

2021-2022
HOUSTON COUNTY SCHOOL DISTRICT CALENDAR

2021

July 27 – August 2, 2021	Pre-Planning / Site Collaboration (Opening Session July 27)
August 3, 2021	First Day of School
September 6, 2021	Labor Day Holiday
October 8, 2021	District/Site Collaboration, Parent Conferences, Student Holiday
October 11, 2021	Columbus Day Holiday
October 12-15, 2021	Fall Holiday, Students & Teachers
November 11, 2021	Veterans Day Holiday
November 22 - 26, 2021	Thanksgiving Holiday
December 17, 2021 for December 20 – 31	Last Day of Semester – ½ for Students, Full day Teachers Christmas & New Year’s Holiday

2022

January 3, 2022	Site Collaboration, Student Holiday
January 4, 2022	Second Semester Begins
January 17, 2022	Martin Luther King, Jr. Holiday
February 21, 2022	Presidents’ Day Holiday
February 22, 2022	District/Site Collaboration, Student Holiday
March 28 - April 1, 2022	Spring Break
May 25, 2022 for May 26 - 27, 2022 May 27 & 28, 2022	Last Day of Semester – ½ for Students, Full day Teachers Post-Planning, Site Collaboration High School Graduation



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.

The vision of Lake Joy Elementary is to create a school that is world class.

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 become 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 prepare for instruction by organizing their desks and materials. Homework is turned in and any messages or notes are given to the teacher. Students complete morning work given by the teacher during this time.

After morning announcements, the national anthem is played and students are given the opportunity to pledge allegiance to the flag. 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 walk your child to the office and sign your child in at the front desk.** 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.

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

Please be courteous to others:

- **Please remain in the car line to drop your child off. If you exit the car rider line, please park and walk your child up to the front door.**
- **In the morning, please pull all the way to the STOP SIGN. In the afternoon, please pull all the way to Cone ONE.**

- 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.**
- Park only in designated spaces. (No cars should park blocking the line or the ramp)
- **Please be careful and refrain from cell phone usage while in the moving line to drop-off and pick-up children.**
- 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 exit 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. 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 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 a different way than usual. You may attach 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 picking up your child(ren).
3. Have your Lake Joy Pick-up card in hand. Every student will receive a pick-up card.
4. Keep students close; do not allow them to run ahead to your vehicle.

Early Dismissal--If you plan to pick your child up early, please pick up before 3:00.

Car riders Parents should display their pick-up cards in the front dash on the passenger's side. This will hopefully make the dismissal process easier. 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 3:50. Those not picked up by 3:50 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 pick-up cards which will let us know who you are picking up. Having pick-up card in your passenger's side window 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 3:50 p.m.** each day. Students will have to be signed out in the office after 3:50.
- **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 them 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.**
- **Please be careful and refrain from cell phone usage while in the moving line to drop-off and pick-up children.**

Our standard procedure is that the child goes home the same way every day 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 arrives home per your request.

Please remember that drop off and pick up times are the most hectic times of the day. With over 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 mentioned earlier, **SAFETY** is our #1 concern. With your help, 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 consecutive 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. Excessive/extended absences due to illness must be justified by a physician's statement.
 - b. A serious illness or death occurs in their immediate family. (Parent, Sibling, or Grandparent of child)
 - c. Mandated by order of governmental agencies or by a court order.
 - d. Celebrating religious holidays observed by their faith.
3. **Students must submit a written excuse within FIVE 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. **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.**
9. If your child is in the hospital, please call and let the school know.

After School Program

We offer an After School Care Program from 3:30 p.m.-6:00 p.m. Please call the school for prices and specifics. Mrs. Stanley and Mr. Peavy will be the supervisor for this program. Please call 971-2712 ext. 2091 between 3:30 p.m. and 6:00 p.m. for ASP.

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 3:50 unless they are in the After School Program. Children are not allowed to wait for their parents on the playground.

Bullying

It is critical that every student at Lake Joy Elementary School feels safe when they are at school, at the bus stop, on the bus, or at school-related events. The Houston County Board of Education is committed to the safety of our students and has declared Houston County as a "Bully Free School System".

In accordance with Georgia Law, bullying is defined as:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so: or
- (2) Any intentional display of force that 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. Had 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 operations of the school.

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Acts of bullying shall be punished by a range of consequences through the progressive discipline process. Such consequences shall include, at a minimum, counseling and disciplinary action as appropriate under the circumstances. Upon a finding by the disciplinary hearing officer or panel that a student in grades K-5 has committed the offense of bullying for the third time in a school year, the student **may** be assigned to the elementary alternative school.

Lake Joy Elementary School Bullying Protocol

Lake Joy Elementary administrators will have two behavior talks each year with all students. The behavior talks will be conducted at the beginning of the year and mid-year. The principal, assistant principal for discipline, assistant principal for instruction, and the counselor will meet with the students to give them an overview of the roles of the administrators. Behavioral expectations will be outlined to emphasize to students the importance of helping to maintain a safe learning environment for everyone. Georgia Law SB250 requires that all schools have a procedure to investigate bullying. Lake Joy Elementary will address bullying issues through the following protocol:

1. Parents will be made aware of bullying laws through the Houston County Elementary Student Handbook and during Open House. Parents will be made aware of Lake Joy Elementary's bullying protocol through the Lake Joy Elementary Student Handbook.
2. Lake Joy Elementary administrators will discuss bullying and other discipline and behavior expectations during two student behavior talks each year.
3. Teachers and staff members will be made aware of state bullying laws and school protocols for reporting bullying incidents. Staff members will be required to sign a statement acknowledging that they are aware of the bullying laws and the school protocol for addressing bullying incidents.
4. The school counselor will teach classroom guidance lessons on bullying as needed.
5. Teacher and staff reports will be made to the counselor as the first level of intervention. Students may be brought in for conflict resolution, self-esteem, or other counseling needs related to the type of bullying.
6. The counselor will investigate all reports of bullying and consult with the assistant principal for discipline or the principal to determine consequences to be administered.
7. If a consequence is to be administered, the assistant principal for discipline or the principal will administer the consequence. The counselor's role does not include administering consequences.
8. The counselor, assistant principal for discipline, or the principal will contact the parents of all students involved in the incident, to include the student being bullied and the student who is bullying or accused of bullying.
9. Students referred for three bullying incidents in a year may be referred to the Houston County Elementary Alternative School.

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.

Counselor

Our counselor, Kristin Keith, at Lake Joy is in charge of our SST (Student Support Team), attendance, and 504 information. Please contact the counselor for more information concerning these issues.

Dress Code

Students will be required to follow the dress code adopted by the Houston County Schools. Please see the county handbook regarding the general and specific rules of the county dress code, along with the specific requirements for accessories, hair and grooming, and coats.

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. Teachers will check homework to ensure that it is completed. Parents please initial the agenda as directed by your child's classroom teacher and check for test dates, homework, or other assignments that may be due. Students will bring home any papers that need to be signed on Wednesdays each week.

At Lake Joy Elementary, we believe "Failure is not an option" for our students. Occasionally, students may not complete a classroom or homework assignment for various reasons. **The skills and information from these assignments are important to their success.** If a student does not complete an assignment in class or a homework assignment, they will be asked to complete it during a portion of their break time. As soon as the assignment is complete, they can resume their normal break privileges.

We are providing the student the opportunity to complete the assignment(s) instead of receiving a zero and not learning the material, which could affect his/her performance on future assignments. We will take into consideration extenuating circumstances. Please send a note or call the teacher if such circumstances occur. If this becomes a continuous problem for some students, then a parent conference will be set up so we can collaborate with one another to develop strategies that will ensure your child's success.

PBIS

What is PBIS?

Positive Behavioral Interventions and supports (PBIS) is an evidence based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 1,000 Georgia school and 27,000 nationwide have been trained in PBIS. Implementation of PBIS is saving countless instruction hours otherwise lost to discipline.

The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and support to improve school climate for all students. (OSEP Technical Assistance Center on Positive Behavior Interventions and Supports). Excerpt from Middle Georgia RESA website.

What is the goal?

Our district's mission is to produce high-achieving students. Our goal through this PBIS initiative is to create a strong, positive school culture where each child and staff member feels safe and supported in an effective learning environment to achieve academic success.

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. 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 form 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. Tania Bartlett, and she can be reached at 971-2712 ext. 2094.

Personal Possessions

Please make sure that children leave their valuable possessions at home. No toys should be brought to school. Toy guns, toy knives or any toy weapons are not allowed due to board policy. The Weapons Policy is also discussed in the Houston County Student Handbook.

Students are not to bring Pokémon cards and other cards of this nature to school, nor are they to bring any non-instructional magazines, or toys such as fidget spinners or SLIME. 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. Teachers will often have students walk laps if they lose part of their recess.

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. Progress Reports will be sent home at the mid nine weeks if the student's work is unsatisfactory.

School Closings

Please check the Houston County Student Handbook for vacation and holidays. The school calendar is also posted to the district website (www.hcbe.net) under the Calendar tab. If school is closed for any reason, our families will be contacted through the county notification system. The district will also announce any closings on social media and the website and will send the information to the local news media.

School Lunch

Lunchroom 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.

School Parties

There are only two (2) approved parties during the school year. They are as follows: Holiday party in December and the End-of-School Year party. Valentine's Day is celebrated at "break time" on February 14th. Birthdays parties will not be celebrated at school nor will party invitations be distributed during instructional time, nor will staff assist in distributing invitations to private parties. Also, lists of students will not be provided due to BOE policy. In addition, balloons and flowers will not be delivered to students at school. There are no exceptions to these rules.

Testing

All students will take the state-mandated Ga Milestones test in the spring. These test results will be sent home as soon as we receive them. Our Assistant Principal for Instruction, Dr. Rose 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.

Title IX

The Houston County Executive Director for School Operations, Dr. Chris Brown, is in charge of any and all Title IX issues that might occur at Lake Joy Elementary. Please email TitleIX@hcbe.net.

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 several fundraisers to help raise money for the school. 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 would greatly appreciate you signing up for a committee.

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 poor 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 an administrator 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, an administrator will call parents to let them know about their child's plan.

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 semester period)

1. **First Visit to OR** - An action plan is written, a student contract is signed, and parents are called and student may be assigned Time Out.
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 ineffective. Parents and teachers will be involved.

***All Day Time Out** is held in a designated room and supervised by an adult. Students report to all day time out after the morning announcements and will dismiss to the appropriate location around 3:20. 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.

NOTE: Administration discretion applies to all of the above.

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.
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. Students must eat at their assigned table with their class unless they have been asked by our monitors or other Lake Joy Staff to change seating.
8. A class can be given 30 minutes of silent lunch when necessary.
9. 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.
10. At the end of the lunch period, students will then line up and report to the hallway.

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

Melanie Pratt	SECRETARY	971-2712	Then Dial	2100
Tonya Simerly	ATS CLERK	971-2712	Then Dial	2093
Tami Godman	Principal	971-2712	Then Dial	2101
Rose Campbell	AP INSTRUCTION	971-2712	Then Dial	2096
Cameron Barronton	ASSISTANT PRINCIPAL	971-2712	Then Dial	2097
Kristin Keith	COUNSELOR	971-2712	Then Dial	2098
Tania Bartlett	MED TECH	971-2712	Then Dial	2094
Lynn Wood	MEDIA SPECIALIST	971-2712	Then Dial	2088
Lois Winchester	LUNCHROOM MANAGER	971-2712	Then Dial	2092
GYM		971-2712	Then Dial	1634
AFTER SCHOOL PROGRAM		971-2712	Then Dial	2091