shorts, or short cutoffs are not allowed. Pants that are tight/form fitting or that have excessive tears in the fabric are not permitted.

### Hats or Caps

Hats, caps will not be worn inside the building, with the exception of “hat days”.

### Shoes



All shoes should be firmly strapped, tied or fit to remain on the feet while active. **Flip-flops, sandals without back straps, or other shoes that will not stay securely on the feet while running in PE class, recess, etc. will not be acceptable.**

Students found to be in violation of the Dress Code may be refused admission to class until suitable clothing can be provided. Improper shoes will result in students being held out of PE class and Recess for safety reasons.

### Food Services

A nutritious breakfast and lunch are prepared and served each school day. Breakfast is served in the cafeteria, starting at 7:10 am, start to the school day at a cost of \$1.00.



A lunch schedule will be provided to allow each class sufficient time to complete lunch. Check with your child’s teacher for the proper time. Lunch prices are \$1.75 for students.

Parents are invited to eat breakfast or lunch with their child. Adult prices are \$2.50 for breakfast and \$ 3.50 for lunch. Adult meals must be paid with cash. Adult meal prices are based on the actual cost of producing the meal. Student prices are subsidized by government funding.

A computerized accounting system is in place so individual payment/service on each child can be provided. Parents may choose to pay for lunches in advance by the week or month or pay each day individually. Students who forget their lunch money will be allowed to “charge” until the next day. Students who incur lunch charges will not receive their report card until these charges are paid in full. **NO STUDENT will go without a lunch for any reason.**

When parents visit the school to eat lunch with the child, we ask that commercial foods not be brought to school during lunch time for children. Our lunchroom is self-supporting and depends on participation for staff hours and food choices. The higher the student participation, the more food choices we can offer. We encourage you to support our lunchroom by allowing your child to eat a school provided breakfast or lunch whenever possible.

Students may choose to bring a lunch from home. They may purchase a milk to go with their lunch or include a thermos or cardboard container of juice drink. **Drinks in glass bottles and canned sodas are not allowed at school.**



If your child has special diet considerations, the lunchroom will comply with those needs provided a statement from the child's doctor states these restrictions.

### **Grading Policy**

Report Cards will be sent home at 9-week intervals. Students who owe money for lunchroom charges, overdue books, pictures, etc. will not receive their report card until funds are received.

Students who are medically unable to participate in Physical Education will not be penalized provided a written excuse from the doctor or suitable explanation from the parent is given. If a student is not permitted to participate in PE, it is expected that he/she will be unable to participate in outdoor recess activities.

### **Homework**



Teachers may give homework, in grades K through 5. Homework is not required every night but we encourage parents to set aside time each day for homework or reading for enjoyment, if there are no school assignments. If possible, you should set up a place in your home for this to take place. It should be away from distractions such as television or younger siblings play areas. An ideal place would be the

kitchen table where parents can provide encouragement and help when needed.

Homework should take only 20 to 45 minutes, depending on the grade level. If your child is taking longer, it may be because he/she did not finish assigned class work and is being given the opportunity to complete it at home. If your child is spending more than this time frequently, a conference with the teacher should be held to discuss ways to help your child finish class assignments in the allotted time.

Students will not be allowed to accept a grade of “0” and not perform the assigned work. Any work assigned by the teacher will be completed, even if a failing grade is given for not meeting the required deadline. If a student does not cooperate with the teacher, a Conduct Referral will be made and the student assigned to detention (time out), to complete the missing work.

Teachers will routinely assign homework at the end of the day in order for students to have to complete it at home. If your child is not bringing home books on a regular basis, there may be a problem with the student not following teacher’s directions.

### **Ice Cream Sales**



Ice Cream is available at the teacher’s discretion as a cash purchase during non-instructional times. State Standards do not permit the sale of ice cream until after lunch to insure proper nutrition of students. Students will not be allowed to “charge” lunch in order to purchase ice cream. Only one ice cream per student is allowed for purchase. Students that have over \$15.00 in lunch charges will not be allowed to buy ice cream, until such charges are resolved.

### **Instruction**

The Georgia Board of Education states that all students in the Georgia public schools must meet “minimum” instructional requirements each school day. Those requirements are:

- Kindergarten through 3<sup>rd</sup> grade – 270 minutes per day
- Grades 4 and 5 – 300 minutes per day

To make sure our school meets these standards, teachers schedules provide for uninterrupted blocks of time. It is important for students to be on time and remain at school for the full instructional day.

Therefore: *School will begin promptly at 7:50am each day and will not dismiss prior to 2:20pm for all classes.*

### **Insurance**

Student insurance is made available to parents as an optional purchase. The application form for this is available on the Hall County website. Be aware, the school does not carry insurance on students so injuries that occur on the playground, as part of the instructional program (PE, etc.), or on the school bus are not covered by the school. The school cannot be held financially responsible for the costs of medical attention given to children who may have been hurt at school.

### **Lost and Found**



The school operates a lost and found service. Please mark your child's coats, gloves, sweaters, lunch boxes, etc. so they can be returned to the rightful owner if misplaced. Students are encouraged to check lost and found so they may recover lost personal items.

Unclaimed articles are given to local charities after a reasonable time.

### **Media Center Parent Handbook Supplement**

- The Media Center Handbook appears as an appendix to this manual. Please refer to the Table of Contents for its location.

### **Media Coverage**

Lula Elementary School uses several different forms of media to promote the positive accomplishments of our students and our school. This includes local newspapers, radio and television





opportunities. **If a parent does not wish for his or her child to be photographed, quoted, or named in a news story, it will be necessary to indicate this on the back of the STUDENT LOCATOR CARD.** It will also be a good idea to make sure your child's teacher knows of your wishes. Every effort will be made to honor your request.

## **Parent Conferences**



Parents are encouraged to establish a communication network to the classroom teacher. A parent may request a conference to be scheduled by phoning the school office or by sending a written note directly to the teacher. Instructional time cannot be used for conferences so it is important to make these arrangements ahead of time. Teachers will not be called out of class to meet with parents unless there are unusual circumstances. Class parties, exhibitions, PTO meetings are all occasions where teachers are supervising students and cannot have a conference at this time.

Teachers may also be contacted through the school email system. To contact your child's teacher, use the teacher's name plus the hallco.org suffix to access individual teacher mail or visit the school web site teacher's page where access can be made. \*(Example: [Theresa.London@hallco.org](mailto:Theresa.London@hallco.org) will access the Principal's email.)

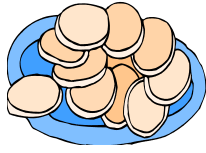
Conferences with the Principal may be arranged in a similar manner. However, the Principal is willing to talk with any parent who comes by, provided other meetings or commitments do not prevent this.

## **Parties / Snacks**

Two class parties per year (chosen by grade level) are permitted for each grade. Individual celebrations such as birthday parties will not be allowed. However, if parents wish to bring treats for their child's class in recognition of a birthday, arrangements with the teacher must be made in advance so the teacher can stay within the state and local regulations. Daily instructional time is scheduled for maximum



teaching and learning. Frequent interruptions become a hindrance to the learning process and prevent our children from doing their best.



Snacks may be an integral part of the younger children's school day. Nutritious snacks such as fruit, cheese, non-sweetened crackers, etc. are encouraged over cakes and candies. Fruit juices or juice drinks are encouraged. Canned or bottled sodas are not allowed. Check with your child's teacher to see if snacks are allowed in that classroom.

Students are allowed to bring water bottles to class, provided they are filled with water only. This is in support of the research on Brain Based Learning which views hydration as a positive factor in student learning.

### **Parent-Teacher Organization (P.T.O.)**



to  
and participating in activities.

A Parent-Teacher Organization (PTO) exists at Lula Elementary School. There is no membership charge to be a member. The PTO provides fundraising events and promotional activities for students, faculty and parents. We encourage you to become a part of our PTO family by attending

### **Reading Programs**

Reading is one of the most important subject taught in the elementary school program. Students are encouraged to read for enjoyment and for improvement through a variety of incentive based programs. A grade level goal is set at the beginning of the school year and students must read on a tested level of competence. In addition, several other reading programs are provided for students who choose to participate. They are the Pizza Hut Book-It Reading Program and the Six Flags Read to Succeed 600 Minutes Club.

## Recess

While State Standards require a full instructional day, a daily “recess” time is scheduled for each class to allow students the opportunity to get fresh air and sunshine. Outside recess will not be held if the temperature is below 40 degrees, above 95 degrees or if the weather is not suitable for outside activity. An “inside recess” may be scheduled at the teacher’s discretion.



Recess may be withheld from students as a consequence for not completing class work/homework or as consequences for misbehaviors.

## Recreation



Our school cooperates with the Hall County Parks and Recreation Department in providing organized recreational opportunities for children (basketball, baseball, softball and cheerleading). The school’s only involvement is to allow the use of our facilities (gym, athletic fields, etc.).

The school is not a part of the governing of these activities. We do not participate in the selection or supervision of coaches, teams, or fans, nor does the registration fee or other associated costs go to the school. Your participation is voluntary and any concerns should be addressed to the proper organization’s board of directors.

While we consider sports and important part of physical and social development, consider the message you send your child when becoming involved in sports. **School work should come first! Children will not be excused from homework due to practice or games the previous evening.** If a child is absent from school, they should not be allowed to attend practice/games even though their illness may have passed during the day. And above all, these activities are provided for children to have fun and to develop physically. It will take a commitment on your part to make this a positive experience.

## School Closings for Extreme Weather



During bad weather, the decision to close school will be made by the Superintendent of Hall County Schools. That decision should be announced on local radio, television stations and the Infinite Campus messenger as early as 6:00am.

Should we have to close school early after students have arrived for the day, busses will be called to the school and students sent home according to information provided by the parents. Parents will be given these three choices:

- Ride the bus to the same location as a regular school day,
- Hold the child at school until picked up, or
- Have the child go home with someone you designate.

Please do not try to telephone the school during this time as our limited phone service will likely be tied up with the school staff contacting bus drivers, parents, and receiving additional information from the Superintendent's office.

**Lula Elementary School has an EMERGENCY CONTACT SYSTEM which will automatically call the telephone number provided by the parent. Please make sure that if your phone number(s) and or address changes to inform the school.**

## School Hours



Teachers are on duty from 7:15am until 3:15pm. Students who arrive prior to 7:15am must report to the gymnasium where they will be supervised until teachers are in their rooms. No student may be dropped off prior to 7:00am.

**The instructional day begins at 7:50am.** If you arrive after 7:45 you need to walk your student into the school. It is important for school to start on time because State Standards require a total of 300 minutes of instruction each school day. With a 2:20pm dismissal, this is a very tight schedule.

## **School Clubs**

Georgia law 20-2-705 requires public schools to notify parents of the existence of student clubs and to provide parents a description of any club and give them the opportunity to refuse participation of their children. The law goes so far as to define student clubs as “any non-academic gathering”, regardless of whether it is sponsored by a school employee.

The Good News Club meets, after school on Tuesdays from 2:45 to 3:45. This is a Christian club that is led by local clergy and volunteers. The scheduled meeting time is after school hours so instructional class time is not used for this purpose and students are not required or encouraged to attend by school staff.

The Lego club meets after school and is club which helps students learn about math and engineering through the use of Legos. Due to a limited amount of materials students will be invited to fill out an application and will be drawn randomly for participation.

The running club meets after school to promote fitness and is open to all 4<sup>th</sup> and 5<sup>th</sup> grade students. Dates and times TBD.

JMG (Junior Master Gardeners) the Junior Master Gardener curriculum engages children in novel, “hands-on” group and individual learning experiences that promote a love of gardening, develop an appreciation for the environment, and cultivate the mind. This is available to all 4<sup>th</sup> and 5<sup>th</sup> graders. JMG meets after school, dates and times TBD.

The Junior Beta Club mission is to promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students. This is an honorary club which students in 5<sup>th</sup> grade who have maintained excellent academic and conduct records are invited to participate.

### **School Supplies and personal electronics**

Students are responsible for providing their own supplies. A grade level supply list is available in the school office, from the classroom teacher, or at the school web site ([www.hallco.org/lulaes](http://www.hallco.org/lulaes)).

Paper and other supplies must be purchased from community sources and brought to school by the student. No toys or electronic devices, are allowed at school unless the teacher notifies parents of these special events.

**Fidget spinners are a disruption and are not allowed at school.** If students have them out during the school day, they will be taken up until time to leave. No swapping, selling, or trading items of any kind are allowed at school. Any item brought for this purpose will be kept by the office.

Students are allowed to bring mobile phones to school, however they are prohibited from calling, e-mailing or texting or receiving calls, e-mails or texts on their phone during the school day. They will be allowed to join the schools network and use their phone as a learning tool at the direction of the teacher. This also applies to personal computers and tablets. The school does not accept liability for any of these devices.

### **Parent Volunteers**



Parent Volunteers are encouraged! We require that each volunteer attend a brief training with Mrs. Fair before they begin working in the school building. Please speak to Mrs. Fair, the school counselor for more information on volunteering at school.

### **Promotion Guidelines**

Promotion guidelines are set by the Hall County Board of Education. Your child's classroom teacher should explain these guidelines to you early in the school year.

### **Teacher Qualifications**

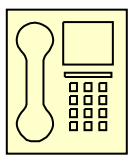
Each teacher at Lula Elementary School is a professionally trained and state certified teacher. In compliance with the requirements of the No Child Left Behind statute now Race To The Top, the Hall County School District informs parents that information about the

professional qualifications of your child's teacher(s) may be requested. Only the following information may be requested:

- 1) whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- 2) whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) the college major and any graduate certification or degree held by the teacher; or
- 4) whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact the school principal.

### **Telephone Use**



Children will not be called to the telephone or allowed to use the telephone during the instructional day, unless there are unusual circumstances. If it becomes necessary for a child to contact the parent, these will be made with the assistance of the teacher, nurse, or office staff.

The school office phone is often very busy toward the end of the school day. Parents are encouraged to telephone the school as early as possible with special instructions for children, especially when it involves a change in the manner of going home from school. Teachers are given these special instructions just prior to busses loading. Students should not make or receive calls, or text on their mobile phones unless directed by their teacher.

**Parents should notify the school of any telephone number changes or address changes during the year.**

### **Textbooks**



Textbooks are loaned to students to use during the school year. Care should be taken so these books do not become

damaged or destroyed because they must be used over a five year period. Lost or damaged textbooks must be paid for by the student assigned. A replacement book will be issued for student's use to provide time to locate lost books. After a reasonable time, the cost of replacing the book will be requested on a pro-rated basis, dependent on the age of the book.

### **Vending Machines**

The only vending machine available for students during the school day dispenses bottled water. The soda machine and snack machine in the teacher's lounge is not available for student use, including snack time and lunch time.



### **Internet Use**

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Due to the nature of the Internet, it is neither practical nor possible for the Board of Education to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision about whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use. Parents will be asked to agree to the terms below.

As a parent/guardian of this student, I accept the following conditions:

I understand that the Internet access is designed for educational purposes and that the school will attempt to discourage access to objectionable material and communications that are intended to exploit, harass, or abuse students. However, I recognize it is impossible for the school to restrict access to all objectionable material, and I will not hold the school responsible for materials acquired or contacts made on the network.

I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such



communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.

I understand that any conduct that is in conflict with these responsibilities is inappropriate, and such behavior may result in the termination of access and possible disciplinary action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the school to provide Internet network access.

I agree to compensate the school for any expenses or costs it incurs as a result of my child's violation of the Internet policy or administrative procedure.

While the internet is an amazing resource of information, it is of utmost important that we help children understand the risks involved with sharing information online. We would like to enlist your help in enforcing age restrictions on social media sites such as Instagram, Facebook, and Twitter. [Dr. Natasha Burgery](#) believes parents should strictly enforce the age restrictions on social media for four reasons:

1. A child under the age of 13 years old is protected by the Children's Online Privacy Protect Act (COPPA). This act protects a child's personal information from being collected and shared. Creating an account for a child under the age of 13 using a false date of birth circumvents Federal Law intended to protect your child.
2. Children typically know that they must be age 13 to have a social media account. If you, as a parent, falsify your child's age to create an account, you are actively providing an example that it is OK to lie on the internet and that the rules do not apply to them. Teaching appropriate boundaries and limitations on the internet are of paramount importance.
3. Pre-teens do not have the maturity to handle many social media themes. They are just beginning to navigate the challenges in real-life social interactions and they do not have the experience or reasoning needed to correctly respond to online social exchange. Allowing you child on social sites prematurely puts them at risk for becoming victims of online harassment, solicitation and cyberbullying.
4. For children under the age of 13, there are safer alternatives. Learning how to navigate and interact on social media sites is an important skill set. Kids need to learn responsible internet citizenship. Common Sense Media provides a [list](#) of some popular pre-teen sites.

Being connected to technology is becoming a large part of our lives. Since children are naturally drawn to social media, it is important to teach them to become responsible users. As their use of the internet grows, so does the ever increasing level of danger. As children continue to develop social and intellectually, the need for home and school to partner together to increase awareness and responsibility becomes increasingly important.

## Asbestos Management Plan Notification

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

The Hall County School System AHERA Management Plan is available for public inspection upon request at the Hall County Board of Education Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Department of Facilities at (770) 534-1291. Ask for Pam Cravero.

## Family Educational Rights and Privacy Act (FERPA)

### NOTICE TO PARENT/GUARDIANS AND ELEGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

**1. The right to inspect and review the student's education records within 45 days of the day the Hall County School System receives a request for access.**

Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.**

Parents or eligible students may ask the Hall County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

### **3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the System discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

**4. The right to disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.**

Parents or eligible students may request, in writing, that the Hall County School System not disclose directory information about them. They should make this request annually by September 30<sup>th</sup>.

**5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School System to complete requirements of the Family Educational Rights and Privacy Act I or the regulations promulgated there under.**

**The Office that administers FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Protection of Pupil Rights Amendment (PPRA)**

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**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):**

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt out your child out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

- (i.) Political affiliations or beliefs of the student or the student's parent;
- (ii.) Mental or psychological problems of the student or the student's family;
- (iii.) Sex behavior or attitudes;

- (iv.) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v.) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi.) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii.) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii.) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any no emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

- (2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
- (3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs 1(B) and (C). If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all rights as described herein.
- (4) Parents/ eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

### **Complaints of Discrimination / Harassment**

The Hall County School System does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title IV Coordinator is Gordon Higgins,  
Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501

(770) 534-1080

The Section 504 and Americans with Disabilities Act Coordinator is Dr. Paula Rufus, Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501

(770) 534-1080

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Hall County School District Policy GAAA/JAA (Equal Opportunity/ Discriminatory Complaints) is located in the school district policy manual which is available in either the school office or the central office and is also located online at [www.hallco.org](http://www.hallco.org).

## **Media Center Parent Handbook Supplement**

### **MOTTO**

Teaching students how to find answers for a need provides a lifelong learning experience!

Students must learn how to collaborate, communicate and solve problems through social and emotional learning. (WEF 2016)

### **Vital Information**

#### **Hours of Operation:**

The library media center is open from 7:30am until 3:00pm Monday through Friday during the school year.

#### **Personnel:**

Mrs. Williams is a full-time certified library media specialist. In addition, the library media center is staffed by one full-time media clerk, Mrs. Norah Seymour. Volunteers are welcome. After being trained, volunteers work whenever they can.

**Student Library Assistants** work various schedules. They are trained to do circulation duties, shelve books, and deliver messages or materials, and other duties as assigned. Library Assistants will fill out an application to apply for this position and will be interviewed at a set time. Duties will be rotated based on the number of students who work together.

**Morning Show:** 5<sup>th</sup> grade students will be selected based on teacher recommendation for BNN.

#### **The Collection:**

The library media center houses all books and materials for staff and student use that support the mission of the school and the library media center. The collection is divided into the following sections: Fiction, Easy, Nonfiction, Reference, Magazine, Professional, Kits, and Videos.

The library media center is automated using Destiny software. All of the materials are processed through Destiny and will be available for look up by author, title, subject, or keyword. All computers are user friendly.

#### **Hardware:**

The library media center has ten Dell computers. Hall County Schools purchased these computers. Computers are used for research, online catalog, check-in, check-out, and to further technology integration. Five Chromebooks were purchased for student use in library.

#### **Reading Incentive Programs:**

Each year the school sponsors the Pizza Hut Book-It program and the Six-Hour Six Flags program. The objective of this is to foster lifelong learning through reading. All students are encouraged to participate in

these enrichment activities. A notice will be sent home prior to the beginning of each program. Additionally, the Millionaire's Reading Club will start in August. If students meet set goals, incentives are given.

### **Book Fairs:**

Regular book fairs are held twice a year. The profits are used to purchase new materials for the library media center, sponsor author/storytellers, and other enrichment activities. A letter informing parents of the book fair will be sent home before the event. Volunteers are needed to operate the book fair. A 50% off book fair will be held in **May** to encourage summer reading. **Great American Opportunities** fundraiser (magazine address booklets) is completed during late **January** to complement the second book fair.

### **Important Library Media Center Dates:**

- 📖 Sept. 11-Patriots Day- celebrate Fri Sept 9<sup>th</sup>-wear red, white, blue day
  - 📖 International Dot Day Sept 15th-"make your mark" celebrate creativity, courage & collaboration-wear polka-dots- showcase student designs
  - 📖 Sept. 17- Citizenship/Constitution Day (required by law, lesson on Constitution)
  - 📖 Veteran's Day Nov. 11 –
  - 📖 Storyteller TBD Gail Hogan; summer reading day in May
  - 📖 Book fair Oct. 28-Nov. 4 theme: [Bookaneer Book Fair Arrrgh You Ready to Read?](#)
  - 📖 Book Parade
  - 📖 Nov. 15- America Recycles Day [Come up with ideas to increase recycling.]
  - 📖 American Opportunities tentative Jan. 25th
  - 📖 Book fair Feb. 24-mar 3 theme?
  - 📖 March 2 - Dr. Seuss' birthday
  - 📖 Georgia Children's Picture/Chapter Book Award nominees will be available
  - 📖 April 22- Earth Day
  - 📖 BOGO Bookfair May 8-11
  - 📖 **Reading logs due May 1<sup>st</sup>.**
  - 📖 **ALL books due May 8th**
- Other activities will be announced. Newsletters will be sent home periodically. The school newsletter may contain information about the media program.

### **Donation/Special Occasion:**

The library media center has an informal birthday or special occasion book donation policy. A parent may choose to recognize his/her child by purchasing a book from a pre-selected list, or by giving money for this purpose. A donation plaque is placed in the book recognizing the child and the occasion.

### **Web Page:**

Access the updated Lula Elementary web site at <http://lula.hallco.org>  
Hall County Teacher Pages are available at <http://teacherpages.hallco.org/classroompages.cfm/school.aspx>  
Twitter @LulaElementary  
Facebook @ lulaelementary

## **Services Section**

The library media center staff looks forward to instructing and assisting your child this year. We want you and your child to consider this library media center as a location for learning, enjoyment, and enrichment. We would like you to become familiar with the staff and the procedures.

The library media center strives to be the hub of Lula Elementary School. The students utilize this facility and its materials for their educational requirements as well as for personal reading. The following guidelines will allow you to become familiar with the policies. It is a privilege to use the library media center and its materials. There are rules and responsibilities associated with the privileges.

## **Student Services:**

### **Responsibility:**

It is the student's responsibility to maintain the book in good condition while it is being used and to return the book by the due date. You will need to pay for lost or damaged books. The student is also responsible for following school and library media center behavior rules.

### **Respect is our main rule!**

For class/media center research, a Student Internet Form must be signed.

### **Kindergarten:**

Kindergarten students receive several classes on taking care of books and how to use the library media center before they are allowed to check out. Kindergarten students also receive a library bag in which to carry their book from school and home. Parents will receive a letter when Kindergarten students will be allowed to bring one book home. Parents and students are responsible for the care of this book. Please talk to your child about the use of the library media center and the need to follow the guidelines. Students use Hallco ID # for library, lunchroom, and computers.

### **Grades 1-5:**

Each student is taught how to check out and in.

First grade may check out **two** books. Grades 2-5 may check out **three** books. Books are circulated for 14 days and may be renewed by the student on or before the due date. Students should not have more than the allowed items checked out. Reference materials may be used in the library media center. However, a teacher may check out reference materials for classroom use. Magazines will be checked out after the first nine weeks of school based on grade level.

### **Overdue Notices:**

Overdue notices will be printed and distributed at least once every six weeks. Overdue fines are not charged. However, the student is required to **pay for lost or damaged materials**. If a student loses more than two books during the year, conditions may be placed on the borrowing privileges of the student. This is at the discretion of the library media specialist. The parent will be refunded the money if the lost book is returned in good condition before the end of the school year. There is a **fifty-cent fine** for removing a barcode from the book. Please do not peel off the barcodes.

There will be **no** checkout allowed to students who have overdue materials. It is not our intention to discourage any student who desires to read, but it is important that students display responsibility for books entrusted to them. All payments must be paid by the last day of school! Students do not receive report cards if student has overdue book.

### **Parent Services:**

We have a parent collection of various books that will assist you in nurturing and encouraging your child in reading and life. All parents need a little advice now and then. Browse our collection of books.

Parents may check out books. Please see the library media specialist for this privilege. Books may circulate for one week and then must be returned. Parents are responsible for lost or damaged materials. Audiovisual and reference materials may be used in the library media center.

### **Community Services:**



The library media center welcomes you. However, since our library media center functions as a learning laboratory, many kinds of activities occur simultaneously. If there are group activities taking place in the library media center, please seek assistance. Please be aware that information for students comes first. You may use the materials in the library media center. Please see the library media specialist if you need to check out materials.

The library media center is available for after school program use. Please see the Principal for information.

**Challenged Materials:**

Please refer all complaints and/or challenged materials to the library media specialist. The procedures outlined in the Hall County Media Policy Manual will be followed.