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# LEIGHTON ELEMENTARY SCHOOL

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## *WELCOME*

The staff of Leighton Elementary School welcomes you and your family. This student/parent information guide is to help each student succeed at Leighton Elementary. We have high expectations for success and achievement for all of our students.

We will work together to ensure that students are achieving academically at Leighton Elementary School. **We hope you will visit us often and be an active part of our school community as we work toward success.**

## *Vision*

*Leighton Elementary School strives to provide a high quality education in a safe environment that allows students to grow and achieve academically and socially. It is our desire to help students become life-long learners and productive citizens.*

## *Mission*

*The mission of the Leighton Elementary School Community is to provide a safe and nurturing environment which enables all students to achieve educational success, value learning as a lifelong process, and become productive citizens.*

## *Core Beliefs*

- *All students have the potential to learn with appropriate and challenging instructional curriculum that will enable them to continue learning throughout life.*
- *Effective student learning is our primary focus and the basis of all decisions impacting the work of our school community.*
- *Teachers, staff, administrators, parents, community members, and students, share the responsibility of creating an effective school.*
- *Responsibility, resourcefulness and respect are character traits expected and modeled by all members of our school community.*
- *A supportive learning environment includes high expectations among students and staff.*

## **SCHOOL ACCREDITATION**

Leighton Elementary School has been accredited by both the Southern Association of Schools and Colleges and the Alabama State Department of Education.

Leighton Elementary School has met and must maintain strict standards pertaining to curriculum, teacher preparation, physical facilities and equipment.

## **PUPIL ARRIVAL**

Classes begin at 7:40 a.m. The first bell rings at 7:30 a.m.

The school building will open at 7:15 a.m. If children are not transported by the buses, they should not arrive at the school before 7:20 a.m., unless they participate in the school breakfast program. Breakfast will begin at 7:15 a.m. and end at 7:35 am.

**\*\*\*IMPORTANT\*\*\*** Students eating breakfast will go to the cafeteria upon arriving at school. Students, who do not eat breakfast, will report to the hall outside their classroom. All students will read a book and remain quiet. Students must arrive by 7:25 if plan to go to the cafeteria for breakfast.

## **TARDY POLICY/CHECK-OUTS/CHECK-INS**

**\*\*\*IMPORTANT\*\*\*:** All students checking in after 7:40 a.m. must check in through the office.

The Colbert County School System provides bus transportation for all students daily. Those students who do not use this transportation are still expected to arrive to school on time and stay at school for the duration of the day. Students should be ready to participate and learn during the school day. It is the belief of Leighton Elementary School Staff that each child should be entitled to the maximum instructional time each day; therefore, a tardy/checkout policy has been implemented which supports and reinforces this philosophy.

Tardies (arriving after 7:40) and check-ins/checkouts to school will be excused if students present a note from the doctor indicating an appointment. Appointments for court will also count as excused tardy/checkout if documentation is provided. If students are sent home because of sickness, it will be recorded as an excused checkout. All other excuses will be counted as unexcused unless approved by the principal or verified by a medical excuse.

## **Bell Schedule**

7:30 a.m.	Students make their way to classes
7:40 a.m.	Classes begin, unexcused check-ins after the 7:40 a.m. bell will result in a tardy
2:35 p.m.	Car rider dismissal (unexcused check-outs before this time will result in a tardy)

## **SCHOOL DISMISSAL TIMES**

There are two dismissal times for students:

- 2:35 p.m. for students who are picked up by their parents or who walk and
- 2:50 p.m. for all students who ride buses.

Students should know when they leave home in the morning how they are returning home in the afternoon. Sometimes you must let your child know of a change in his/her transportation. When that is necessary, you must call the office by 2:00 p.m. Students who plan on riding a different bus other than their regular bus, or if they are normally a car rider, must have a guardian or parent write a note with the destination, date and parent signature. The note should be given to the office before the end of the day. Parents of car riders must remain in their cars and have a green form placed in the car windshield when picking up their children. If the green form is not present, parents must park and check out their child.

***NOTE: Supervisory personnel will only be available at the school for 15 minutes after school is dismissed. If problems occur that prevent parents from picking students up on time, the school should be notified as soon as possible.***

## **EMERGENCY TELEPHONE NUMBERS**

Parents or guardians must provide telephone numbers to the office in case a parent, relative, or neighbor needs to be contacted in case of an emergency. Please notify teachers as soon as possible when any student's information changes.

## **HOMEROOM PARTIES**

There will be two scheduled parties each year. These will be scheduled at Christmas and at the end of the year. Homeroom parents will be responsible for organizing parties. Parties will be at a time determined by the faculty and principal in accordance with board policy. Other parties may be scheduled with special permission from the principal. Please sign up to be a homeroom parent with your child's teacher.

If a parent wishes to provide a birthday party for his/her child, the party should be scheduled at snack time, after receiving permission from the teacher.

## **JUICE AND SNACKS**

Students in each class will be allowed a time for snacks during the day. Parents can send snacks or purchase them from the school. All drinks will be \$1.00. All snacks will be from 25¢–\$1.00. Students are not allowed to bring soft drinks or "fast food" for lunch.