

Lamar County Primary School



School Vision— We envision Lamar County Primary School as a school where every child is an enthusiastic, confident learner of basic knowledge who behaves responsibly and respectfully.

School Mission— To give students entrusted in our care a firm foundation filled with positive experiences on which they can build and become successful, lifelong learners.

Lamar County Primary School

2014-2015 School Year

Mrs. Becky Brown, Principal

Dr. Treesomia Walker, Assistant Principal

Student Name	_____
Homeroom	_____
Parent(s) Name	_____
Phone Number	() _____ - _____



PRINCIPAL’S MESSAGE—

Dear Parents and Students,

Welcome to Lamar County Primary School for the 2014-2015 school year. We look forward to working with you to make our school an incredible place for students to learn. At our school, we have an extraordinary staff dedicated to meeting the needs of each child. I take pride and honor in serving as the principal of this wonderful school and am fortunate to be part of the Lamar County School System.

Lamar County Primary is a special place for children to learn because of the commitment to excellence of our students, staff, and community. By sharing big dreams and working together, we will achieve our goals in meeting high standards of student achievement.

We recognize that parents and others in the school community greatly impact the learning of our students. To this end, we invite parents and the community to visit our school and become involved. Each person is a valuable stakeholder in helping our children become the best they can be.

Again, welcome to Lamar County Primary School—a school where ***EXCELLENCE IS THE EXPECTATION.***

Sincerely,

Becky Brown

Becky Brown
Principal



FACULTY AND STAFF—

ADMINISTRATION

Becky Brown Principal
Treesomia Walker Assistant Principal

PROFESSIONAL SUPPORT STAFF

Daniel Sergent Counselor
Amy Christopher Learning Support Specialist
Hope Bankston Media Specialist
Angeli Haygood School Nurse

ADMINISTRATIVE ASSISTANTS

Rita McGee Registrar
Susan Etheridge Book Keeper

FACULTY

Beth Aiken Teacher
Donna Andrews Teacher
Renee Ard Teacher
Hope Bankston Teacher
Kim Basso Teacher
Meagan Beach Teacher
Elizabeth Bunn Teacher
Pat Burnette Teacher
Dorothy Cameron Teacher
Kayla Clements Teacher
Ted Clements Teacher
Shawn Daniel Teacher
Tyrena Davis Teacher
Fay Dyal Teacher
Jessica Evans Teacher
Tanya Ferrier Teacher
Mary Fink Teacher
Rondrikus Fletcher Teacher
Courtney Goddard Teacher



FACULTY (continued)

Veronica Hester	Teacher
Renee Hickman	Teacher
Virginia Holcomb	Teacher
Kim Hoodenpyle	Teacher
Dana Hutto	Teacher
Shirley Jordan	Teacher
Karyn Kellam	Teacher
Laura Knox	Teacher
Cheryl Molina	Teacher
Jennifer Murphy	Teacher
Anna O'Mary	Teacher
Marcia Proud	Teacher
Rebecca Ritch	Teacher
Roxanne Schaffer	Teacher
Ashley Searcy	Teacher
Theresa Shirley	Teacher
Theresa Shirley	Teacher
Sarah Sloane	Teacher
Kathy Smith	Speech Pathologist
Nancy Sullivan	Teacher
Angela Tea	Teacher
Nancy Tenney	Teacher
Brittany Todd	Teacher
Jessica Traylor	Psychologist
Deanna Turner	Teacher
Sonya Turner	Teacher
Hester Washington	Teacher
Brad Weaver	Teacher
Linda Wilson	Teacher
Bridgette Wright	Teacher
Cameron Young	Teacher



SUPPORT STAFF

Debbie Bates	Paraprofessional
Amanda Brannock	Paraprofessional
Rhonda Brown	Paraprofessional
Angie Crisp	Paraprofessional
Debbie Dixon	Paraprofessional
Patricia Ellerby	Cafeteria
Yvonne Fallings	Paraprofessional
Naomi Figueroa	Paraprofessional
Susan Frady	Cafeteria
Clyde Grady	Cafeteria
Kim Jones	Paraprofessional
Tonya Hamm	Paraprofessional
Amy Hester	Paraprofessional
Darlene Hooten	Cafeteria Manager
Penny Kunst	Paraprofessional
Janice Lawrence	Paraprofessional
Kelly Lumpkin	Cafeteria
Arlene Melton	Paraprofessional
Peggy Nicholson	Paraprofessional
Haley Overby	Occupational Therapist
Regina Perkins	Paraprofessional
Susan Roberts	Paraprofessional
Yolanda Swatts	Paraprofessional
Barbara Traylor	Cafeteria
Kathy Vining	Paraprofessional
Kelly Walker	Paraprofessional
Patsy Walker	Cafeteria





TABLE OF CONTENTS—

Academic Folders	5	Moment of Silence and Pledge of Allegiance	19
Academic Grades (K-2)	5	Nondiscrimination Policy	20
Admissions Procedures	5	Parent Resource Center	20
After School Program	5	Parent-Teacher Organization (PTO)	20
Arrival/Tardy/Early Check-Out	6	Parties	20
Articles To Leave At Home	6	Pets and Animals	20
Attendance Policy	7	Physical Education	20
Calendar	8	Principal’s Message	2
Celebration of Birthdays	9	Promotion Standards (K—2)	21
Cell Phones/Electronic Communication Devices	9	Report Cards and Progress Reports	21
Chain of Command	9	Safety Drills/School Closing	21
Classroom Observations	9	School Attendance Council (SAC)	22
Clinic Information	9-10	School Council	22
Code of Conduct	10-15	School Nutrition Program	22-23
Communication	15-16	School Social Worker	23
Conferences	16	School Supplies	23
Deliveries	16	Section 504 Parent Rights	23
Dismissal from School	16	Security	23
Dress Code	16	Snacks	24
Early Intervention Program (EIP)	16	Student Grievances	24
Faculty and Staff	2-3	Student Insurance	24
Field Trips	17	Student Support Team (SST)	24
Gifted Program	17	Technology	25
Guidance and Counseling	17-18	Testing Program	25
Homework/Make-Up Work	18	Textbooks	25
Instructional Program	18	Title I/Parents Right to Know	25
Lost and Found	18	Transportation Information	26
Lost Student Agenda	18	Updating Information	27
Math Facts	19	Visitors/Parents in the Building	27
Media Center	19	Volunteers: Mandated Reporter Training and Procedures	27
		Withdrawal Procedures	27

ACADEMIC FOLDERS—

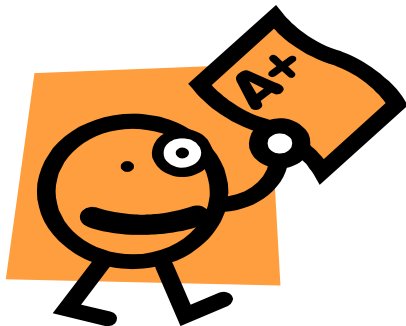


Folders containing student work and grades will be sent home every Tuesday. Parents and students are expected to review the contents of the folders together to make sure the student is mastering what is being taught at school. Parents will sign and return the folder to the teacher on the following day.

ACADEMIC GRADES (K-Second)—

Academic grading is scored on a 100 point scale for students in grades 1-2. Based upon the percentage, the student is assigned a category Satisfactory, Needs Improvement, or Unsatisfactory. Standards-Based reporting is used for students in Kindergarten. Students in Kindergarten receive a report every nine weeks from the Georgia Kindergarten Inventory of Developing Skills (GKIDS). This standards-based report card indicates how your child is performing in relation to specific standards for Kindergarten.

S-Meets or Exceeds the Standard	N-Approaching the Standard but Needs Improvement	U-Does Not Meet the Standard
80-100	70-79	69 or below



ADMISSIONS PROCEDURES—

New and returning students must reside in the appropriate school zone. Proof of residency must be provided at the beginning of each year. Proof of residency must show Parent/Guardian name, current physical address and current date. Documents that qualify for proof of residency are: utility bill, sanitation bill, homeowners insurance, cable bill or home phone bill. Submitted documents must be current and within 30 days.



All new students to Lamar County Schools must register and provide the following documents:

- An official copy of the student's birth certificate (with seal)
- A Georgia Certificate of Eye, Ear, and Dental Screening—may have 90 day waiver if coming from out of state
- A Georgia Certificate of Immunization (including Hepatitis B for students born after January 1, 1992, and varicella vaccine or proof of immunity for students new to a Georgia school beginning Fall 2000) - may have a 30 day waiver if coming from out of state
- Proof of residency (telephone bill, electrical bill, etc.) and in some cases, proof of guardianship
- Social Security Card
- Report Card or Withdrawal Form from previous school.

AFTER-SCHOOL PROGRAM—

Lamar County Primary School will offer an afternoon program that will begin immediately after school and end at 5:45 p.m. Parents must provide transportation and pick students up before 5:45 p.m. each day. The program operates on all school days except Early Release Days. The cost is \$35.00 per week for one child and \$50.00 per week for two or more children per week. If you are interested in your child participating in the after school program, please contact the school office for more information. **NOTE: Students may be discontinued from the program for non-payment and/or disruptive behavior.**

ARRIVAL/TARDY/EARLY CHECK OUT—

Students should not arrive at school before 7:10 a.m. Supervision is not available until that time. All students being brought to school must be dropped off at the front of the school. Car riders must arrive by 7:50 a.m. if they wish to eat breakfast. Any parent who wishes to escort their child to class in the morning must check-in/out and receive a visitor's pass in the main office before escorting the child to class. Parents who wish to walk their child to class should arrive before 7:45 a.m. Please be reminded that lengthy conversations with the teacher should occur



at a scheduled conference time. Teachers and assistants have multiple responsibilities each morning and will be preparing for the school day.

Students are tardy at 8:00a.m. If a student arrives after 8:00a.m., **parents must** check the student in at the office and the student will take a tardy slip to class. A student arriving on a late bus will not be counted tardy.

In order to be counted present, a student must remain at school until 11:30 a.m. or arrive by 11:30 a.m. and be in attendance the remainder of the school day. A student who is late for school loses valuable instructional time and causes a disruption in the classroom.



Students may be checked out early by a parent or legal guardian when necessary. Parents are required to show a picture ID when checking out students. Students being checked out will be called to the office to meet their parent. **If you need to check out a student at the end of the day, we ask that you do so before 2:15 p.m.** After 2:15p.m. the office cannot call classrooms for students to be checked out.

ARTICLES TO LEAVE AT HOME—

Students are not permitted to buy, sell, or trade goods, etc., at school at any time. Items which may distract from the learning environment are not to be brought to school. The school will not be responsible for the loss of personal property. Students found in possession of forbidden items can expect disciplinary action. Listed below are items subject to being confiscated if they are brought to school. *All pets except when permission is granted by the administration.



*Any item that may be in direct violation with the school/board policy. *Large amounts of money. Put all money in an envelope with the child's name, teacher's name and purpose of the money. *Chewing gum. Children are not allowed to chew gum at school. *Electronic gaming devices, musical devices and other toy-like items. *Obscene books, magazines, pictures, etc. *Any substance which is in a pressurized container (deodorant, hair spray, soft drinks, etc.). *Makeup, perfume, cologne, artificial fingernails, sunglasses (unless prescribed by a doctor). No makeup is to be worn or brought to school.

Students are to notify school staff immediately when prohibited items are found in the school, on the school grounds, or on the school bus. Students are advised not to handle these items.



ATTENDANCE POLICY—

***See also School Attendance Council**

Research shows that there is a direct correlation between student achievement and school attendance. It is, therefore, most important that each student be in school unless there are legitimate reasons why the student must be absent. Georgia law places the responsibility on each student to attend school on a daily basis and the responsibility on each parent or guardian to send his/her child to school on a daily basis.

Before admission to class or returning to school following an absence, a student must provide a written note from a parent, guardian, physician, or legal authority to the teacher stating the reason for the absence. The teacher will determine whether an absence is excused in accordance with policies and regulations of the Lamar County Board of Education that are based on the Compulsory Attendance Law. The school may require supporting documentation from a doctor, dentist, clinic, court, and funeral home, etc. The decision of the school with respect to the justification and validity of documentation for an absence is final.

Student absences may be excused for the following reasons:

1. When a student is personally ill and when attendance in school would endanger his/her health or the health of others;
2. When in a student's immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. On special and recognized religious holidays observed by his/her faith;
4. When mandated by order of government agencies such as court order (a note from court must be presented);
5. When serving as a legislative page;
6. When there is a doctor's appointment required during school hours (a note from the doctor must be presented);
7. When there is a pre-arranged absence for other reasons and/or extreme hardship at the approval of an administrator. Prearranged absences are not automatically excused.
8. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a minimum of five (5) school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
9. Students who desire to document an absence shall present a written excuse signed by a parent or guardian within three (3) days of returning to school. Documentation may not be sent by fax, email, or telephone.
10. Students shall be given a reasonable opportunity, three (3) days to make up work or tests which were missed because of an excused absence from school. Failure to make up work after a reasonable time will result in a grade of 0.
11. For state attendance purposes a student must be in attendance for a minimum of one-half the required instructional day for the student to be counted as present.
12. Students placed in In-School-Suspension or participating in school-related or sponsored activities are considered to be in attendance at school.

Absences resulting from disciplinary suspensions shall be excused for purposes of this policy. Parents are asked to make dental, medical, and other appointments, as well as planned family trips after school and on Saturdays if at all possible. Should a student have an appointment during the school day, the parent should sign his or her child out in the office and sign him or her back in upon arrival back at school.





CALENDAR—

August	
4	First Day of School

September	
1	Labor Day Holiday (No School)
9	Progress Reports

October	
3	End of First 9 Weeks
6-10	Student Holiday (Fall Break)
13	First Day of 2nd 9 Weeks

November	
18	Progress Reports
24-28	Thanksgiving Holidays

December	
19	End of 2nd Nine Weeks
	Early Release Day
22-31	Christmas Holidays



January	
1-2	New Year's Holidays
5	First Day of 3rd Nine Weeks
13	2nd 9 Weeks Report Cards
19	Martin Luther King, Jr. Holiday

February	
10	Progress Reports
16-20	Student Holiday (Winter Break)

March	
13	End of 3rd Nine Weeks
16	Student Holiday (Teacher In-Service)
17	First Day of 4th 9 Weeks
24	3rd 9 Weeks Report Cards

April	
20-24	Spring Holidays
28	Progress Reports

May	
22	Last Day of School/Early Release Day/Last Day of 4th 9 Weeks/Report Cards



CELEBRATION OF BIRTHDAYS—



Parents may provide store-bought cupcakes, cookies, fruit snacks, etc. for birthday treats. **For safety reasons, we ask that you do not send in “homemade” baked goods.** Birthday treats are to be served to all students in the homeroom class AFTER 1:00 p.m. Presents should not be brought to school for children. Invitations to birthday parties may be given out only if all students in the class receive an invitation.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES—



Telephones are available for use in the office before and after school and in extreme emergencies. Students who are sick and need to call home will report to the nurse. Only in extreme cases, such as family emergencies and/or serious illness or death in the immediate family, will the office give students telephone messages or allow them to use the office telephone.

During state mandated testing cellular phones and other electronic devices are not allowed in the testing location. Students should not use, display or have cellular phones turned on during the school day. School buses are considered part of the school day.

***The school system and schools will not be responsible for lost or stolen electronic devices.**

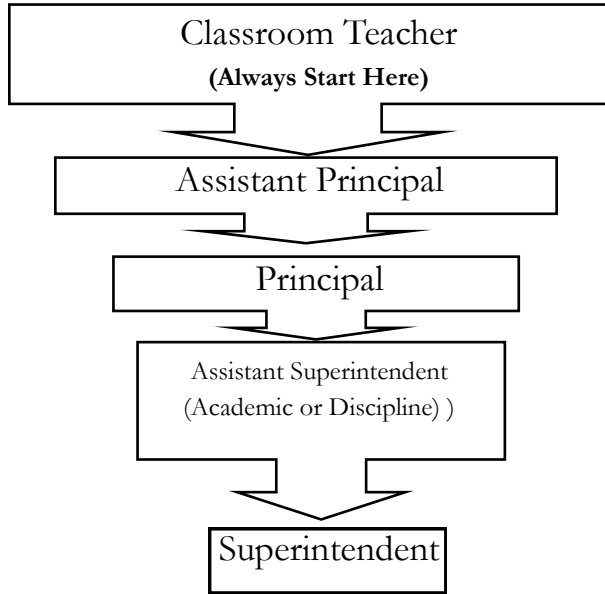
CLASSROOM OBSERVATIONS—

After September 1, parents may begin making scheduled classroom visits. To maintain the integrity of the learning environment and to avoid conflicts with field trips, tests, and school assemblies, please allow a one day notice when requesting a classroom visit. Visits need to be limited to one class period, approximately 45 minutes.



CHAIN OF COMMAND—

If you have a Curriculum, Instructional, or Discipline question or concern, please contact the following person(s) in the order below:



CLINIC INFORMATION—



We are concerned about the health and well-being of your child. A school nurse is on staff during the school day. She will administer care for minor illnesses, provide first aid for accidents that occur at school, and issue all medications. Please keep the school informed about allergies, diseases, or other medical conditions to which your child may be exposed. The clinic should have a written record of your child’s condition and specific instructions for their care. Students perform better in school when they are healthy.

If a student receives care from the clinic, a clinic pass/ note signed by the nurse will be sent home to parents by the child’s teacher. A parent or guardian will be called to pick up a student if he/she has vomited, has a fever, or has diarrhea during school hours.



CLINIC INFORMATION (continued)—

If your child requires daily medication, he/she must come to the clinic to have it dispensed. Written permission is required to administer any kind of medication. Prescription medication requires an authorization form signed by the parent and placed on file in the clinic. Prescription medication must be brought to school in its original container by the parent. Over-the-counter medications require that written authorization from the parent/guardian be on file in the clinic. All medication must be taken directly to the clinic upon arrival to school.

IMPORTANT: Please notify the front office and clinic if emergency numbers, work numbers or home numbers change. It is very important that the school be able to contact a parent/guardian in the event of an emergency. For the safety of your child, please notify the school in writing if both parents are out of town and someone else will be acting as guardian in your absence.

The clinic is not a physician's office. The school nurse will only dispense medication to students whose parents have brought the medication to school and completed a Medication Authorization Form. This form can be obtained from the nurse. Please notify the school nurse if your child has a contagious disease or an extended illness. When necessary, the school administration will send home a notice to every child in that particular class to notify the parents of this concern.

Please follow these guidelines when your child is sick:

- Do not send your child to school unless he/she has been without a fever for 24 hours without fever reducing medication.



- Do not send your child to school if he/she has diarrhea or has vomited within 24 hours.
- If your child is sent home with head lice, the parent/guardian must bring the student to the clinic the next day before he/she can return to class or ride on the bus.

CODE OF CONDUCT—

Lamar County Primary School will maintain an effective school environment that embraces mental and physical safety and discipline with dignity. The goal is to provide a firm, yet loving, framework within which the individual child can grow. Discipline is an ongoing process which helps children learn to become responsible adults. The school wants to ensure that all misbehaviors will be addressed in a way that provides for improvement through the development of student self-control.

At Lamar County Primary School, students are responsible for doing the following:

1. Respecting themselves and others
2. Being prepared, staying on task, and being ready to learn
3. Listening to and following directions
4. Keeping hands, feet and objects to self
5. Keeping our school a safe and pleasant place to learn and grow

Behavior Guidelines

Use of good manners and a show of respect for the rights and property of others are expected from students. Each teacher will outline appropriate behavior for his/her classroom. The following guidelines concern behavior that is expected in the common areas of the campus.

Halls:

1. Maintain courteous behavior.
2. Refrain from talking.
3. Go directly to and from destination.
4. Keep halls clean and free of litter.
5. Walk in single file on the right side of the hall.
6. Use water fountains for drinking only.
7. Respect other groups.
8. Refrain from touching walls, objects on walls, doorframes, etc.
9. Carry a pass when leaving a classroom unescorted by an adult.

Bathrooms:

1. Use facilities quickly and appropriately.
2. Do not deface property (writing on walls or doors, etc.)
3. Do not abuse property in bathroom.
4. Respect the privacy of others.
6. Dispose of all paper products in trashcan.



CODE OF CONDUCT (continued)—

Playground:

1. Use the equipment appropriately.
2. Remain in your designated play area.
3. Respect playground space of others.
4. No horseplay (play-fighting) allowed.
5. Do not throw objects.
6. Keep playground free of litter.

Media Center:

1. Always ask for help when needed.
2. Talk quietly.
3. Use equipment and materials properly.
4. Refrain from horseplay.
5. Use time wisely.

Cafeteria:

1. Enter in single file line with no talking or running.
2. Pick up all necessary items in cafeteria line the first time through.
3. Treat cafeteria workers with courtesy.
4. Practice appropriate table manners.
5. Talk quietly only to your immediate neighbors at your table when music is not playing.
6. Remain seated facing your table until dismissed.
7. Clean personal space, including the table around your tray and the area around your chair.
8. Carefully place trays and trash in window.
9. Exit to pick-up line in single file without running or talking.
10. No carbonated drinks are allowed in the lunchroom.
11. Students should not request food from another student.

If a student chooses to break school rules, consequences that are adhered to in the classroom will apply. Individual classroom rules and consequences are approved by an administrator, and a copy is sent home to parents.

Administrators may escalate punishment to higher offense levels if any of the following infractions occur:

1. Safety risk to self or other children.
2. Any behavior that constitutes sexual harassment.
3. Verbal assault of teachers, administrators, or other school personnel.
4. Verbal assault of other students.
5. Disrespectful conduct toward teachers, administrators, and other school personnel.
6. Physical assault or battery of teachers, administrators, and other school personnel.
7. Physical assault or battery of other students.
8. Disrespectful conduct toward other students.

Administrators possess the authority to conduct reasonable interrogations, searches and seizures, as specified in the Lamar County Board of Education Policy (JCDA).

Lamar County Board of Education guidelines will be followed for bus discipline. No student will be suspended from school because of bus conduct, but may be suspended from riding the bus to and from school.

Students will have the opportunity to complete assignments missed because of discipline procedures. It is important that all assignments are completed so that progress is not affected. Assignments are due within three days of the date returned from the absence.

Self-discipline and mutual respect for all are essential in order to provide for the safety and well being of all students and staff. Therefore, “hitting” and “put-downs”/name-calling are not acceptable. If a student encounters a classmate who is not displaying respect, that student should report the occurrence immediately to an adult rather than retaliating in a like manner. If a student retaliates in a like manner, both students will receive consequences since both failed to display respect and maintain an appropriate school environment.

Parental support is needed in order for all students to fully understand the *Code of Conduct*. Students need encouragement from home and school to achieve self-discipline. Self-discipline is a learning process that requires time and teamwork among the staff, students, and their families in order for the *Code of Conduct* to be effective.

Teachers are encouraged to manage minor classroom/school offenses within the framework of their own classroom discipline plan.

Classroom/School Violations & Consequences

Minor Classroom/School Violations:

1. Dress code violation
2. Gum/food violation
2. Lying
4. Annoying others
5. Not having class materials, including homework, folder, and agenda
6. Failure to do assigned work
7. Lack of cooperation
8. Refusal to follow directions
9. Minor class disturbances, excessive talking, inattentiveness, restlessness
10. Arguments, disagreements
11. Passing licks, pushing, tripping
12. Disrespectful towards peers
13. Cheating (1st incident)



CODE OF CONDUCT (continued)—

14. Name calling
15. Forgery
16. Littering
17. Inappropriate breakfast, lunch, or restroom behavior
18. Horseplay

Minor Classroom/School Consequences:

Classroom Discipline Plan included, but not limited to:

1. Verbal warning/non-verbal warning
2. Assignment to a different seat
3. Recess time restricted
4. Isolation during lunch or assignment of silent lunch
5. Collection of nuisance items (items may be sent home following parent notification or may be picked up by parents)
6. Written warning
7. Parent notification
8. Parent contact
9. Conference with student/parent
10. Out of class isolation
11. Unsatisfactory conduct grade

The misbehavior and consequences for minor classroom/school offenses may be any or all of those listed in the above section or others as allowed by Board policy. The items in these lists are not exclusive or exhaustive of behaviors and/or consequences that may result in disciplinary action.

Teachers may refer Level 1 offenses to the principal or assistant principal for appropriate discipline.

***Be an
example
for
others—
EVERYDAY!***

Level I (1) Violations:

1. Continuous Disruptive Behavior (talking without permission, getting out of seat without permission, etc.)
2. Rough Play/Horseplay
3. Excessive Talking
4. Cafeteria Misbehavior
5. Forgery (2nd Incident)
6. Electronic Devices
7. Public Display of Affection
8. Throwing Projectiles
9. Classroom Disturbances
10. Unauthorized Selling/Trading
11. Playing in the Restroom

Level I (1) Consequences:

1. Any minor classroom/school consequences
2. Restriction of classroom privileges/school activities
3. Parent notification
4. Assignment to another classroom for 30-60 minutes
5. Assignment to Behavior Intervention Lab/In-School Suspension
6. Student conference with teacher and parent/family
7. Student conference with teacher, counselor, or administrator
8. Establishment of a behavior plan

Level II (2) offenses are intermediate acts of misconduct that require administrative intervention. Consideration of intervention support services should be given, if not already provided. Level II (2) offenses include:

1. Disrespect and/or repeated refusal to comply with directions by a Lamar County School employee
2. Refusal to follow instructions of staff, uncooperative
3. Simple assault on another student (hitting)
4. Bullying
5. Gambling
6. Vandalism



CODE OF CONDUCT (continued)—

- 7. Possession of obscene, pornographic, and or offensive materials in print or on electronic devices including cell phones and i-pods
- 8. Forging signature; grades
- 9. Cheating or Plagiarizing
- 10. Profanity

Level II (2) Consequences:

- 1. Any of Level 1 consequences
- 2. Confiscation of nuisance items
- 3. Assignment to In School Suspension (ISS) or Behavior Intervention Lab (BIL) for extended period of time
- 4. Referral to school counselor or intervention specialist
- 5. Out of school suspension (1-10 days)
- 6. Referral to Resource Officer
- 7. Referral to community/support agency

Consequences will vary based upon the number of times sent to the office and the severity of the incident.

Level III (3) offenses are serious acts of misconduct. These offenses must be reported to the principal or designee. Offenses may result in immediate suspension of the student from the school and/or school-sponsored activities or expulsion. Students and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred.

Level III (3) Offenses:

- 1. Possession of tobacco products, cigarette lighters, or other flammable objects
- 2. Inciting a disturbance
- 3. Damage to property of staff member or student or school property
- 4. Sexual harassment, sexual misconduct
- 5. Breaking Technology Acceptable Use Policy
- 6. Profanity or threat towards a teacher or any adult employee
- 7. Threats of death or serious bodily injury (the verbal or written communication of a threat to kill or do serious bodily injury to another person).

- 8. Fighting/Battery
- 9. Disrupting school; setting off fire alarm; possession of fire cracker; possession of incendiary or explosive devices; possession of smoke bombs or stink bombs; other severe disruptions
- 10. Theft/possession of stolen property
- 11. Bullying; any willful attempt or threats to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force that would give the victim reason to fear or expect immediate bodily harm.

- 12. Gang behavior

Level III (3) Consequences

- 1st Offense—1 day OSS
- 2nd Offense—2 days OSS
- 3rd Offense—3 days OSS
- 4th Offense—4 days OSS

Consequences will vary based on the severity of the misbehavior which may include BIL or out of school suspension. Consequences will vary based on the number of times sent to the office and the severity of the incident (BIL, suspension, time out, etc.).

Level IV (4) offenses are referred to the school resource officer. These offenses will result in an immediate suspension from school.

Level IV (4) Offenses:

- 1. Possession of a weapon on school property
- 2. Possession or use of drugs or alcohol or being under the influence of illegal substances on school property or at school related activities
- 3. Sale of drugs or alcohol on school property or at school related activities
- 4. Physical assault on a staff member/injuries caused to school system employee while attempting to stop a fight; failure to stop fighting when directed to by staff member
- 5. Arson, bomb threats, terrorist threats, extortion
- 6. Failure to accept disciplinary actions
- 7. Breaking and entering, theft, malicious vandalism of school property or personal property
- 8. Gang related activity



CODE OF CONDUCT (continued)—

Lamar County Bullying Policy (B.O. E.-JCDAG)

The Lamar County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions

The school system prohibits retaliatory behavior against any complainant or any participant in the complaint. All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures.

Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems committed at school is strictly prohibited. The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.

The school shall keep a report of bullying and the results of an investigation confidential. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying. People witnessing or experiencing bullying are encouraged to report the incident to the school principal or designee.

The following actions will be taken when bullying is reported:

Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.



CODE OF CONDUCT (continued)—

Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

Bus Misconduct

A school bus is considered to be an extension of Lamar County Primary School and all disciplinary rules apply. In addition, all buses have standards of behavior that must be followed by the students. After the first warning, students may be suspended from riding the bus. Parents will be notified in writing for all bus suspensions by the principal or assistant principal.

Bus Misconduct Consequences:

1st offense: warning

2nd offense: 1 day bus suspension

3rd offense: 3 day bus suspension

4th offense: 5 day bus suspension

Subsequent offenses: Increasing number of days of bus suspension

The *Code of Conduct* is consistent with the Board of Education policy JCDA that addresses student behavior.

COMMUNICATION—

The home and school communication connection is very important. **Read all correspondence that comes home with your child.** There are several methods of communication available to parents.

- **Classroom Newsletters** are written by the teacher and focus on classroom curriculum and activities.
- **Phone Calls:** Teachers are unavailable to take phone calls during instructional time; however, messages can be left with the office staff for teachers. **Messages regarding transportation for your child for that day should be left with the front office secretaries and not on voice mail or email by 2 p.m.**

Please be aware that it may be late in the afternoon or the next day before your message is picked up and your call returned. The school will also use School messenger to communicate important information to parents.

- **Written Notes:** Most communication can be handled with a written note. Please be sure to let your child know that he/she has a note for the teacher.
- All notes regarding transportation home must be approved by the office.
- **E-mail:** All teachers have school e-mail addresses and are expected to check their e-mail several times per day. **We ask that transportation changes not be e-mailed due to a possible system shut-down or teacher absence.**
- **Conferences:** Lamar County Primary School teachers will meet with parents at least twice per year.. You may also request a conference with your child's teacher at any mutually agreeable time.
- **Website:** Stay updated through our school web site that can be accessed by going to:



www.lamar.k12.ga.us

CONFERENCES—Parent/teacher conferences are an integral part of reporting and monitoring student progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly.

Please be mindful that teachers are responsible for their students from 7:30 a.m. until the last bus leaves. Therefore, they are not able to conference with parents during the school day unless arrangements are made ahead of time. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time. When a conference has been scheduled, we ask that you make other arrangements for younger siblings as they may be a disruption to the conference proceedings.



DELIVERIES—

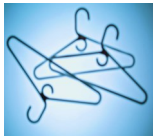
All items being delivered to students from outside the school will come to the school office and be given to the student at the end of the day. **Flowers and balloons should not be transported on the school bus.**

DISMISSAL FROM SCHOOL—

Students will be dismissed from school according to the schedule below:

2:30 p.m.	Pre-K
2:45 p.m.	Car Riders
2:50 p.m.	Bus Riders

For safety reasons, any parent picking up a car rider should remain in the pick-up line and in the car. Changes in any afternoon transportation must be made by 2 p.m. Do not send transportation change notes by FAX or email.



Dress Code—

A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

The highest priorities of a dress code shall reflect these concepts:

- Modesty is a goal
- School spirit and unity is a goal
- Styles are generally acceptable and “fad proof”
- Violations are easily noticed
- Safety of our students and personnel is enhanced

- All skirts, jumpers, shorts, skorts, and pants must meet the 4” rule. All of the above must not have writing, wording, or holes, and they must be worn at waist level. Denim is allowed.
- All colors are acceptable for shirts. Shirts may have long sleeves or short sleeves. Shirts must not have holes. No tank tops or shirts with straps. *Collared shirts are not required.*
- Cargo style pants, sweat pants, over-alls, and coveralls are not allowed.
- No flip flops. Flip flops are defined as a backless shoe with a three point attachment or hitch.

Disciplinary Action for Dress Code Violations

- 1st violation – warning by teacher
- 2nd violation – parent notification (letter/phone)
- 3rd violation – referred to Office, Level I
- 4th violation – Level II

Subsequent violations – ISS or Home Suspension

The administration reserves the right to make the final decision relative to appropriate dress. In some cases, parent may be contacted to bring student a change of clothing.

EARLY INTERVENTION PROGRAM (EIP)—

The Early Intervention Program provides additional instruction to help K-5 students who are performing below grade level and who meet eligibility criteria so they can develop the necessary academic skills to reach grade level performance in the shortest possible time. Supplementary instruction is provided by additional certified teachers in the regular classroom or in a small group setting for students in grades 1 and 2. In Kindergarten, a self-contained or reduced class size may be used.

FIELD TRIPS—

Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Lamar County school buses. Every child must have written permission from a parent or legal guardian before he/she can attend a field trip. Parents who volunteer to chaperone on field trips should understand that siblings are not permitted to attend field trips. Students with poor discipline records may be prohibited from attending field trips. The ability of the school to continue providing field trips will depend upon the continued monetary support by parents.



GIFTED PROGRAM—

A Gifted Student is a student who demonstrates a high degree of intellectual, and/or, creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

The gifted education program supports an interdisciplinary approach to the exploration of different areas of learning as an expansion of the regular curriculum. In depth investigation of major ideas, problems, and themes are parts of the gifted experience. Students in the program will receive services by a gifted certified teacher.

A student may be referred for the gifted education program by any individual with knowledge of the student's abilities (i.e. parent, teacher, student, peers). The individual will need to complete a *Gifted Referral* form. *Gifted Education Referral* forms can be obtained from any gifted education teacher or online at www.lamar.k12.ga.us

The classroom teacher gathers all available data relative to students to be considered for gifted eligibility. Referrals are accepted anytime during the year. Testing for the gifted program will occur in August and March for students in grades 1-12 and in May for students in Kindergarten. Entry into the program will take place in January and August. A student may be tested for eligibility in the gifted program no more than once every two years.

The Gifted Education Chairperson will process the referral and mail a *Consent to Evaluate* form to the student's parent/guardian. Upon receipt of a completed *Consent to Evaluate* form, the student will be evaluated within six to eight weeks. Once the evaluation process has been completed, eligibility will be determined and the student's parent/guardian will be notified by mail. Qualifying for the gifted education program will be based on the student meeting the requirements outlined in Georgia State Department of Education Rule 160-4-2-.38.



All students transferring from a gifted program in another public school system in Georgia are qualified in Lamar County under the state-mandated reciprocity agreement. These students must present evidence that they have met the state's requirements for services and provide documented evidence of placement. All students transferring from out of state must meet Georgia's state requirements before being eligible for gifted services. For additional information, contact Mrs. Shannon Reeder, Lamar County Board of Education, (770) 358-5891 or Mrs. Becky Brown, Principal, (770)358-8661.

GUIDANCE AND COUNSELING—

The counselor is available for every student, not just for those who have experienced or are experiencing difficulties. The teaching staff works closely with the counselor to help students succeed in school and reach their full potential.

Should students be concerned about school, getting along with friends, and other matters, working with the counselor will help them better understand themselves and others so that they can cope realistically with everyday situations and problems.



GUIDANCE AND COUNSELING

(continued)—

Students may make appointments with the counselor before the school day begins. If they need to see the counselor during the school day, they must obtain permission from the classroom teacher and have hall passes. Parents may contact the counselor at any time.

HOMEWORK/MAKE-UP WORK—

Homework is a necessary part of each student’s educational program designed to reinforce skills taught in the classroom, increase student success, develop student responsibility, and provide opportunity for parent involvement. Please contact your child’s teacher if you have any questions or concerns regarding homework.

It is the student’s responsibility to know what the homework assignments are, to take home all necessary materials, and to complete all homework assignments on time.



Some assignments are long range and require additional planning time at home for completion.

Kindergarten: Students are encouraged to read at least 15 minutes each day with their parents and complete assignments which are short in duration.

Grades 1-2: Homework lasting approximately 15—30 minutes is assigned Monday-Thursday nights.

If a parent brings in homework or books that the student forgot, the materials will be placed in the teacher’s mailbox. This procedure is in place to limit the number of interruptions during classroom instruction time.

When absent, it is the student's responsibility to complete make-up work within three days of their return to school. Tests and quizzes will not be sent home for make-up.

If an extended illness of 2 or more days is anticipated, the teacher or counselor should be notified so arrangements can be made to pick up assignments.

INSTRUCTIONAL PROGRAM—

Lamar County Primary School is organized to include Pre-Kindergarten through Grade 2. The curriculum includes the following: Language Arts (reading, English, writing, listening, speaking, spelling, phonics, handwriting), mathematics, social studies, science, health, Talented and Gifted, English Language, Early Intervention, Special Education, music, physical education, and art. Instruction is enhanced by the availability of computers in the classroom and labs to assist students in each subject area. Instruction is provided that emphasizes the use of hands-on strategies and tasks that require students to think and work at high levels. The emphasis is on active participation in learning and standards based assessments. In addition, the school nurse, guidance counselor, learning support specialist, and media specialist support the total instructional program for children. The Common Core State Standards (CCSS) are the foundation of all instruction and assessment and can be reviewed at the following web address:

www.georgiastandards.org

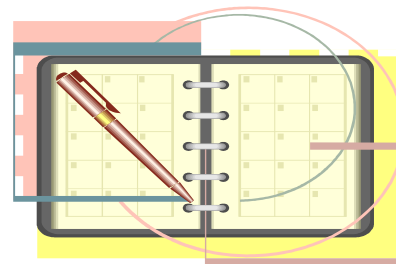


LOST AND FOUND—

All lost and found items are housed in a designated area within the school building. Please help us get things back to students by putting names on all students’ jackets, coats, sweaters, lunch boxes, and backpacks. A few times per year all items not claimed will be donated to various charities.

LOST STUDENT AGENDA—

In the event a student loses his/her student agenda, students may receive a replacement agenda from the office for a fee of \$5.00.



MATH FACTS—

In order for your child to be successful in math, it is very important that they learn their math facts on the standards below:



TO BE MASTERED IN KINDGARTEN

- Counting
- Number Identification to 100

Addition facts to 5

TO BE MASTERED IN THE FIRST GRADE

- Addition and Subtraction facts to 10.
- Mixed addition and subtraction facts to 18

TO BE MASTERED IN THE SECOND GRADE

- Mixed addition and subtraction to 18
- (30 in 2 minutes, 40 in 2 minutes, and 100 in 5 minutes)



**MOMENT OF SILENCE/
PLEDGE OF ALLEGIANCE—**

Immediately following the Pledge of Allegiance, both students and faculty shall be given the opportunity to observe a short period of time for silent reflection.

The period of silent reflection shall be governed by the following:

1. The length of time should not exceed sixty (60) seconds.
2. Students or faculty who do not wish to engage in silent reflection will refrain from any act that would interfere with the reflection of others.
3. The period of silent reflection shall not be intended or conducted as a religious exercise.

MEDIA CENTER—

One of the most important classrooms at Lamar County Primary School is the Media Center. The school's administration is committed to providing a strong instructional media program that promotes student achievement for all children. The Media Center operates on an open library concept with flexible scheduling. The center is equipped with a carefully selected collection of books, magazines, kits, videos, audio books, and computer software.

Throughout the school year, the media center coordinates book fairs, reading incentive programs, storytellers, author visits and other events to promote reading and scholarship. The goal of the media center is to provide a safe, engaging, and well-equipped facility, to promote reading for pleasure, and to ensure that our students become information literate and lifelong learners.

Students may check out up to two books at a time for two weeks. Students are free to come to the media center before or after school and at times designated by their classroom teacher.



Students are expected to pay for books that are lost or damaged beyond repair.

The media center welcomes volunteers throughout the day. There are many volunteer opportunities available and parents are encouraged to stop by to help for a few minutes or a few hours.

Students are responsible for all library books and materials they check out. Books are due two weeks from the day checked out. There will be a charge for lost and severely damaged items. If a student finds a lost and paid for item and returns it in good condition, he will receive a full refund. If the "found" item is returned in damaged but usable condition, a charge for damages will be subtracted from the refund. No refunds will be made for items that are severely damaged.

Severe damages includes:

- Books that have been wet
- Books on which paint, ink, etc. have been spilled
- Extensive markings
- Missing or torn pages
- Missing cover



NONDISCRIMINATION POLICY—

TITLE IX, SECTION 504, and AMERICANS WITH DISABILITIES ACT

The Lamar County School District does not discriminate against persons on the basis of age, race, color, national origin, disability, religion, sex, or genetic information. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

Any employee, student, or parent can submit a complaint regarding equal opportunity to the Director of Personnel, Sherelle Ogletree (770) 358-5891. For details regarding the grievance procedures related to equal opportunity, refer to the Board Policy Manual.

PARENT RESOURCE CENTER—

Lamar County Primary School is committed to assisting parents and providing resources for parents to help their child(ren) be successful. A full time system Parent Coordinator is available to assist parents and coordinate parent volunteering opportunities in the schools and can be reached at the Board Office at (770)358-5891.



PARENT-TEACHER ORGANIZATION (PTO)—

This year's PTO officers are already working hard to develop programs and activities that will interest and involve parents. The PTO will be counting on everyone's support, input, and enthusiasm to make its plan a reality. Parents and teachers are encouraged to attend meetings and join the PTO.

PARTIES—

Two school-wide parties are scheduled for the school year and are held in individual classrooms— Christmas Parties and an end of the school year party. Individual birthday parties are not to be held during instructional hours.

PETS AND ANIMALS—



Classroom pets are kept ON A LIMITED BASIS at the discretion of the classroom teacher with administrator approval. Please notify your child's teacher if your child suffers from allergies.

PHYSICAL EDUCATION—

All students receive P.E. at least once per week. In addition, a designated recess time is provided with the classroom teacher daily. Students should dress appropriately for P.E. The P.E. teacher will not allow students to participate if they are not dressed in proper P.E. attire for safety reasons. Students must have written permission from a parent/guardian to miss a P.E. class. Missing several P.E. classes requires a note from a doctor.





PROMOTION STANDARDS (K-2)—

Students in Kindergarten will be promoted to the next grade level if they meet all of the following criteria:

1. Miss no more than 15 unexcused days during the current school year
2. Are performing on grade level as indicated on the Student Progress Report

Students in 1st through 2nd grades will be promoted to the next grade level if they meet all of the following criteria:

1. Miss no more than 15 unexcused days during the current school year
2. Have passing grades in 70% of all courses with English/Language Arts and Math being two of the required courses. ELA is interpreted to include Reading.

A placement committee will convene to review the records of each student that fails to meet one or more of these criteria. The committee will consist of one or more of the student's current teachers, one or more teachers in the next grade level, a school administrator, the Student Support Team (SST) chairperson, and the parent(s).

REPORT CARDS and PROGRESS REPORTS—

Report Cards and Progress Reports are sent home throughout the year as outlined on the school calendar. If you have questions concerning your child's grades, please contact the classroom teacher. Teachers will be happy to discuss your child's progress and the curriculum. **Report cards will not be released to students who have a school debt. School debts may include fines for lost or damaged library books or textbooks, as well as negative balances on school lunch accounts. Your child's report card will be released once payment is received.**

SAFETY DRILLS/SCHOOL CLOSING DUE TO INCLEMENT WEATHER—

Safety and security are top priorities at Lamar County Primary School. Our school has a detailed emergency evacuation plan that is reviewed and updated annually. This plan will be followed should any emergency occur during the school day. In order to provide a safe learning environment for our students, we hold fire, tornado, emergency evacuation drills and intruder drills. These drills are practiced on a regular basis in order for staff and students to know the procedure in case of a real emergency. The City of Barnesville and county emergency departments are also directly involved and know the school's plan should the need ever arise to deal with an emergency situation.

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and television stations. Parents may also monitor the Lamar County Primary School webpage at www.lamar.k12.ga.us for up-to-the-minute information regarding school closings. **Please do not contact or come to the school.** School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Due to inclement weather, school closing may become necessary. An effort will be made to contact the radio and television stations listed below so that they may assist in disseminating information along with the use of the school communication calling service.

Radio Listings: WSB, STAR 94, WMUR, WBAF AM 1090, WGTA, Z93.7, WDEN, WMAC, WMGB, WMKS, WDDO

TV Listings: 13WMAZ, WXIA-11, WGCL-46, WSB-2, FOX-5

Upon the recommendation of the Superintendent, the school calendar may be adjusted by the Board to make up missed days caused by the closing of schools.



SCHOOL ATTENDANCE COUNCIL (SAC)—

The Lamar County School Attendance Council (SAC) is a collaborative effort formed to address school attendance problems. The protocols of the Lamar County School Attendance Council are in accordance with the requirements of House Bill 1190 section 10-11. The law places the responsibility of attendance directly into the hands of the parents.

Lamar County Primary School in partnership with Family Connections, Department of Family and Children Services, Sheriff's Department, Police Department, Department of Juvenile Justice, McIntosh Trail/Pathways Behavioral Health Center, and the Towaliga District Juvenile Court will address tardies, early check-outs and chronic school absences.

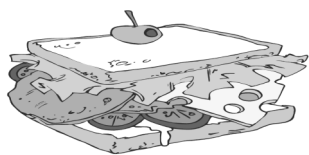
SCHOOL COUNCIL—

The objective of the School Council is to assist and advise the school in coordinating resources to maximize educational opportunities for children and increase student achievement. Its function is to assess school programs and services and establish goals to improve these areas, as well as act as an advisory group to the school administration. The committee is made up of parents, teachers, members of the community and business partners. Meetings are publicized and open to the public. Minutes of all meetings are posted on the school's website. Members of the council are elected each Spring by the body which they represent.

SCHOOL NUTRITION PROGRAM—

The lunchroom staff provides nourishing, well-balanced meals each day for the students and staff. Menus are sent home with students at the beginning of each month, and are available on the school district website:

WWW.LAMAR.K12.GA.US



SCHOOL NUTRITION PROGRAM (continued)—

Each student will have a breakfast/lunch account. A Personal Identification Number (P.I.N.) will serve as the breakfast/lunch ticket. Each student is expected to learn his/her P.I.N. and enter it as he/she comes through the breakfast/lunch line each day.

Students must be quiet in the lunch line at all times and conduct themselves in accordance with the rules of courtesy and good manners. Any student is subject to correction by any teacher or staff member. All students will go to the lunchroom with the teacher and will remain until the entire class leaves with the teacher. Students should not remove food, straws, or any other materials from the lunchroom. Quiet times may be imposed upon students periodically if the noise level rises too high.

Meal Payment/Charge Procedure- It is helpful if each student pays in advance for meals. Please send all monies in an envelope which indicates the student's name, teacher, and amount. While we hope that all students will maintain a positive account balance, we do allow for minimal charges. Students will not be allowed to charge the last 2 ½ weeks of school. Once a student's account has reached a negative balance, the cashier will verbally notify the student. Once the account reaches a negative balance of \$5.00, the manager will call the parents and send home a notice to notify them of the charge. Parents are encouraged to use My School Bucks, which is available on our school website at www.lamar.k12.ga.us to monitor students' account balances.

Free & Reduced Price Meals-Parents/guardians wishing to apply for their child(ren) to receive free or reduced price meals must complete the proper application form. These applications are completed at Open House. They are also available in the front office throughout the year. Completed applications should be returned to the school nutrition central office or your child's school nutrition manager. Families whose applications are denied may re-apply anytime throughout the year if their income level changes.



	Breakfast	Lunch
Primary & Elementary Regular Price	\$.90	\$1.75
Middle & High Regular Price	\$1.00	\$2.00
Reduced Price	\$0.30	\$0.40
Adult Price	\$1.30	\$3.25

Breakfast

A breakfast program is offered to all students. The following program procedures apply to all grade levels:

- Breakfast is a matter of choice.
- The breakfast program will begin on the first day of school and will end on the last day of school.
- Students who arrive at school on a later bus will be allowed to eat at that time.
- Car riders must arrive by 7:50 a.m. to be served breakfast.

Lunch

A lunch program is offered to all students. Students who do not wish to participate in the National School Lunch Program may bring a lunch which must be eaten in the lunchroom and may not include fast food or carbonated beverages. All parents and visitors are encouraged to notify the office if they plan to have lunch at school.

Students are not allowed to have fast food delivered to them at school. Students who bring their lunch should not pack food that requires reheating.

Teachers are not responsible for heating food in microwaves for students.

Special Dietary Needs

The School Nutrition Program will make reasonable accommodations for students who have special dietary needs when the request is followed by a Modified School Lunch Form. This form is available through each school's nutrition manager and should be completed by a licensed physician.

SCHOOL SOCIAL WORKER—

A social worker is available to students to assist with situations that may involve the home, school, and/or the community (i.e. attendance, tardies, personal needs, and family concerns). Lamar County Primary School takes seriously its responsibility to consider the safety of all of our students during and after school.



SCHOOL SUPPLIES—

Teachers will provide parents with a supply list outlining the basic materials necessary for the school year. Please refer to the school's website to see the supply list for students in grades K-2. PK students are not required to bring supplies.

SECTION 504 PARENT RIGHTS—

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or picked up at the central office or at any of the school offices.



SECURITY—



Lamar County Primary School is committed to providing a safe and secure environment for your children. Please be prepared to show a picture I.D. when checking out a student. This is for your child's protection and for school security.

All peripheral entrance doors will remain locked for safety reasons. You should enter the building through the doors in the front. As required by Georgia State law, all parents, visitors, and guests must check-in and sign-in at the front office. We ask that you sign in and wear a visitor's badge when you are in the building. Visitors without a badge will be asked to return to the office to obtain one. Any parent who wishes to escort their child to class in the morning should arrive prior to 7:45 a.m. and must check-in/out and receive a visitor's pass in the main office before escorting the child to class. At 7:45 a.m. the interior doors in the lobby will be locked. The front exterior door will be locked at 8:15 a.m. After 8:15 a.m. parents must use the buzzer in order to gain access to the building.

SNACKS—

Parents may be asked to periodically donate snacks for their child's classroom. Please send nutritional snacks, such as fruit. **Please do not donate items containing nuts or peanut butter. Also, snacks should be purchased from a store. Do not send in homemade snacks.**

Students are not permitted to bring any type of drink to school for snack time.

STUDENT GRIEVANCES—

The Lamar County Board of Education has established procedures for addressing student complaints filed on the basis of race, sex, and disability. This includes complaints involving harassment. Complaints should be directed to the principal, assistant principal, guidance counselor, or any other individual designated to receive such complaints.

STUDENT SUPPORT TEAM (SST)—

The SST is a team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping all children succeed in school. The team's efforts may include some or all of the following activities:

- Review of student records
- Analysis of student work
- Observation of the student in the classroom
- Development of written plan of strategies and modifications to assist the child
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision
- The SST committee may consider an academic achievement, and/or ability screening as a further means of gathering information.
- Any parent or school staff member may initiate a referral to the SST.

STUDENT INSURANCE-

Parents have an opportunity to purchase school insurance. School day and 24 hour coverage is available. The school can assume no responsibility for the cost of accidents and injuries that occur on school property.

TECHNOLOGY—

Acceptable Use Policy —



Computer/Internet/Intranet and any other digital devices that will connect to the Network in any shape, form, or fashion.

Digital citizenship can be defined as the norms of appropriate and responsible behavior with regard to telecommunication/digital use. Each digital citizen has a basic set of rights that come with responsibilities.



TECHNOLOGY (continued)—

The AUP policy (IFBG) defines the responsible use expected by the Lamar County School System. The Social Media Guidelines are intended to provide direction if you choose to use social media sites (e.g. Twitter, Facebook, Edmodo, Instagram) for either personal or professional reasons.

- I understand that digital access is for the support of educational goals and objectives and not for personal use including when I activate and use my personally owned digital device.
- I have read and agree to comply with the Lamar County School System's Acceptable Use Policy-AUP (FBG) for the district's computer property, public networks, and Internet access of files. My teacher, the school's media specialist, or the school or system technology coordinator or designee has read and discussed the policy with me.
- I have read and agree to comply with the Lamar County School System's Media Guidelines. It is vital that when participating in social media to be honest about "who we are" and to be thoughtful and respectful about what we post about other students or Lamar County School System employees. I understand that if I violate the rules of the policy which includes, but is not limited to, sending abusive and degrading messages (e.g. cyberbullying, cyberbaiting), invading the privacy of others, playing games, and bypassing the district's content filter, my right to use the Internet may be taken away and I will be subject to school disciplinary action, legal action, or fines.
- I understand I should have no expectations of privacy regarding my use of the district's computer property, public networks, WIFI, and Internet access or files and my use of my personally owned digital device.
- In consideration for having access to public networks, I hereby release the Lamar County School System and its officers, employees, and agents from any claims and damage arising from the use of the public networks.
- I understand that digital security is not only for the school system's protection but also for my personal protection. I should not share my password(s) with anyone even if requested.

Testing—

Testing is an integral part of our educational system because it helps us assess and meet students' needs. The tests are administered to students throughout the year.

Grade	Test	Time of Year
Kindergarten	GKIDS	Ongoing
1st-2nd	Benchmarks	Ongoing
K-2 (EL students)	ACCESS	January-March

TEXTBOOKS—

Textbooks are furnished to all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged.

TITLE I: Federal Programs/ PARENTS' RIGHT TO KNOW

In compliance with the requirements defined in the Elementary Secondary Education Act (ESEA), Lamar County Primary School informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- ◆ Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- ◆ Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- ◆ The college major and any graduate certification or degree held by the teacher;
- ◆ Whether the student is provided services by paraprofessionals, and if so, their qualification.

If you wish to request information concerning your child's teacher's qualification, please contact Becky Brown at Lamar County Primary School at (770) 358-8661 or becky.brown@lamar.k12.ga.us



TRANSPORTATION INFORMATION (continued)—

Bus Transportation—A student must ride their assigned school bus route to and from school. Parents/Guardians should not request that a child be allowed to ride a bus on which he/she is not regularly assigned except in emergency situations. When there is a permanent change of transportation services, the student will bring a note from the parent to be given to the office upon arrival at school. The note should include the reason for the change and include a daytime phone to reach the parents. The administrator will make a decision to grant or deny the request. If approved by the administrator, the school will issue a bus pass to the current driver. If the parent has any concerns about the transportation services, then they will need to contact the school administration as soon as possible.

School Bus Stops—Bus stops are established at various locations determined by the transportation department. Parents should see that their children arrive at the designated stop 5 minutes before the scheduled pickup time to avoid missing the bus. Parents/Guardians are reminded that the responsibility for the supervision of their children between home and the bus stop, and while waiting for the bus arrival, rests with them.

In the event the bus is delayed, the Parent/Guardian is responsible for the supervision of the children. Students who misbehave at school bus stops are subject to the school student discipline code and bus discipline code.

General Bus Rules

There must be an attitude of respect and cooperation on the part of each student towards the bus driver and the bus driver towards the student.

1. The driver of the school bus is responsible for the safety of all students riding on the bus
2. The driver has the same responsibility as a teacher in controlling discipline.
3. The first duty of the passengers is to obey the driver's directions promptly and cheerfully.
4. The driver must concentrate on driving the bus and any distractions may cause the driver to have an accident.

Lamar County Board of Education rules, violations, and consequences include, but are not limited to, the following:

1. Students will follow the directions of the driver promptly and cheerfully.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, students must look at the driver for a hand signal, and the students look in both directions for traffic.

5. Students will signal the driver with a waving motion if something is dropped outside the bus and wait for the driver to give a signal before picking up the object.

6. Students will move directly to the first available or assigned seat when entering the bus. Keep aisles and exits clear.

Investigation of Student Misconduct

Due to the fact that we cannot predict all possible violations, any violation not addressed in the Code of Conduct will be evaluated on a case by case process. If a student commits offenses of different levels during the same incident, the consequences associated with the more serious level of offense will be applied. If you have any questions, concerns, or complaints about bus discipline, call your child's school.

Bus riding privileges can be **suspended at any time** at the discrepancy of the school level administrator, Director of Transportation and/or their designee. The violations/consequences offer a standardized outline for administrators to follow. When determined by the school level administrator or Director of Transportation, riding privileges can be **revoked at any time** for chronic or serious offenses. If a student is suspended from his/her regularly assigned school bus they may not ride any Lamar County Board of Education School Bus until the date their riding privileges are restored. All transportation services are subject to all of the school bus rules (including all field trips).

Special Needs Transportation

In the event your child requires Special Needs Transportation, these procedures and regulations will be covered in your child's IEP meeting.

DO NOT BREAK THE LAW—Parents must not board the school bus for any reason. It shall be unlawful for any person to disrupt or interfere with the operation of any public school. This includes the operation of the school bus and school bus stops. The penalty for disrupting public school: Any person found guilty will be guilty of a misdemeanor. The bus is an extension of the classroom. Persons who have been advised that minor children are present and who continues to berate, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school bus, and upon failure to do so such person shall be guilty of a misdemeanor, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. School buses are private property. By boarding a school bus, a person is trespassing and may be charged with such.

If a parent has a concern or problem with a school bus driver or a school bus route they should contact the Transportation Office in order to resolve the problem at (770) 358-8670.



UPDATING INFORMATION—

In case of an emergency, contacting you is important. Please keep your address, home and work phone numbers, and emergency contacts updated at all times. Contact the registrar to update this information. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence.

VISITORS/PARENTS IN THE BUILDING—

All visitors and parents in the building must enter through the main entrance at the front of the school, register in the office, and wear a visitor's pass while in the building.

Any parent who wishes to escort their child to class in the morning must check-in/out and receive a visitor's pass in the main office before escorting the child to class. If you wish to escort your child to his/her classroom, please arrive before 7:45 a.m. Please be reminded that lengthy conversations with the teacher should occur at a scheduled conference time. Teachers and assistants have multiple responsibilities each morning and will be preparing for the school day.

Any child with a restricted pick-up can only be checked out by the legal parents/guardians. Teachers will have a current list of student names that have a restricted pick-up status.

VOLUNTEERS: MANDATED REPORTER TRAINING & PROCEDURES—

Many volunteer opportunities are available in our school. Parents are encouraged to help at Lamar County Primary School. The General Assembly has revised the population of those considered mandated reporters of child abuse which has been expanded to include volunteers of services such as Care Treatment, Education, Training, Supervision, Coaching, Counseling, Recreational programs, and Shelters. {OCGA 19-7-5} School volunteers fall into this expanded population and now are mandated reporters of child abuse in Geor-

gia. All school volunteers must complete a Child Abuse Mandated Reporting Protocol training PRIOR to beginning any volunteer work. Examples of volunteering include, but are not limited to: individuals who chaperone school field trips, act as Room Parents, volunteer with PTO, visit or assist in classrooms, and those who serve as mentors or help with extra-curricular activities. All volunteers should wear their visitor's badge. Your time and service are important to us. Confidentiality regarding students you are working with or have observed during your volunteer services is required.

- **Siblings.** Volunteers may not bring young children or other visitors to school when performing duties in the building. This includes ANY activity or duty you may be fulfilling in the classroom for the teacher. This is especially important when working in the classroom. Siblings of students may not use the school playground equipment.
- **Dress.** Please be mindful of appropriate attire for working in an elementary school setting.
- **Cell Phones.** Visitors are also reminded that cell phones are a disruption in the building, especially the classroom.

WITHDRAWAL PROCEDURES—

The parents/guardians of the child withdrawing should notify the school office within three days prior to the child's last day of school. All library books and textbooks should be returned to school and any financial obligations should be cleared. School records will be forwarded to the new school upon their request.

REQUESTS FOR INFORMATION-

In the event that parents need to obtain copies of information from the student's permanent records, a written request must be made. The school will need 24 hours in order to process your request.



GOOD TOUCH, BAD TOUCH

Georgia Law and Rules of the Georgia Department of Education require that students be given age-appropriate information about the human body in all grade levels. Good Touch Bad Touch® is a body safety program that teaches children a comfortable way to talk about the problems of abuse and bullying. The program has been validated as effective by professionals from a major university and is being used in many states throughout the nation. It is presented by the school counselor, who has been carefully trained and certified by Good Touch/Bad Touch® Prevention Specialists, therefore, you can be assured the curriculum is presented just as it is written. Parents may review the curriculum by contacting the school counselor. Parents have the right to withdraw their child from these sessions by writing to the counselor and making such request. By signing below, you are indicating that you give permission for your child to participate in these sessions.

Parent's Signature _____

Date _____

Printed Name _____

Use of Student Pictures in Publications

Throughout the year pictures will be taken of students, faculty, staff, administrators, and parents that will be used in publications which include the school's web site.

Please select one of the following:

_____ I **DO** allow the Lamar County School District permission to use photographs of my child in publications including on the school's web site.

_____ I **DO NOT** allow the Lamar County School District permission to use photographs of my child in publications including on the school's web site.

Student's Name _____

Parent's Signature _____

Date _____

STUDENT and PARENT AGENDA RECEIPT FORM

I acknowledge that I have read, understand, and agree to follow the rules, policies, and Student *Code of Conduct* as outlined in the Lamar County Primary School Agenda.

Parent's Signature _____

Date _____

Student's Signature _____

Date _____

Teacher's Signature _____

Date _____

TECHNOLOGY USE AGREEMENT

I understand and will abide by the rules and policies related to technology use on page 25 of the Student Agenda.

- As the parent or guardian of this student, I have read the Lamar County School System's Acceptable use Policy (IFBG) and Procedures (IFBG-R) for the District's computer property, public networks, and Internet access or files. In addition, I have read the Lamar County School System's Social Media Guidelines.
- I understand that 24/7 digital access (while on the property of the Lamar County School System or when participating in after hour school events) is for educational purposes. I further understand that some materials accessible to Internet users may be offensive, illegal, defamatory, or inaccurate, and that although Lamar County School System has taken reasonable precautions to restrict access to such materials, such exposure may occur.
- In consideration for having access to public networks, I hereby release the Lamar County School System and its officers, employees, and agents from any claims and damage arising from the use of the public networks. I understand that I am responsible for any damages, losses, or costs incurred by the district relating to or arising from any violation of rules by my child.

By signing below, I affirm I have read the above information and hereby give my permission for my child to use the Internet.

Student's Name: _____

Parent Signature: _____



1st Nine Weeks Grading Period

Academic Goal(s):

Personal/Social Goal(s):

2nd Nine Weeks Grading Period

Academic Goal(s):

Personal/Social Goal(s):

3rd Nine Weeks Grading Period

Academic Goal(s):

Personal/Social Goal(s):

4th Nine Weeks Grading Period

Academic Goal(s):

Personal/Social Goal(s):
