



Lockheed Elementary

#OhYesWeCan...Lead and Achieve

2024-2025 Student/Parent Handbook

Arrival Procedures

Students can begin arriving at school at 8:00 am. Students can be dropped off before 8:00 am, if they are registered for the Before School Program. After 8:30am, parents must come into the front office to sign their child(ren) in. Please refrain from dropping students off and allowing them to walk into the building unescorted.

ASPEN

Marietta City Schools offers a wonderful opportunity for parents to stay up to date on their student's daily academic progress (grades) and absences/tardies. Aspen can be accessed online with a parent's specific security code. Please contact the front office for information on how to set up your login and password. We recommend you check your child's information on this site at least once a week and set grade alerts if needed.

Attendance/Absences

All absences expected to be excused must be reported to: lhattendance@marietta-city.k12.ga.us. An excused absence means that your child is absent for a legitimate reason, such as, personal illness, illness or death in the family, religious holiday, court appointment, or conditions rendering school attendance hazardous to health and safety. All other absences will be considered unexcused. **Georgia Law requires school action beginning with parental notification after five absences or ten tardies. After ten absences or more than ten tardies school intervention can occur, including the involvement of the administration and school social worker.**

Before School/After School Programs

Before School and After School Programs are coordinated by Marietta Community Schools (770-429-3170 or www.mariettacommunityschool.com). Before School hours are 6:30-8:30am. After School hours are from 3:30-6:30pm. Students must register for the year a minimum of one school day in advance before their first day of attendance. Registrations for the first day of school must be completed by July 31st. ***You must register for BOTH BSP and ASP if attending both.***

Birthdays and Other Celebrations

If you want to provide your child's class with treats, we ask that all food items be store bought and have a list of ingredients. This will help to ensure that food products are safe for students who may suffer from food allergies. Birthday treats are to be given at recess. Please coordinate directly with the teacher. ***No balloons, please!***

Display your child's name on the front school sign for \$20! Details can be obtained at the front office.

Café

Our lunchroom payment plan is computerized, so it is simple to pay for your child's meals. You can pay by the week, month, or any amount you choose to send. You can either send payment to the school café or pay online. To pay online, go to the Marietta City Schools website Food Service Department to make a payment with your child's school ID number. Students will be unable to charge more than **\$6.90** to their lunch account.

Breakfast:	Students - \$2.00	Student Reduced - \$0.30	Adults - \$2.20
Lunch:	Students - \$3.00	Students Reduced - \$0.30	Visitors - \$4.00

Free lunch and reduced price lunches are available to qualifying families. Registration is available online. Please contact the Café Manager about this process. Only one registration is required per family. **We encourage you to pay for your child's meals by the week or month so your child does not have to keep up with lunch money each day.**

Car Rider Procedures

All students should receive a Lockheed car rider tag before the first day of school in the building. To receive a student in the car rider line, you must present the Lockheed car rider tag. Morning car rider line begins at 8:00am. Afternoon car rider line begins at 3:10pm.

Change of Address or Phone Number

It is extremely important that the school maintains current home, work, cell phone numbers and home addresses. ***If any phone numbers or your address change during the year, please notify the school office and classroom teacher in writing as soon as possible.***

Check-In and Check-Out

When a student arrives late (**after 8:30am**) an adult must sign the student in at the front office. For early dismissal, the parent/guardian, or others listed as an emergency contact must come into the front office to sign out the student. Please be prepared to present photo identification when checking your child out early. **Students will not be permitted to be checked out after 2:45pm to avoid interruption to dismissal procedures.**

Clothes Closet

Lockheed has set up clothes closet with uniform shirts, sweatshirts, pants, shorts, and skirts. Please contact the school counselor or parent liaison for further information.

Communication with Teachers

School and classroom information will be sent home each Thursday in our student folders. Please send your child's folder back to school each Friday. Classroom teachers are best reached by email or class Dojo. To meet with the teacher in person to address educational progress or other student concerns, please contact your child's teacher to schedule a conference. In addition, a Wednesday weekly email is sent from the Principal.

Dismissal

Students should know their afternoon transportation arrangement when they arrive to school each morning. **To ensure the safety of every child and accuracy of afternoon dismissal, the following procedures will be strictly enforced:**

Daily Dismissal Plan: Parents should provide a daily dismissal plan in writing to their child's teacher at the start of the school year. This plan will be followed everyday unless a written change is received (see below).

Dismissal Changes: All dismissal changes must be sent to lhtransportation@marietta-city.k12.ga.us by 2:30pm

Bus riders will depart campus between 3:15-3:30 each afternoon. You can check the Marietta City Schools website for bus route information. Marietta City Schools Transportation Department can be reached at 770-429-3110. Students under eight who are not met by an adult at the bus stop will be taken to Park Street Elementary for pick up from an adult listed in ASPEN.

Illness at School

There is a full-time licensed, registered nurse on staff for minor ailments. It is important the school is aware of any medical concerns and allergies. If a child becomes sick or has an abnormal temperature, the school nurse will call you to pick up your child. **We expect that parents make their best effort to arrive promptly (within the hour) when their child is sick.** We must have current telephone numbers for emergencies. Students should not come to school if:

1. They have a fever. They must be fever free without medication for 24 hours.
2. If they have had vomiting or diarrhea in the last 24 hours.

Leader In Me

Lockheed is proud to be a Leader in Me school. The program is recognized to teach leadership skills and life coping skills for student success.

Materials and Supplies

Materials and supplies vary with each class. Supply lists are posted on the school website and will be provided prior to Sneak-A-Peek. Contact your child's teacher if you have questions regarding supply lists.

Medicine for Students

If medication is required, you must fill out the appropriate form in the school office or clinic. The school cannot administer any medication without this form.

Report Cards

Students and parents are provided with continuous information regarding academic progress during each grading window. The Report cards are published on the ASPEN Parent Portal at the end of every quarter.

Uniform Policy

All students are expected to be in uniform Mondays through Fridays unless a student has a dress down tag for Fridays. Dress down tags are sold through PTA as a fundraiser.

Lockheed uniform policy:

- Any Lockheed spirit wear shirt (sold through the school or PTA), any Marietta spirit wear, or any solid color shirt in navy, red, white, or light blue.
- Solid navy, black, khaki, or jeans in pants, skirts, jumpers, or shorts. Athletic shorts are allowed IF in these colors.

Visitors to School

We always welcome visitors to our school. According to Georgia state law, **all parents and visitors** must go to the school office with proper ID before entering the school.

Withdrawal/Transfer

Parents must notify the school clerk when a student is to be withdrawn from school. All school property needs to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his/her school records and provide the documentation needed.

Contact Information:

Principal:

Dr. Tricia Patterson – triciapatterson@marietta-city.k12.ga.us

Assistant Principals:

Ann Booker: annbooker@marietta-city.k12.ga.us

Bree Mavity: bmavity@marietta-city.k12.ga.us

Lindsay McDaniel: lmcdaniel@marietta-city.k12.ga.us

Amy Morris: amymorris@marietta-city.k12.ga.us

Jennifer Williams: jenniferwilliams@marietta-city.k12.ga.us

Counselors:

(K-1) Brittney Norment: bnorment@marietta-city.k12.ga.us

(2-3) Danielle Helmick: dbinkauskas@marietta-city.k12.ga.us

(4-5) Montay Walker: mwalker@marietta-city.k12.ga.us

Please contact the front office at 1205 Merritt Rd, Marietta, GA 30062 or (770) 429-3196 for the Principal Secretary, Parent Liaisons, Registrars, Attendance Clerk, or Nurse.