

Lake Joy Elementary

Welcome to Lion Country!



Home of LION PRIDE!
Student Handbook

LAKE JOY ELEMENTARY **MISSION STATEMENT**

The mission of Lake Joy Elementary is to provide a learning community that assists the whole child in meeting his/her highest potential.

Welcome to Lake Joy Elementary!

We know that you will love being a Lake Joy Lion. All of the Lake Joy Elementary staff pledges to provide a safe, nurturing environment where all students are high achievers.

Some items are listed below which you will find helpful. You can help us make this an awesome year by reading this booklet and following the simple guidelines.

A Day in the Life of a Lake Joy Elementary "Lion"

From 8:00 a.m. to 8:30 a.m., our students get their materials and desks ready for instruction. Homework is turned in and any messages or notes are given to the teacher. Students complete morning work during this time that often includes writing in their agenda or journal, and solving the problem of the day.

After morning announcements are made the national anthem is played, students are then given the opportunity to pledge allegiance to the flag, and a moment of silence is observed once the pledge is complete. After the moment of silence, the instructional day begins. If your child arrives after the starting time of 8:30, he/she is considered tardy. Please sign your child in at the office. We appreciate you having your child here on time.

Arrival

Students may enter the building at **7:45** when the doors are unlocked. No one is available to supervise students before this time. **Students may not be dropped off at a door to wait for the 7:45 arrival time.** Students arriving in cars will enter from the front doors in the center hall. Students arriving by bus will enter the building through the back doors in the center hall.

Prior to 8:00 all students will report to the gym unless they are eating breakfast. They will sit by grade level in the designated area. Students are subject to the authority of the adult on duty. Students will be released to homerooms at the 8:00 bell.

An LJE staff member will be on duty at the car ramp and on the bus ramp to receive students at 7:45.

Please be courteous to others.

- Park only in designated spaces. (No cars should park blocking the line or the ramp)
- All students should be released from the ramp. No student should get out of the car prior to the ramp. **This is for your child's safety.**
- **Please refrain from cell phone usage while in the moving line.**
- If at all possible, students should sit by a door opening on the passenger side. Students are put in dangerous situations when they must cross between cars. Please watch for children who must enter the cars on the driver's side.

All students must be walked to the front of the building. **No student will be permitted to enter from the side or back doors.** Exceptions are students going to the classroom with a parent on the LJE staff.

Breakfast is served from 7:45 – 8:20. Please see the HCBOE Student Handbook for prices.

Instruction begins promptly at **8:30 a.m.** Students arriving after the 8:30 bell must have **an adult, preferably a parent,** sign the student in and print a tardy slip on the computer in the office. No student will be permitted in class without the slip. Please review the attendance policy in the HCBOE

Student Handbook about tardies and early dismissals. Please make extra time allowances during rainy days, since traffic tends to be heavier when it rains.

Dismissal

Students who are car riders will be dismissed at the 3:30 p.m. bell. All students leaving earlier than 3:30 must be checked out in the office and print an early dismissal slip on the computer. This slip will be sent in to the teacher. Please do not put your child's teacher in an awkward position by asking them to release a student early.

Please inform the teacher, **in writing**, if your child is going home in a different way. You may write a note in the agenda. **No child will be allowed to go a different way unless you have sent written permission.** If you call the office to change the normal transportation, you must do so **before 3:00 p.m.** **No transportation changes will be taken over the phone for children with custody disputes. Do not e-mail a teacher with a change of transportation; teachers may not get this message until after dismissal time.** Anyone picking up a student for an early dismissal is subject to an ID check. **Please do not be offended if office personnel ask for a photo ID when you are picking up your child early. The safety of our students is the primary concern.**

- Parents who get out of the vehicle to pick up a student:
 1. Park in a parking space in the front of the building or the side of the building.
 2. Go to an LJE staff member **in the front of the building** to inform them that you are taking your child(ren).
 3. Have your Lake Joy Pick-up card in hand.
 4. Keep students close; do not allow them to run ahead to your vehicle.

Car riders will wait in the middle hall. All students are subject to the authority of the adults on duty. Parents should display the pick-up card in the front dash on the passengers' side. Names of the students, teacher, and grade level should be written in dark marker. This will make the dismissal go much more smoothly. Students will be called by an LJE staff member to stand by a numbered cone. Slowly move up to the appropriate cone. **All students must be picked up by 3:55. Those not picked up by 3:55 will have to be signed out in the office. Your child's safety is our #1 concern at Lake Joy Elementary.** In order to help the flow of traffic we ask that the procedures below be followed. The following solutions should help make drop off and pick up procedures safer for our students.

- We will be giving all parents two decals which will let us know who you are picking up. Having decals in your windows or on the backside of your visor will help us move students as quickly as possible. **Parents/Guardians not having a decal will have to come to the office to check out their child.**
- Students **must be picked-up by 3:55 p.m.** each day. Students will have to be signed out in the office after 3:55.
- **PLEASE REMAIN IN YOUR VEHICLES;** teachers will be assisting students to vehicles in the afternoons.
- **If you have a child who attends both LJP and LJE you will enter from Lake View Rd.,** drop off your primary child and then proceed to LJE. Please obey the stop signs. There is a two way stop sign located between the two schools. Once you have dropped off or picked up your child you will then continue south and exit onto Lake Joy Rd. In order to assist with the flow of traffic, we ask that all vehicles take a right onto Lake Joy. It may be impossible to take a left onto this heavily traveled road.
- **If you have only a LJE student and you are picking up or dropping off,** you will enter from Lake Joy Rd, drop off or pick up your child and then exit on Lake Joy. Again, please obey the two way stop sign. Working cooperatively will help us with our traffic flow. We ask that you also exit on Lake Joy Rd and take a right.
- **In order to pick up your child, you must pick up in the front of the building and have your pick-up card.**
- **Lines will be single file in order to allow parents or guests to leave the campus.**

Our standard procedure is that the child goes home the same way everyday unless we have a phone call or note from you. At 3:00 p.m., all teachers are notified over the intercom of any changes in transportation.

We begin releasing students at 3:30 p.m. Please help us with this by making sure your child's teacher has received a note from you or you have called the school with a transportation change. My staff and I will do our very best to ensure your child gets home as you request.

Please remember that drop off and pick up times are the most hectic times of the day. With close to 1200 students attending both Lake Joy Primary and Lake Joy Elementary drop off and pick up will be very hectic. We ask that you adhere to the procedures mentioned above. As I mentioned earlier, **SAFETY** is our #1 concern. With your help I know we can make dismissal procedures run smoothly and effectively this year. Thank you for your cooperation and support.

Absences

As part of the Federal Child Protection Act, we are required to know why a child is absent from school. Therefore, you are required to send a note to your child's teacher stating the reason for the absence. If the student will be out more than two days, please call and let us know. We have a hospital homebound program for students who are expected to be out of school for ten or more days. Please let us know if your child's doctor requests an extended illness leave for your child. Your child is not counted absent if he or she arrives by **12:00 p.m.** or leaves after **12:00 p.m.** However, your child will be considered tardy/or considered as an early dismissal.

The Board of Education has adopted very strict policies on absences, tardies, and perfect attendance honors. These policies are explained in the Houston County Student Handbook.

The following is a brief summary:

1. Students will be counted present when they are:
 - a. In attendance at least one-half of the instructional day.
2. Student absences will be considered justified and validated when:
 - a. Personally ill and when attendance in school would endanger their health or the health of others. At the discretion of the principal, a statement from a doctor may be required to validate extended illnesses/excessive absences.
 - b. Celebrating religious holidays observed by their faith.
 - c. Conditions render attendance impossible or hazardous to their health and safety.
 - d. Military related absence approved in advance by the school superintendent.
3. **Students must submit a written excuse within three school days upon return after an absence; failure to do so will result in the absence(s) remaining unexcused.**
4. Students shall be permitted to make up work when absences are excused for reasons above.
5. When a student is denied bus transportation due to misconduct, his absence from school is not excused.
6. No pupil shall be allowed to be absent from school during the regular session to take private music, drawing, dancing, or other lessons.
7. Students in kindergarten through 8th grade are expected to achieve 95% attendance. This equals only nine days of excused absences. Students who achieve 90-94% attendance-missing 9-18 days-will be promoted at the discretion of the school principal.
8. Three unexcused tardies or early dismissals will equal an unexcused absence.
9. To be eligible for a "perfect attendance award", a student may neither be absent nor tardy, nor may a student be dismissed before the end of the instructional day. This also includes lunch for Field Day.
10. If your child is in the hospital, please call and let the school know. We will contact our county nurse, the child's teacher, and the principal so that we can send a card or possibly visit.

After School Program

We offer an After School Day Care Program from 3:30 p.m.-6:00 p.m. Please call the school for prices and specifics. Dr. Rose and Mrs. Anderson will be the supervisors for this program. The telephone number where they can be reached between 3:30 p.m. and 6:00 p.m. is 971-2712 ext. 63200.

Agendas

Our agendas will be used as a time-management tool for students. Students will be taught how to use this notebook. Please feel free to use it to send messages to your child's teacher. We encourage you to use agendas for communication rather than e-mail. Teachers are busy supervising students during the day and do not have the opportunity to check their e-mails throughout the day. Each child will be given an agenda. If lost, there will be a \$5 fee to replace the agenda.

Building and Playground Hours

A student cannot be dropped off at school before 7:45 a.m. In the afternoon, all children will need to be picked up by 3:55 unless they are in the After School Program. Children are not allowed to wait for their parents on the playground.

Coats, Jackets, and Hats

Please write your child's name on all coats, jackets, and hats. We have a lost and found area located across from the lunchroom.

Conferences with Our Staff Members

For the safety of our children and to maximize instructional time, we are asking all of our parents to please follow the guidelines below.

Our Guidelines for classroom visitation:

- **For the safety of our students, parents must enter and exit through the front doors only.**
- Parents may walk their child to their teacher's room in the morning. However for the safety of our students, the second set of doors upon entering the building will be locked at 8:30. **After 8:30, all visitors must stop by the office and sign in and get a visitor's badge.**
- We ask that visitors not drop in between 8:00-8:30 AM and 3:15-3:45 to discuss their child's progress or to talk with the teacher. Teachers are supervising students at this time.
- **Before visiting your child's classroom, parents/visitors should contact the teacher to set up a specific time and date for the visit. We do not allow unannounced visits to the classrooms. This is a disruption of instructional time.**
- It is suggested that classroom visits should be limited to no more than one hour unless agreed upon by the teacher.
- Visits should not be scheduled for several consecutive days.
- All visitors need to sign-in in the office and wear a visitor's badge while they are in the building.
- After 8:30 all doors will be locked, except those at our front entrance.

Homework

Homework is given for review purposes. Parents are encouraged to look over these assignments and help when needed. In 3rd, 4th, and 5th grade, the child is expected to write their homework assignments in their agenda. Parents please initial the agenda each night and check for homework or other

assignments that may be due. Students will bring home any papers that need to be signed on Wednesdays each week.

Media Center

Our media center is open each day from 8:00 a.m. until 3:30 p.m. Children may check out books during those hours. You are encouraged to visit the media center with your child. We will have a number of book fairs that you will also enjoy. Mrs. Wood is our Media Specialist at Lake Joy. You may reach her at 971-2712 ext. 63126.

Medicine Given at School

Our school med tech helps monitor the health of our students. We are more than happy to administer medicine to your child when needed. You must send the medicine in the original container with the specific instructions for your child. If medicine must be given on a daily basis for more than two weeks, we need to have your doctor complete and sign a special form. This will be sent home with your child, or you may pick it up in the office. It is suggested by our county nurse that when your child is sick and the doctor prescribes a medicine for your child to be taken three times a day, this should be administered at home in the morning, when the child returns home from school, and at bedtime.

Our medical technician's name is Mrs. Tina Hix and she can be reached at 971-2712 ext. 63102.

Parent Volunteer Program

We have a Board Policy for our Parent Volunteer Program. If you went through the orientation session and background check the previous year, you are still certified as a parent volunteer. Please note that every 5 years a background check must be completed. If you are new and have not been through our parent volunteer orientation, you will need to attend a meeting. These meetings will be announced in advance. The following areas require you to be cleared to be a parent volunteer: Mentoring Program, Tutoring, Clerical Work in the Classroom, Proctoring, Media Assistant (which includes helping at our book fairs), and Field Trip Chaperones. Contact our Assistant Principal for assistance.

Personal Possessions

Please make sure that children leave their valuable possessions at home. **No cell phones, radios, tape players, IPODS, or any electronic games should ever be brought to school.** No toys should be brought to school. Toy guns and knives are not allowed due to board policy. Suspension is the punishment for bringing items of this nature. Please carefully read the Houston County Student Handbook. The Weapons Policy will also be discussed in the discipline handbook that we will send home with your child at the beginning of the year.

Students are not to bring to school Pokémon cards and other cards of this nature, nor are they to bring any non-instructional magazines. These have caused disruption during the instructional day. Students will be warned that the principal will take up these materials.

Recess/Break

Each class has a 20 minute recess period every day. Students may bring snacks to eat at this time. Students may lose part of their recess privilege but they will not lose their snacks.

Report Cards

Students receive report cards every nine weeks. Please check the Houston County Student Handbook for the exact dates that report cards will be sent home.

School Closings

If school is closed for any reason, it will be announced on television and also on radio stations. Please check the Houston County Student Handbook for vacation and holidays. We will use our school crisis communication system if a school closing is to occur.

School Lunches

You are welcome to have lunch with your child any day except the days that we serve our Thanksgiving and Christmas lunches. Our lunchroom simply will not hold the number of parents that would attend. Thank you in advance for your understanding. The only time we may request advance notice that you are eating lunch with your child is on special designated days. You and your child will need to sit at a special designated visitor's table on the stage. We respectfully request that no outside food items be brought in for lunch. Our lunchroom offers a well-balanced meal for our students and parents.

Lunch monitors supervise students during breakfast and lunch. We use a system of having music on 7 minutes and then off 7 minutes in the lunchroom. While the music is on, students will not be allowed to talk. If you are sitting with your child at the visitor's table, this rule will not apply so that you and your child can share this time. Thanks for your understanding and cooperation with these procedures.

School Parties

There are **only 2 approved parties** during the school year. They are as follows: Holiday party in December and the End-of-the-School-Year party. For these parties, we will ask for a snack donation on a voluntary basis only. **Houston County Board Policy does not allow us to have birthday parties or to give out birthday invitations at school. We also cannot give you addresses or telephone numbers of students for birthday parties. In addition, balloons and flowers will not be delivered to students at school. There are no exceptions to these rules.**

Testing

Students in the 4th grade will take the Cogat Test in the fall. Third and fifth grade students will take a designated norm referenced test (ITBS) in the fall. All students will also take the state-mandated CRCT test in the spring. These test results will be sent home as soon as we receive them. Our 5th grade students will also participate in a state mandated writing test during the spring. Our Assistant Principal for Instruction, Mrs. Campbell will be glad to discuss test results with you. You will receive notices of exact test dates and the dates are also included in the Houston County Student Handbook as well.

Lake Joy Parent Teacher Organization

Our Parent Teacher Organization is a valuable asset to our school, students, and staff. It also gives parents a chance to help our school be the very best that it can be. The PTO will sponsor a fall fundraiser to help raise money for school projects. The money earned is put right back into the school, your child's school.

We hope that you will become an active member in the PTO. We have several committees on which you may serve. We appreciate you signing up for a committee during our Open House.

Our Discipline Plan

Our discipline plan is based on the values of citizenship, respect for others, and respect for self. Our program helps to leave the child's dignity intact. Students determine:

*What they have done wrong

- *How to solve the problems they have created
- *How to assume responsibility for their own actions
- *Accept consequences for bad decisions

Our program centers on **responsible decisions**. Students understand that:

- *Each person is a decision-maker
- *Each person makes many choices every day
- *Each person decides how to behave
- *No one causes a person to do anything against his/her will
- *Each person chooses success or failure

When students make unwise choices and break school rules or county policies, they are sent to the Opportunity Room (OR). During this time, they meet with the Assistant Principal to write an action plan. When writing the plan, the child will tell what he/she did wrong and will decide how they need to handle the situation should it ever happen again. This is their plan for success. Our **Opportunity Room is exactly what it says - an opportunity to calm down and make responsible choices and better decisions the next time they are faced with these situations.**

After the visit to the Opportunity Room, the Assistant Principal will call parents to let them know about their child's plan.

If during the nine week period, a student is sent back to the Opportunity Room for breaking any school rule, we will follow our specific discipline cycle.

Breaking the following rules will result in a trip to the Opportunity Room. Parents are called by an administrator for each referral.

SCHOOL OFFENSES

- ***Hitting or rough, physical actions that hurt someone**
- ***Intentionally destroying or stealing minor property**
- ***Defiance of authority by refusing to obey an adult**
 - ***Using inappropriate language**
- ***Having continuous disruptive behavior in class**
 - ***Being disrespectful**

MAJOR OFFENSES

- ***Fighting**
- ***Gross Disrespect**
- ***Inappropriate Touching**
- ***Stealing**
- ***Weapons Policy**
- ***Harmful Substances**

Discipline Cycle and Consequences

(For all referrals during each nine week period)

1. **First Visit to OR** - An action plan is written, a student contract is signed, and parents are called.
2. **Second Visit to OR** - An action plan is written. Parents are called and the student is assigned to one or more days of All Day Time Out.

3. **Third Visit to OR** - An action plan is written. Parents are called and student will be assigned to one or more days in All Day Time Out.
4. **Fourth Visit to OR** – An action plan is written. Suspension Home for one or more days.

Individual Discipline Plans are created if it becomes clear that the school process is not working. Parents and teachers will be involved.

***All Day Time Out** is held in the office and supervised by an adult. Students report to all day time out at 8:30 a.m. and return to their classroom at 3:00 p.m. Teachers assign regular classroom work. Lunch is served in this classroom.

Students are also sent to the opportunity room for breaking other offenses referred to as "Major School Offenses." The students will write action plans and parents will be called. The specific consequences are more severe and defined at the top of this page.

LION'S DEN PROCEDURES

We have established the following lunchroom rules and guidelines for our lunchroom. Two classes are scheduled to enter every five minutes. Two classes will be scheduled to leave in 5-minute intervals as well.

The following guidelines are to be followed.

1. Students will enter from the same door (the one nearest the serving line) and exit through the door that is the closest to the stage.
2. Students will enter the lunchroom silently and pick up ABCD cards.
3. Teachers will walk the students to their serving line and assist their classes through the line.
4. Students will need to get all food items, milk, etc. that they need. They will not be allowed to get up and go back to the serving line. Please emphasize this to your child.
5. Students need to learn their "lunch number" so that there is no delay with the cashiers.
6. When students have given their number to the cashier, they are to report directly to their table, sit down, and start eating. This is to be done silently.
7. A class can be given 30 minutes of silent lunch when necessary.
8. We use a system of having music on for 7 minutes then off for 7 minutes. When the music is on, students will not be allowed to talk.
9. Students will then report to the hallway and line up.

The following rules will be posted on the wall of the cafeteria.
Failure to follow these rules will result in disciplinary action.

RULES FOR LUNCHROOM BEHAVIOR

ENTER AND LEAVE SILENTLY
REMAIN SEATED AT ALL TIMES
TALK QUIETLY TO NEIGHBORS ONLY
PLACE ALL FOOD ITEMS AND SILVERWARE ON TRAYS
CLEAN UP YOUR AREA
USE GOOD TABLE MANNERS

Staff Extensions and Numbers

Kratz	Debra	SECRETARY	971-2712	Then Dial	63712
Douglas	Kylie	ATS CLERK	971-2712	Then Dial	63100
Campbell	Rose	AP INSTRUCTION	971-2712	Then Dial	63105
Stahlman	Ray	ASSISTANT PRINCIPAL	971-2712	Then Dial	63106
Luck	Kristin	COUNSELOR	971-2712	Then Dial	63115
Hix	Tina	MED TECH	971-2712	Then Dial	63102
Wood	Lynn	MEDIA SPECIALIST	971-2712	Then Dial	63126
Winchester	Lois	LUNCHROOM MANAGER	971-2712	Then Dial	63711
GYM			971-2712	Then Dial	63150
AFTER SCHOOL PROGRAM			971-2712	Then Dial	63200