

Lake Joy Elementary School

Family Information Guide

2026- 2027

Dr. Artia Shorter
Principal

Dr. Sandra Crow
Assistant Principal of Instruction

Mr. Cameron Barronton
Assistant Principal of Discipline

Mrs. Kristin Keith
Counselor and 504 Coordinator



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July 31, 2026

Dear Lake Joy Elementary Community,

Welcome to the 2026–2027 school year! On behalf of our entire faculty and staff, I am thrilled to kick off another year together at Lake Joy Elementary.

Our team is dedicated to giving every student high-quality instruction in a classroom environment where they feel supported, challenged, and ready to grow. That starts with strong relationships, between teachers and students, and between school and home.

Clear communication is one of our top priorities. Throughout the year, I'll be sharing updates through the Houston County School District app, and your child's teacher will use it as well to keep you in the loop on classroom happenings. Please make sure you're set up on the app early in the year. You can also follow our school Facebook page for a look at what's happening day to day at LJES.

Lake Joy runs on the energy of involved families. Our PTO plans events all year long and always welcomes extra hands. Keep an eye out for volunteer sign-ups, and consider joining at Open House. We also hold school council meetings throughout the year, giving parents a seat at the table alongside our administration team to help shape decisions for our school.

Our teachers pour so much into helping students fall in love with learning, and there's a lot families can do to support that work at home. Consistent school attendance and nightly reading go a long way. Staying in regular contact with your child's teacher matters too.

We share one goal: helping every child succeed. Working together, we can make that happen.

Here's to a wonderful year ahead! We're so glad your child is part of our Lake Joy family this year.

Sincerely,
Dr. Shorter, Principal



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 pledge 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”

Our doors are open to students starting at 7:45am. From 8:00am–8:30am, 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 during this time. Students complete morning work given by the teacher during this time.

After morning announcements at 8:25am., 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 promptly at 8:30am. If your child arrives after the starting time of 8:30am., 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 7:45am 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 7:45am 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 8:00am, 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 8:00am bell.

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

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.
- 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 students.

- 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 with the LJE staff.

Breakfast is served from 7:45am- 8:20am. All students at LJES eat breakfast for free.

Instruction begins promptly at 8:30am. Students arriving after the 8:30am bell must have an adult, preferably a parent, sign the student in at the office. Please review the attendance policy in the Houston County School District 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 when you arrive or at the 3:30pm bell. All students leaving earlier than 3:30pm must be checked out in the office on the computer. This slip will be sent to the teacher.

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

Please inform the office by calling or notifying the teacher in writing via the Houston County School District App if your child is going home a different way than usual. No child will be allowed to go a different way unless you have sent written permission or communicated with the office. If you call the office to change the normal transportation, you must do so before 3:00pm. No transportation changes will be taken over the phone for children with custody

disputes. Do not email a teacher with a change of transportation for the same day; 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 get offended when the office personnel ask for a photo ID when you are picking up your child early. The safety of our students is the primary concern.

All students are subject to the authority of the adults on duty. Parents should display their pick up cards in the front dash on the passenger's side. This will 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 3:50pm. Those not picked up by 3:50pm will have to sign 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 help make drop off and pick up procedures safer for our students.

- We will be giving our parents two pick up cards which will let us know who you are picking up. Having the pick up card in your passenger's side window will help us move students as quickly as possible. Parents/Guardians not having a dismissal card will have to come to the office and check out their child.
- Students must be picked up by 3:50pm each day. Students will have to sign out in the office after 3:50pm.
- 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 Road. The entry into our school is located by the big tree in our front lawn. When exiting Lake Joy Road, 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. We use silent dismissal to update any changes in dismissal for students. 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 the day before the transportation change 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 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.

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 office by calling or notifying the teacher in writing via the Houston County School District App 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 is located by the big tree in our front lawn.** When exiting Lake Joy Road, 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 the 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 events, 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 for students who have completed an application and paid the registration fee. Students who are picked up after 6:00pm will accumulate a late fee each minute late. Applications for ASP are located on our website, or you can pick one up in the office. It is the expectation that students follow the school procedures and rules during ASP and may result in dismissal from ASP if the rules are not followed. Ms. Laura Smith 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.

Breakfast and Lunch

Breakfast and lunch are free to all students during the 2026-2027 school year. Restaurant food should not be brought/delivered to school and given to students. We want everyone to enjoy socializing at lunch; but please remind your children of appropriate lunchroom behavior to include the following:

- Talk quietly to your neighbor when the music is not playing
- Remember to walk inside
- Always remain seated
- Clean up your area
- Throwing or sharing food is not permitted. Failure to follow these rules will result in one of the following: being moved to the time out area in the lunchroom or office, a Minor Incident Report being written, and/or an office referral if the behavior is continuous.

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.

Class Parties

LJES allows two class parties per year (Holiday party in December and End of the School Year). Valentine's Day is celebrated at "break time" on February 12th. Birthday parties do not take place at school nor will party invitations be distributed during instructional time, nor will staff assist in distributing invitations to private parties. Staff is not allowed to provide a list of student names due to BOE policy JHD, Student Social Events. If parents wish to bring one treat and drinks (such as store bought birthday cupcakes and capri suns) for their child's class to enjoy at recess, they may do so and drop these items off in the office. Office staff will deliver the items. Balloons will not be delivered to classrooms. Students will not be allowed to accept flowers, balloons or other gifts sent to the school during the school day. Parents and students should not bring these items to school.

Clubs

We encourage all students to be a part of the fun, after-school clubs offered at LJES. Students will be able to receive applications to join a club later in the year. Club sponsors will notify parents of tryout dates (if applicable), pricing, or additional information. We are so thankful for our staff that volunteer their time to provide these clubs. It is important that students understand that it is expected for them to follow the school rules and procedures while participating in a club activity. Failure to comply may result in being removed from the club. Please also ensure that you are able to pick your child up from the club or club sponsored event on time.

Coats, Jackets, Sweatshirts

Each year we end up with dozens of unclaimed coats, jackets, sweatshirts and water bottles. Please write your child's name on these items so they are easier to claim and get back to your child. After each grading period, all unclaimed items will go to Goodwill or another charitable organization.

Communication

Please feel free to write your child's teacher a message through the Houston County School District app. You can also send a note, call to leave him/her a voicemail, or email your child's teacher by using the following format: firstname.lastname@hcbe.net. However please note that they will not be able to access their account, voicemail, or email during instructional time. All

urgent needs such as transportation changes need to be directed to the front office.

Conferences with Our Staff Members

Parent teacher communication is very important for the success of your child. I encourage you to collaborate with your child's teacher throughout the school year. If you would like a conference, please contact your child's teacher to schedule an agreed upon day and time. To preserve instructional time, teachers will not be able to conference or communicate via phone or in person during instructional hours.

Chromebook/technology

Each student is issued a chromebook for instructional use. It is the student's responsibility to take care of the chromebook and charger. Chromebooks should be brought to school each day charged. Students should not damage or allow others to use their chromebook. It is also very important that students are using appropriate and approved websites only. At the end of the day, before leaving the classroom, students should pack their chromebook inside their bookbag. Your child will be responsible for the guidelines and policies of the Houston County Board of Education when using electronic devices provided by the Houston County Board of Education at school and home, and understands that violations of these guidelines will result in disciplinary action. In the event that the devices provided by the Houston County BOE are lost or damaged, the parent and student are responsible for the replacement costs. Replacement devices are not issued for damaged devices. Please refer to the Student Technology Agreement for more information. Also, please see pages 24-26 in the Houston County School District handbook for more information on electronic devices. If you are interested in purchasing insurance for your chromebook, please visit the Houston County School District website to obtain more information.

Dress Code

Students may not wear clothing that could potentially be a distraction to others due to extremes in style, fit, length, color, wording, pattern...etc. Examples: (very short shorts, shirts that expose the waist/stomach, see through clothing, shirts with inappropriate language, pants with holes above

the knee that shows skin and spaghetti strap shirts). Students cannot come to school with extreme hairstyles, clothing, makeup or any other fad that would interfere with our teaching and learning process or cause a disruption of the educational environment. For additional information on dress code guidelines, please refer to the Houston County Elementary Education Handbook.

Field Trips

Houston County School Board Procedure: Students participating in school-sponsored field trips MUST be transported to AND from the field trip location on the bus with their peers. We do not allow students to be transported to and/or from the field trip location by parents or guardians. Parents who volunteer must have approved background checks prior to the field trip. Background checks can take several weeks to complete; therefore, please plan accordingly to ensure your background check is cleared prior to the field trip.

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.

Personal Items at School

School personnel are not responsible for lost, damaged, or stolen personal items belonging to students; therefore, students should not bring toys, electronic games, or other personal items to school. At the end of the grading period, all articles not claimed in lost and found will be donated to a local charity. It will be helpful to write your child's name on personal items. Responsibility to keep devices secure rests with the individual owner. The

Houston County School District, its staff, and its employees are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

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.

PTO

We encourage parents to be a part of our Parent Teacher Organization (PTO). PTO works with faculty members and the community to help support our school and our students. We have such a wonderful community, and through our PTO, parents and teachers can build great relationships to ensure a better environment for our families and communities. Please let us know if you would like to join our team of parents!

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 in 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) 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 for 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. 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.

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 st MIR	Conference with Student, Warning, Parent Contact
2 nd MIR	10 Minute Loss of Break, Parent Contact
3 rd MIR	Behavior Reflection Form, Loss of Break, Parent Contact via Phone
4 th 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, ISS, or other depending on the circumstances.
 0. **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 or other depending on the circumstances.
 0. **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 or other depending on the circumstances.

0. **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 or other depending on the circumstances.

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 day time 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
Artia Shorter	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

Jessica Hampton	LUNCHROOM MANAGER	971-2712	Then Dial	2092
GYM		971-2712	Then Dial	1634
AFTER SCHOOL PROGRAM		971-2712	Then Dial	
	2091			