

# **LEE COUNTY PRIMARY SCHOOL STUDENT-PARENT HANDBOOK 2022-2023**

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## **OFFICE STAFF**

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## Mission

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

## Beliefs

We Believe in...

1. Investing in our students through strong trusting partnerships between home, school, and community.
2. Providing each student an equitable, challenging and quality education through engaging learning opportunities.
3. Ensuring everyone an environment in which they feel safe, valued, and nurtured.
4. Offering diverse opportunities for all students to be successful through highly effective teachers and targeted resources.
5. Preparing all students with the academic, social, and work skills necessary to be productive citizens in school and life.

## Vision

*Learning, Empowering, Excelling*

# LCPS POLICIES AND PROCEDURES

## School Day

Our school day is from 8:15AM to 2:55PM

## Transportation

### Cars

When dropping off or picking up students, please use the designated drive. Please do not block the driveway, drive across the grass, or pull through the teacher parking lot. Please be courteous to others while taking turns merging in the driveway. Students can only be dropped off in the front of the school. Exceptions to this are based on an individual student's special needs that parents have discussed with the administration. For safety reasons, students are not to be dropped off or picked up in the teachers' parking lot or on the street. If you stop by during the day, please do not block the driveway. **For the safety of your child, we do not allow parents to walk up to pick up students. If your child has an appointment, you may come to the front office and sign your child out of school by 2:40.**

### Car Pick-up

In order for car pick-up to run smoothly, please put the car pick-up card on the right front dash. This will be given to you at the beginning of the year. We will follow this procedure **ALL** school year as the adult supervision on the porch changes each month. Students should be picked up by 3:15PM. This is a smoke-free/tobacco-free campus.

### 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 a student 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. Students will not be changed from their designated bus or designated car pickup without **written permission** from the parent and approval from a school official. **Students are only allowed to ride the bus to their home address. Students will not be allowed to take different buses to babysitter, friends, grandparents, etc.** If you are concerned with late bus or pick-up locations, call the Transportation Shop at 903-2212.

## **Attendance**

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in today's society. It is the belief of the Lee County Board of Education that regular school attendance is important to all students and to the school system. Course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements. Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school authorities) in a regularly scheduled class or activity regardless of the reasons for such non-attendance.

We put great emphasis on good school attendance. Tardiness and leaving early takes away from the instructional time of all students. We encourage you to have your child in school every day, all day, unless he/she is sick. **NOTE: To receive a perfect attendance certificate from the school, a student must attend school each day school is in session and not be tardy and/or leave early more than six times during the school year.**

Any student arriving after 8:15 must report to the office before going to class.

Parents must come into the front office and sign when a child is tardy. 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 within three days of absence. 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, the homeroom teacher or administrative designee will call parents and file documentation of the outcome in the attendance record of the student.

### **Primary/Elementary level:**

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 his/her attendance. Each school will take reasonable steps to ensure that parent(s)/guardian(s) are invited to attend these conferences. Students may also participate in AST meetings, as deemed appropriate by the AST.

At ten (10) unexcused/fifteen (15) excused absences, the AST will review the situation again 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 from school.
- 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 military service in the armed forces/ National Guard and has been called to duty/ 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/during their leave.

Notes/Excuses provided by the parent/guardian(s) regarding student's illnesses can only cover 12 (twelve) days per school year. After the twelfth note/excuse, the school administrator will request medical/doctor excuse(s) for additional absences. In unusual cases, extenuating circumstances will be considered. With proper verification, a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2.31.

### **Unexcused Absences**

Absence for reasons other than those listed above as “excused” shall be considered as unexcused.

### **Early Dismissal**

The school hours are 8:15AM - 2:55PM. Please no early dismissals after 2:40. Please do not call ahead to have your child released from class. Your child will be called to leave when you come to the office. 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 staff does not know the person requesting to check out the child.

### **Parent Portal-Emergency Forms – Addresses – Phone Numbers**

Parents must register and establish an account on IC Parent Portal. Please keep information on the parent portal updated. For safety reasons, we ask that all parents fill out an emergency form/health form at LCPS with home, work and cell phone numbers where parents may be reached. Please provide names and telephone numbers of persons who can pick up your child. All information is confidential and is used only by the school staff in case of emergency. If your contact information changes throughout the year, please make all updates on the parent portal.

### **Illness**

You will be called if your child becomes sick at school. It is your responsibility to pick up your child promptly if he/she becomes ill. When a child has a fever, he/she must go home. We have a school nurse for immediate care, but we urge you to pick him/her up promptly. Your child must be 24 hours fever free before returning to school. A doctor’s note may be required before a student returns to school depending on the illness.

### **Head Lice**

If live lice are found on a child during the school day, parents may be called to pick up the child. If nits are found, parents will be informed either by a phone call or note from the nurse. When a child is sent home from school with lice, the parent must return with the child to school after he/she has been treated and have the child checked by the school nurse before the child may return to class.

## **Clinic**

A nurse is available to help your child in case of illness or injury at school. Parents will be notified when a child is sick or complaining of continuous discomfort or pain. It is vital to always have up to date telephone numbers where a parent, relative, or friend can be reached at all times. In case of an emergency or crisis situation, parent contact will be attempted and an ambulance will be called. Any associated cost will be the parents' responsibility. If it is necessary for a student to take any form of medication at school, a form called "Authorization to give Prescription Medicine at School" must be completed and returned to the nurse before the medicine will be given. All medication must be in the original prescription bottle, labeled and dated properly. The nurse has the right to refuse to give any medication that is questionable or expired. We encourage you to give medication at home whenever possible. When sending temporary medication, please bring only what needs to be given during school hours (example: five days of antibiotics, bring five pills). These medications will need to be brought to school to the school nurse by a parent. Any unused medicine must be picked up at the end of the school year or it will be discarded. (BOE policies JGCD, JGC)

## **Medication**

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

- The parent/guardian must transport prescription medicines to the health clinic or main office immediately upon arrival to school.
- The first dose of any new medication or new dosage must be given at home where the parent/guardian can monitor for potential side effects and adverse reactions.
- A nurse is not always available to assist in the administration of the medication; therefore the student may be assisted by an adult designated by the principal.

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

### **Instructional Program**

Our instructional program includes all courses required by the State Department of Education: math, reading, language, handwriting, science, social studies, art, music, health, physical education and character education. Our program encompasses the Georgia Standards of Excellence.



**BYOT (Bring your own technology).** - Refer to the Lee County School System Code of Conduct for Grades K-12 for these policies.

### **Promotional Requirements**

Please refer to the LCSS Promotion, Placement, and Retention Board Policy for additional information.

#### 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
5. In general, no student should be retained without being a part of an intervention process, which may include: identification, assessment, analysis of results, intervention strategies, parental notification and progress monitoring.

#### 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
5. Previous MTSS should be considered

#### C. 2nd grade to 3rd grade:

1. Mastery of the GSE Priority Standards and for language arts.
2. Mastery of the GSE Priority Standards for mathematics
3. Meet all attendance requirements
4. Teacher recommendation
5. Previous MTSS should be considered.

### **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, 2023 for consideration for 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 Lee County Primary School any day 3:00 – 3:45 or email her at [lanejo@lee.k12.ga.us](mailto:lanejo@lee.k12.ga.us).

### **Student Assistance Program**

During the school year, the Student Assistance Program may involve your son/daughter in a variety of activities developed to assist in his/her ability to cope with the everyday pressures faced by a primary aged child. Some of the activities include support groups for children who have experienced separation through death or divorce, handling anger, building self-esteem and developing coping skills. If you have any questions or do not wish your child to participate, please contact the school counselor or an administrator.

### **Parent/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. A minimum of one parent-teacher conference will be scheduled during the year to review your child's progress and to discuss his/her personal, academic and social growth. Teachers will contact parents early in the school year for an initial conference to be held after the first nine weeks of school. A second conference may be scheduled during February or March. Parents and teachers may schedule additional conferences as needed. Please feel free to contact the teacher to schedule a conference. 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, that particular 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 903-2180.

## **Report Cards**

Report cards will be sent home each nine weeks. Teachers will schedule conferences to discuss the first report card.

## **Supplies**

Much of the instruction in grades K-2 is hands-on and requires many supplies. In order for your child to have those “age-appropriate” supplies, it is best that LCPS provides them. We encourage parents to pay a \$40.00 supply fee which will include the yearly supplies and a class t-shirt. You may pay online on the parent portal under “fees”. A receipt will be emailed to you. If you need to pay with cash or check, please make the checks payable to the Lee County Primary School.

## **Breakfast Program**

Unless your child rides the school bus, **students must be at school by 8:00AM if they plan to eat breakfast.**

## **Lunch Program**

A nutritionally balanced lunch as prescribed by State and Federal standards is served each day in the school lunchroom. If lunches are brought from home, please do not use glass containers. No bottled or canned sodas are allowed. No fast food allowed. With a reduced number of support staff, we will need for your child to be able to open all food containers and thermos bottles. Students will be asked to scan their student badge as they exit with their food tray. This allows personnel to monitor food allergies. **Any questions about the school lunch program and special dietary needs should be directed to the School Food Service office, 903-2127. A doctor’s excuse is required for dietary adjustments at breakfast and/or lunch.**

## **Parents Eating in Lunchroom**

Lee County Primary School cannot accommodate parents at lunch. Thanks for your understanding.

## **Discipline/Classroom Management/Positive Behavior Intervention Support (P.B.I.S.)**

Positive behavior intervention support is a collaborative (team-based) educational, proactive, and functional process for developing effective interventions for

inappropriate behavior. LCPS does not assume that students know how to behave appropriately in all situations when at school; therefore, we must teach our students how to behave at school to ensure that they do make better choices. PBIS views inappropriate behavior in the same manner that problems in reading or math are viewed...as a skill deficit. When a skill deficit exists, we must teach the appropriate skill and by doing so, a unified and positive school climate forms, informing students and staff that appropriate behavior is a priority in school. Students engage in inappropriate behavior to obtain something they want such as attention, getting out of an assignment, etc; thus it serves a purpose for them. PBIS uses the function of inappropriate behavior to identify an appropriate consequence and avoid rewarding the misbehavior. The school team uses discipline data to identify patterns and possible causes of inappropriate behavior. This information is then used to develop effective interventions to decrease inappropriate behavior and increase desired behavior across the school campus.

When the need for a consequence arises it may include but is not limited to: loss of privileges, phone call or email to parents, time out in another classroom, and conference with an administrator, parent conference, assigned to in-school suspension (ISS), and out of school suspension.

**A complete copy of the Lee County School System Code of Conduct will be provided to all K-12 Lee County parents. This document is also available on the LCSS website.**

### **Dress Code**

Students shall dress in a manner that does not endanger the safety of themselves or others. The policy of the Lee County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure their health and safety while at school. Furthermore, the dress and personal appearance may not be disruptive or interfere with the legitimate interest and welfare of the students.

### **The following are considered inappropriate for students to wear to school:**

- flip-flops, all sandals/shoes without heel straps, shoes with high heels, skate shoes or cleats.
- hoop or dangling earrings
- Apparel that is disruptive in the school environment – Example: shoes that beep.

- short-shorts or shorts/pants that drop well below the waist showing the underwear
- halter tops, tops without straps and/or back, shirts that allow the midriff (stomach) to show
- 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.
- Pajamas-only to be worn on specified “pajama” days. When your child wears inappropriate clothing, she/he will be referred to the nurse for a change of clothes.
- Please do not allow your child to bring expensive jewelry or wear multiple rings and bracelets.

### **PBIS Model Students**

A model student is selected each month from each homeroom based on honesty, good behavior, good attendance, minimal tardiness and early dismissals, and good work.

Model students will be recognized by school administration each month. They will be given a certificate, t-shirt and model student water bottle.

### **P.T.O. (Parent Teacher Organization)**

Lee County Primary has an active parent-teacher organization. All parents are urged to join and become an active member. Membership dues are \$5.00 per family per year.

### **Fund Raising**

Our school and the PTO have a limited number of fund raising projects each year to support our programs. School pictures will be made in the fall and spring.

Opportunities to purchase class group pictures will be available also. Each Thursday and Friday, the children are permitted to purchase ice cream for \$1.00.

During Winter months, popcorn will be sold for \$1.00.

### **Field Days**

Under the supervision of our physical education teachers, our students participate in Field/Water Days. Guidelines for these activities are pending.

## **Extended Day Program**

The Lee County School System provides extended day care to its PreK-5 students and their siblings until 6:00 p.m. Extended day is housed on campus for which students are enrolled. [Link to register for Extended Day](#)

## **Parties**

We will not be able to accommodate birthday parties at this time. Teachers will have parties during the school year where parents may send in store bought food.

## **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 mailing addresses. Due to the age of our children, please do not plan personal parties that would involve those students changing their normal means of getting home.

## **Toys, Games, Cell Phones**

Games or toys should not be brought to school without teacher permission. Often they are broken and/or lost by students or friends. The school cannot assume responsibility for these items. LCPS students are not allowed to use cell phones at school. **Due to the potential disruption that toy knives and toy guns can cause on the bus or at school, possession of either will result in immediate contact with the parent and disciplinary action.**

## **Lost and Found**

Lost and found items are hung outside the lunchroom. Please label clothing with your child's name. Items not claimed by the end of the year are shared with those in need.

## **Withdrawal Information**

The parent/guardian must notify the front office upon plans to withdraw the child from school.

## **Residency Requirements**

All students attending LCPS must meet the residency requirements. Parents or the student's guardian and the child must reside in the zone in which their child attends school. Any time you move even if it is within the same zone, the system registrar

needs a new proof of residency immediately. Each year parents are to sign a Certificate of Residency which is a legal document assuring the residency given is correct. The school choice notice is sent home each spring.

### **Moment of Reflection**

As mandated by the Georgia General assembly (SB396), we will observe 60 seconds of quiet reflection time at the beginning of each school day.

### **Pledge of Allegiance**

Daily, all students will be given the opportunity to pledge their allegiance to the United States of America.

### **Nondiscrimination**

The Lee County Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, age, handicap, or sex. This policy will prevail in all matters concerning employees, (employment, retention and advancement), students, parents, the general citizenry, educational programs and services, and persons with whom the Board does business.

In keeping with the Board's commitment and the requirement of applicable State and Federal law, the Board and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational services and opportunity offered students; in location and use of facilities and educational materials; and all business transactions conducted by the Board.

### **Discrimination/Harassment/Grievance Procedure**

Refer to the Lee County School System Code of Conduct for Grades K-12 for these policies.

### **Family Educational Rights and Privacy Act**

A parent or eligible student has the right to:

1. Inspect and review the student's educational records.

2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the students education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent
4. File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the act and this part.
5. Obtain a copy of the policy adopted under Sec. 99.6.

Additional information concerning this act can be found on the Lee County Board of Education website:[www.lee.k12.ga.us](http://www.lee.k12.ga.us)

### **Parent Right to Know**

Refer to LCSS Code of Conduct

**This handbook can not address every situation that could occur, so the administration reserves the right to investigate and address such situations to the best of their ability using the local, state and federal policies as their resources. It is always our intent to do what is best for the child, the school and the community.**