



**LEE COUNTY**  
SCHOOL SYSTEM

**Pre-Kindergarten**

# **STUDENT HANDBOOK**

**2024 – 2025**



## Lee County Board of Education

**Dr. Kathleen E.K. Truitt**  
Superintendent

**Jamie McDowell**  
District IV

**Donna Ford**  
District I

**Claire Lang**  
District II

**Dr. Trey Newell**  
District III

**Fran Walls**  
District V

Dear Lee Families:

It is with great pleasure and anticipation that I extend a warm and heartfelt welcome to each of you as we embark on the exciting journey of the 2024-2025 school year. At Lee County Schools, we are united by our shared commitment of learning, empowering, and excelling.

I am deeply honored to serve as your Superintendent, and I want to express my gratitude to all of you for choosing to partner with Lee County Schools. Together, we form a diverse and dynamic community that is devoted to fostering a learning environment where all students can thrive. Our district's success rests on the collaborative efforts of each individual, and the collective dedication I witness each day inspires me.

As we step into this academic year, I invite you to join me in elevating our students to their next level of greatness. We have accomplished a lot to advance opportunities and access for our students, but we are not done yet! I invite you to join hands and hearts to create an educational landscape where every student finds the tools they need to succeed.

Wishing you a truly exceptional school year, filled with growth, achievement, and memorable experiences. With your unwavering support and commitment, we will undoubtedly elevate our efforts, elevate our focus on academic success, and elevate our dedication to producing well-rounded, capable students.

Sincerely,  
**Dr. Kathleen E.K. Truitt**

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Learning

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Empowering

•

Excelling

Lee County School System  
126 Starksville Avenue, North  
Post Office Box 399  
Leesburg, Georgia 31763  
Phone: 229-903-2100  
Fax: 229-903-2130  
Board of Education  
Claire Lang, Chairperson  
Donna Ford, Vice Chair  
Dr. Trey Newell  
Jamie McDowell  
Fran Walls

Dr. Kathleen Truitt  
Superintendent

### **Mission**

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

### **Beliefs**

#### **We believe in...**

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

### **Vision**

**Learning**

**Empowering**

**Excelling**

The Lee County School System is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristics protected by applicable federal, state or local laws and ordinances.





# Lee County School System SCHOOL CALENDAR

# 2024-25

JULY 2024						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## TEACHER PROFESSIONAL LEARNING DAYS

July 31-Aug. 6

Oct. 10-11

Jan. 6

Feb. 14 & 17

March 14

May 23

## HOLIDAYS/NON-STUDENT DAYS

Sept. 2: Labor Day

Oct. 11-14: Fall Break

Nov. 25-29: Thanksgiving Break

Dec. 23-Jan. 6: Winter Break

Jan. 20: MLK Jr. Holiday

Feb. 17: Presidents Day

March 14: Student Holiday

April 7-11: Spring Break

## GRADING PERIODS

1st Nine Weeks: Aug. 7-Oct. 10

2nd Nine Weeks: Oct. 15-Dec. 20

3rd Nine Weeks: Jan. 7-March 13

4th Nine Weeks: March 17-May 22

## FLEXIBLE LEARNING DAYS

Thursday, Oct. 10

Friday, Feb. 14

(off-site student learning)

## LEGEND

Staff PL (Student Holidays)

Flexible Learning Days/PL Days

Student/Staff Holidays

Early Dismissal

First Day of School

## SUMMARY OF DAYS

180 Student Learning Days

12 Teacher Professional Learning Days

May 23, 2025: Graduation

190-Day-Employee Calendar

JANUARY 2025						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Parent/Guardian Acknowledgement of Receipt

Please read and review the *2024-25 LCSS Code of Student Conduct* with your child and emphasize your child's role in helping maintain a safe and orderly school learning environment. This handbook also includes important information related to student records, the Family Educational Rights and Privacy Act (FERPA), and other rights and responsibilities. If receiving a paper copy, please sign below to acknowledge that you and your child received this handbook, then detach and return this page to your child's school as soon as possible. If using an online copy, you will use the online verification procedure to verify. Thank you for your support.

For print copies:

It is mandatory that this acknowledgement form be returned, as it will become part of the student's permanent record for the 2024-25 school year.

Student \_\_\_\_\_ Grade \_\_\_\_\_

My Parent/Guardian(s) and I hereby acknowledge by our signatures that we have received and understand this Code of Student Conduct.

\_\_\_\_\_

(Parent/Guardian Signature)

(Date)

## **STUDENT CODE OF CONDUCT - INTRODUCTION**

It is the purpose of the Lee County Board of Education to operate each program and school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students attending schools within the district. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly and engaging atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. The Lee County Board of Education has established a comprehensive Code of Conduct that focuses on creating a supportive, safe, secure, and equitable learning environment while promoting the academic, social, and emotional development of students. Lee County Schools' approach to student conduct reflects our commitment to understand and address the causes of student behavior and teach students appropriate behavior while providing a safe and secure learning environment for all students. The Lee County Board of Education's Code of Conduct was designed and created to comply with the progressive discipline processes set forth in O.C.G.A. §20-2-735, which states that discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student during the current school year and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed. Furthermore, acting in the best interest of this community, the policy of the Lee County Board of Education is to require the principals, faculties, staff, students, parents and guardians to adhere to and to comply with this Code of Student Conduct.

As students progress in public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades pre-kindergarten through 12.

The Lee County School System utilizes Positive Behavioral Interventions and Supports (PBIS) as an evidence-based, data driven framework to reduce disciplinary incidents. Clear behavioral expectations for students and staff are taught, recognized, and reinforced to create a positive school climate. PBIS applies a multi-tiered approach to provide school-wide, targeted, and individualized interventions and support for students.

## **ACCREDITATION**

All Lee County Schools are accredited by Cognia and Georgia Accrediting Commission.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

The Board shall provide educational opportunities for students on a nondiscriminatory basis. No person shall be denied benefits of any education program or activity on the basis of race, color, disability, religion, national origin, or gender. Students cannot be denied enrollment due to immigrant status or English-speaking ability.

Programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

## **DUE PROCESS**

The policy of the Lee County Board of Education is to adhere to and observe the essential elements of due process when carrying out the procedures contained within the Code of Student Conduct handbook. A responsibility of the principals will be to familiarize their faculty and staff with due process procedures and provide each staff member with a copy of this handbook.

This handbook has been published with the following concepts in mind:

- School rules must be clearly stated and related to the educational purposes of the school.
- School rules must be fair and specific enough for students to know what they may or may not do.
- Students, parents and guardians must be informed of the rules concerning behavior and discipline.
- When serious disciplinary action is involved, school personnel and students must comply with required procedures.

The consensus of the Board of Education is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety and welfare of students and ensuring the efficient operation of the schools.

## **EXPECTATIONS**

### **Each student may expect that Lee County Schools will:**

1. Provide a free quality public education.
2. Provide a safe learning environment.
3. Ensure that all students are treated courteously, fairly, and respectfully.
4. Address all complaints and concerns brought to the attention of school personnel and school staff.
5. Inform students of the Code of Conduct and of disciplinary procedures related to disciplinary actions and/or appeals.

### **Each student is expected to:**

1. Read and become familiar with this Code of Conduct.
2. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school related functions on or off campus.
3. Demonstrate courtesy and respect for others.
4. Attend all classes, regularly and on time.
5. Prepare for each class, take appropriate materials to class, and complete assignments.
6. Follow all District rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
7. Communicate with his or her parent/guardian about school academic progress.

### **Lee County Schools will:**

1. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
2. Provide access to information regarding their student and Lee County School District's policies and procedures.
3. Promote and encourage active participation in their student's education.
4. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
5. Inform parents or guardians about their student's academic and behavioral progress.
6. Provide access to information about Lee County School District's policies and procedures.

**Each parent/guardian is expected to:**

1. Read and become familiar with this Code of Conduct.
2. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
3. Give the school accurate and current contact information and inform/update the contact information when and if it changes.
4. Inform school leaders of any concerns in a respectful and timely manner.
5. Work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their student.
6. Communicate with their students about the behavior that is expected at school.
7. Support their student's learning and school activities.
8. Be respectful and courteous to staff, other parents, guardians, and students.
9. Respect the privacy rights of other students'.
10. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

**DISCIPLINARY PROCEDURES**

The Code of Conduct governs students' behavior on school property and off school property at a school or district event. The Code of Conduct also governs student behavior off school grounds at a non-school activity, but where the misconduct constitutes a potential danger to school, students, and/or staff, or causes a disruption of school operations. Finally, the Code of Conduct also governs any student conduct that constitutes a violation of the Student Code of Conduct en route to and from schools, en route to or from any school or district event, while on the bus, and/or while at the bus stop.

Disciplinary action will be progressive, will be grounded in the professional judgment of teachers and administrators, and may, depending on the circumstances, include a range of alternative resolutions, including positive corrective techniques. Disciplinary action will consider, without limits, the severity of the infraction, the student's age and grade level, the frequency of the student's misconduct in total, the student's attitude, the student's actions through the lens of possible self-defense, the impact of the conduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and necessities of law (including, without limitation, IDEA and Section 504). Because of these factors, discipline for a particular violation (unless otherwise specified by law) may bring into consideration a wide range of resolutions. Principals or designees will have the authority to assign disciplinary consequences based on conduct related to specific occurrences.

When a violation of the Code of Conduct is conveyed or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to implement an investigation. The investigation, where possible, should include interviews with alleged perpetrator(s), identified witnesses, teacher(s), staff members, and others who could have pertinent information. When possible, written statements may be requested from all individuals who are interviewed. Video surveillance, if available and relevant, may be reviewed and secured. Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Parental consent and notification is not required prior to questioning and/or obtaining written statements from students.

At an appropriate time during the investigation, the parent or guardian will be notified. If the incident involves injury or a need for immediate medical care arises, appropriate medical attention will be provided, and the parent or guardian notified as soon as is practicable. The principal and his/her



designee should also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel. The principal has the authority to assign Out-of-School Suspension. . Questions regarding Out-of-School Suspension should be directed to the school administration.

The determination of whether a student has violated the Code of Conduct will be founded solely on a majority of the evidence, which means that it is more likely than not based on all of the evidence available that the student did violate the Code of Conduct. Once it has been determined that the student did have an infraction in violation of the Code of Conduct the administrator will follow the progressive discipline process.

#### **JURISDICTION OF THE BOARD OF EDUCATION**

Students in the Lee County School System are subject to the rules and regulations of the Lee County Board of Education during the school day, while in attendance at school-related activities and while traveling to and from school or school-related activities. This includes traveling in school vehicles or in public or private vehicles (which are being utilized at the time for purposes of transporting students to and from school or school-related activities), as well as waiting at a school bus stop. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community. Use or possession of controlled contraband at any time or place is presumed by the Board of Education to have a direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community.

A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, up to and including a referral to a disciplinary tribunal.

A parent, guardian, custodian or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in the Lee County School System shall be responsible financially for such child's destructive acts against school property or persons. The responsible party may be requested to appear at school by an appropriate school official for a conference regarding the acts of the child and, if summoned by proper notification by an appropriate school official, shall be required to attend the discipline conference.

#### **Attendance**

***School hours are 8:00 - 2:50. Regular school attendance is a component to a child's academic success. Children who do not attend on a regular basis, are routinely late, or routinely leave the program early may be disenrolled.*** Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., being late every Monday or absent every Tuesday or leaving early every Friday. **Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation must be disenrolled from the program. DECAL approval is not needed**

### **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.
- Registering to vote or voting in a public election, which shall not exceed one day.
- 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 his/her parent/legal guardian prior to/during their leave.

Any absence, for reasons other than those listed above as "excused" is an "unexcused absence". **If an excuse is not provided and chronic absenteeism, tardiness, and early dismissals occur, the child may be disenrolled from the program.**

### **Written Notes/Excuses**

It is the responsibility of the parent(s)/guardian(s) to report the reason for the student's absence. Students must submit a note or parents must fax or email the attendance office at school within (3) school days for the student's absence to be considered excused. The parent/guardian(s) can only cover 10 (ten) days per school year. After the tenth parent excused absence, the attendance officer/school administrator will request medical/doctor excuse(s) for additional absences.

The parent/guardian must write, fax or email the excuse. The excuse should include the student's name, the date(s) of absence(s), and the reason for the absence. The principal/system attendance officer may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

### **Tardiness/Late Arrivals/Early Dismissals**

- Tardies/early dismissals will be excused only when a medical/doctor's excuse is provided.
- Car trouble will be counted as unexcused tardy.
- All students are expected to be in attendance in their regularly scheduled classes by the time the bell rings to begin class. Students who arrive after the school day has begun must proceed to the main office and check-in.
- Parents are encouraged to make dental, medical, and other appointments for their children after school hours or during vacation and holiday periods.
- Students who have a valid medical need to leave school before the dismissal bell shall be checked out through the main office. Students must be signed out by the parent or guardian. Notes or telephone calls may not be accepted for purposes of check-out of a student.
- Repetitive tardiness at the start of the day, during school hours and leaving early from school may result in disenrollment from Pre-k. A record of tardiness will be kept by the office and tardiness will be recorded on the student's permanent record.

Students arriving after 8:00 will have to be signed in at the office by a parent before admittance to class. Please remember if a student is tardy, they will not be able to eat breakfast that day. If a child is to be picked up early, please send a note to the teacher that morning. If a doctor's note is not provided the

student will be marked unexcused tardy and unexcused early dismissal. To ensure the safety of the students, dismissal between 2:20-2:50 is not permitted, unless a doctor's note has been provided. A child will be released only to the parents or individuals identified on the Information/Emergency Pick Up. For the safety of your child, the parent or authorized person must come to the Pre-K office to sign the child out. A picture ID will be required by the staff to check the child out of school. You may update your pickup information in the parent portal.

### **Child Abuse and Neglect**

Georgia law and local protocol states employees of the Lee County School System report any suspicion of child abuse or neglect to an administrator/designee or their supervisor ([click here for policy](#)).

### **SUPERVISION OF STUDENTS AT SCHOOL**

Students are under the supervision of school staff during the school day. The school is not responsible for students on school grounds during any time other than the school day or during school-sponsored events after the school day. Schools are not responsible for supervising students more than 30 minutes before the start of the school day each morning.

### **Goals of Georgia's Pre-K Program**

Georgia's Pre-K Program provides appropriate activities and learning experiences that help prepare young children for school. For a child to be school ready, it means they are socially, emotionally, physically, and cognitively prepared for success in kindergarten.

Georgia's Pre-K Program helps children become independent, self-confident, enthusiastic learners. Participation in the program encourages children to develop good habits and daily routines.

Georgia's Pre-K Program encourages teachers to adopt child-centered instructional practices based on the interests and the skill levels of each child. Research shows that children benefit most when instruction is child-centered. Child-centered instruction allows teachers to facilitate learning in a rich environment that fosters children's initiative, exploration, and collaborative interaction with other children and adults.

To ensure a smooth transition to kindergarten, families will be provided information and assistance in preparing for and gathering the documentation necessary for their child's enrollment in kindergarten.

### **Eligibility and Enrollment Requirements**

Georgia's Pre-K is a public/private partnership. A child may not be denied from registering or enrolling in the program, but parents must complete certain requirements for the child to attend. In order to be enrolled, a child must be four years of age on September 1, 2024 and be a resident of Lee County, Georgia. The following documents must be provided:

1. **Certified Birth Certificate**
2. **Certificate of Immunization (DHR Form 3231) within 30 days of program entry**
3. **Certificate of Ear, Eye, Nutrition, and Dental Examination (Form 3300) within 90 days of program entry**
4. **Social Security Card**
5. **Proof of Residency (Mortgage/Lease and Power Bill)**

Remember to keep this information updated by notifying your Pre-K provider of any changes and updating the parent portal. Expired certificates must be updated within 30 calendar days of the expiration date. Any child who does not have a completed certificate within the 30-calendar day time frame may not return to the program until an updated certificate is provided and is on-site. If a family presents a valid appointment card for an EEDN appointment, the child can remain in the program until the date of the appointment. An updated certificate, or another appointment card should be provided upon the child's return to the program.

Children are eligible to attend Georgia's Pre-K for one year only.

### **Residency**

Lee County School Board Policy requires all students, including Lee County Georgia Pre-K students, to reside in Lee County with their legal parents/guardians. Lee County school system employees who do not live in Lee County will be extended an invitation to enroll their four year old children in the event fewer resident students apply than we have slots allotted.

Proof of residency must be on file at the Registrar's Office located in the Board of Education Office and updated if your family moves to another Lee County location. A copy of your mortgage or lease agreement and a current power bill in the parent/legal guardian's name with physical address on it, are sufficient documentation to serve as proof of residency.

### **Staff/Child Ratios**

Each Pre-K classroom will have one lead teacher and one assistant teacher. The only exception to this requirement is during the rest period when only one adult is required. Classes are limited to 20 children, providing a ratio of 1:10.

### **Parent Portal/ParentSquare**

All parents are required to have a parent portal and a ParentSquare account setup before the beginning of the school year. This is most important, as ParentSquare is a primary means of communication at all Lee County Schools. Follow the link below for instructions on setting up a parent portal account. A power bill should be uploaded in the portal by July 1. Instructions for the parent portal can be found on the link below.

<https://resources.finalsite.net/images/v1653671922/leek12gaus/m8vyszstg8gyzq3fh6f7/portalinstructions.pdf>

<https://docs.google.com/document/d/1Ea4KtIY9oDZOVJ6qMGcVGjmqrHxGD8AWNffS3llx3pE/edit>

### **SECURITY OF STUDENT RECORDS**

#### **Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act, you have a right to:

- Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student aged 18 or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is

inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist or online educational services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of personally identifiable information, which may be used only for the purposes in which disclosure was made and cannot be released to other parties without authorization. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
- The Lee County Board of Education has designated the following information as directory information:
  - Student's name;
  - Student's month and day of birth;
  - School at which student is enrolled;
  - Student's participation in official school activities and sports;
  - Weight and height of athletic team members used in information for the public;
  - Dates of attendance at schools within the district;
  - Honors and awards received during the time enrolled in the Lee County School System;
  - Photograph used to publicize awards, honors, extracurricular activities, or school promotions;
  - Grade level

Unless a parent/guardian or eligible student notifies the principal that this information not be designated as "directory information" for the individual student, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents/guardians/eligible students who wish to exercise this right must notify the principal of the school at which the student is enrolled in writing within ten (10) days after officially enrolling in school or within ten (10) days of the date of the receipt of this notice.

Parents/guardians/eligible students may file with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

### **Withdrawal Information**

In order for a student to be withdrawn from Lee County Pre-K, the student's parent/guardian must visit the Board of Education office to complete the necessary paperwork. Parents/guardians who wish to withdraw their child are encouraged to notify the office in advance, so that the paperwork will be available.

### **School Supplies**

Students will need the following supplies:

- 2 small thin towels for rest time (no nap mats, sleeping bags, or thick towels)
- A full sized book bag (please make sure that towels, jackets, and a lunchbox all fit inside the backpack)
- A change of clothes (underwear, shirt, pants, and socks) labeled with your child's name in a clear ziploc bag.

Please make sure that all supplies are labeled with the student's name. Your teacher may share a wish list with you for various items. All other supplies will be provided by Pre-K.

### **Student Personal Belongings**

Personal belongings such as toys, electronic or non-electronic games (including playing cards and dice), cameras, or recording devices of any kind may not be brought to school or on field trips or off campus travel (co-curricular or athletics) unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken up and kept in the school office until parents come to claim them. Also, students are subject to disciplinary action for bringing inappropriate items to school without the consent of the school administration. The School District is not responsible for lost, stolen or damaged personal belongings.

### **Birthdays**

Please contact your child's teacher before sending a birthday snack or treat to school for birthday celebrations. This will eliminate having too many special snacks or treats on the same day. Please make sure that all items are store bought and in the sealed container they were purchased in. Please refrain from sending flowers, pinatas, balloons, or any other large birthday paraphernalia for your child's birthday. We discourage the distribution of party invitations at school. If you choose to send them, please include an invitation for each student in the class. Sending an invitation for all of the boys or all of the girls in the class is also permissible. Teachers cannot provide student phone numbers or mailing addresses.

### **LUNCHROOM PROCEDURES**

Free/Reduced Lunch Forms: LCSS operates under the National School Lunch & School Breakfast federal program. Applications are provided to each student for their families to apply for free or reduced lunches. Applications must be filled out completely and returned for approval each year, or applications can be filled out online at [www.schoolcafe.com](http://www.schoolcafe.com) - apply for benefits. **If you receive a notification and have not submitted an application you are automatically eligible for the free breakfast and lunch program and no application is necessary.** School Food Service is responsible for our lunch procedures and policies. Students can pay in advance for their lunch by cash or check in your child's folder or online through School Cafe <https://www.schoolcafe.com/LCSS>. Please make sure that all money is placed in the labeled envelope in your child's folder. Please make all checks payable to Lee County Food Services.



Breakfast: \$1.75

Lunch: \$2.75

Extra Milk: \$1.00

To encourage good nutrition, breakfast and lunch are offered daily. Meal prices are available at [www.lee.k12.ga.us](http://www.lee.k12.ga.us) under Departments-Food Services. Students are responsible for disposing of their trash properly and leaving their table and chair in an orderly arrangement. Students are not allowed to leave campus for lunch. Students are permitted to bring nutritionally balanced lunches from home. Please refrain from putting glass containers, candy, canned drinks, and sodas in your child's lunch. Students can purchase milk, from the lunchroom, to go along with their lunch from home. Milk is \$1.00 and your child must have sufficient funds in their School Cafe account to purchase only milk. Due to time imitations, teachers will not be able to heat any food items. Please send items that are easy for your child to open.

Students will not be allowed to charge over \$15.00 for meals in the cafeteria. By allowing charges up to \$15.00, students will continue to receive breakfast and lunch for a reasonable grace period in the event they forget to bring their money. After students have reached their charge limit, they will receive an alternate meal consisting of a sandwich and milk. Although the Food Service program will make attempts to notify parents of account shortages, it is the responsibility of the parent to check account balances. No more than 5 alternate lunch meals may be served to students. Additional action will be taken if charges remain unpaid. The charge/no charge policy will be enforced to eliminate unnecessary debt within the School Nutrition Program. Federal Law prohibits anyone being in debt to a School Nutrition Program (OMB Circular A-87)

### **Breakfast Information**

**In order for your child to participate in the breakfast program at Lee County Pre-K, a breakfast form must be completed by the child's parent or guardian at the time of enrollment. Once the form is completed, the child will receive a badge from food service that must be attached to their backpack daily. Please keep in mind that participation in the breakfast program cannot vary from day to day if the student is a bus rider. After the beginning of the year, parents/guardians who would like for their child to stop/start participating in the breakfast program at Lee County Pre-K, will have to put in an official request with the front office. Please keep in mind that this request could take up to three business days to go into effect. Breakfast will be served from 7:30 to 8:00. If your child arrives at school after 8:00 am, breakfast will not be available that day.**

**Car drop-off students that are participating in the breakfast program will receive a yellow car sign. These students will be dropped off in the back of the school at the lunchroom. Bus riders participating in the breakfast program will be dropped off at the cafeteria. Car drop-off at the cafeteria is only permitted for students who are participating in the breakfast program and/or enrolled in the SPED program.**

### **Special Dietary Needs**

If your child has special dietary or religious needs, the School Food Service requires a letter from your child's doctor explicitly stating allergens and precautions to be taken. If a note is not provided adjustments will not be made.

## **Snacks**

We eat snacks as a whole class during the school year. We appreciate snack donations as snacks are not provided by the school. When donating snacks, please send enough snacks for 20 students. Individual student snacks may not be sent unless a specific allergy is on file in the nurse's office. We are unable to make dietary accommodations for the entire classroom due to an individual food allergy.

Examples of acceptable snacks include:

- |  |                     |
|--|---------------------|
| ➡ Cereal                               | ➡ Goldfish Crackers |
| ➡ Healthy snacks that your child likes | ➡ Fruit roll-ups    |
| ➡ Fresh Fruit (apple slices, grapes)   | ➡ Animal Crackers   |
| ➡ Granola Bars                         | ➡ Cheez-Its         |

## **Dress Code**

Lee Co Pre-K is an active and fun place to learn. Children paint, glue, play in the sand and water, and play outdoors each day (weather permitting.) We strongly encourage you to send your child to school in clothing suitable for these activities.

Make sure your child's clothes are easy to pull up and down for restroom needs and fasteners are easily manipulated. Tennis shoes work best for all activities. If your child is wearing a dress, please make sure they have shorts on underneath. Please refrain from attaching safety pins to your child's clothing due to safety issues.

### **The following items are considered inappropriate for students to wear at Lee County Pre-K:**

- shirts should fully cover the torso and chest area and have straps/shoulder coverings no less than one inch.
- skirts, dresses, and shorts (no cutoffs) must be worn no more than 5 inches above the knee. The right to wear shorts may be taken away if a student repeatedly violates the dress code.
- clothing that makes reference to alcohol, tobacco, drugs, sex, race, etc. clothing that implies an attitude that being disrespectful is acceptable.
- all clothes must be worn as they are made. Pants/shorts must be worn correctly, and at NO TIME shall be worn below the waist.
- Shoes with a heel more than 2 inches high. Shoes with wheels, cleats, and/or spikes are not appropriate for school. Tennis shoes should be worn for Physical Education.
- hats, caps, scarves, handkerchiefs, or bandanas worn as a headpiece.
- jeans/pants or tops with an excessive amount of holes or wear and tear; no holes that show skin above knee.

If your child has an accident, we will assist with cleaning and changing, if needed. If it is an extreme case, you may be called to pick up your child. Soiled clothes will be placed in a plastic bag and sent home in the book bag. It is important that you check the bag each night and send a replacement change of clothes with the child the next day in a labeled ziploc bag.

## **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:

- Contact the nurse at your student's school in order to discuss the procedure.
- Once approved, complete the [district approved form](#).
- The parent/guardian or student (age appropriate) must transport medication to the health clinic or main office immediately upon arrival to school. Controlled medications should not be transported on the bus.
- 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.
- Medication that is prescribed to be taken once, twice, or three times a day will not be given at school unless the physician specifically states a time during the school day which it is to be given. (e.g. an antibiotic and/or other medication which is to be given three times daily should be given before the child leaves for school, when he/she gets home, and at bedtime)
- If medication is required at lunch daily (e.g. 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.
- 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 prescribing physician must complete and sign, along with a parent/guardian, an Authorization to Give Medication at School in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of his/her student's medications. A new Authorization to Give Medication at School is required for any change in medication given at school.
- If these procedures are not followed, medication will 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.

## **Over-the-Counter, Non-Prescription Medication**

- All over-the-counter medications must be provided by the parents/guardians.
- Medications will only be administered within the parameters of the directions on packaging and for the complaints specified by the parent/guardian on the [district approved form](#).
- School staff will not administer OTC medication for more than 5 consecutive school days without a note/order from their medical provider.

- Unused medication will be disposed of at the end of the school year unless picked up by parent/guardian.
- All students who carry medication must adhere to the code of conduct re: sharing medications, selling meds, etc.

#### **PK-2nd Grade:**

- Students are not permitted to carry any medications on their person.
- All medications must be stored in the clinic and will only be administered with parental permission provided on the district approved form.

#### **Illness**

1. **Fever > 100.4 - Keep them home for 24 hours after the last episode, or until you receive clearance from the doctor. If a child is sent home from school with a fever, they will be required to be fever free for 24 hours without medication before returning**
2. **Vomiting more than once**
3. **Diarrhea**
4. **Frequent cough**
5. **Persistent Pain (ear, stomach, etc.)**
6. **Widespread rash**
7. **Chicken Pox, until lesions have scabbed (usually 5-7 days)**
8. **Impetigo, Ringworm, or Scabies until under treatment and lesions covered**
9. **Bacterial Pink Eye (thick eye drainage and redness of the whites of the eyes until under treatment)**

#### **Head Lice**

You will be contacted if your child has live lice found on his/her head. Information on head lice and treatment options will be provided. Prior to returning to school, treatment must be completed and the parent must bring the child to the school office for clearance to return to class. The parent must also bring proof of treatment.

#### **Georgia's Pre-K Child Assessment:**

Georgia's Pre-K Program uses a statewide assessment for four-year-olds. It is called the Work Sampling System (WSS). WSS assesses the level of performance for each child in the program. These assessments are completed in the classroom by the teacher as children engage in their routine daily activities throughout the school year. Teachers observe and record student performance every day. They collect student work samples that show development and growth over time.

Teachers use this data to complete a Developmental Checklist and upload the information into an online portfolio for each child. The Developmental Checklist includes sixty-nine performance indicators under seven domains of learning (language/literacy, mathematics, social studies, science, social/emotional development, health and physical development, and the arts). The indicators within the seven domains of learning are directly correlated with the Georgia Early Learning and Development Standards (GELDS). The GELDS guide the instruction in the classroom and are correlated with the Kindergarten Georgia Performance Standards. Information from the checklist is used to determine each individual child's performance level and school readiness. The information is then reported on the Narrative Summary Report that teachers share with parents.

**A minimum of two family/teacher conferences will be offered to families during the school year. During this conference Georgia's Pre-K Progress Report, known as the Narrative Summary, will be shared with families. While sharing The Narrative Summary with families, the teacher will provide information about your child's performance in language/literacy, mathematics, social studies, science, social/emotional development, health and physical development, creative expression, approaches to play and learning, and cognitive processes.**

### **Special Education Program**

The Lee County School System offers a free appropriate public education to all children, ages 3-21, who are eligible for special education and related services according to the Individuals with Disabilities Education Act (IDEA). Specially designed instruction is provided through a continuum of services, ranging from least restrictive to most restrictive environments, depending on the specific needs of the student. The type and degree of services provided are determined through the development of an Individualized Education Program (IEP) to meet the unique needs of the child with a disability. For more information, contact the Special Education Department at 229-903-2100.

### **Section 504**

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Any student, 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. 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 may be picked up at the central office or at any of the school offices.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact Mr. Rocky Ledford, the Section 504 Coordinator.

### **Field Trips**

**Field trips are sometimes planned both inside and outside the classroom environment to familiarize children with their community and broaden their educational experiences. The number of field trips will vary between programs. Parents who participate in field trips may be charged a fee. Permission for students to attend field trips was included on the registration form at the time of enrollment. The cost of the field trip will depend on the event. We have several fundraisers to help offset the cost. Teachers will keep parents informed ahead of time about cost and plans.**

### Teacher/Parent Communication

1. Parents are encouraged to maintain open communication with Lee County's Pre-K staff. It is best to communicate with the teacher through parent square or email. They will provide you their email address at the beginning of the school year. Please be mindful that our teachers are busy throughout the day and will not be able to check emails or parentsquare until the end of the day. If you have an emergency please call the front office.
2. To ensure accuracy, all written communication needs to have the child's name referenced, date and signature of the parent or guardian.
3. You will receive newsletters and updates from your child's teacher at least once a month on Parent Square.
4. If you need to call the teacher during the school day, you may be asked to leave a message with the front office. The teacher will return your call as soon as it is convenient.
5. Updates for school events will be posted on the Parent Square platform

**Social Media** - We have a social media account that we encourage you to follow:

Lee County Pre-K Website: <https://pre-k.lee.k12.ga.us/>

Facebook: Lee County Pre-K

Parent Square App

### Transportation

All students will receive a name tag and a transportation tag at the beginning of the school year. This transportation tag will be attached to the back of the students' bookbag and the name tag will be attached to the front. To ensure the students' safety, we require the students to leave the transportation tag on their book bag for the entire year.

### Afternoon Car Pick-Up 2:50-3:10

Enter the car lanes at the designated gate on Starksville Ave (do not enter through bus entrance). You will form two lanes on the outside and the inside of the fence. Once you turn the corner you will take turns proceeding one vehicle at a time. A staff member, who will be calling student names, will be located by a cone before the lane merges into one. Please follow their directions and signals to move forward accordingly. This order corresponds to how the children are called, so we appreciate your cooperation in maintaining the queue until instructed otherwise.

You will receive a car pick-up sign for your child at Open House. **In order for car pick up to run smoothly, please put the car pick-up sign on the left hand side of the car windshield. You must have the car pick-up sign in your car each day to pick up your child. If a sign is not present, you will be asked to park and come inside the office to show identification. If you need extra signs, please inform your child's teacher at the beginning of the school year. We will follow this procedure all school year. Each student should be picked up by 3:10.** The teachers on car duty will load students on the right side of the car. **Once your child is in, please do not get out of the car, pull forward toward the BoE building to give assistance with seatbelts if needed.** Adults will guide traffic flow so that 3 students may be loaded at once.



### **Morning drop-off 7:30—8:00**

If your child is not participating in breakfast, you will enter the car lane at the designated gate on Starksville Ave (do not enter through bus entrance). The lane will merge into one at the fence, please be sure to take turns entering. You will pull up to the fence in front of the building and a teacher will assist your child out of the car. **Booster seats should be placed on the right side of the vehicle. Parents should remain in the vehicle at all times. The teachers on duty will assist your child from the car.**

**Please have your child ready to exit the vehicle as soon as you pull up to the covered area so traffic can run smoothly. If you arrive past 8:00, you will be required to park and sign your child in at the front office. The teachers monitoring car drop-off will watch to see which cars arrive after 8:00 am. If you arrive at car-drop off after 8:00 am, your child will be considered tardy. Due to the large amount of traffic we have in the mornings and afternoons, parents are not allowed to walk their child to or from the building. This allows us to ensure the safety of the students.**

### **Extended Day**

Lee County School System offers an “Extended Day” program for students who are enrolled in the Lee County School System (Pre-Kindergarten through 5th grade.) This program is offered daily at Lee Co. Primary, Kinchafoonee Primary, Twin Oaks Elementary, and Lee Co. Elementary. Pre-K students participating in the extended day program will be transported by bus to KPS or LCPS according to their school zone. Students will be met by qualified staff to conduct student activities at the schools. Some of these activities include indoor and outdoor games, movement activities, art and crafts, and homework assistance (if needed.) Students will also be provided with a snack at the extended day program. The Lee County Extended Day operating hours are from 3:00 p.m. until 6:00 p.m. each day school is in session. **Weekly tuition is \$60.00 per child. A non-refundable \$50.00 registration fee is due at registration.**

### **Bus Information**

Pre-K staff and the school system’s transportation office (903-2212) can assist you with information regarding bus transportation. You can also check out the LCSS page <https://www.lee.k12.ga.us/departments/transportation> for important information regarding Bus Regulations, Student Responsibilities, Driver Responsibilities, Director Responsibilities, Consequences, Alternate Buses and Bus Assignments.

The transportation department offers the “BusWhere GPS App”. This is a mobile tracking app that lets parents know the location of the bus and its arrival time. Please sign up on the link below. It is important for transportation to be consistent to avoid confusion and misplaced students (transportation is not your child’s choice ).

[https://buswhere.com/signups/lee\\_k12](https://buswhere.com/signups/lee_k12)

**NOTE: NO BUS CHANGES OR CAR PICK UP CHANGES WILL BE MADE OVER THE PHONE, EMAIL, SOCIAL MEDIA, or TEXT! You must send a note in the daily communication folder or fax to 903-3997 containing the information below.**

1. Name of child and teacher
2. Address, phone number, and bus number
3. Actual date of change: Not “today or tomorrow”

**The note should be placed in the student’s communication folder that is sent home daily or faxed to 229-903-3997.**

## **Bus Discipline**

The Lee County Board of Education is genuinely concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the Pre-K director, shall have full responsibility for discipline on buses. (Note: All school rules apply when students are riding on buses.) Riding the bus is a privilege.

### **SAFE STUDENT BUS RIDING INSTRUCTIONS**

#### **Safety Rules at the Bus Stop**

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner.
- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give a hand signal that it is safe to cross the road (stop, look, listen).
- Be sure that all traffic has stopped in both directions before crossing the road.
- If you miss the bus, do not chase after it. Return home and tell your parents.

#### **Safety Rules for Entering and Exiting the Bus at the Stop and at the School**

- Walk in front of the bus to stay in the driver's view when crossing the road. Never cross the road behind a school bus.
- Load the bus in single file without making contact with the one in front of you.
- No pushing, shoving, or horseplay while loading the bus.
- Use the handrail when entering or exiting the bus.
- Board the bus quickly and safely and be seated as promptly as possible.
- Do not linger near the bus after exiting. Get clear of the roadway as quickly and as far as possible.
- While unloading at the school, unload from the front to back of the bus.
- When stepping off the bus onto the bus ramp, keep moving and go straight to the sidewalk.
- Never stop to get mail from the mailbox until the bus has moved and traffic is flowing again.
- Never return to the bus without first getting the attention of the driver.
- Never retrieve a dropped item around the bus unless you first get the attention of the driver.
- If the bus horn sounds at any time, it is a signal for danger and you should react quickly to the bus driver's directions to avoid injury.
- Remove ear buds and/or headphones when loading/unloading the bus.

**Safety Rules While on the Bus**

- Follow the bus driver's instructions at all times.
- Remain in your seat until the bus reaches your school/home and has come to a complete stop.
- Keep your voice at a normal speaking level while speaking to other students.
- Keep conversation with the driver to a minimum while the bus is moving.
- Never speak to the driver while loading and unloading other students at a stop.
- Be completely silent at all railroad crossings until the bus has completely cleared the tracks.

**Bus Evacuation Guidelines**

- When any type of evacuation occurs, all must follow the instructions of the driver to safely unload and relocate (at least 100 feet away from the hazard and the roadway if at all possible).
- Evacuation will be practiced on each bus with students twice during every school year.
- All buses are designed with several "emergency exits". These locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches.
- Always use the front entrance/exit door during an evacuation when possible.
- All other exits should be used only when the front entrance/exit door and the rear exit door are not available to use.
- When the loading door is not available and the rear door is the chosen exit, selected older/mature students are instructed to assist others to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and to exit from the front to the back of the selected exit location.

**Additional Guidelines**

- Any type of conversation or behavior that distracts the driver during loading and unloading of buses should be avoided. During this critical time, complete concentration by the driver is required.
- Parents should avoid conversation with the driver during loading and unloading. During this critical time, complete concentration by the driver is required.

**BUS DISCIPLINE**

The following specific provisions shall govern student conduct and safety on all school buses:

- (1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2751-6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- (2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever;
  - A student is found to have engaged in bullying; or
  - A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

- (3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and
- (4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

The Lee County Board of Education places the highest priority on the safety and welfare of the students riding buses. In an effort to inform students and parents/guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, along with the Transportation Director and the school principal, has full responsibility for discipline on buses.

### **Bus Regulations**

- 1. Students shall obey the driver promptly and at all times. The driver is in charge of the bus and students.
- 2. The driver has the right to assign seats as he/she deems necessary.
- 3. Students are to help keep their bus clean by not throwing trash on the floor.
- 4. Students shall not throw any object out the windows.
- 5. No student shall at any time extend his head, hands, arms or any part of his body out the window.
- 6. Individuals who damage buses or equipment will be responsible for paying to fix the damage.
- 7. Bottles, cans, knives, sharp objects, or any object that might endanger another student cannot be brought onto the bus at any time.
- 8. Students must ride the bus to which they have been assigned.
- 9. Students should remain seated and should face the front of the bus at all times.
- 10. Students shall behave in an appropriate and orderly manner.
- 11. At the driver's discretion, food and drink may be allowed on the school bus. Water is allowed at all times.
- 12. Use of electronic devices may be allowed on the school bus as long as it doesn't disrupt the driver or necessary communication on the bus.

<b>Bus Disciplinary Offenses:</b>	
	<b><u>Pre-K-2 Bus Suspension</u></b>
1 <sup>st</sup> violation	Warning/ one day
2 <sup>nd</sup> violation	Up to two days
3 <sup>rd</sup> violation	Up to four days
4 <sup>th</sup> violation	Up to six days
5 <sup>th</sup> violation	Up to eight days
6 <sup>th</sup> violation	Up to ten days
7 <sup>th</sup> violation	Up to twelve days
8 <sup>th</sup> violation	Up to fourteen days
9 <sup>th</sup> violation	Up to twenty days
10 <sup>th</sup> violation	Possible expulsion from school bus remainder of school year

#### **Major offenses on the school bus:**

Any offense which is classified as a Class II or Class III offense in the Code of Conduct may also necessitate consequences at school.

A fight/physical aggression or other major offense committed on the school bus produces a dangerous situation where other students are in jeopardy and the driver is distracted. This type of situation and the consequences will be taken very seriously. Consequences may include the following and or a combination of the following: bus suspension, in-school suspension, out of school suspension, or referral to the district disciplinary tribunal. A complaint may also be filed with law enforcement authorities.

#### **Pre-k Students Bus Transfer**

In the mornings, students who live in the “east zone” will ride the bus to Lee County Primary School, where they will get on the pre-k transfer bus that transports them to Lee County Pre-K. Students who live in the “west zone” will ride the bus to Kinchafoonee Primary School, where they will get on the pre-k transfer bus that takes them to Lee County Pre-K. In the afternoons, students who live in the “east zone” will ride the bus to Lee County Primary School, where they will transfer onto the bus that takes them home. Students who live in the “west zone” will ride the bus to Kinchafoonee Primary School, where they will transfer onto the bus that takes them home. Children who attend the extended day program will also ride the bus from Pre-K that will transfer them to extended day at Lee County Primary School or Kinchafoonee Primary School.

Four teachers will assist the students in getting on the correct bus in the mornings and afternoons daily. These teachers will also ride the pre-k transfer bus to and from pre-k. Students will be given a bus tag that contains their transportation/bus information at the beginning of the year. This tag will be attached to their book bag. To ensure that your child is placed on the correct bus each day, we require the students to leave their transportation tag on their book bag for the entire year.

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

### **Pre-K Expectations**

**Be Kind**

**Be Safe**

**Be Responsible**

Positive Behavior Intervention Support is a collaborative (team-based) educational, proactive, and functional process for developing effective strategies to teach and reinforce appropriate behavior. Being that this is many student's first school experience, the staff at Lee County Pre-K does not assume that students know how to behave appropriately in a school setting. We understand that we must teach our students our pre-k expectations (be kind, be safe, be responsible) to help them understand what is expected of them at school. We teach the students the expectations, and rules linked to those expectations, at the beginning of the year and continue to review and implement them throughout the school year.

All of our Pre-K faculty and staff will implement and follow the same rules and expectations to help students develop a common vocabulary. Students will be rewarded for exhibiting kind, safe, and responsible behaviors with a "Pom-Pom" that will be placed in a container in their classroom (referred to as the class's "bucket"). Once the classroom reaches their team goal, they will vote on a class reward. Each classroom selects a student, who consistently exhibits kind, safe, and responsible behaviors, to be the PBIS student of the month. They will receive a certificate, picture in the newspaper, and a special treat from the front office. We concentrate on positive behavior, but if a need for a consequence arises, it may include but is not limited to: loss of privileges, phone call, or email to parents, time out, conference with principal, parent conference, or out of school suspension.

A copy of the Lee County School System Code of Conduct is also available on the LCSS website.

### **Local School Rules and Regulations**

Principals with the approval of the Superintendent may supplement the Code of Student Conduct with rules and regulations that are applicable to the particular school. These rules shall not be contrary to the rules of the Code of Student Conduct. Such rules and regulations shall be reasonable and related substantially to the maintenance of discipline and the implementation of the academic program of the school. Adequate notice of all rules and regulations shall be given and violators shall be treated fairly and consistently.

### **Bullying (O.C.G.A. 20-2-751.4)**

Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or



3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication:

- a. is directed specifically at students or school personnel;
- b. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
- c. creates reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures have been developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties

for violating the prohibition by posting information at each school and by including such information in the student/parent handbook.

### **Threats of Suicide**

Students who talk about suicide will be taken seriously. When a student indicates that he/she is considering suicide, a principal designee will notify the parent/guardian. The designee will advise the parent/guardian to take the student to a qualified licensed professional (psychologist, psychiatrist, county mental health, or private/public hospital). The school will request that an open line of communication be maintained between the school and parent/guardian. The system social worker shall be notified of such a threat.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The discipline of students receiving services and/or accommodations under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act is subject to applicable state and federal laws, in addition to the Lee County School System Code of Student Conduct. To the extent any conflict exists, state and/or federal law will prevail. In accordance with the law, the Code of Student Conduct shall apply to all students unless a student's Individualized Education Program (IEP) or 504 Plan specifically states otherwise.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

When it becomes necessary to impose consequences for disciplinary infractions, school administrators and teachers will follow a progressive discipline process. The degree of consequence to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The following actions may be imposed for any violation of this Code of Conduct:

- Warning and/or conference with a school administrator, counselor, or social worker
- Loss of privileges
- Removal from class or activity
- Notification of parents
- Parent conference
- Short term suspension out of school (OSS)
- School bus suspension (for infractions occurring on school buses)
- Suspension or expulsion from the school bus

### **DEFINITION OF TERMS**

#### **Short-Term Out of School Suspension (OSS)**

OSS is a short-term suspension from school (10 days or less). During that time, the student is prohibited from being on other school campuses or property and is prohibited from attending or participating in any Lee County School System co-curricular or extracurricular programs or activities.

**School Bus Suspension**

Principals or his/her designee may deny a student the privilege of riding a school bus based on misconduct of the student. This action will be for a reasonable and specified period of time.

**Physical Restraint**

Principals or their designees may use reasonable physical force to restrain students from harming or attempting to harm themselves, other students, teachers, administrators, parents, guardians or other staff members. The action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

**Student Questioning by Officials**

School Administrators: Principals and Assistant Principals have the duty and authority to question students for the purpose of ensuring a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

Department of Family and Child Services (DFCS): DFCS officials investigating suspected child abuse and/or neglect are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of that investigation may be the parents.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.

Law Enforcement: School Resource Officers, as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval and notification. Law enforcement officers representing other agencies investigating non-school-related matters may question students without the cons

**SCHOOL SAFETY ZONE**

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

**Video Surveillance**

In an effort to maintain order and discipline on school property and in school vehicles, LCSS utilizes a video surveillance system. However, students do not have permission to tape teachers or other students without their consent. Violations will result in disciplinary action.

**Visitors**














Georgia Law prohibits visitors on a public school campus for social or nonessential reasons. Students are not to bring visitors to school with them or meet visitors around fringe areas of the campus during school hours. Violations of this rule could result in arrest of visitors and serious disciplinary action taken with students. Visitors with specific purposes are welcome and asked to check in with the main office. Visitors should use the front parking lot.

To promote uninterrupted instructional time and for the protection and safety of our students, we are following these visitation guidelines:

1. All visitors, including parents, are to stop in the office and receive a visitors' pass.
2. Appointments will be made for conferences and classroom visitation.
3. To prevent interruptions, younger children should not accompany parents during visitations. A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior that violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn, shall file a report of such behavior with the principal or his/her designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A § 20-2-737-738.

The Superintendent shall fully support the authority of principals and teachers in the school system to remove a student from a classroom pursuant to the provisions of this law and the Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state law.

## Lee County Pre-K Matrix

Expectations	Hall 	Lunchroom 	Playground 	Bathroom 	Gym 	Bus 
Be Kind 	Keep Hands & Feet To Self 	Keep Hands & Feet To Self  Nice Table manners 	Keep Hands & Feet To Self  Share 	Keep Hands & Feet To Self  Flush 	Keep Hands & Feet To Self  Share 	Keep Hands & Feet To Self 
Be Safe 	Walk 	Walk  Sit seat to seat 	Sit Seat to Seat on swing and slide  Ask permission to use restroom 	Walk  Close doors gently 	Stay off bleachers 	Sit seat to seat 
Be Responsible 	Inside voices  Stay in line facing forward 	Inside voices  Stay in line facing forward 	Clean Up  Keep sand and toys in sandbox  Keep toys inside fence 	Inside voices  Wash hands 	Clean Up 	Inside voices  Leave book bag zipped 

**Classification of Violations**  
**CLASS 1**

<b>Consistent Disruptive Behavior</b> Consistent interruption of classroom activities or instructional time.
<b>General Profanity</b> Intentional and/or non-direct use of profane, offensive or obscene language
<b>Offensive Touching (Not Sexual)</b> Offensive touching of another student (not of a sexual nature).
<b>Out of Assigned Area</b> Not staying in assigned area
<b>Refusal to Comply</b> Refusal to comply with directions given by a Lee County School System employee.
<b>Unauthorized Use of Electronic Devices</b> Inappropriate/unauthorized use/possession of electronic devices / technology.
<b>Misuse of Property</b> Unauthorized and/or inappropriate use of school or personal property.

**Violations and Consequences**  
**Class I**

1st violation	Parent Contact and warning
2nd violation	Parent contact and loss of privileges
3rd violation	Parent Conference and loss of privilege
4th violation	Administrative conference
5th violation	Administrative conference
6th violation	Administrative Conference and OSS



7th violation	Referral to Bright from the start Inclusion Specialist
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## Class 2

<b>Simple Assault</b> Intentionally touching or striking another student against his/her will or without his/her consent
<b>Disrespect</b> Disrespect toward district employees, students, or visitors.
<b>Biting</b> Intentional wounding of the skin with teeth
<b>Petty Theft, Stealing, Larceny, or Possession of Lost Property</b> Taking and/or carrying away of property valued at less than \$50 belonging to or in lawful possession or custody of another. Obtaining or exerting control over the property of another which is known to have been lost or mislaid, and failing to take reasonable measures to discover and notify the owner. Possession of stolen property while knowing the property is stolen.
<b>Threats/Extortion</b> Verbal, written, printed, or electronic communication that threatens injury to a person, or to the property or reputation of a person.
<b>Offensive Materials</b> Possession of obscene and/or offensive materials.
<b>Obscene/Offensive Communication/Manifestation</b> Use of obscene and/or offensive communications and/or manifestations (verbal, written, gesture) directed toward another person and/or communications and/or manifestations (verbal, written, gesture) which are deemed to create a hostile environment.
<b>Possession / Use of a Disruptive Device</b> Possession and/or use of any device which could disrupt the educational environment or process (e.g. laser light pointer, "stink bombs", sirens, or any other device that causes such a disruption)
<b>Other</b> Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Violations and Consequences  
Class II

1st violation	Parent Contact and warning
2nd violation	Parent contact and loss of privileges
3rd violation	Parent Conference and sent home for the remainder of the day
4th violation	Parent Conference/OSS 1 day/Referral to Bright from the Start Inclusion Specialist
5th violation	Parent Conference/OSS 2 days
6 + violations	Parent Conference/OSS 3 days

Class III

<p><b>Fighting</b> The initiation or provocation of a fight or physical altercation, or the participation in a fight or physical altercation absent mitigating circumstances.</p>
<p><b>Tobacco Possession/Use/Transfer</b> Possession, use, and/or sale (or promoting the sale) of any tobacco product or “vapor” device and/or paraphernalia. The use, possession, or transfer of a tobacco product or Electronic Nicotine Delivery System (ENDS) device (including, but not limited to, e-cigarettes, vape pens, vapes, personal vaporizers, tank systems, mechanical mods, etc.) or any other “inhaling” device or innovation/paraphernalia. Note: All items collected are subject to testing by law enforcement to determine the presence of THC</p>
<p><b>Assault upon School System employee</b> The unlawful touching or striking or an attempt to touch or strike a School Board employee against his/her will or the causing of bodily harm to a School System Employee</p>
<p><b>Possession of Weapons</b> Possession of any item that could be considered a weapon as covered in Lee County Board Policy JCDAE. Possession of weapons described in the policy may result in an immediate referral to a school disciplinary tribunal hearing.</p>

<p><b>Threats of Death or Serious Bodily Injury</b></p> <p>Communication (verbal, written, electronic, etc.) of a threat to kill or do serious bodily injury to another person.</p>
<p><b>Sexual Misconduct</b></p> <p>Any inappropriate act of a sexual nature that involves physical contact or that rises above a Level 2 offense; any act of indecent exposure, including “flashing,” “mooning,” or “streaking” as those terms are commonly understood; any act of indecent fondling, groping or touching of the student’s own intimate body parts or the intimate body parts of another; any act of sexual intercourse, oral sex, or sodomy as the term is defined by the laws of the State of Georgia; any act of viewing or possessing which involves another student; selling, buying or transmitting sexually explicit or sexually exploitative materials, or any materials which depict a minor in a sexual manner; any act of recording images of intimate body parts, whether of oneself or of another person.</p>
<p><b>Fleeing</b></p> <p>Fleeing a School Board employee to elude contact or questioning.</p>
<p><b>Bullying</b></p> <p>Bullying, as the term is defined in Georgia law (O.C.G.A. §20-2-751.4), is strictly prohibited. The Student Code of Conduct for all schools within the school system expressly prohibits bullying.</p>
<p><b>Aggravated Assault</b></p> <p>Intentionally causing bodily harm, disability or permanent disfigurement by use of a weapon or any instrument that could be considered a weapon.</p>
<p><b>Possession/Use of Explosive Devices</b></p> <p>Possessing and/or igniting fireworks, firecrackers or smoke bombs, or any other dangerous device which could disrupt the educational environment or process.</p>

### Violations and Consequences Class III

1st violation	Parent Contact and student is sent home for the remainder of the day
2nd violation	Parent contact and one day of OSS

3rd violation	Parent Conference and one day of OSS
4th violation	Parent Conference/OSS 2 day/Referral to Bright from the Start Inclusion Specialist
5th violation	Parent Conference/OSS 2 days
6th violations	Parent Conference/OSS 3 days
7+	Possible disenrollment from the Pre-K Program