

**Lamar County
Elementary School
Student Handbook
2017-2018**

**228 Roberta Drive
Barnesville, Georgia 30204
(770) 358-5556**

www.lamar.k12.ga.us

Principal: Dr. Andrea Scandrett
ascandre@lamar.k12.ga.us
Assistant Principal: Waylon Knight
wknight@lamar.k12.ga.us

Lamar County Schools Non-Discrimination Notice

The Lamar County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Deputy Superintendent
100 Victory Lane
Barnesville, GA 30204

July 25, 2017

Dear Parents:

Welcome to Lamar County Elementary School. We are excited to be able to provide quality educational opportunities for our students. We have an excellent faculty and staff ready to provide your child with the best educational experience ever. We take pride in the high academic standards that we hold for our students, as well as meet the individual needs of every child.

This year a weekly newsletter will be provided on every Monday. The newsletter is designed to facilitate communication between home and school. Students will have special notes from their teachers or homework assignments on the reverse side of the newsletter. Please read the information and sign it every day. The involvement of parents in the life of the school is extremely important. Successful schools always have the support of the parents and the community.

Should problems develop with your child's schooling, please do not hesitate to call the school counselor, assistant principal or me. I urge you to read and discuss this handbook with your child.

Kids First,

Dr. Andrea Scandrett

**Andrea Scandrett, PhD
Principal**

2017-18 Faculty Members

3rd Grade

K. Mathis
K. Wilson
A. Niblett
T. Polvi
A. Byous
G. Huckaby
C. Haddock
W. Sullivan
G. Cannon
A. Gunnels

4th Grade

C. Thompson
. Hudson
B. Hammock
M. Garrison
K. Andrews
A. Grubbs
F. James
K. Truitt

5th Grade

H. Easterling
T. Kendall
W. Moore
C. O'Neal
B. Marchman
A. Collins
A. Cyphers
B. Speelman

Media

C. Bryan

Office

S. Watts
U. Banks

Activity Teachers

D. Strobel
J. Castellanos
C. Robinson

Gifted Education

G. Ralston

Occupational Therapy

EIP

Ann Steege

Special Education Teachers

P. Price
R. Witte
B. Cameron
L. Watson
F. Raines
H. Atwater
J. Bischoff

Paraprofessionals

C. Minter
C. Phillips
G. Holloway
D. Murphy
F. Usher
V. Brownlee
B. Oglesby
K. Kelley

SRO

A. Rowell

Counselor

P. Adams

Nurse

A. Darden

LCES SCHOOL PHILOSOPHY

- We believe that each student should get the best education possible.
- We believe that students should respect teachers, and teachers and administrators should respect students.
- We believe that parents should make sure that students get adequate rest and nourishment.
- We believe that parents should communicate with teachers and the administration.
- We believe that teachers should be prepared to teach every day.
- We believe that the administration and the teachers should communicate often with parents.
- We believe that the administration should facilitate the educational process and support the teachers and the families.

2017-2018 IMPORTANT DATES AT LCES

July 26.....	Open House
July 28	First Day of School
September 5	Progress Reports
September 4.....	Labor Day Holiday
September 29.....	End of 1 st 9 Weeks
October 3	Report Card
October 9-13.....	Fall Break
November 10.....	Progress Report
November 20-24.....	Thanksgiving Holidays
December 15	(1/2 day of school)
December 18 – January 1 st	Winter Break
January 2	Teacher Work Days
January 3.....	Students Report Back to School
January 5	End of 2 nd 9 weeks
January 9.....	Report Card
January 15	No School (Martin Luther King, Jr. Day)
February 9	Progress Report
February 19-23	Winter Break
March 9	End of 3 rd 9 Weeks
March 19.....	Teacher Work Day
March 20.....	Report Cards
April 2-6.....	Spring Break
April 26	Progress Report
April 30.....	Teacher Work Day
May 25	Last Day (1/2)

GENERAL INFORMATION AND POLICIES

ARRIVAL

Students should not arrive before 7:00 a.m. Breakfast is served from 7:15 a.m. until 8:15 a.m. Students eating breakfast should report directly to the cafeteria. Those not eating breakfast should go directly to their hall where they are expected to sit quietly and read until 8:00 a.m. Students arriving after 8:15 a.m. are considered tardy. Parents must report to the school office to sign them in. Students should not be picked up before 3:15 p.m.

MINUTES OF INSTRUCTION

School hours are from 8:15 a.m. until 3:15 p.m. Students receive 345 minutes of instruction daily. They have a 30-minute lunch period and a 45-minute activity session.

CAR RIDERS

The front drive is our designated drop off/pick up point for car riders. Cars are not permitted in the back of the school in the bus loading/unloading area. We have persons on duty each morning and afternoon to supervise the arrival and dismissal of car riders. Safety is our most important consideration. Please remain in your car to drop off/pick up your child. You may drop your child off in the morning or walk your student across the car area to the front door. You may park your car in the parking areas, **but you must then walk to the loading area to pick up your child.** No child will be released to the parking area without parental supervision.

BUS TRANSPORTATION

Bus Transportation is a privilege that may be withdrawn for inappropriate behavior. A child must ride his or her assigned bus. An emergency request to ride another bus **must be in writing** and the office will issue a bus pass to the student. If there is not enough space on the newly requested bus, the student will not be permitted to ride. Children will not be allowed to exit the bus at any place other than their assigned spot without a written request from the parent.

STUDENT ATTENDANCE

Since regular school attendance enables each student to benefit best from the school program, excessive absences are discouraged. Parents are responsible for providing the school with documentation of all absences. When documentation is not provided by the student's parent, the principal of the school shall be responsible for investigating the reason a student is not in attendance.

An accumulated absence of fifteen (15) days in one academic year will be grounds for retention of a student. This includes student suspensions, excused, and unexcused absences. Parents will be notified in writing after a student has missed more than five (5) days from school. Parents or guardians must file appeals with the principal prior to the end of the year in question. Appeal forms are available in the front office at the school. The principal may send a report to the School Social Worker, Attendance Protocol Committee, and/or the Juvenile Officer to assist with students who have been absent ten (10) or more days. Therefore, it is very important for parents to send the proper written documentation to the school immediately upon their child's return to school.

ATTENDANCE POLICY

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the Lamar County Student Attendance Protocol Committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.
3. 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.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present when they are serving as pages of the Georgia General Assembly.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for an excused absence was completed satisfactorily.

TARDIES

Any child arriving to school at/after 8:15 a.m. will be considered tardy. The student must report to the school office and receive a tardy slip before proceeding to class. It is very important for students to be on time for school daily.

EARLY DISMISSAL

Children leaving campus before 3:15 p.m. must be signed out in the school office. No child will be released directly from the classroom. Only parents or persons authorized by the parent on the "Permission to Release" card may sign a child out of school. Instruction continues until 3:15 p.m. and students miss valuable teaching time if they are checked out early. Please avoid this if at all possible. Please refrain from signing your child out after 2:30 p.m., unless there is an emergency.

Please refer to the Lamar County Schools webpage at www.lamar.k12.ga.us for the complete Attendance Policy.

DRESS CODE

The following combinations are allowed:

- a) All solid colors, including plaids, are acceptable for skirts, jumpers, shorts, skorts, dresses and pants. If applicable, these must meet the 4" rule. All of the above must not have inappropriate writing, wording, or holes, and they must be worn at waist level. Denim pants are allowed, including blue jeans.
- b) All colors are acceptable for shirts or sweaters. Shirts may be long sleeved or short sleeved. Except for small logos, there must be no inappropriate writing or wording.
- c) Appropriate shoes should be worn at all times.
- d) Students are not allowed to possess body piercing except in their ears.
- e) Warnings about dress code will be sent home to parents. Chronic dress code problems will be addressed with parents.

f) All new students must be in dress code within 10 school days.

Not Permitted in Grades PreK-5

Garments that include negative sayings

Busting slack

Sweat suits, jogging pants, or leggings (unless worn under shorts, skirts or dresses of the appropriate length)

Baggy, oversized clothing

Halter or tube tops

Spandex, stretch, or form-fitting clothing

Clothing with holes, fringed, or frayed edges (i.e. cut off jeans)

Low cut or revealing clothes

Tank tops

Non jewelry items (ex. Dog collar chains)

Hats, head scarves or other disruptive headgear or head covering unless approved by administration

Clothing with beer, alcohol, tobacco, or illicit drug advertisements, vulgar writing, gang related symbols, suggestive scenes, or clothing that displays individuals, bands or groups, or that promotes aggression or violence.

Cargo style pants, sweat pants, overalls, coveralls, leggings, and tight fitting clothing are not allowed.

Due to safety concerns, high heeled shoes, shower shoes, bedroom shoes, and flip flops are not allowed.

Disciplinary Action for Dress Code Violations

Please refer to the student code of conduct for further information.

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

BULLYING

Lamar County Elementary School is committed to making sure that all students are capable of learning in a stress free, student friendly environment. Therefore, bullying and inappropriate activities are not tolerated. Please contact the school administrators if your child voices any concerns about bullying.

WITHDRAWAL OF STUDENTS

The school should be notified at least 2 days in advance of a student's impending withdrawal, whenever possible. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments and fines must be cleared to complete the withdrawal.

SECTION 504 PROCEDURES

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

VISITORS

All visitors must report to the school office to sign in and to receive a Visitor's Pass. All non-staff persons must have a Visitor's Pass while on campus. For the safety of all of our children, no visitors will be allowed to walk down the halls after 8:00 a.m. If you need to speak to a teacher, please email or set up a conference in the front office. Thanks for your cooperation to keep all of our children at LCES safe!

BUZZER SYSTEM

Safety is a primary concern at LCPS, LCES, and LCMS. Lamar County Schools installed a security device at the front of all school buildings. Beginning at 8:15 a.m. the exterior doors will be locked. Parents will have to use the buzzer on the exterior door to gain entry to the building.

CONFERENCES

Conferences with teachers need to be pre-arranged. This can be done through direct communication with the teacher or through the school office. Conferences should occur during a teacher's planning period or after school. Conferences during instruction may only be arranged by the school principal, assistant principal, or counselor. Please ask the secretary to announce your arrival to the teacher after you have signed in and received your Visitor's Pass.

PARENT RESOURCE ROOM

LCES has a parent resource room that is open daily from 7:30 a.m. until 3:30p.m. There are numerous resources available for families to use upon request. All facets of educational development from academic improvement to social skills enhancement can be found in this room. Please feel free to come in and utilize any of these resources.

EMERGENCY INFORMATION

It is extremely important that you keep the school informed of emergency information. We need to know how to contact you at all times. If you cannot be reached, we need to know how to contact someone who can act for you in case of an emergency.

MEDICATIONS

No child may have medications in his/her possession. All medications must be administered in the clinic by the school nurse. No medication will be administered unless there is a written statement of permission by the parent on file in the clinic. All medications must be in the original bottle, labeled with the child's name and dosage. Contact the school nurse if you have questions concerning medication. There are some exceptions regarding prescription asthma inhalers. Please check with the nurse if you have questions.

STUDENT INSURANCE

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

FIELD TRIPS

All information on the permission/medical release form must be completed before your child may go on field trips. If there is no insurance, it must be stated on the form and signed in the parent's/guardian's handwriting that:

I, (Parent /Guardian) understand that I am solely responsible for any and all medical expenses incurred by my child.

Students are expected and highly encouraged to ride the school sponsored transportation on all field trips. However, students may ride with their parents, provided the parent signs them out before they leave, and sign them back in to the school after the field trip. If the student is not signed out and in properly, the student will be counted absent for the day.

TEXTBOOKS

All textbooks and library books are loaned to students during the school year. Loaned books are to be kept clean and handled carefully. Lost or damaged books must be paid for before others are issued. Report cards will be held at the end of the year for any unpaid charges.

SUPPLIES

Students are responsible for their own supplies such as pencils, paper, etc. Your child's teacher will give you a list of any supplies that are needed.

PERSONAL ITEMS

Students should not bring personal items (toys, videos, CD's, handheld devices etc.) to school, except when a teacher has given permission for some special reason. When students bring personal items to school, even with special permission, the school is not responsible for loss, damage or theft. The school has the right to confiscate any personal belonging if it is in violation of school rules or if, in the opinion of the teacher, it is causing disruption in the classroom. Parents will need to make arrangements to have the confiscated item(s) picked up from the school.

CELL PHONES

Students should not bring cell phones to school. These phones cause disruption to the instructional format and tend to divert the students' attention away from the educational process. If a cell phone is taken up from a student, the parent must contact the school in order to retrieve the phone.

ITEMS TO LEAVE AT HOME

- Firearms/ammunition of any kind
- Fireworks, caps, explosives
- Knives, box cutters, or any other sharp objects
- Toy weapons or water pistols
- Tobacco in any form
- Lighters, matches or any other smoking paraphernalia
- Drugs, alcohol, or other controlled substances
- Obscene books, magazines, or pictures
- Large amounts of money
- All pets
- Younger relatives or visitors
- Items that are being sold by or for personal profit
- Radios, tape/CD players, battery operated games, Walkmans, pagers (even toys) of any kind, cell phones, mp3 players, ipods and video games
- Any substance in a pressurized container (deodorant, hair spray, soft drinks, etc.)
- Make-up, perfume, cologne, etc.
- Fake tattoos

NOTICE

Students' names and pictures will be published in the local newspaper and published on the school webpage for awards and recognition from time to time. Videotapes will also be made of our children's programs and work occasionally. All children will be included in this practice, unless the school receives written notification from the parent or guardian stating this is against his/her wishes. LCES follows the Acceptable Use Policy of the Lamar County School System with regard to Internet use. That policy is on file in the front office.

CHECK RECOVERY SYSTEM

The Lamar County School System will use the Money Transfer System Inc. when a check is issued for payment. When you provide a check as payment, you authorize us either to use information from the check to make a one time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

LOST AND FOUND

There is a designated area in the cafeteria for lost clothing items. Watches, eyeglasses, etc. will be held in the school office if found. Please label all items with your child's name (coats, sweaters, hats, lunch boxes, etc.).

MEAL CHARGES

All students eat breakfast and lunch free. There is a charge if a student desires an extra milk or entrée item.

BOOKBAGS

Students should not bring book bags that roll or have wheels on them. They are noisy in halls and cause tripping hazards. Children with medical problems that require special accommodations may provide documentation from their medical professional for an exemption to this rule.

COUNSELING SERVICES

We have a counselor at our school to serve our children and their families. Our counselor provides classroom guidance, individual counseling for mild adjustment issues, and group counseling. Our counselor can also help with outside referrals to professional groups for family counseling and crisis intervention. Please contact our counselor if you are concerned about adjustment issues and your child.

GRADING SYSTEM

A report card is issued after each nine weeks to keep you informed of your child's school progress. Elementary students will receive numerical grades in all areas except activities. Numerical grade equivalents are listed below:

A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
F	Failing	Below 70

Some students will receive (M)odified grades based on Special Education or SST recommendations, and this indicates work that is below grade level.

PROMOTION/RETENTION

It is the responsibility of teachers, administrators, and other staff members to evaluate each child's progress relative to promotion standards. Students who do not meet criteria for promotion must be considered for retention or placement on an individual basis by a Placement Committee at the end of the year. Students who do not meet promotion criteria must be monitored by the SST the following year. Special education students will be promoted or retained based on their achievement of IEP goals and objectives.

PROMOTION CRITERIA (board policy IHE)

See Promotion and Retention Policy in Code of Conduct.

SCHOOL RESOURCE OFFICER (SRO)

The SRO is a P.O.S.T. Certified Officer with at least two years of experience in Law Enforcement. The SRO promotes good citizenship among students and staff, fosters an attitude of respect for the personal property rights of others, cultivates among students and staff a spirit of law observance, safeguards their moral and physical welfare, and protects the physical properties of the board.

Parent Notification - Right to Know About Teacher Qualifications

In Lamar County, each school places the information that may be requested in the student handbook and requires a parent's signature upon receipt. In addition, letters are sent home to the parents via standard mail about specific teachers or long term substitutes as the need arises.

Parents you may request the following information about the professional qualifications of your student's teacher(s).

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

If you wish to request information concerning your child's teacher's qualification, please contact:

LCCHS: Dr. David Boland 770-358-8641
LCMS: Dr. Julie Steele 770-358-8652
LCES: Dr. Andrea Scandrett 770-358-5556
LCPS: Mr. Jeremy Hawkins 770-358-8661
District Office: Mrs. Sherrelle Ogletree or Mrs. Norma Greenwood 770-358-5891

Notificación al Representante

Fecha:

Estimado/Estimada:

En cumplimiento con los requerimientos del reglamento “Ni un niño dejado atrás” del Distrito escolar _____, se informa a los representantes que pueden solicitar información acerca de los estudios universitarios alcanzados por el profesor o profesor (es) de su hijo. La siguiente información puede ser solicitada:

- Si el profesor ha llenado los requerimientos de La Comisión de Profesionales del Estado de Georgia para el nivel y materias en las que provee instrucción.
- Si el profesor está enseñando por emergencia u otra situación provisional en las que el criterio de requisitos profesionales o certificados universitarios no han sido tomados en cuenta.
- La carrera universitaria y cualquier certificado de post-graduo que el profesor ha obtenido
- Si el estudiante recibe clases de profesores no graduados, y si este es el caso, cuál es su grado de capacitación profesional

Si usted desea información acerca de la preparación profesional del profesor de su hijo, por favor póngase en contacto con el director al siguiente teléfono:

LCCHS: Dr. David Boland 770-358-8641
LCMS: Dr. Julie Steele 770-358-8652
LCES: Dr. Andrea Scandrett 770-358-5556
LCPS: Mr. Jeremy Hawkins 770-358-8661
District Office: Mrs. Sherrelle Ogletree or Mrs. Norma Greenwood 770-358-5891

EXPECTED BEHAVIOR IN PUBLIC PLACES

Lunchroom: Enter quietly. Walk only. Sit with your feet under the table. Talk quietly to your classmates beside or in front of you. Use good manners. Do not play with food. Wait quietly to exit. Keep your hands and feet to yourself.

Hall: Always have your hall pass when your teacher is not with you. Walk to the right of the hall. Move quietly so as not to disturb others. Keep your hands and feet to yourself. Do not touch displays. **Please observe all designated “Quiet Zones.”**

Bathroom: Use toilets appropriately. Do not stand on toilets. Flush only once. Wash your hands and throw paper towels in the trash can. Talk quietly so as not to disturb others. Keep your hands and feet to yourself.

Media Center: The media center is a place for reading and working. Always work quietly and respectfully. Obey media center personnel.

Assemblies/ Programs: Enter and exit quietly. Sit so others can see. Remain quiet unless asked to do otherwise. Be a good listener. Keep your hands and feet to yourself.

BEHAVIOR INTERVENTION LAB

The behavior intervention lab is an alternative academic setting used when students are removed from the regular classroom environment. In this setting the students are constantly monitored and are expected to complete all assigned class work. Students may be placed in this setting for a designated time as a form of discipline for inappropriate behavior or for a time-out opportunity.

CLASSROOM BEHAVIOR

Each classroom will develop its own living and working rules. Students are expected to follow these cooperatively-developed rules. Each teacher will develop a plan to ensure that each student knows the consequences of misbehavior. A point system will be established to honor good behavior and to address minor classroom acts. Classroom procedures will be followed unless the behavior exhibited totally disrupts instruction or threatens the safety of others.

Please refer to the Student Code of Conduct, found on the school and district web site for more detailed information.

ASBESTOS INFORMATION

Pursuant to AHERA regulations, we are required to notify families once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our campus. More information is available on our system website along with contact information in the event you have questions.

