

# Lee County School System Elementary Level

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## Student Handbook 2020-2021

# Mission

The Lee County School System has a drive for excellence and a passion for distinction in providing challenging educational experiences for all students.

# Beliefs

**We believe in...**

1. investing in our students through strong partnerships between home, school, and community.
2. providing each student a quality and challenging education through engaging learning opportunities.
3. ensuring everyone an environment in which they feel safe, valued, and nurtured.
4. offering opportunities for students to be successful through highly effective teachers and targeted resources.
5. preparing our graduates with the academic, social and work skills necessary to be productive citizens in school and life.

# LCSS Vision:

*Learning Encouraging Excelling*

**IF FOUND, PLEASE RETURN TO:**

NAME \_\_\_\_\_

HOMEROOM \_\_\_\_\_

## ACCIDENTS/ EMERGENCIES/ ILLNESS

Parents are required to provide the school with telephone numbers where they can be reached in case of accidents, emergencies or illnesses. Additional numbers of responsible parties are also requested as back up. Please notify the school if there are any changes in emergency data.

## AFTER-SCHOOL DETENTION (ASD)

Students who fail to turn in homework assignments will be assigned to ASD. Students who do not serve their assigned ASD (unless excused by a teacher or administrator) must make up that day of detention with an additional day, or he/she will serve one day of in-school suspension. Time for ASD is 3:30pm – 4:15pm. Parents are responsible for arranging for their child to be picked up at 4:15. A copy of the school's Discipline Plan is included in this handbook.

## ASSEMBLY PROGRAMS

Programs in which students participate as a part of their educational development are open to parents. We encourage your presence and support when your child has a part in an assembly program at school.

## ATTENDANCE

In order for a student to receive the greatest benefit from his/her school experiences, it is necessary for the student to be present for the entire school day. **Our school day is from 8:05 a.m. to 3:05 p.m. NOTE: No student should arrive at school before 7:30 a.m. if transported by automobile or if he/she walks.** In the event of an absence, the student must return with a written excuse signed and dated by a parent, guardian or a doctor's note. Excused absences include personal illness, death in the family or a recognized religious holiday. Georgia State Law establishes this procedure. Makeup work will be given only for excused absences. Make-up work requested by 11:00 a.m. can be picked up between 2:30 p.m. and 3:30 p.m. Our make-up policy also applies for tardiness or early dismissals.

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school on time each day. Parents need to report to the school office to sign the tardy student in at 8:05 am or after. **Students will not be called for dismissal until they are signed out in the office.**

For a student to qualify for perfect attendance for the year, he/she must be present the full 178 days of school and must not have been tardy and/or had an early dismissal more than 6 times to qualify for Perfect Attendance recognition.

Names of students who show a pattern of tardiness, early dismissals or absences for 8 unexcused or 12 excused absences or more days will be contacted by the Attendance Officer. If your child is or will be absent for three or more days, please notify the school. Administrators reserve the right to excuse students for certain functions – this will be done on a case-by-case basis. For more information please refer to the Code of Conduct **:COMPULSORY ATTENDANCE LAW (O.C.G.A. 20-2-690.1)**

## BYOT

“Bring Your Own Technology” (BYOT) means that your student will be allowed to bring smart phones, tablets, kindles, etc. to use for educational purposes. Students are not allowed to use their devices for any type of social networking, texting, making phone calls or taking pictures or videos unless otherwise stated by the teacher. Listed below are our expectations for appropriate use of technology:

- No technology is to be seen or heard if it is not part of the lesson
- During lessons students may only use approved apps or websites
- Permission must be obtained from the teacher to use any electronic device
- Students may not use electronic devices to distract peers
- Under NO circumstances may anything done in class be posted to any type of website or app without the teacher's permission

Violation or abuse of BYOT could result in disciplinary action and temporary or permanent loss of electronic device privileges. Inappropriate/unauthorized use/possession of electronic devices/technology.

**1st offense: \$10 fine**

**2nd offense: \$20 fine**

**3rd offense (and after): \$40 fine**

The school has the discretion to determine inappropriate electronic device classroom behavior. Electronic items taken up must be picked up by a parent – students will not be allowed to take them home. 3<sup>rd</sup> offense and after, all devices will be picked up by a parent or guardian at his or her convenience during school hours.

We recognize that technology can be a powerful educational tool. However, BYOT is not required for students to be successful in school. For more information on behavioral consequences, please consult the LCSS Code of Conduct handbook.

**Schools are not responsible for items brought to school that are damaged, lost, or stolen. Theft should be reported to the teacher and/or a school administrator as soon as possible to aid in recovery.**

### **CHALLENGE/GIFTED**

Students, grades kindergarten through twelve, in the Lee County School System who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the Program for Gifted Students. Teachers, counselors, administrators, parents or guardians may make referrals for a screener.

A Student is eligible for placement in the Gifted Education Program if he/she meets eligibility requirements in one of the following categories (I or II):

I: Mental ability test-total score of 96th percentile to 98th percentile and minimum achievement test score of 90th percentile in total reading, math or battery in grades 3-12.

II: Multiple criteria (grades K-12): meeting criteria in three out of the four following categories:

A. Mental ability - 96th percentile total score on a mental ability test.

B. Achievement - 90th percentile total score in total reading, total math or total battery on an achievement test.

C. Creativity - 90th percentile minimum score on a creativity test.

D. Motivation - 3.5 academic Grade Point Average on a 4.0 Scale (over two years), or 90th percentile score on an observational characteristics rating scale.

### **CLASSROOM PARTIES, BALLOONS, FLOWERS, INVITATIONS**

Each class may have two parties per year. The teacher will establish the details for the parties. Flowers and balloons cannot be sent to the classroom or transported on the bus. Please do not send party invitations to school to be distributed to students unless the entire class is invited or all of the boys or all of the girls are invited. Teachers may not provide student phone numbers or addresses. Please do not send homemade food items for students.

### **CLINIC**

A nurse is on hand to help your child in case of illness or injury at school. Parents will be notified when a child is sick or complaining of discomfort or pain. It is vital to always have up-to-date telephone numbers where a parent, relative, or friend can be reached at all times. If your home or work number changes, please inform your child's teacher as soon as possible. In case of an emergency, if a parent cannot be found, an ambulance will be called, and any associated costs will be the parents' responsibility.

#### Illness

If a student feels ill, he or she needs to inform the teacher. The child may be referred to the school nurse. If a child has a fever, he/she will be sent home. If a child is sent to school sick, the nurse will make the determination as to whether or not a parent should be called. No child should be sent to school with a fever. The main reasons for keeping your child home are if he/she is too sick to participate comfortably at school or if he/she might spread a contagious disease to other students. If your child has been diagnosed with a contagious disease, please contact the school nurse so other students' parents and school staff may be alerted of the symptoms.

Students should stay home from school if there is:

- Fever > 100.4°F (must be fever-free 24 hours without medication before returning to school.)
- Vomiting more than once
- Diarrhea
- Frequent cough
- Persistent pain (ear, stomach, etc.)
- Widespread rash
- Chicken pox, until lesions have scabbed (usually 5-7 days)
- Impetigo, Ringworm, or Scabies until under treatment and lesions covered
- Bacterial Pinkeye (thick eye drainage and redness of the whites of the eyes) until under treatment

Please contact your school nurse if you have any questions or concerns. Working together, we can promote the health and well-being of your child and ensure they obtain the maximum educational benefit while at school.

## Immunization

All students entering or attending Grades Pre-K through 12 in the Lee County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia Law, OCGA 20-2-771. All students must be immunized against vaccine preventable diseases as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at school

## Head Lice

If live head lice or nits are found on a child during the school day, parents will be notified by phone and a letter will be sent home with the student. When a child is sent home from school with live lice or nits, the parent/guardian must bring the child to school after the child has been treated so that the school nurse can check before he/she may return to class. Proof of treatment must be presented the day the child returns to school. A head lice handout from the school is available to parents upon request.

## Medication

Medication administration in schools is discouraged unless medically necessary for the student's health, safety and optimal learning. If medications can be given at home; before or after school hours, please do so. However, if medication administration is absolutely necessary during school hours, the following procedures must be followed:

- The parent/guardian or student (age appropriate) must transport prescription medicines to the health clinic or main office immediately upon arriving to school.
- The first dose of any new medication or new dosage must be given at home where parent/guardian can monitor for potential side effects and adverse reactions.
- A nurse is not always available to assist in the administration of the medication; therefore the student may be assisted by an adult designated by the principal.
- Do not send medication to school which needs to be given daily or two/three times a day unless the physician specifically states a time during the school day which it is to be given. An antibiotic which is to be given three times daily can be given before the child leaves for school, when he/she gets home, and at bedtime.
- If a medication is required at lunch daily (ex., medication for ADD), the physician must specifically state time to be given on prescription.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, and dispensing pharmacy. We request that you ask the pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school.
- Over-the-counter medications must be in the unopened original container.
- The school staff will have the right to refuse to give medication that is questionable or expired.
- Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc) will not be administered at school and the student cannot be at school under the influence of such medications.
- The parent/guardian must complete and sign an Authorization to Give Medication at School in order for school staff to administer medication. The prescribing physician must also sign the Authorization to Give Medication at School if the medication is to be given longer than two weeks.
- The parent/guardian is responsible for notifying the school of any changes in the administration of their student's medications.
- If these procedures are not followed, medication may not be dispensed at school.
- Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.

## **COMMUNICABLE DISEASES**

Students that enter school with any communicable disease will be sent home.

## **CONFERENCES**

Parents are encouraged to meet with their child's teacher at least once each year concerning his/her progress in school. Conferences can be scheduled by sending a note or e-mail to the teacher or by contacting them by phone. Teachers can best be reached by email. If, for some reason, a teacher does not respond to your email, please call the school and let us know.

## **COUNSELOR**

Our schools each have the services of a full time school counselor. Special programs for our students and parents are planned throughout the school year.

## DISCIPLINE AND DISCIPLINE PROCEDURES

The faculty and administration believe each student has a right to a learning environment free of chronic disruptive behavior. For severe or persistent behavior problems, teachers and administrators will determine the appropriate course of action and work with parents in an effort to help the child be more responsible and successful in school. Parents will be called and conferences scheduled when methods tried with a student are not resulting in better behavior.

Students' rights and responsibilities are outlined in the Lee County Board of Education policy book located at each school administrative office and media center. The administration and the faculty adhere strictly to the prescribed disciplinary interventions outlined in that manual. We will not tolerate any student who disrupts the learning environment, who keeps a teacher from teaching, or who keeps a student from learning. There will also be no tolerance of sexual harassment (Board of Education Policy GAEB/JECE), bullying, and gang activity of any type. Interventions such as the use of time-out, in-school suspension, after-school detention, or out-of-school suspension are options the school uses in dealing with persistent, disruptive or inappropriate conduct. Persistent disruptions can lead to out of school suspension, and/or notification with the local juvenile authorities. Any act of violence (fighting, assault, etc.) by a student toward a school employee or another student is subject to review under school board policy (JCDAH, JCDAH-R). Minor misconduct is recorded on a Tracking Form. When four instances of minor misconduct is recorded on the Tracking Form, the teacher makes a Discipline Referral to the office for an administrator to assign appropriate consequences.

Teachers can assign after school detention for homework; administrators can assign after-school detention for any type of disruption or discipline. Students must report to after school detention on their assigned day. Any student missing after school detention (unless excused by a teacher or administrator) must make up that day of detention with an additional day, or he/she will serve one day of in-school suspension. Time for ASD is 3:30pm – 4:15pm. A copy of the school's Discipline Plan is included in this handbook.

## DRESS CODE

Our students will be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress or appearance that proves to contribute to any disruption in the function of the school. This includes:

1. No hats (unless on a school approved hat day)
2. No tank tops, midriffs, halter-tops, tube tops, spaghetti straps or form-fitting shirts. Shoulders should be covered.
3. Skirts, dresses, and shorts (No cutoffs) must be worn at or below mid-thigh. This does not mean "right above" mid -thigh, but that mid-thigh should be the shortest these items can be worn. Skirts, dresses, and shorts should be mid-thigh all the way around including the sides and back. These must be mid-thigh **even if leggings are worn.**

**The privilege to wear shorts may be taken away if a student repeatedly violates the dress code.**

4. No lettering across the rear end.
5. No clothing that makes reference to alcohol, tobacco, drugs, sex, race, etc. No clothing that implies an attitude that being disrespectful is acceptable.
6. No excessive make-up or jewelry. No artificial fingernails or tattoos should be worn at school.
7. Hair must be neat and clean. Certain styles are not appropriate. Any hairstyle that is distracting to others may be considered inappropriate.
8. All clothes must be worn as they are made. Pants/shorts must be worn correctly, and at NO TIME shall be worn below the waist.
9. No backless shoes or shoes with a heel more than 2 inches high can be worn by students. All shoes with ties must be tied so as not to cause anyone to trip. Shoes with wheels, cleats, and/or spikes are not appropriate for school.
10. No scarves, handkerchiefs, or bandannas may be worn as a hairpiece.
11. No jeans/pants or tops with an excessive amount of holes or wear and tear.

THE ADMINISTRATION WILL MAKE THE FINAL DETERMINATION OF WHAT IS APPROPRIATE FOR SCHOOL WEAR.

**Use good judgment. When deciding if something should be worn or not, use this general rule, "When in doubt, don't wear it." No clothing should be worn that may disrupt the school environment.**

**\*\* We ask adults to also dress appropriately when visiting our school.\*\***

## **DRUG/ WEAPON/ TOBACCO FREE SCHOOL POLICY**

It is the policy of the Lee County Board of Education that students not possess, sell, use, transmit or be under the influence of regulated drugs, marijuana, tobacco products, or alcoholic beverages while at any school sponsored activities or while under the supervision of school personnel. The possession of weapons at school is unlawful. (Georgia Laws O.C.G.A. 16-11-127.1 and 15-11-37)

The administration, staff, and students demand a drug-free/weapon-free school environment in which to learn. Any student who is found in violation of the L.C.B.O.E. policy shall be subject to the strongest of legal actions. School board policy establishes the suspension and/or expulsion of students found in violation. Possession of any weapon or illicit drugs also requires legal action by local law enforcement officials and students found in violation of the law will be subject to prosecution.

Our school is a tobacco-drug-free environment. The possession, use, or distribution of any tobacco products or drugs or drug paraphernalia by students will not be permitted on campus at any time. Parents are respectfully asked to refrain from the use of alcohol and/or tobacco products while at Lee County schools or at school events. Lee County schools and facilities are smoke-free-tobacco-free campuses.

## **FIELD TRIPS**

Teachers may take students on walking field trips or bus trips for educational purposes. Parental permission will be requested for such trips and parents who are able are encouraged to help chaperone with their child's class. All field trips will be tied directly to Georgia Standards of Excellence. Parents should not bring younger children when chaperoning trips. Background checks will need to be run every year for all volunteers and field trip chaperones.

## **FIGHTING**

In regards to school fights, if you can walk away, do so. The School Resource Officer may be called for any fighting. This is a Class III offense in the System Code of Conduct.

## **FOOD**

Please do not send homemade food items for students to share with their classmates.

## **FUNDRAISING PROJECTS**

Our school participates in fundraising projects during the school term. Students are not permitted to sell things door-to-door for these special projects. Students are not allowed to sell any items at school or on school buses. Money made from these projects are used to purchase supplemental instructional material, computers, and Art, Music, and P.E. supplies. Book Fairs are also conducted twice a year.

## **GRADING**

The grading system for Lee County Elementary Schools is as follows:

Academic Subjects

A = 90-100      B = 80-89      C = 70-79

F = Below 70 (All grades below 70 are considered failing grades.)

Grades in PE, Art and Music are as follows: Pass (P) or Fail (F)

## **GRIEVANCE PROCEDURES**

Parents have a right to file a grievance complaint if they feel that a process or procedure has not been handled in an appropriate manner. The first step of the process is to contact the teacher or person responsible for the reason of the complaint. The next step is to contact the administration at the school (principal or assistant principal). Following this step, you may take your grievance complaint to the assistant superintendent, then the superintendent, in that order.

## **GUM, CANDY AND TOYS**

Gum, candy, and toys are **NOT** to be brought to school by students. Please send nutritious snacks.

Toys, candy, and related materials, personal articles of value, or other personal entertainment items are not allowed at school. The school will keep these items until picked up by the parent. Any items not claimed by the parent will be discarded. The school is not responsible for the loss or theft of any of these items.

## **HOMEWORK**

Homework assignments are an important part of a student's learning and are used to reinforce and practice skills taught at school. Each teacher establishes the homework policy for his/her class. Students are required to write homework in their planners. Please check your child's planner daily for homework assignments. Students who miss

homework assignments will be given after school detention. Any student missing after school detention (unless excused by a teacher or administrator) must make up that day of detention with an additional day, or he/she will serve one day of in-school suspension. Time for ASD is 3:30 p.m. - 4:15 p.m. A copy of the school's Discipline Plan is included in this handbook.

**HOSPITAL HOMEBOUND SERVICES**

Our school system offers hospital homebound services for students who have an extended illness, surgery, or some type of accident that would prevent the student from attending our school. Further information can be obtained by contacting the school.

**INSTRUCTIONAL PROGRAM**

Our school follows the guidelines set forth by the State Department of Education and policies set by our local Board of Education. We offer various special programs and opportunities to help each student experience success in a variety of activities. Our school also offers special needs programs such as gifted, remedial education, and special education classes.

Success is the key for an instructional program to provide opportunities for the teacher, the parent, and the child to cooperatively share the responsibility for academic growth.

**INSURANCE**

Student accident insurance is made available to students through an independent company. Claims must be made directly to the insurance company. Please read the policy carefully as our school is not responsible for payment of any claims.

**LEAVING SCHOOL GROUNDS**

Students are required to stay on the school grounds at all times during school hours. Any student that leaves our campus will be subject to disciplinary action. Law enforcement involvement may be a necessary step should this occur.

**LOST AND FOUND**

Any article found at school is taken to the school office or to lost and found. Students' names should be placed on each jacket for identification. Any clothing left unclaimed for an extended period will be donated to charity.

**LUNCH AND BREAKFAST**

To encourage good nutrition, breakfast and lunch are offered daily. Menus are posted at school, on the system website page, appear weekly in the local newspaper, and are announced on our daily news broadcast. Students can pay in advance for their lunch.

Our school also participates in the Free and Reduced priced breakfast and lunch programs. Applications are made available to each child at the beginning of the school term or you may request an application by contacting the school office. You can also pay on the site [www.Schoolcafe.com](http://www.Schoolcafe.com). Our school does not have a fund for "loaning" money or "charging" lunches. School Food Service is responsible for our lunch procedures and policies. Changes may be implemented as needed. Breakfast is available daily 7:45 a.m. - 8:15 a. m.

	Daily School <u>Breakfast Costs</u>	Daily School <u>Lunch Costs</u>		
Student Paid	\$1.25	\$2.15	Extra Milk \$.50	Adult Breakfast \$1.50
Reduced	\$.30	\$.40	Extra Juice \$.30	Adult Lunch \$3.40

**LUNCH WITH YOUR CHILD**

Each student will be given two passes in which parents can come and eat lunch with their child; this includes the student's birthday. These passes are located at the back of this handbook. Parents are allowed to bring lunch or purchase a lunch from our cafeteria. Please do not use your "Parent's Lunch Pass" as a reason to visit your child's classroom or check your child out early. Please follow the school guidelines in using these passes so that we can continue to offer this privilege. Please check the date on passes.

**MAKE-UP WORK**

It is the responsibility of the student to see teachers concerning make-up work. The student must speak with the teacher about make-up work on the day he/she returns to school. The number of days absent determines the number of days allowed to make up work; ex. - 1 day absent = 1 day to make-up work, 2 days absent = 2 days to make-up work, etc. Teachers are not obligated to give make up work for unexcused absences. Students will not receive the opportunity to make up any work when out-of-school suspension is assigned.



## **Media Center**

The mission of our library media program is to provide students and teachers with easy access to information at school and on the Internet. Our media center is the central hub of the educational program. Our library is a resource center, a teaching center, a computing center, and a center for recreational reading. Our program supports the mission, goals, standards, and continuous improvement of the school.

The media center is open every school day for students. The operating hours are from 8:00 a.m. until 3:00 p.m. Students should request a media center pass from their teacher and should come individually or in groups of no more than 5 unless accompanied by the teacher.

### Student Check-Out Procedure

1. Students in third grade through fifth grades may check out two books, unless special arrangements have been made with the library media specialist.
2. All books are checked out on the computer.
3. Books are checked out for a period of two weeks. Teacher's help is requested in encouraging students to return books in a timely manner.
4. Any student with an overdue book will not be allowed to check out another book until that book is returned
5. Any student owing a fine for a lost or damaged book will not be allowed to check out another book until that fine is paid.

### Instructional Goals of the Media Program

The instructional goals of the media center program are:

1. To ensure that each child acquires the foundation of information literacy skills required to become a self-reliant, life-long learner.
2. To provide a rich reading program, which will play a vital role in each student's developing literacy.

## **MESSAGES FOR TEACHERS**

We ask that all messages for teachers be left with the school receptionist. Your message will be given to the teacher as soon as possible. Teachers will return phone messages during their planning time or after school. We will not interrupt classroom instruction to call a teacher to the phone, except in an extreme emergency. We encourage you to email the teacher when requesting to speak with or meet with the teacher.

## **MOMENT OF REFLECTION**

During our morning broadcast, students may participate in a brief period of quiet reflection for not more than 60 seconds as required by Georgia law (O.C.G.A.20-2-1050).

## **NONDISCRIMINATION POLICY STATEMENT**

It is the policy of the Lee County Board of Education not to discriminate on the basis of age, sex, race, color, national origin, religion or disability in its educational programs or employment practices. (CODE GAE.1) Title VI, Title IX, Section 504 ADA Coordinator, (229) 759-6100 P.O. Box 236 Leesburg, GA 31763

## **PARENT VOLUNTEER PROGRAM**

Parent Volunteers are important at our school. Volunteer sheets are given out at the beginning of the school year. Please be sure to sign up for any activities you would like to assist. Background checks will need to be run every year for all volunteers and field trip chaperones.

## **PTO**

Our Parent Teacher Organization is a vital part of our school. Parents are encouraged to become active participants in our Parent Teacher Organization. Meeting dates will be announced well in advance for planning purposes.

## **PETS**

Students are not allowed to bring pets to school or on buses. Unusual pets may be brought to classrooms to be viewed by the students with the permission of the teacher. Pets are to be transported home as soon as the demonstration is completed.

## **PHYSICAL EDUCATION**

Physical Education (P.E.) is required for students in Georgia schools unless excused by a written statement from the family physician. The nature of the disability and the duration of the excuse must be stated on the note from the

physician. To prevent scarring of our gym floor and any possible accidents, tennis shoes are required at all times for physical education. Shorts must be worn under dresses or skirts on physical education days. Under the supervision of our physical education staff, our students participate in a Field Day in the spring. Parents are welcome to attend this activity.

### **PHYSICAL IMPAIRMENTS OR CONDITIONS**

Students may have a physical impairment or condition of which the school personnel need to know. It is the parent's obligation to inform the classroom teacher (in writing) concerning a student's impairment or condition.

### **PHYSICAL VIOLENCE AGAINST A TEACHER OR SCHOOL EMPLOYEE**

Any student who commits an act of physical violence against a school employee will be subject to suspension from school and referred to the disciplinary tribunal who will impose punishment in accordance with the law as referenced in O.C.G.A. 20-2-751.6. The definition as defined by law for physical violence is:

- (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or
- (2) Intentionally making physical contact, which causes physical harm to another unless such physical contacts or physical harms were in self defense as provided for in Code Section 16-3-21.

### **PLACEMENT OF STUDENT**

In grades three through five, we are primarily concerned with each student's mastery of basic skills in reading and mathematics. Our promotion, accelerated placement, remedial placement and retention policies are based upon a student's ability to achieve satisfactorily at the current level of instruction. Written notification at mid-term will be sent to parents of students who are not meeting promotion requirements.

Promotion/retention policies are established by the Board of Education. Parents may request in writing the retention of a student who meets the minimum requirements to better serve the student's needs. Consultation with all resource teachers involved in the student's education is required in all promotion/retention cases. Promotion and retention policies apply to all students except those in special education classes with a prescribed IEP.

Attendance does affect a student's progress in school. Excessive absenteeism will have an adverse affect on student achievement and will be a consideration in the promotion or retention of the student.

Students may be eligible for Section 504 accommodations as deemed necessary by the Student Support Team – this may include additional time for testing, tests being administered in a smaller group, or other areas that are considered necessary for the overall success of the student.

To determine the appropriate placement of students, two or more of the following criteria may be used: Georgia Milestone Assessment, reading placement tests, report card grades, and former teachers' statements regarding classroom performance and behavior. Administrators reserve the right to place a child in an educational setting that is considered most appropriate for that student.

### **POSITIVE BEHAVIOR INTERVENTIONS/SUPPORT**

Our schools use Positive Behavior Interventions and Support (P.B.I.S.). P.B.I.S. is an application of research based practices intended to develop the capacity of our school to create a culture where effective behavior support practices are aligned with an environment where teaching and learning occur. Positive Behavior Support has seven major components including: a) a shared approach to discipline, b) a positive statement of purpose, c) a small number of positively stated expectations for all students and staff (Fish Facts), d) procedures for teaching these expectations, e) a continuum of procedures for encouraging displays and maintenance of these expectations, f) a continuum of procedures for discouraging displays of rule-violating behavior, and g) procedures for monitoring and evaluation the effectiveness of the discipline system on a regular and frequent basis (<http://www.pbis.org/schoolwide.htm>).

### **PLANNERS**

School planners are used to communicate messages between parents and school teachers. Notes from the school, teachers, and parents are easily sent and received this way. Parents are asked to review and sign their child's planner on a daily/nightly basis.

### **PROMOTION, PLACEMENT, AND RETENTION PROCEDURE**

Students in grades 3-5 must meet the following criteria

A. 3rd grade to 4th grade:

1. Pass ELA and mathematics, plus one additional academic courses (science or social studies) with an average of 70 or higher in each course
2. Meet all attendance requirements
3. Earn at/or above grade level designation in reading as determined on the state-adopted assessment in ELA.
4. Previous MTSS should be considered.

B. 4th grade to 5th grade:

1. Pass ELA and mathematics, plus one additional academic courses (science or social studies) with an average of 70 or higher in each course
2. Meet all attendance requirements
3. Previous MTSS should be considered.

C. 5th grade to 6th grade:

1. Pass ELA and mathematics, plus one additional academic courses (science or social studies) with an average of 70 or higher in each course
2. Meet all attendance requirements
3. Earn at/or above grade level designation in reading as determined on the state-adopted assessment in ELA.
4. Score at the developing learner achievement level or above in mathematics.
5. Previous MTSS should be considered.

### **PURSES/HANDBAGS**

Students may bring purses to school for the use of storing necessary items. Students will be asked to keep their purses in their book bag during the school day to prevent unnecessary classroom distractions. Purses/Handbags should not be used as pencil pouches.

### **REPORT CARDS**

Report cards are sent home approximately one week after each of nine weeks grading period. Each student will also receive a midterm progress report every 4 1/2 weeks. The dates of the reporting periods are available online. Parents may also track student progress using the Parent Portal program. You can get access information about the Parent Portal from the school system's website, or your homeroom teacher.

### **REQUIRED PROGRAM OF STUDY**

The required program of study for our school reflects state and local requirements for elementary education as set forth by the Standards Commission of Georgia Schools. The following areas of study are required for each grade three-five: English/Language Arts, Reading, Mathematics, Science, Social Studies, Health, Art, Music, and Physical Education.

### **RESIDENCE REQUIREMENTS**

All students in Lee County Schools must meet the residency requirements in order to attend school in Lee County. The system attendance officer checks residence requirements and takes appropriate action if parents are found in violation of the Lee County School Board policy. The requirement for students attending Lee County Elementary School is that they must live, essentially, east of Highway 19; residents west of this line will attend Twin Oaks Elementary School. There are a few exceptions to this general rule; therefore, refer all questions to the attendance officer at the Board of Education office.

### **SCHOOL SAFETY**

Lee County schools have a safety/emergency plan and procedures guide to address the safety needs of all our students. This plan addresses tornadoes, fires, hurricanes, and other areas of danger that may be seen on our school campus. Students will go through the safety procedures periodically to understand what they must do if an emergency/accident occurs. It is the desire of the Lee County Schools to provide an appropriate education to all students in an environment that is as safe as possible.

### **SCHOOL SAFETY ZONE**

It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety zone (all property in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education) or at a school building, school function, or school property or on a bus or other transportation furnished by the school, **any** weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both. Reference O.C.G.A. 16-11-127.1. **This paragraph excludes any instruments used for classroom work authorized by the teacher and principal.**

## **SEARCH**

Searches of student belongings on school property will be conducted in accordance with state law and local school board policy (JCAB). Searches may be conducted in the interest of student safety; Lee County Elementary reserves the right to search persons and possessions while on our campus.

## **SOCIAL SECURITY NUMBER**

According to Georgia Law, any student who is admitted to a Georgia public school is requested to have an official copy of his/her social security number on file at the school. See School Board Policy JBC (2). Parents have a right to receive a waiver for this request if you do not want your child's SSN on file.

## **STUDENT RECOGNITION**

Our school recognizes students for their success in academics, as well as positive behavior, through several programs. Each month, MODEL STUDENTS are chosen for their strong work ethic, honorable values, and their willingness to be the best they can be, academically and behaviorally. Students earning a place on the HONOR ROLL have 85 or above in the academic areas on their report cards. PRINCIPAL'S SCHOLARS are students who have made 90 or above in each academic area on their report cards. SUPERINTENDENT'S SCHOLARS are students that have made grades of 96 or above in each academic area on their report card. STUDENT RECOGNITION/AWARDS DAY is the culmination of our academic year where students are recognized for achievement in academics, attendance, fine art, and physical fitness.

## **STUDENT RECORDS**

Student records are confidential. Parents may review their child's records at any time upon request. A custodial parent is an individual or individuals having legal custody or guardianship of the child. In the case of a divorce, only the parent that has legal custody of the child may be involved in the child's educational program or placement. In the case of divorced parents, the parent having legal custody will be the person able to make educational decisions for the student.

## **STUDENT TESTING PROGRAM**

Each student in grades three, four, and five at our school will be given a standardized test. The test will compare our students statewide with others in their respective grade. We use this test to help determine individual strengths and weaknesses of each student and to improve our curriculum and program of instruction. The Test is designed to test the Georgia Standards of Excellence. These tests are extremely important to the student. Parents are urged to support the student by making sure they go to bed early, seeing that they have a good breakfast, and encouraging a positive start before the test. Students who are tardy will not be allowed to enter a room where testing is already in progress.

## **TELEPHONE**

Students may use the school telephones only in case of an emergency. Students are not permitted to use their cell phones at school except for instructional purposes. If cell phones are taken from a student, the phone will remain in the school vault until a parent picks it up.

## **TEXTBOOKS AND LIBRARY BOOKS**

Unreasonable or intentional damage to any books will result in fines. Lost books must be paid for or replaced. Payments for books are based on the current replacement cost.

## **TRACKING FORM**

Minor misconduct is recorded on a Tracking Form. When four instances of minor misconduct are recorded on the Tracking Form, the teacher makes a Discipline Referral to the office for an administrator to assign appropriate consequences.

## **TRANSPORTATION (Automobile)**

The student pickup area for a child transported by automobile is clearly posted. **For safety reasons, please do not enter the bus loading area or park behind classroom buildings to pick up students. Please do not drop students off at any area except in the designated area. Do not drop off prior to 7:30 a.m.**

In order to change the way a child gets home, the office must have a written note, email, or fax from the parent. For safety reasons, we cannot make changes over the phone. Emailing and/or faxing this request should be used only in emergencies. Please plan ahead and send a note with your child.

### Car Drop Off:

- Car drop off begins at 7:30
- **Please use the car drop off line.** We do not want you to park and walk your student to the school – this is not safe, delays the drop off line, and actually takes longer than going through the drop off line
- Please have your student ready to exit the vehicle when you reach the drop off point (book bag and everything needed in hand, ready to exit when you stop)
- Use the right lane only
- Drop your student off at the sidewalk in front of the school as indicated by staff
- Five to six cars at a time should be able to drop off – your child may exit your vehicle at any point along the sidewalk
- Pull forward to the farthest spot (indicated by staff or orange cone)
- If you need to enter the building, please park in a visitor space and walk your student in
- **We do not allow students to be dropped off in the parking lot**
- If your child has a project or other items that they need help, our staff will be glad to assist your child.
- After the 8:05 AM bell, you need to walk in with your child and sign them in. At this point students are considered “tardy” for school. **Students should be in the room by 8:05 AM.**

### Car Pick Up:

- Car pick up begins at 3:00
- Be careful and watch for students, parents, and staff in the crosswalk
- Pull as far forward as possible to pick up your student – Stopping to pick up students before pulling forward causes delay for the other parents in line
- **Please do not park and walk up to pick up your student**
- If you need to pick a student up early, please sign them out in the office before 2:30 p.m.
- If you need to enter the building, please park in the parking lot and be careful using the crosswalk
- All students should be picked up by 3:30 p.m.

### **TRANSPORTATION (Bus)**

Bus transportation is a service provided by the Lee County School System to students who are eligible and comply with bus rules. All rules are for the purpose of safety. Students who fail to comply will be subject to consequences for their actions. It is the student's responsibility to know the bus rules.

Maintaining order on the bus is the joint responsibility of students, parents, bus drivers, and school officials. Riding the bus is a privilege that may be revoked for improper conduct. Surveillance equipment is installed on Lee County buses to help secure the safety of all students.

When space is available, extra riders may ride an unassigned bus. **Schools must be given a day's notice to check availability for extra riders.** Parents must give permission for a student to ride an alternate bus. The note must be signed by a parent and include: parent's name, phone number and address where the student should be dropped off.

### **VISITORS**

Parents are encouraged to visit our school. Your involvement has a positive influence on your child's achievement. Please schedule conferences in advance with teachers so classroom instruction is not interrupted. For the safety of your child and others, all visitors must check at the Principal's office before going to a classroom. **All visitors must have a visitor's pass before going to any place on the school campus. Parents who request to visit a child's classroom during the school day should schedule this through the principal's office. This request should be made a day in advance of the requested visit.**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)**

A parent or eligible student has the right to:

1. Inspect and review the student's educational records.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the act and this part.
5. Obtain a copy of the policy adapted under Sec. 99.6.
6. From time to time students may be photographed, videotaped, or interviewed by the news media at school or at a school activity or event; unless you as a parent/guardian object in writing. You must notify the principal of your objection within 5 days after enrolling in school.

Additional information concerning this act may be found in the Lee County Board of Education Policy Manual located in the principal's office and the media center.

## Student Data

Area	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May

### What is a Lexile measure?

A Lexile measure is a standard score that matches a student’s reading ability with difficulty of text material. A Lexile measure can be interpreted as the level of book that a student can read with 75% comprehension. Experts have identified a 75% comprehension level as offering the reader a certain amount of comfort and yet still offering a challenge. The Lexile® map shows Lexile measures ranging between approximately 200L and 1700L. However, some reading materials and readers do have Lexile measures below 200L and may have a code of BR\* for beginning readers.

### Now that I know my child’s Lexile measure, what do I do with it?

Reports show a student’s Lexile score and Lexile range. However, if you only have the student’s Lexile measure, you can easily determine his/her Lexile range. To calculate your student’s Lexile range, add 50 to the student’s reported Lexile measure and subtract 100; in other words, locate 50L above and 100L below their reported Lexile measure. This range represents the boundaries between the easiest kind of reading material that still provides challenge for your student and the hardest level at which he/she can read independently. Now select reading material within that Lexile range. Also consider your child’s interest in topics and favorite authors as well as the age-appropriateness of the book’s content.

**Example:** Susie’s Individual Student Report shows she has a Lexile measure of 450L. Her range would be 350L to 500L. To find reading material that she can read with at least a 75% comprehension level, select books, magazines, or other reading material within this range.

Grade	College & Career Ready “Stretch” Lexile Bands
1	190L to 530L
2	420L to 650L
3	520L to 820L
4	740L to 940L
5	830L to 1010L
6	925L to 1070L
7	970L to 1120L
8	1010L to 1185L
9	1050L to 1260L
10	1080L to 1335L
11 and 12	1185L to 1385L

## Parent's Lunch Pass

Dear Parents:

We would like to invite you to come eat with your child. We are giving each student two passes. We ask that you use the passes during the stated dates. In order to maintain a safe environment for our students, please present your pass when you check in at the main office. This is our way of knowing you have permission to eat with a child.

Lunch will be during your child's regularly scheduled 30 minute lunch time. You can either purchase an adult lunch for \$3.40 or bring lunch for you and your child. Lunch times are subject to change throughout the year, especially during the Georgia Milestone Assessment Test.

Please follow these guidelines so that we may continue to offer this privilege.

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### Parent's Lunch Pass – Second Semester

**Dates to use January 6 - March 31 then May 3 - May 14**

Student's Name \_\_\_\_\_ will be going to lunch with \_\_\_\_\_ class at \_\_\_\_\_

**No early check out please. Thank you!**

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It is important that we establish our cafeteria procedures at the beginning of the year. This is why we ask you to wait to begin using your pass.

### Parent's Lunch Pass – First Semester

**Dates to use August 17 – December 11**

Student's Name \_\_\_\_\_ will be going to lunch with \_\_\_\_\_ class at \_\_\_\_\_

**No early check out please. Thank you!**

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**\*\*Please sign this form and return it to the school to indicate that you have read and understand the policies outlined in this handbook.**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_