



Kinchafoonee Primary School

Lee County School System Mission Statement

The Lee County School System fosters relationships through diverse, challenging, and quality educational experiences that cultivate successful citizens.

2021-2022 Student Handbook

Mrs. Pam Willis – Principal
Mr. Rocky Ledford – Assistant Principal

Dear Parents and Students,

Welcome to the 2021-2022 school year! Kinchafoonee Primary School envisions a safe learning environment, encouraging and expecting all students to achieve to their fullest potential while experiencing the opportunities of the present, and exploring the challenges of the future. We feel confident that you and your child will have a wonderful experience at KPS.

We are fortunate to have a strong faculty and staff who are dedicated to the ideals that make KPS an exemplary school. Our goal is to instill in all of our students, a strong academic foundation and to foster in them a desire to learn through exploration and engagement in school activities. We know that this can only be accomplished with school, family, and the community working together. We encourage each of you to get involved with your child's school experience!

Please read this handbook carefully and use it as a reference throughout the year. Updated calendar information will be available on our school website. In addition, please review the Lee County School System policies at:
<http://www.lee.k12.ga.us/brdofed/policies.html>

We are looking forward to an exciting year of academic and social growth with your child!

Welcome!

Mrs. Pam Willis, Principal

Mr. Rocky Ledford, Assistant Principal

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COVID-19

Some items may be subject to change due to COVID-19. We will continue to follow state and local guidelines regarding operational safety and our student's well being.

School Day

Our school day is from 8:15 until 2:55. **Students may not be dropped off before 7:20.** Students may be picked up between 2:50 and 3:20.

Moment of Reflection

As mandated by the Georgia General Assembly (SB396) we observe a time of quiet reflection at the beginning of each school day.

Transportation

Car Pickup and Drop Off

Car drop-off: 7:20–8:15

Paraprofessionals are on duty at car drop-off. They will be at the curb or inside the building depending upon the weather and student needs. **Please have your child ready to exit the vehicle as soon as you pull up to the porch so traffic can move smoothly.** When dropping off or picking up students, please use the designated drive. When dropping off or picking up, please do not block the crosswalk. Smoking on school grounds is prohibited. Please refrain from smoking while in the drop off line. We also ask that you refrain from talking on your cell phone once the drop off line starts to move, we don't want any distracted drivers while our students are being dropped off in the mornings.

Please DO NOT Park and Walk your child across the crosswalk.

Car Drop-off eating school breakfast:

7:20 - 8:00. You must have your child at school by 8:00 am if they will be eating breakfast at school.

Car pick up: 2:50-3:20.

Parent vehicles should make two lines around the southeast end of our parking lot. A KPS employee will direct the traffic to merge into one line and file in front of our school and beneath the awning to place students in parent vehicles. Please have the name of the child you are picking up in the car window.

Please be patient. Car-pick up may run slowly at first as many of you are new to us and it will take time to memorize parent and student pairs. Your child's safety is our top priority.

Smoking (including vaping) on school grounds is prohibited. Please refrain from smoking while in the pick up line. We also ask that you refrain from talking on your

cell phone once the pick up line starts to move, we don't want any distracted drivers while our students are being picked up in the afternoon.

We understand that emergencies may come up that cause you to pick up your child after 3:20. However, if late pick up becomes a chronic problem, we will notify administration.

Please DO NOT Park and Walk across the crosswalk to pick up your child.

Handicapped Parking

Handicapped parking spots are ONLY to be used by vehicles that have a handicapped tag. If you are parked in one of the handicapped spots without a handicapped tag, your license plate number will be taken and reported to the appropriate authorities.

Tardy:

Students arriving **after 8:15 are tardy and must be checked in at the office.** Tardy students must be signed in by a parent/guardian. Being just a few minutes tardy causes the child to miss the morning directions and announcements, which interferes with both the tardy student and his/her classmates' learning.

Picking Up in the Office:

If a parent chooses to come inside the school to pick up their child, it will be coded as an early dismissal even if it is during our car pick up time. If picking your child up early, please arrive by 2:30. Please be prepared to show photo ID when picking up your child.

Siblings from another school:

Only Kinchafoonee students can be picked up at Kinchafoonee. Siblings from other schools (Twin Oaks, Lee County Middle School West) cannot walk to Kinchafoonee.

Bus Transportation

Riding the school bus is a **privilege**. Improper conduct on the bus can result in the privilege being denied. Bus transportation rules are simple and easy to follow. They are designed to help the driver keep a safe, orderly bus and to help students understand his/her responsibility as a passenger on the school bus. Bus rules/consequences can be found in the System Code of Conduct. Absences incurred when a student is suspended from riding the bus are recorded as unexcused.

Transportation Changes

Students will not be allowed to make changes from their designated bus or designated car pickup without **written permission** from the parent and approval from a school official.

No transportation changes will be made over the phone. This is for the safety of

your child. Faxed notes will only be accepted after phone approval from the school office. **When faxing a note for a transportation change, please call the school to be sure the note was received.** Emailing changes of transportation does not guarantee the change as teachers may not check email until after dismissal. Buses will not cross school zones.

Notes sent with students concerning transportation changes must include:

1. Name of the child and teacher
2. Name and address of person, and the place they are going.
3. Actual date of change: Example: 9-6-21 Not "Today or Tomorrow"
4. Signature of parent or guardian
5. Phone number of person to be contacted if more information is needed on change.

School Nurse/Clinic

Clinic: A Nurse is on hand to help your child in case of illness or injury. Parents will be notified when a child is sick, complaining of continuous discomfort, or has a fever over 100.4 degrees. Parents will receive a copy of the clinic referral for each visit to the clinic. Parents are not notified by phone for all clinic visits. The child will be counted absent from the time the parent is called to come pick up the child. A child must be fever free, without medication, for 24 hours before returning to school. A doctor's note will be required before a student returns to school if he/she has had a contagious disease. A note must be sent to school the day the child returns or the absence will be unexcused. **It is vital we have up to date, home, cell, and work numbers, where parent/guardian, relatives, or friends can be reached at all times.** In case of extreme emergency, if a parent/guardian cannot be reached, an ambulance will be called, and any associated costs will be the parent's responsibility.

Medication

The parent/guardian must transport all medications to the clinic or main office of the school.

- Prescription medication 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.
- 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.
- No over the counter medication or new prescription medication will be administered before 9:00 or after 2:00.
- Any student possessing prescription or over the counter medication not in accordance with these guidelines will be considered in violation of the School District's Code of Conduct and shall be subject to the discipline set forth in the code of conduct and/or student handbook.

- The parent/guardian must complete an *Authorization to give Medication at School* form and the prescribing physician must sign the form in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of medication.
- 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 end of the school year.

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.**

Attendance

We put great emphasis on school attendance. Tardiness and leaving early take away from the instructional time of students. We encourage you to have your child in school every day, all day, unless he/she is sick. To earn the Perfect Attendance Certificate, a student must be present every school day having no more than 6 tardies/early dismissals during the school year. According to State Law, when a child returns to school after an absence, he/she must have a **written excuse** signed and dated by the parent or guardian.

According to State Law, student attendance is mandatory and is the responsibility of the parent or legal guardian. School administration closely monitors absences, tardies, and early dismissals. If your child accumulates excessive absences, tardies and/or early dismissals you must attend a meeting with the principal. If tardies and/or early dismissals continue, a referral will be made to our school system Attendance Officer who may take legal action against the parent or legal guardian.

Students enrolled in K-12 who accumulate more than 15 absences during the year are **subject to being retained** in the same grade the next school year.

Excessive tardiness and/or absences for this age child indicate that there is a problem. Being just a few minutes tardy causes the child to miss the morning directions and announcements, which interferes with both the student's and his/her classmates' learning.

After three (3) consecutive absences

Homeroom teachers will call parents and make documentation of the absences per conversation with the parent.

After five (5) unexcused absences/ten (10) excused absences,

The Attendance Support Team (AST) will conduct a conference with the parent(s)/guardian(s) to assess the student's absences and determine strategies to address their attendance. Each school will take reasonable steps to ensure that parent(s)/guardian(s) are invited to attend these conferences.

At ten (10) unexcused/fifteen (15) excused absences

AST will review the situation and make an official referral to the school social worker/attendance officer (if a referral has not been made previously). The attendance officer will determine at this point if a referral to the court system is needed to keep the school system in compliance with the law.

Excused Absences

A student shall be excused for absences from school for the following reasons:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A student whose parent or legal guardian is in the military, armed forces or the National Guard and has been called to duty or is on leave from deployment shall be granted up to a maximum of five school days per school year to visit with her/his parent/ legal guardian prior to or during their leave.
- Students in foster care shall be counted present when attending court proceedings related to their foster care.

For an absence to be excused, you must send a doctor's note or parent note.

Early Dismissal

No early checkouts after 2:30 without a doctor/ dentist appointment card. If a child is to be picked up early, please send a note to the teacher that morning. When possible, medical and dental appointments should be made outside of school hours. Please schedule any extracurricular activities so as not to interfere with your child's school day. A child will be released only to the parents or persons identified on the Emergency Form. For the safety of your child, the parent or an authorized person must come to the office and sign the child out. Picture ID will be required if the office staff does not know you.

Emergency Forms - Addresses - Phone Numbers

All children must have an emergency form on file with current phone numbers where

parents may be reached. **It is the parent's responsibility to provide updated numbers and emergency contacts.** If you move or change any phone numbers, please notify the school immediately. Please provide names and phone numbers of persons who could pick up your child in case of illness or accident if you are unavailable. All information is confidential and is used only by the school staff in case of emergency. The office staff will not give addresses or phone numbers of parents or teachers. In the case of a divorce, parents should provide court documents that include the visitation schedule. Parents must also provide a copy of the court order if there is a situation of restricted pick up.

Student Insurance

Accident insurance is available to all students. This insurance is through an independent company, but we make it available for your convenience. Please read the policy carefully before subscribing to it. The school is not responsible for any balance that the insurance does not pay. If you wish to purchase insurance, complete the form, make the check payable to the insurance company and return to the insurance company.

Visitors

To promote uninterrupted instructional time and to maintain a safe and orderly learning environment, the Primary and Elementary Schools are following these Board of Education approved guidelines:

- All visitors must report to the office and receive a visitor's pass.
- An appointment **must be made** with the teacher for conferences and classroom observation or visitation.
- To prevent disruptions, younger children are not allowed to accompany parents during classroom visitation or conferences.
- Parents are asked to sit quietly during observations.
- This is not a time to help your child with schoolwork.

Messages for Student and Teachers

Parents are asked to refrain from calling the school to leave messages for children except in emergencies. We will be glad to give messages to teachers and staff; they can return calls at their earliest convenience. Please understand that teachers have one "break" (planning period) per day and often have scheduled meetings during their planning period, so it may be after school or the following day before you receive a return call. Please give 24 hours for a teacher to respond to your message. If you do not hear back from your teacher, please email or call again.

Parent and Teacher Communication

Teachers will send home student work so that you will be familiar with what is being taught and how your child is performing. Teachers will contact parents to schedule a mandatory parent conference towards the end of the first grading period. During this

conference your teacher will review your child’s progress, explain the standards based report card, and discuss his/her personal, academic and social growth. Parents and teachers may schedule additional conferences as needed. Please feel free to contact the teacher to schedule a conference at any time. **Using e-mail and Remind is an effective way for parents and teachers to communicate.** It is important for all parents to sign up for your teacher’s Remind.

Please understand that you may not get an immediate response as teachers should only respond before/after school or during their planning time, which is limited. Also, your teacher may be absent and would not respond until she returns so if you have an important or critical message, please call the receptionist in the front office at 903-2200.

Instructional Program

Our instructional program includes all courses required by the Georgia Department of Education (DOE): math, reading, language, handwriting, science, social studies, art, music, health, and physical education. Our program encompasses the Georgia Standards of Excellence (GSE) prescribed by the DOE. For additional information please visit www.georgiastandards.org.

KPS Standards Based Grading Policy

Kinchafoonee Primary School uses standards-based grading to accurately communicate the progress students are making on learning the district identified priority standards for each grade level and subject area. These learning targets were identified by district teachers as the foundational learning that students need to master in order to be successful in the next grade level. Students are given common grade level assessments to measure mastery of each priority standard and scored based on a common rubric. The report card communicates whether a student is showing **Mastery (3)**, **Progressing toward mastery (2)**, or **Limited Progress toward mastery (1)** for each learning target. Teachers provide differentiated instruction and reassessments based on assessment data. Every student is given the opportunity to show mastery of all of the priority standards in order to show readiness for promotion to the next grade level.

Grading Scale for Standards-Based Report Cards	
The standards-based report card uses numerical indicators of student performance to indicate progress on the grade level standards each quarter. They are as follows:	
3	85-100% Consistently and independently shows mastery of the standard
2	70-84% Progressing toward mastery of the standard
1	69% and Below Limited progress: student did not master the

	standard
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Promotion Requirements

Please refer to the LCSS Promotion, Placement, and Retention Board Policy for additional information. Students must meet the following criteria to be promoted to the next grade level:

Students in grades K-2 must meet the following criteria

A. K to 1st grade:

- 1. **Mastery of the GSE Priority Standards and the Georgia Kindergarten Inventory Developing Skills (GKIDS)/ for language arts**
- 2. **Mastery of the GSE Priority Standards and the Georgia Kindergarten Inventory Developing Skills (GKIDS)/ for mathematics.**
- 3. **Meet all attendance requirements**
- 4. **Teacher recommendation**

B. 1st grade to 2nd grade:

- 1. **Mastery of the GSE Priority Standards for language arts.**
- 2. **Mastery of GSE Priority Standards for mathematics.**
- 3. **Meet all attendance requirements**
- 4. **Teacher recommendation**

C. 2nd grade to 3rd grade:

- 1. **Mastery of the GSE Priority Standards for language arts.**
- 2. **Mastery of the GSE Priority Standards for mathematics**
- 3. **Meet all attendance requirements**
- 4. **Teacher recommendation**

Report Cards

Report cards will be sent home each nine weeks with the exception of the first report card which the parent will pick up at the first parent-teacher conference in October. Report cards will be sent home at the end of each nine week grading period. Progress reports are sent at the midpoint of each grading period. Note: At the end of the school year, if a child owes money for a lost or damaged item (book, pictures, etc.), the parent must come to the school to pay the fine or return the lost item prior to receiving the report card.

Supplies

Much of the instruction in the primary grades is hands on and requires many supplies. **By making a \$40.00 supply donation to the school, we will purchase supplies in bulk and provide them for your child.** Purchasing supplies through the school is more economical than purchasing the supplies individually. We will be happy to break the supply donation fee down into more manageable payments upon request.

The \$40 fee includes your class T-shirt and classroom supplies. Please make the check payable to Kinchafoonee Primary School. (If you wish to purchase your own

supplies, a list of necessary items will be provided and you will need to send \$10 to purchase the class T-shirt.)

Student Testing Program

Throughout the year kindergarten students are given the state mandated GKIDS (Georgia Kindergarten Inventory of Developing Skills) in addition to applicable formative and summative assessments aligned to the Georgia Standards of Excellence. First and second grade students will be given formative and summative assessments to determine mastery of Georgia Standards of Excellence in addition to Keenville (a formative game system provided by the Georgia Department of Education).

Gifted Education

Students, grades kindergarten through twelve, in the Lee County School District 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. The State Board of Education determines eligibility criteria for placement in this program. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may make referrals in writing to JoAnna Lane by February 1, 2022 for consideration of eligibility for gifted services. For a summary of eligibility criteria or for further information about the Lee County Program for Gifted Students, please contact the Gifted Program teacher, JoAnna Lane at lanejo@lee.k12.ga.us.

Newsletters

You will receive a newsletter from your child's teacher at least once each month. These are important sources of information. They should be read carefully and should be posted for easy reference.

Overdue Library Books / Fines

Students are responsible for taking care of checked out books. Students are expected to return books in a timely manner. Fines are not charged for overdue books; however, if a book is lost or damaged, the student will be responsible for the cost of replacing the book.

School Food Service

All students will receive free lunch and breakfast for 2021-2022 school year per the USDA. There is no need to fill out a free and reduced lunch form for this school year.

Breakfast

Car drop-off students must be at school by 8:00 if they plan to eat breakfast.

Lunch

A nutritionally balanced lunch as prescribed by State and Federal standards is served each day in the school dining room. Students may bring a healthy lunch from home.

No bottled or canned drinks are allowed.

Food Allergies

Students with food allergies are required to have a current doctor's note explicitly explaining their allergy, what foods must be omitted from the student's diet, and what foods must be substituted. Having a doctor's note allows us to substitute foods on the breakfast and/ or lunch menu. Students with milk allergies will be given a soy milk substitute.

Snack(s)

Students may bring a snack to school. Please send something that is nutritious and simple to handle. Do not send canned or bottled (glass) drinks, candy, or any food item that requires preparation. The classroom teacher will set specific classroom policies regarding snacks. Some kindergarten classes may not allow snacks from home as kindergarten lunch times begin before 11:00.

Dress Code

The home and the school should cooperate in the matter of dress. School is the child's place of business, and children that are dressed in the appropriate school attire seem to do a better job. Their attire shall not be disruptive to the learning environment or opposed to predominant community standards. Students shall dress in a manner, which does not endanger the safety of themselves or others. Shorts, pants and sneakers are appropriate dress for primary-age students. **Girls must wear shorts under dresses.**

The following are considered inappropriate and should NOT be worn to school:

- Flip-flops, all sandals/shoes without heel straps, shoes with high thick heels/soles, toe shoes, skate shoes or cleats
- **Large** hoops or **long** dangling earrings.
- Any apparel that is disruptive in the school environment – Example: shoes that beep or play music.
- Hair that has been spiked, dyed/sprayed colors, or cut in an unusual(strip down middle) manner tempting other students to want to “touch” it.
- Hair that hangs down over eyes prohibiting the teacher from seeing student's eyes or prohibiting the child from seeing clearly.
- Ball caps, hats, triangular scarves –except on specified “hat days”
- Shorts/pants that drop well below the waist showing the underwear or short-shorts (shorts should be visible beneath the bottom of the shirt tail.
- Halter tops, tank tops with large arm openings, tops without straps and/or back, tops with thin spaghetti straps, shirts that allow the midriff(stomach) to show
- Fake fingernails
- Shirts with inappropriate pictures, promotion of alcohol/drugs/tobacco, sexually suggestive messages, sarcastic messages such as “Be glad I'm not your kid” or “I'm not listening”, etc.

If your child wears inappropriate clothing, you will be called to bring appropriate clothing for your child. In addition, children who are not wearing appropriate shoes may miss P.E. and recess.

Dress code violations will result in the following action:

- First Offense – the teacher will talk with the child
- Second Offense – the teacher will send a note home to parent
- Third Offense – parent will be called
- Repeat Offenders are subject to an office discipline referral

Key chains etc. hanging from book bags or belt loops are disruptive and dangerous and are **not** allowed. Please do not allow your child to bring expensive jewelry or wear multiple rings and bracelets.

Parents are expected to be dress in a school appropriate manner. Please refrain from clothing that mention drugs, alcohol, sex, etc. while on school property. Parents dressed inappropriately will be required to leave the premises.

Model Students

A student from each class is selected for Model Student each month based on honesty, good behavior, good attendance, and good work. The monthly Model Students and their parents are invited to a Model Student breakfast which begins at 7:30 on the last Friday of the month.

PTO (Parent Teacher Organization)

Kinchafoonee Primary School has an active parent-teacher organization. All parents are encouraged to join and become active members. Meeting dates will be announced. The PTO supports the school through its many activities.

Volunteer Program

Parents and other citizens are invited to volunteer in our school on an occasional or regular basis. All volunteers must complete a background check each school year through the Lee County Sheriff's Department. A copy of your driver's license and a completed background request form is required. Forms are available in our front office.

Fund Raising Projects

Our school will have a limited number of fund raising projects each year to support our programs. Parents will be informed of these activities at the appropriate time. According to state standards, if you choose door-to-door selling it should be done by parents, not students.

Field Trips

As a part of our instructional programs, students may participate in one or more field trips. Written parental permission is required for students to go on the trips. Cost may be associated with some field trips for such things as park entrance, lunch,

transportation, or other costs related to the trip.

Field trips are a privilege for students who show responsibility and good behavior. Students may be denied participation in field trips for consistent inappropriate behavior.

If you have been asked to accompany the class as a chaperone, please do not bring other children with you, as our field trips are an extension of the classroom. Please understand most do not require additional chaperones. The teacher will inform you of the plans.

Recess

Each classroom has 30 minutes daily scheduled for recess; however, **recess is a privilege, not a requirement.** Teachers may hold students in the classroom for remediation or to complete work during recess. Teachers may also deny recess to a student for inappropriate behavior. It is also common practice for students to “sit out” or “walk the recess area” for a portion of their recess time for classroom infractions.

Recognition Days

Recognition Days are held in individual classrooms each spring to honor student achievement and to share the year’s highlights with parents. Parents are encouraged to attend.

Parties

Each 1st and 2nd grade class may have 2 parties per year. Kindergarten classes may have more. The teacher will set the occasion and time for the party, and she or a grade parent will contact parents about providing refreshments. If you are helping, please do not bring any other children to the party. **To ensure student safety, only store bought items should be offered to students.**

Please contact the teacher before sending refreshments to school for birthday celebrations or other special occasions. Flowers, balloons, or gifts to students are discouraged and will not be sent to the classroom. According to bus rules, students are not allowed to carry flowers or balloons on the bus.

When bringing in treats or refreshments, items should be dropped off in the front office and we will arrange for them to be delivered to the classroom.

Classroom Treats

Parents are allowed to send classroom treats for a child’s birthday, special event, class party, or classroom reward. Please notify your teacher if you intend to send treats. **All treats sent from home must be store bought, individually packaged and sealed in the original packaging** This is a mandatory safety precaution.

When bringing in treats or refreshments, items should be dropped off in the front office and we will arrange for them to be delivered to the classroom.

Party Invitations

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 cannot furnish student phone numbers or addresses.**

Toys and Games

Do not allow your child to bring games or toys to school without teacher permission. The school cannot assume responsibility for these items.

Electronic Devices and Cell Phones

Students are not allowed to have cell phones, **including smart watches**, at school unless the phone qualifies under technology accepted by your teacher. Cell phones used for non-instructional purposes will be confiscated and held in the office for parental pick-up. **KPS is not responsible for loss or damage of electronic devices.**

Lost and Found

Lost and found items are turned in to the school office. **Please label clothing with your child's name.** Please check through this collection frequently. Clothing not claimed by the end of each semester is donated to a charitable organization.

Withdrawal Information

The parent/guardian that ***initially*** enrolled the student must come to the school to withdraw the child. Please provide the office with advance notification of the withdrawal so that they may have all of the necessary withdrawal forms ready for you.

Residency and Zoning Requirements

All students attending Lee County Schools must meet the resident requirements as defined by the Lee County Board of Education. Parent/guardian and child must reside in the county and zone in which their child attends school and must provide new proof of residency when moving during the school year or when requested by our registrar.

Extended Day Program

Kinchafoonee Primary School will offer extended day care to its Pre K-2 students until 6:00pm. Both Kinchafoonee Primary School and Lee County Primary School will host an extended day program. The cost is a \$25 registration fee and \$40 per week for each child.