

# Lake Joy Elementary School

## Student Handbook

### 2024-2025

Dr. Tami Godman  
Principal

Dr. Sandra Crow  
Assistant Principal of Instruction

Mr. Cameron Barronton  
Assistant Principal of Discipline

Mrs. Kristen Keith  
Counselor and 504 Coordinator

Dr. Walter Stephens  
District Title IX Coordinator



Dr. Mark Scott  
Superintendent  
Houston County Board of Education  
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**2024-2025**  
**Houston County School District Calendar**

**First Semester**

**July 31, 2024 First Day of School**

**September 2, 2024 Labor Day Holiday**

**September 3, 2024 Distance Learning Day/Site Collaboration**

**October 7-10, 2024 Fall Holiday, Students & Teachers**

**October 11, 2024 Columbus Day Holiday (Observed)**

**October 14, 2024 Student Holiday/Site Collaboration**

**November 11, 2024 Veterans Day Holiday**

**November 25-29, 2024 Thanksgiving Holiday**

**December 20, 2024 Last Day of Semester – ½ Day**

**December 23 – January 2 Christmas & New Year’s Holiday**

**Second Semester**

**January 3, 2025 Student Holiday/Site Collaboration**

**January 6, 2025 Second Semester Begins**

**January 20, 2025 Martin Luther King, Jr. Holiday**

**February 17, 2025 Presidents’ Day Holiday**

**February 18, 2025 Distance Learning Day/Site Collaboration**

**March 28, 2025 Student Holiday/Site Collaboration**

**March 31-April 4, 2025 Spring Break**

**May 21, 2025 Last Day of Semester – ½ Day**

**May 22-23, 2025 Post-Planning/Site Collaboration**

**May 23-24, 2025 High School Graduation**

**May 26, 2025 Memorial Day Holiday**



**LAKE JOY ELEMENTARY**  
**MISSION AND VISION STATEMENT**

**The mission of Lake Joy Elementary is to assist ALL students in growing to reach their highest potential academically and socially.**

**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 AM to 8:30 AM, 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 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 AM** 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 AM 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 AM 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 AM bell.

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

**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. Students should NOT be dropped off in the side parking lot unless accompanied by an adult.**
- **In the morning, please pull all the way to the STOP SIGN. In the afternoon, please pull all the way to Cone ONE (1).**
- 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 walk 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 AM – 8:20 AM.

Instruction begins promptly at **8:30 AM**. Students arriving after the 8:30 AM 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.

### **Cell Phones**

**Cell phones and Smart Watches will need to remain in the student's bookbag or a location at the discretion of the teacher and be turned off. They are not to be used during the school day without permission from the supervising adult.**

### **Chromebooks**

Students and families will follow the county requirements for Chromebooks. It is expected that students will have their Chromebooks and the Chromebooks will be charged and ready for instructional use DAILY. Classroom teachers will have the discretion of Chromebook usage based on their instructional needs.

### **Dismissal**

Students who are car riders will be dismissed when you arrive or at the 3:30 PM bell. All students leaving earlier than 3:30 PM 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 ask your child's teacher to release a student early.

Please inform the teacher, **in writing via Class Dojo or email**, if your child is going home a different way than usual. Teachers should be notified a day in advance of any transportation change. If that is not possible, please notify the teacher AND the office the day of the change. Teachers are instructing and often do not check messages until the end of the day. **No child will be allowed to go a different way unless a parent/guardian has given permission.** If you call the office to change the normal transportation, you must do so **before 3:00 PM.** **No transportation changes will be taken over the phone for children with custody disputes.** 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.**

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

**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 PM. Those not picked up by 3:50 PM 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 a 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 WITH IDENTIFICATION to check out their child.**
- Students **must be picked up by 3:50 PM** each day. Students will have to be signed out in the office after 3:50 PM.
- **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 NOT be able to enter from Lake Joy Primary. The entry into our school is closest to the big tree in our front lawn.** When exiting Lake Joy Primary, please navigate to the right turn lane on Lake Joy Road to enter our school. There is one entry and two lanes of traffic coming both ways on Lake Joy Road, so please proceed slowly. After you enter the driveway, the two lanes will merge into one as you get closer to our school building. 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 turn 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 Road. **The entry into our school has been shifted from the center of both schools down Lake Joy Road, closest to the big tree in our front lawn.** When exiting Lake Joy Primary, please navigate to the right turn lane on Lake Joy Road to enter our school. There is one entry and two lanes of traffic coming both ways

on Lake Joy Road, so please proceed slowly. After you enter the driveway, the two lanes will merge into one as you get closer to our school building. 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 turn right onto Lake Joy. It may be impossible to take a left onto this heavily traveled road.

- **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 PM, all teachers are notified over the intercom of any changes in transportation.

We begin releasing students around 3:25 PM. 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 1500 students attending both Lake Joy Primary and Lake Joy Elementary, drop off and pick up can be very challenging. 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.

## **ATTENDANCE**

The Houston County School District emphasizes the values of regular attendance in enabling pupils to profit from the school program.

### ***Compulsory Attendance***

Houston County School authorities, in cooperation with other county agencies, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. §20-2-690.1, Mandatory Attendance, which requires that every parent, guardian, or other person residing in the state having control of any school age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Houston County prior to their SIXTH birthday shall become subject to all provisions of the law. All students missing more than **5 unexcused days in Georgia are declared as truant by law.**

All Houston County students are affected by and fall under the provisions of our attendance protocol which is stated as follows;

#### Level I

- Three (3) unexcused absences.
- School staff will contact parents and document the contact. Contacts may consist of e-mail, phone call, letter, note in the agenda, or other forms of communication.

## Level II

- Five (5) unexcused absences.
- School staff will notify parents of the truancy. Parents/guardians may request a conference prior to signing an attendance contract.

## Level III

- Eight (8) unexcused absences.
- School staff notifies Social Services Department; Social Services provides data to court for judicial proceedings to begin.

Any parent, guardian, or other person residing in Georgia having control or charge of a child or children who violate GA Code Section O.C.G.A. §20-2-690.1 shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combinations of such penalties, at the discretion of the court having jurisdiction.

### ***Excused and Unexcused Absences***

Absence from school is classified as either excused or unexcused. Reasons established by the Georgia Board of Education as excused absences are set forth in this policy. Students may be temporarily excused from school for the following reasons:

1. 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.
2. A serious illness or death occurs in their immediate family. (Parent, Sibling, or Grandparent of child)
3. Mandated by order of governmental agencies or by a court order.
4. Celebrating religious holidays observed by their faith.

NOTE: An excused absence does not mean the student is given credit for being at school. Students should present a written excuse within five (5) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused. A maximum of 10 parent notes for illness will be excused. Excessive or extended absences due to illness must be justified by a physician's statement.

The following items should be specified and included on each written excuse:

1. The date the excuse is written.
2. The date of the absence.
3. Reason for absence.
4. Signature of parent or guardian.

Students who have absences may make up work or tests missed. Upon returning to school, students should complete makeup work missed within five [5] school days. Parents may pick up homework assignments in the school office. The teacher, however, should be given adequate time to prepare homework assignments and materials.

**\*At the discretion of the principal, a statement from a physician may be required to validate extended or excessive absences.**

### ***Military Family Deployment – Absences for Special Consideration***

The Houston County School District is supportive of our military families, especially during the difficult time of deployment. Per OCGA 20-2-692.1, a student whose parent or legal guardian is serving in the military in the U.S. armed forces or National Guard on extended active duty is allowed up to a maximum of:

- 5 days excused absences per school year to visit with a parent/guardian prior to an overseas deployment to a combat zone or combat support posting, or during parent's/legal guardian's R&R leave or return from deployment;
- 5 days excused absences over two school years for military affairs sponsored event, to include visiting a military parent/legal guardian in a medical facility; or attending a ceremony for the military member, such as promotion, graduation or retirement.

The form for special consideration for absences for military deployment can be obtained from the school's office or on the school system website under the Parents tab and select the Military Family Support page. Please submit this request with documentation 10 days prior to an absence to the school principal. Either of the following may be provided: a copy of the Contingency, Exercise or Deployment Orders (CED) or a memo signed by the Robins Air Force Base School Liaison Officer (SLO).

Students will be responsible for their homework and making up any missed tests or class reports upon return to school. Parents are asked to work with the classroom teacher and their children to ensure that students stay up to date on class material. For general information regarding student absences, see Board Policy JBD, Absences and Excuses.

### **After School Program**

We offer an After School Care Program from 3:30 PM-6:00 PM. Please call the school for prices and specifics. Ms. Dykes and Ms. Mullis will be the supervisors for this program. Please call 971-2712 ext. 2091 between 3:30 PM and 6:00 PM for ASP.

### **Building and Playground Hours**

**A student cannot be dropped off at school before 7:45 AM.** In the afternoon, all children will need to be picked up by 3:50 PM unless they are in the After School Program. Children are not allowed to wait for their parents on the playground. A parent who continues to drop students off before 7:45AM or fails to pick them up by 3:50PM will be reported to the appropriate authorities, such as the local police and DFACS.

### **Bullying**

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 school's administrators that a student in grades 3-5 has committed the offense of bullying for the third time in a school year, the student may be assigned to an alternative school program.

### **Lake Joy Elementary School Bullying Protocol**

Lake Joy Elementary administrators will have 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. **No hoods or hats will be worn in the building unless it is a special circumstance/celebration.**

### **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. Teachers will check homework to ensure that it is completed. Please check with your child's classroom teacher 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 in a growth mindset 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 required to complete it at the discretion of the teacher.

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 schools and 27,000 schools nationwide have been trained in PBIS. Implementation of PBIS is saving countless instruction hours lost to discipline issues.

The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary issues 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 AM until 3:00 PM. Children may check out books during those hours. Mrs. Darby Smith is our Media Specialist at Lake Joy. You may reach her at 971-2712 ext. 2078

### **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, the parent/guardian, must bring the medicine in the original container with 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 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. Mia Parker, and she can be reached at 971-2712 ext. 2094.

### **Personal Possessions**

Please make sure that children leave their valuable possessions at home. 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 items that would cause disruption during the instructional day.

### **Recess/Break**

Each class has a 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.

### **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](http://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 14<sup>th</sup>. Birthday 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 JHD, Student Social Events. 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. Our Assistant Principal of Instruction, Dr. Sandra Crow, will be glad to discuss testing with you. You will receive notices of exact test dates.

### **Title IX**

The Houston County Executive Director for School Operations, Dr. Walter Stephens, 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 areas where 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 PAWS: Practice Safe Learning, Acting Responsibly, Working Together, and Showing Respect. Our Assistant Principal of Discipline, Mr. Cameron Barronton, will be glad to discuss any discipline issues with you.

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

**Major** incidents are behaviors that have been deemed major and require administrative assistance and the student will receive an office referral. **Minor** incidents are behaviors that have been deemed minor and not severe and will be handled by the classroom teacher. When a student has received redirection for the same behavior multiple times during the day, the student will receive a Minor Incident Report (MIR). MIRs will be assigned to students demonstrating multiple minor incidents. These MIRs will be communicated to you, the parent, through Class Dojo.

### **Classroom Level Behaviors**

- Talking
- Class disruption
- Off Task
- Refusal to Work
- Inappropriate Language
  - Profanity
  - Noncompliance
- Misuse of technology
- Throwing Objects
- Minor Dishonesty
- Minor Disrespect
- Minor Physical Contact
  - Horseplay
  - Unprepared
  - Unsafe Behavior

### **Office Level Behaviors**

- Chronic Minor Referrals  
(4 MIRs)
- Verbal Confrontation
- Profanity directed at staff member/students
- Threat/Intimidation
- Theft from Staff/Student
- Extreme Disrespect to Teacher/Staff
- Inappropriate Technology Use
- Aggression (Physical/Verbal)
- Inappropriate Sexual Comments/Actions
  - Bullying

Each Minor Incident Report has set consequences, as listed below:

1 <sup>st</sup> MIR	Conference with Student, Warning, Parent Contact
2 <sup>nd</sup> MIR	10 Minute Loss of Break, Parent Contact
3 <sup>rd</sup> MIR	Behavior Reflection Form, Loss of Break, Parent Contact via Phone
4 <sup>th</sup> MIR	Office Referral

1. **First Visit to Office** - Student has a conference with an administrator and parents are called; student may be assigned Time Out.
2. **Second Visit to Office** - Conference with an administrator. Parents are called and the student is assigned to one or more days of Time Out/ In School Suspension.
3. **Third Visit to Office**- Conference with an administrator. An action plan is written. Parents are called and the student will be assigned to one or more days of Time Out/ In School Suspension.
4. **Fourth Visit to Office** – Conference with an administrator. An action plan is written. Suspension Home for one or more days. Behavior contract is put in place.

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/ISS** is held in a designated room and supervised by an adult. Students report to all daytime out after the morning announcements and will dismiss to the appropriate location around 3:20 PM. Teachers assign regular classroom work. Lunch is served in this room.

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
Robin Allen	ATS CLERK	971-2712	Then Dial	2093
Tami Godman	PRINCIPAL	971-2712	Then Dial	2101
Sandra Crow	AP OF INSTRUCTION	971-2712	Then Dial	2096
Cameron Barronton	AP OF DISCIPLINE	971-2712	Then Dial	2097
Kristin Keith	COUNSELOR	971-2712	Then Dial	2098
Mia Parker	MED TECH	971-2712	Then Dial	2094
Darby Smith	MEDIA SPECIALIST	971-2712	Then Dial	2088
Cindy Hypes	LUNCHROOM MANAGER	971-2712	Then Dial	2092
GYM		971-2712	Then Dial	1634
AFTER SCHOOL PROGRAM		971-2712	Then Dial	2091