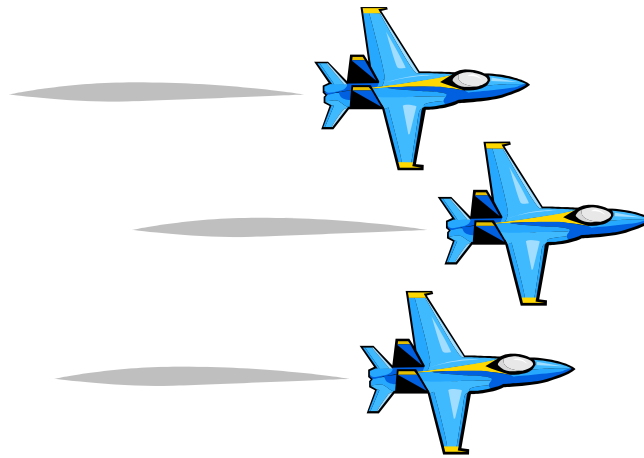


Lindsey Elementary School Student Handbook *2016-2017*

“It’s Great To Be A Jet”



Dr. Anisa Baker-Busby
Principal

Dr. Felicia Evans-Moss
Assistant Principal of Instruction

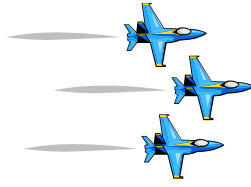
Ms. Jacqueline Hodges
Assistant Principal of Discipline, Title IX Coordinator

Mrs. Angelecia Latimore
School Counselor, 504 Coordinator

81 Tabor Drive
Warner Robins, GA 31093
478-929-7818

<http://les.hcbe.net/>

Dr. Mark Scott, Superintendent
Houston County Board of Education
Post Office Box 1850
1100 Main Street
Perry, GA 31069
478-988-6200
www.hcbe.net



Dear Lindsey Family:

We are simply elated about starting the 2016-2017 school year at Lindsey Elementary School. It is our goal to serve and support the students, parents and community as we work collectively to achieve academic excellence. We strive daily to create an environment that is safe and secure and fosters learning for all children.

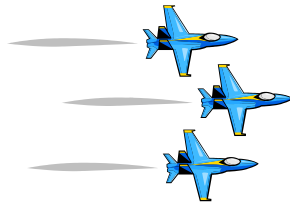
We want to thank you in advance for all of the support you will provide this school year as we are determined to keep safety, teaching and learning top priorities. Lindsey is an excellent school because of the dedicated faculty and staff who work hard to increase student achievement.

Remember, if we can assist you in any way, please do not hesitate to reach out to us, we are here for you. I look forward to our extraordinary partnership in making Lindsey Elementary a “First Class Flight to Success!”

Sincerely,

Dr. Anisa Baker-Busby

Anisa Baker-Busby
Principal
Lindsey Elementary
Anisa.baker-busby@hcbe.net



Our Mission

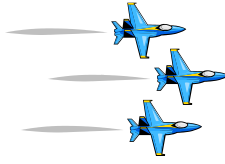
Our Mission is to provide a safe and nurturing environment to promote life-long learners.

Our Vision

Our mission is to be a family-friendly school where all can learn.

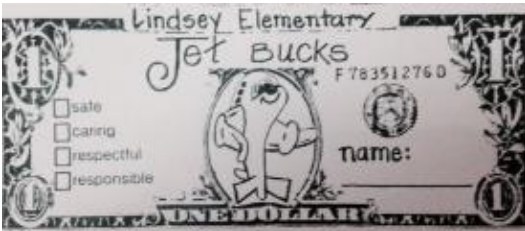
Our Beliefs

- ❖ *Safety is our number one priority.*
- ❖ *We are committed to using research based instruction to accommodate diverse learners.*
- ❖ *We take responsibility for our own professional /individual growth.*
- ❖ *We provide opportunities for students to recognize self-worth in self and accept others regardless of differences.*
- ❖ *We strive to be positive role models and commit to continuous improvement of our school climate*
- ❖ *We are dedicated to teaching the whole child.*



What does it mean to be a Lindsey Jet?

All students who attend Lindsey Elementary School are expected to follow school wide expectations. Lindsey Elementary is a PBIS (Positive Behavioral Interventions and Supports) school. This means we provide a clear system for all expected behaviors and provide a support system for all students to achieve academic and social success. Lindsey students are explicitly taught throughout the school year how to show Jet Pride by following school wide expectations. As a result, they will be recognized with Jets Bucks and good behavior celebrations. Our students will also show Jet Pride by learning The Jet Creed. Thank you for working with us to teach our students lifelong social and academic skills.




Jet Creed

I am here today to LEARN and do my very best. Success is what I want to share with all the rest. I pledge that I will be SAFE, that I will be CARING, that I will be RESPECTFUL of myself and others and that I will be RESPONSIBLE.

Lindsey Behavioral Expectations

Expectations	Restroom	Hallway	Cafeteria	Playground	Bus	Classroom
Be Safe 	1. Keep hands, feet, and objects to yourself 2. Walk carefully in and out of the restroom	1. Keep hands, feet, and objects to yourself 2. Walk on the right side of the hallway (blue squares)	1. Keep hands, feet, and objects to yourself 2. Use good manners with your food	1. Keep hands, feet, and objects to yourself 2. Use equipment for its intended use	1. Keep hands, feet, and objects to yourself 2. Keep your feet on/towards the floor, back against the seat, book bag on your lap, and face forward	<i>This section will be completed by the classroom teacher and students during the 1st week of school. Classroom expectations will be sent home to parents and reviewed at Open House.</i>
Be Caring 	1. Use kind words 2. Be considerate of other student's privacy	1. Use kind words 2. Use inside voice	1. Use kind words 2. Use inside voice	1. Use kind words 2. Play fair and include others	1. Use kind words 2. Be considerate of others by talking softly	
Be Respectful 	1. Use appropriate language 2. Follow adult directions	1. Value displays, posters, and student work 2. Use appropriate body spacing between others	1. Raise hands for assistance 2. Follow adult directions	1. Use appropriate language 2. Follow adult directions	1. Use appropriate language 2. Follow adult directions	

<p>Be Responsible</p> 	<p>PROCEDURES:</p> <p>1. Use it, flush it, wash/dry hands, and out the door</p> <p>2. Dispose of items in the correct place</p>	<p>1. Move quietly and efficiently</p> <p>2. Walk with a purpose</p>	<p>1. Get what you need the first time you go through the line</p> <p>2. Clean your table area</p>	<p>1. Take all personal belongings with you</p> <p>2. Make sure playground area is clean and free of trash before leaving</p>	<p>1. Enter/Exit the bus appropriately</p> <p>2. Take all personal belongings with you when exiting the bus</p>	
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SCHOOL-WIDE DISCIPLINE PLAN

The faculty and staff are committed to making this a successful year for our students. Our primary goal is to provide quality instruction within a positive learning environment. To accomplish this, each student must learn to manage his/her behavior and to cooperate with others.

Please read and discuss this plan with your child and assist us in maintaining a positive learning environment. The staff of Lindsey Elementary strives to recognize students who are cooperative and considerate of others. We encourage you to continually review the rules and procedures below with your child. Your support in helping us implement this program will ensure a safe learning environment for all our students.

Lindsey Elementary Behavioral Expectations:

1. Be Safe
2. Be Caring
3. Be Respectful
4. Be Responsible

The above behavioral expectations are taught to all Lindsey students just like core subjects (math, reading, etc.) are taught. Students who follow school wide expectations earn various school level rewards that may include the following:

School-Wide Rewards:

1. **Jet Bucks:** Students earn Jet Bucks for following school wide expectations. All staff members including bus drivers may give out Jet Bucks.
2. **Jet Celebration:** At the end of each nine weeks, all students who followed school wide expectations and did not have ISS or OSS will participate in the Jet Celebration.
3. **Jet Buck Store:** Every month students bring their earned Jet Bucks to purchase items at the store.
4. **Jet Student of the Month:** Each homeroom teacher will select a student who has followed all school wide expectations for the month. This student will receive a special reward for making the right choices.
5. **Jet Star Students:** Every teacher will select two students from their class each 9 weeks who have made academic achievements, improved behavior and demonstrated excellent character traits. These students will participate in a special reception with the Principal.

Each classroom will have a classroom management plan based upon the following school wide behavior plan guidelines:

- **A) Verbal and or Written Warning**
- **B) Parent Contact**
- **C) Loss of Privileges (in-class time out, partial/full loss of recess, silent lunch, etc.)**
- **D) Time Out (the student may be sent to another teacher’s classroom, assigned after school detention by his/her teacher, and parent will be notified.**
- **E) Office Referral (Infinite Campus and Email APD)**

The classroom management plan does not apply to students who:

- Fight
- Are in possession of a weapon
- Are in possession of drugs and/or who are extremely disrespectful to teachers and staff

These students will be seen by administration without going through levels.

Progressive Discipline Procedures:

- 1st Office Referral: ½ Day ISS
- 2nd Office Referral: 1 Full Day ISS
- 3rd Office Referral: 2 Days ISS

- Tier II Behavior Plan, Behavior Contract
- 4th Office Referral: 3 Days ISS
- 5th Office Referral: ½ Day OSS
- 6th Office Referral: 1 Day OSS
- 7th Office Referral: 2 Day OSS
 - Tier III Behavior Plan
- 8th Office Referral: Alternative School Referral

Note: The degree of discipline to be imposed will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

Possible Rewards Given by Teacher:

1. Jet Bucks
2. Extra Computer Time/iPad Time
3. Stickers
4. Edible Treats
5. Homework Pass
6. Eat lunch with the teacher
7. Teacher Assistant for the Day

Possible Consequences Given by Teacher:

1. Time-Out: This may be in class or out of class. Students who refuse to go to time out will be referred to the office.
2. Contact parents
3. Silent lunch
4. Counselor referral
5. After school detention
6. Loss of recess time
7. Office referral

Note: Each classroom teacher has a behavior management plan that will incorporate a chosen consequence outlined in the school wide behavior plan guidelines

Possible School-Wide Consequences Given by Administrators:

1. Counsel student (School Counselor, Administrator, etc.)
2. Time out (in ISS, in another classroom, during lunch)
3. Contact parents
4. Assist student in developing a behavior plan/behavior checklist
5. In-School Suspension (ISS)
6. Out-of-School Suspension (OSS)
7. Referral to Alternative School

Example of Inappropriate School Behaviors:

1. Leaving assigned location without permission. [Example: Walking out of a classroom, cafeteria, office, etc. without permission.]
2. Fighting / Extreme physical aggressions (not keeping hands and body to yourself)
3. Aggressive behavior (pushing, hitting, kicking, etc.)
4. Defiance of authority by refusing to obey an adult
5. Profanity/inappropriate language (written, verbal, gestures), name calling, teasing, or any other actions that may be characterized as bullying or harassment
6. Major inappropriate behavior (sexual talk, gestures, etc.)
7. Continuous and/or severe disruptive behavior in classrooms
8. Extreme disrespect to faculty and staff
9. Destroying school property or property of others
10. Inappropriate behavior in assemblies/programs
11. Unsafe behavior (running in hallway, inappropriate use of school property, etc.)
12. Houston County Board of Education policy violations (sexual harassment, weapons, drugs, bullying, etc.)

TITLE IX NON DISCRIMINATION

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex (gender) in education programs and activities. Our school does not discriminate on the basis of sex (gender) in its education programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator, Dr. Ms. Jacqueline Hodges, at 478-929-7818.

BULLYING

The Houston County Board of Education and Lindsey Elementary believe that all students can learn better in a safe school environment. Bullying is defined as actions which occur on school property, on school vehicles, at designated bus stops, at school related functions or activities, or by use of data or software that is accessed through a computer and technology device of the local school system.

What is Bullying?

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so.
- Any intentional display of force that would give the victim reason to fear or expect immediate bodily harm.
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harasses, or intimidate.
 1. Causes another person substantial physical harm or visible bodily harm.
 2. Affects the student's education.
 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
 4. Has the effect of substantially disrupting the orderly operation of the school.

Lindsey administrators will train teachers and parents on Lindsey's bullying policy and will have four behavior talks each year with all students to review bullying policy and school-wide rules. The behavior talks will be conducted once every nine weeks. Behavioral expectations will be outlined to emphasize to students the importance of helping to maintain a safe learning environment for everyone. Georgia Law SB250 requires that all schools have a procedure to investigate bullying. Lindsey will address bullying issues through the following protocol:

1. Parents will be made aware of bullying laws through the Houston County Elementary Student Handbook. Parents will be made aware of Lindsey's bullying protocol through the Lindsey's Elementary Student Handbook, at PTO meetings and at School Council meetings.
2. Lindsey administrators will discuss bullying and other discipline and behavior expectations during four student behavior talks each year.
3. Teachers and staff members will be made aware of state bullying laws and school protocols for reporting bullying incidents. Staff members will be required to sign a statement acknowledging that they are aware of the bullying laws and the school protocol for addressing bullying incidents.
4. The school counselor will teach classroom guidance lessons on bullying.
5. Teacher and staff reports will be made to the Title IX Coordinator, Dr. Ms. Jacqueline Hodges, or other available administrators as the first level of intervention. Students may be referred to counselor for conflict resolution, self-esteem, or other counseling needs related to the type of bullying.
6. The Title IX Coordinator will investigate all reports of bullying and will consult with the principal to determine consequences that will be administered.
7. The Title IX Coordinator or the principal will contact the parents of all students involved in the incident, to include the student being bullied and the student who is bullying or accused of bullying.
8. Students referred for three bullying incidents in a year may be referred to the Houston County Elementary Alternative School.

In order to maintain a safe and secure environment for our students and staff, parents and visitors should always enter the building through the front doors and report to the front office to sign in upon entering the school to obtain a visitor's pass.

ARRIVAL

Students may enter the building at 7:45 am. No one is available to supervise students before this time. **Students may not be dropped off to wait until the doors open at 7:45 am.** If a student is consistently dropped off before 7:45 am and left unsupervised, the parent/guardian will be reported to the appropriate authorities (BOE Policy JGGA).

All car riders and walkers will enter the front of the building. Parents will use the circle driveway in front of the school to drop off car riders. Bus riders and day care riders, will enter the school from the side door near the cafeteria. After the first week of school, we encourage parents to allow their children to walk to their classroom on their own. We have staff members on duty in the hallways to make sure students arrive to class safely.

Breakfast is served between 7:45 am and 8:20 am every day. All students will report to the cafeteria when they arrive each morning. At 8:00 am, all students who have finished eating breakfast will be dismissed to their classrooms. All K-5th grade walkers and car riders who arrive after 8:20 am will receive a bag breakfast to ensure they arrive to class on time to begin their instructional day. **Pre-K students will report directly to their classroom upon arrival and will eat breakfast at 8:20 am.**

Please be courteous to others during arrival:

- All car riders should be dropped off in the car rider circle. No student should be dropped off at the street. This is for your child's safety.
- Park only in designated parking spaces. Do not park in the car rider drop off circle.
- If at all possible, students should sit by a door that opens on the passenger side. Students are put in dangerous situations when they must cross between cars. Please watch for students who exit cars on the driver side.

Morning announcements begin at approximately 8:25 am, and the instructional day begins promptly at 8:30 am. Students who arrive after the 8:30 am bell **must be signed in by an adult** and will receive a tardy slip to take to their teacher.

DISMISSAL

Morning arrival and afternoon dismissal are the busiest times of the day. We ask that you follow all procedures to make sure our students are SAFE at all times.

Safety in our teaching and learning environment is our number one priority; therefore, parents/guardians should request early dismissal of a student no later than 3:00 PM. Students may be dismissed to their parent or guardians from 3:00-3:25 in the cases of an emergencies or extreme circumstances only. **No students will be dismissed early to other parties without written permission or phone contact from the parent/guardian.**

If there are any changes in the way your child is to travel home, please send a note to the teacher or call the school before 2:45 pm. Please include a contact number and a signature on the note. Also, include the legal name (not nickname) of anyone that you may have your child leave with other than you. **If written notification of changes or parent communication by phone are not received, your child will go home in his/her usual manner.** The office staff will request to see **picture ID** for all persons picking up a student including the parents.

Students must be picked up from campus by 4:00 pm. If students are repeatedly left on campus after 4:00 pm, the parent/guardian will be reported to the appropriate authorities (BOE Policy JGGA).

Car Riders

Afternoon dismissal begins at **3:30 pm. CAR RIDERS ONLY** may be picked up from the parking lot near **Frances Street**. Cars will enter the parking lot at the entrance closest to the corner of **Frances and Tabor**. Please follow the procedures below for car riders:

- Upon arrival, display the “**GREEN**” pick up card in the front window dash. This will help the dismissal process run smoothly. Please make sure everyone who is allowed to pick up your child has a “**GREEN**” pick up card. Individuals who do not have a green card will be sent to the front office where office staff will check to see if they are on the pickup list and **will ask for picture ID.**
- Students must be **picked up** at the car rider ramp **by 3:45 pm.** After 3:45 pm, all students must be picked up at the front office by **4:00 pm.**
- **In the interest of safety, please remain in your car. Staff members will assist your child to your car.**
- **The car rider pick-up line will be single file. Please refrain from leaving the line to cut to the front of the line. We want to be courteous.**

Walkers

We will begin dismissal for K through 5th grade students at 3:30 pm, they will exit the building through the door designated for their street. **Cox Street** walkers will exit the building through the gate adjacent to the portables next to the gymnasium. **Frances Street** walkers will exit the building through the gate adjacent to Frances Street. **Ward Street** walkers will exit the building through the front door of the school building. **Carroll Street** walkers will exit the building through the side door of the cafeteria.

All students will be escorted to their assigned street by several staff members. Parents/guardians may meet their child at their assigned street. For safety purposes; under no circumstances will a student be allowed to leave the school grounds with anyone who does not sign them out for early dismissal or pick them up from the car rider ramp. **No exceptions.**

ABSENCES

An absence from school is either excused or unexcused. Below is a brief summary:

1. If a student leaves before 12:00 pm or arrives after 12:00 pm, the student is counted absent for the day.
2. A student's absence is excused when:
 - a. Personally ill and when attendance in school would endanger their health or others. **At the discretion of the principal, a statement from a doctor may be required to validate extended illnesses/excessive absences.**
 - b. Celebrating religious holidays observed by their faith.
 - c. A serious illness or death occurs in their immediate family. (Parent, Sibling or Grandparent of child)
 - d. Mandated by order of governmental agencies or by a court order.
3. Students should present a written excuse within 3 days after absence whether excused or unexcused. Failure to send in excuse will result in absence(s) remaining unexcused. The following items should be include on excuse:
 - a. The date the excuse is written.
 - b. The date and day of the absence.
 - c. Reason for absence.
 - d. Signature of parent or guardian.
4. Students shall be allowed to make up work when absences are excused for the reasons above.
5. If your child is in the hospital, please notify the school.

All students missing more than 5 unexcused days in Georgia are declared as truant by law.

BREAKFAST AND LUNCH

Lindsey Elementary is a CEP (Community Eligibility Provision) School that provides an alternative approach for offering school meals instead of collecting individual applications for free and reduced price meals. This means that all Lindsey students must be served breakfast and lunch, free of charge. Parents and guardians are welcome to have lunch and or breakfast with your child and will have to pay a small fee for your meal. You and your child may sit together at the designated table. We request that no restaurant food items be brought into the cafeteria when parents eat lunch with their child. Our lunchroom offers well balanced meals for our students and parents.

PARENTAL INVOLVEMENT

The faculty and staff at Lindsey Elementary are committed to high standards of success to ensure that we serve the "whole" child. In order to accomplish this, it is essential for students, parents, and school staff to work together with mutual respect. Below are several ways to bridge the home/school relationship:

1. Volunteer at school and in your child's classroom. (All volunteers, including parents, must receive a security clearance. A security clearance form may be picked up in the school office. The form must be completed and approved before volunteering will be permissible. This includes field trips. This process can take as long as two weeks.)
2. **Check your child's agenda every day** for homework and notes sent home from the school. You may also use the agenda to write notes to the teacher. If your child loses his/her agenda, there will be a \$5.00 replacement fee.
3. **Expect a signed paper folder every WEDNESDAY with school announcements and student work.** Examine the work carefully, sign, and return the folder and work.
4. See that your child attends school regularly and on time.
5. Help your child become organized and responsible for class work and homework. Have a specific place for home/school communication.
6. Provide a time and place for homework, quiet study and/or reading at home.
7. Ask about your child's day at school.
8. Show support for your child by attending conferences/school activities and by communicating regularly with your child's teachers.
9. Make sure your child gets an adequate amount of sleep each night.

10. Give your child support every day: Acceptance, Affection, Approval, and Appreciation!

COATS, JACKETS AND OTHER PERSONAL ITEMS

Please write your child's name on all coats, jackets and personal items. If your child miss places a personal item, the lost and found box is located in the gym lobby.

MEDIA CENTER

Our media center is open from 8:00 am to 3:15 pm. We invite parents to visit our media center during these hours. We will have three book fairs this school year for you to purchase books for home. Mrs. Freitag is our Media Specialist and can be reached at 478-929-7818 ext. 45295.

COUNSELOR

Mrs. Latimore is our counselor at Lindsey Elementary. She provides individual and small group support for our students. She is also our SST, 504 and attendance coordinator. Please contact her for more information at 478-929-7818 ext. 45284.

CONFERENCES WITH STAFF AND CLASSROOM VISITS

Lindsey Elementary has an open door policy for parents and strongly encourages parents to communicate with teachers and staff.

Please follow the guidelines below:

- For the safety of our students, all visitors must enter and exit through the front doors.
- Beginning at 8:30 am, the second set of doors upon entering the building will be locked and all visitors will be “buzzed” into the school. After 8:30 am, visitors must stop by the front office to get a visitor's pass.
- We ask that parents do not “drop in” to discuss their child's progress. Teachers are busy supervising students. **Please schedule a conference to meet with your child's teacher to discuss student progress or concerns.**
- Before visiting your child's classroom, parents/visitors should contact the teacher to set up a specific time and date for the visit. We do not allow unannounced visits to the classrooms. This is a disruption of instructional time.
- It is suggested that classroom visits should be limited to no more than one hour unless agreed upon by the teacher.

HOMEWORK

Homework is given for review purposes. Parents are encouraged to look over homework assignments and to help when needed. Please check agendas daily for homework assignments. Teachers will check homework to ensure it is completed.

If a student does not complete an assignment in class or a homework assignment, they will be asked to complete it during a portion of their break/recess time. As soon as the assignment is complete, the student may resume recess activities. If a student consistently chooses not to complete classroom assignments and/or homework, a parent/teacher conference will be scheduled. Lindsey Elementary believes that every student should practice skills learned at school. This is important for their overall achievement. We are committed to student success. “Failure is not an option” at Lindsey Elementary.

TOYS AND PERSONAL ITEMS

Please make sure students do not bring valuable personal items to school. The school is not responsible for lost or stolen personal items brought to school. No toys should be brought to school. Toy guns and knives are not allowed. Students will be suspended home for bringing toy guns and/or toy knives to school.

It is the teacher's discretion to restrict items from the classroom that may disrupt instruction. The classroom teacher will notify parents if restrictions are put in place. If a student continues to bring restricted items, the teacher will contact the parent to pick up that item.

SCHOOL PARTIES

There are two (2) approved parties during the school year. They include: Holiday party in December and End-of-School Year party. Valentine's Day is celebrated during recess/break time. Birthday parties will not be celebrated at school nor will party invitations be distributed during instructional time or by staff members. If food items are brought on other occasions, they may be taken outside at recess. We will not be able to provide lists of students' due to BOE policy, JHD, Student Social Events. Balloons, flowers and other gifts will not be delivered to students at school.

BICYCLES

Students who ride bicycles to school should **park and lock** them in the designated area. The school is not responsible for damaged or loss of a bicycle.

BYOD (Bring Your Own Device)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students may now bring their own devices on designated days indicated by the classroom teacher. **Students who do not have their own device to bring to school will not be penalized. Please do not feel obligated to go out and purchase a device for your child. Students will be encouraged to work collaboratively while allowing the owner of the device to be the one to manipulate and handle the device.**

For purposes of B.Y.O.D. (Bring Your Own Device), “device” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Only the internet gateway (HCBE_BYOD) provided by the school should be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters should not be used to access outside internet sources at any time.

Responsibility to keep the device secure rests with the individual owner. **The Houston County School System, its staff and its employees, are not liable for any device stolen or damaged on campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Students may not participate in BYOD until a student contract is signed and returned to school. This contract will be sent home with students the last week of August.

SCHOOL WIDE TITLE I SCHOOL

Lindsey Elementary is a school wide Title I school. This means we receive additional funding from the federal government to increase student achievement. These monies are utilized to pay salaries, provide professional learning for staff, support parent activities and purchase instructional materials.

Be Safe

Be Caring

Be Respectful

Be Responsible