



LAMAR COUNTY
ELEMENTARY SCHOOL

**Employee Handbook
2024-2025**

Dr. Whitney Pasch, Principal
Dr. Justin Gunnels, Assistant Principal

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Barnesville, Georgia 30204
770-358-5556
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Our Board of Education

The Lamar County School System governing body consists of a five-member Board of Education. The primary role of the Board is the legislation of school system policies. These policies are carried out by the Superintendent and Lamar County Schools staff. The duties and obligations of a Lamar County Schools Board of Education member may be enumerated as follows:

- to become familiar with the state school laws, regulations of the Georgia Department of Education, School System policies, rules, and regulations;
 - to have a general knowledge of the educational aims and objectives of the system;
 - to work harmoniously with other Board members without trying either to dominate the Board or neglect a share of the work;
 - to vote and act in the Board meetings impartially for the good of the district;
 - to accept the will of the majority vote in all cases and give wholehearted support to the resulting policy;
 - to represent the Board and the system in the public in such a way as to promote both interest and support; and
 - Refer complaints to the proper school authorities and abstain from individual counsel and action.
 - Individual Board of Education Members cannot legally act on behalf of the Board concerning Board business.
 - No member of the Board of Education, by his/her office, shall exercise any administrative responsibility for the schools. His/her role is to formulate policy and to serve in an advisory capacity to the superintendent.
 - No Board Member as an individual may command the services of any school employee.
- Reference: Policy BBA, BBBA.

Mission, Vision, District Core Beliefs, and LCES Core Values

Our Mission: Learning today to succeed tomorrow!

Our Vision: Lamar County Schools will provide all students with an equitable and excellent education that prepares them for college, career, and life.

Our Beliefs: The core beliefs of a person or organization are the guiding principles that dictate behavior and determine if they are on the right path when choosing strategies and accomplishing goals.

Our Shared Values and Commitments:

Shared Values are explicit or implicit fundamental beliefs, concepts, and principles that underlie the culture of an organization. These values guide the decisions and behaviors of the employees and management. Shared Values are what link an organization together.

1. I will be a positive, contributing member of my collaborative team.
2. I will monitor each student's learning on an ongoing basis through classroom and developed formative assessments.
3. I will use evidence of student learning to inform and improve my practice to better meet the needs of individual students.
4. I will seek out the most promising practices to support student learning.
5. I will respond promptly to meet the remediation and enrichment needs of my students.
6. I will work with my colleagues to monitor student learning to our SMART goals.

LCS District Office Staff
100 Victory Lane
Barnesville, GA 30204
770-358-5891

Dr. Jute Wilson.....Superintendent

Mrs. Tracy Gober.....Superintendent’s Secretary

Dr. Johnathan Roberts.....Deputy
Superintendent

Dr. Andrea Scandrett..... Assistant Superintendent for Teaching and Learning

Mrs. Patti Hitson.....System Assessment Coordinator

Mr. Cyrus Tolbert.....Director of Finance and Federal Programs

Mrs. Kay Mulling.....Payroll

Mrs. Fay FletcherAccounts Payable

Mrs. Donna Martin.....Associate Accountant

Mrs. Sherrelle OgletreeDirector of Personnel

Ms. Christina Crane.....Benefits Manager

Ms. Dawn StMichel..... Director of School Nutrition

Mr. Bill BakerDirector of Maintenance

Mrs. Julie HawkinsSchool Social Worker

Ms. Amy Banks.....Coordinator of Parent Involvement

Dr. Vanna Raybould Director of Special Education

Lamar County Schools Board of Education.....770-358-5891

Announcements (Morning)

Morning announcements are made each morning during homeroom at approximately 8:15. The expectation is that classes engage in listening to the announcements each morning. Please encourage students to stand during the pledge and remain standing during the national anthem. Additionally, a 30-second moment of quiet reflection will begin each morning.

Assessment

The school system recognizes the value of student assessment and encourages the use of assessment to improve teaching and learning. Teachers are expected to be able to analyze, interpret, and utilize test results to inform instructional delivery, such as by creating small group instruction and meaningful and relevant lessons. Assessment results should also be shared with parents to empower them to assist and support each student's academic growth. **Students should not be reassigned benchmark assessments.**

Attendance (Students)

Accurate attendance reporting is an important part of each teacher's duties and responsibilities. Attendance should be entered in Infinite Campus by 8:30 each morning. The LCES Counselor, the admin team, and the district social worker will track attendance data. Students who report to school after 8:15 are late/tardy. Attendance for these students will be entered by the front office staff. If a student has missed two consecutive days, please contact home and make an entry into the IC General Contact Log.

Excused Absences

As permitted under state law and State Board of Education policies, students may be lawfully excused from attending school for the following reasons:

- (1) Illness
- (2) Death in the immediate family
- (3) Religious Holiday
- (4) Instances in which attendance could be hazardous as determined by Lamar School System
- (5) Legislature service
- (6) Court Order
- (7) Absence to vote in an election
- (8) Up to five (5) days of excused absences per year for students whose parents are in the military and are being deployed or on leave.

When a student is absent for any reason, their parent/guardian must send a signed, dated written explanation of the absence to their child's teacher on the day that the student returns to school. **Doctor's excuses will be required after 5 written notes.** One written note may explain consecutive absences only.

Unexcused Absences

1. Each parent will receive written notification when students accumulate **three** and **five** absences when students are between the ages of 6-16.
2. Parents will be notified by the school counselor when students accumulate eight (8) or more unexcused absences. Parents of students who accumulate eight (8) unexcused absences will be required to meet with the school counselor to execute an attendance contract.
3. When students accumulate ten (10) unexcused absences, the school counselor will refer the case to the district social worker.

Missing Assignments due to Absence

Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work is equal to the number of days that the student was absent from the course. For example, if a student is absent for two days and requests make-up work, the student will be allotted two days to make up missing assignments.

Staff Attendance

The school work day begins at 7:45, at which time teachers should be at their door ready to welcome and receive students. The school work day ends at 3:45 unless there are scheduled school events (faculty meeting, etc.) Absence from these events or after-school gatherings must be approved by Dr. Pasch, Principal.

Absent from Work

If you determine that you need to be absent from your teaching duties, you must call Mrs. de Rojas (770.815.7989), and text Dr. Pasch (404.405.3613) and Dr. Gunnels (678.588.7906) as soon as you know that you will need to be absent from work. For example, if you become ill the night before class, you should call Mrs. de Rojas the night before class. To ensure that all students are adequately supervised, sufficient notice of a teacher's absence must be given.

Jury Duty and Subpoenas

Absences are not counted as personal leave if they are for jury duty or a lawfully issued subpoena involving school-related matters.

Personal Leave

Employees may use up to three (3) days for personal reasons. Employees are responsible for securing prior approval from the principal or other supervisor in charge of leave before taking any leave. Submit all personal leave requests three days before the personal leave day.

All requests for professional and personal leave forms must be submitted **three days before the anticipated absence**. Once entered into the teacher absence platform, the bookkeeper will provide a copy of the approved leave form that includes the principal's signature. Personal leave requests may not be approved on the following days: (1) the workday immediately before or after a holiday or vacation; (2) the first day of the school year; (3) the last workday of the school year; pre-planning, student-led conference day, professional development, post-planning days; or other critical days identified by the Lamar County Schools Board of Education. Teachers will receive a copy of the approved/denied leave form once it has been reviewed by the Principal.

When teachers are absent (scheduled or unscheduled), a leave form must be submitted on the day the teacher returns to work.

Excessive Absences

The following protocol will be implemented when teachers are excessively absent from work.

Once teachers accrue five absences, a doctor's excuse will be required for each additional absence (this includes sick children). Teachers who accumulate eight absences will be scheduled for a conference with the administrative team.

Teachers who continue to accumulate absences after an administrative conference may be placed on a professional development plan (PDP) and/or documented in TKES.

Sub Plans

It is expected that all teachers provide a plan of action and sub-plans for substitute teachers. Sub plans will be kept in a binder clearly labeled “Sub Plans,” and each teacher will inform the grade level chair of the location of this binder. Each sub-binder must contain the components listed in the checklist below:

- 1) Roster
- 2) Seating Arrangements/Chart for the class
- 3) Class Schedule
- 4) Information about students receiving special education services
- 5) Student Allergy Information
- 6) Hall Passes
- 7) Emergency Procedures
- 8) Transportation Information
- 9) Appropriate Lessons with detailed instructions

Badges

Every team member must wear school identification or a school badge every day. Employees can obtain school identification from the LCSD District office. Additionally, staff members should wear their Centegix badge every day.

Bell-to-Bell Instruction/Uninterrupted Instructional Time

Local and State Board Policy strictly regulates the number of times students' instruction may be interrupted for non-instructional activities. At Lamar County Elementary, all teachers are expected to teach bell-bell (8:15-3:15) except for activities, duty-free lunch, or other scheduled events such as pep rallies, clubs, or other schoolwide events.

Benefits

The Lamar County School District offers a comprehensive benefits package to employees. New employees have 31 days to select their benefits options. All employees can make changes to their benefits plans during the annual Open Enrollment period, held each fall. Below is a summary of the benefits that are available to employees:

- **Cancer Insurance**
- **Dental Insurance**
- **Group Life Insurance**
- **Health Insurance**
- **Long-Term Disability**
- **403(b)/457 Retirement Savings**
- **Short-Term Disability**
- **Vision Insurance**

Bulletin Boards & Hallways

The purpose of bulletin boards is to reinforce lessons, show individual student feedback, and display student work. Bulletin boards are a glimpse of what occurs in your classroom. Teachers will create bulletin boards that reflect school events and/or student work based on the following schedule and information.

- (1) Open House
- (2) Every term (4 times a year) to display exemplary student work and highlight student growth.

Certification

Professional employees of Lamar County Schools must hold proper certification from the Georgia Professional Standards Commission and must meet all state and federal requirements. It is the responsibility of the individual to keep his/her certification current. As the school system is able, it will notify employees of their certification status. However, this is ultimately the sole responsibility of the employee.

Chain of Command

Principal (Dr. Pasch)	Assistant Principal (Dr. Gunnels)
Personnel Issues Scheduling Budget Student Services Parent Concerns Community Relations Professional Learning School Council/PTO Title IX MTSS/SST Grading/Infinite Campus	Discipline Comprehensive Scheduling/Duties Transportation Arrangements Special Education Trojan Calendar Assessment Accommodations PBIS Clubs Maintenance/Pest Control Request HR Paperwork GA Health Survey -Student
Learning Support Specialist (Ms. Christopher)	Counselor (Mrs. Cannon)
Collaborative Planning Student Assessment Data Management Testing Coordinator New Teacher Mentor Lead Coaching Cycles Instructional Resources Trojan Calendar	Social/Emotional Learning Community Relations (PIE) Attendance Data Teacher and Student Wellness Classroom Guidance Small Group/Individual Check-Ins 504 Student of the Month
Grubbs-MTSS/SST Deputy V-CHAMPS	Haddock-Special Education Lead Andrade-Yearbook

Child Abuse

Georgia law includes mandated procedures for reporting suspected child abuse or neglect to the appropriate officials. Employees are required to follow these procedures. For more information on reporting child abuse, contact your school counselor and/or one of your administrative team if the counselor is not present. If a Lamar County School employee has reasonable cause to believe that suspected child abuse has occurred involving a person who attends to any child as an employee or volunteer of the school, the employee must report their suspicion of abuse to the school counselor. Reports of suspected child abuse shall be made **immediately**. Staff members should not leave campus before reporting to the counselor, principal, or assistant principal. Reports may be made orally, by telephone, or by other oral communication, or a written report may be made by electronic submission or facsimile to the Department of Family and Children Services and the school Principal or the Principal’s designee.

LCES procedures for reporting child abuse:

To report suspicion of child abuse, the teacher must:

- Report the information as soon as possible to the counselor or Principal. The information should be reported to the counselor or Principal via written communication or email. DO NOT approach the counselor in the hall to disclose sensitive information.
- If both the counselor and the administrator are absent, YOU are a mandated reporter and must report your suspicions immediately.
- 1-800-422-4453- Mandated Child Abuse Reporting Hotline. After reporting, then inform Mrs. Julie Hawkins, the District Social Worker, about the report immediately.
- When reporting to the school counselor, please use the form provided for reporting suspicions of child abuse.

The teacher must not:

- Question students attempting to investigate suspected abuse.
- Ask the student to see bruises or signs of abuse on his/her body.
- Attempt to provide information to the counselor or designee in the halls or other public places.

Civility Policy/5-Star Service is the Expectation

Members of the Lamar County School District staff should treat parents and other members of the public with respect and expect the same in return. The district's commitment is to keep schools and administrative offices free from disruptions and to prevent unauthorized persons from entering schools or school board property.

For students to gain maximum benefit from their educational expertise, teachers should try their best to develop effective relationships with each child's parents or guardians.

Directions for Responding to Abusive Individuals.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed should:

- calmly and politely warn the speaker to communicate civilly and, where appropriate, remind the speaker of the presence of students.
- If the inappropriate behavior continues, the district employee may verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly.
- If necessary, the assistance of administrators or school resource officers should be sought. The employee may be asked to provide a written report of the incident.

This policy is based on Georgia Laws (O.C.G.A. 20-2-1181 Disrupting public school) and (O.C.G.A. 20-2-1182) persons other than students who insult or abuse school personnel.

SchoolStatus Connect-SchoolStatus Connect (formerly ClassTag) is our school-wide communication tool. At the beginning of each school year, teachers will set up Classtag accounts and invite each parent to join.

Clubs and Organizations

School-based clubs provide an opportunity for students to connect to the adults in the building. Clubs will meet on the last Tuesday of each month beginning in September. Every teacher (HR and activity), administrator, and grade level team will sponsor or co-sponsor a club. Clubs will meet each month for 45 minutes during the school day. While clubs can be used to reinforce content or social/emotional growth, it is not required. The Administrative Team encourages teachers to share their passion(s) with our students.

Club dates are as follows:

- September 24, 2024
- October 29, 2024
- November 19, 2024
- January 28, 2025
- February 25, 2025
- March 25, 2025

Code of Ethics for Educators

The Georgia Professional Standards Commission publishes the Official Code of Conduct for Educators. The Code of Ethics for Educators is subject to revision at any time. Please reference the Commission website at www.gapsc.com for the most current version of the Code of Ethics (GaPSC Rule 505-6-.01). Each teacher and paraprofessional will be provided with a copy of the Code of Ethics for Educators during preplanning to sign, and one to keep for their records.

Complaints of Discrimination/Harassment

The Lamar County School District does not discriminate based on race, color, religion, national origin, age, disability, or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, an applicant for employment, parent/guardian, or another individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

Title VI Coordinator – Assistant Superintendent, Dr. Johnathon Roberts, 100 Victory Lane, Barnesville, GA 30204, 770-358-5891

Title IX Coordinator – Deputy Superintendent, Dr. Andrea Scandrett, 100 Victory Lane, Barnesville, GA 30204, 770-358-5891

Section 504 and Americans with Disabilities Act Coordinator – Director of Special Education, Dr. Johnathon Roberts, 100 Victory Lane, Barnesville, GA 30204, 770-358-5891

Sports Equity Coordinator – Deputy Superintendent, Dr. Jonathon Roberts, 100 Victory Lane, Barnesville, GA 30204, 770-358-5891

Students and employees will not be subjected to retaliation for reporting such harassment or

discrimination. A copy of the discriminatory complaints procedure under Lamar County Board of Education Policy JAA/GAAA (Equal Opportunity/Discriminatory Complaints Procedure) or under Policy IDFA (Gender Equity in Sports) is located on the LCBoE Website.

Conferences (Parent-Teacher)

Teachers will meet with parents twice each year (at a minimum). The timeframe for parent conferences is scheduled in advance and can be viewed by accessing the shared calendar (typically October) for the elementary school. All communication and contact with parents concerning grades or inappropriate/chronic behaviors must be entered into the Contact Log in Infinite Campus. Being proactive with families saves relationships.

Confidentiality

Any information concerning student achievement and behavior is confidential. The confidentiality rights of students are protected through state and federal regulations, and employees become liable for protecting students' rights. Confidential information regarding students or staff is not to be discussed or communicated at any time. This includes social media posts or public places such as parks, athletic events, churches, etc.

Contact Log (Infinite Campus)

All teachers are required to enter information regarding parent contacts in the Contact Log in Infinite Campus for:

1. students who are struggling academically
2. students who are experiencing chronic behavior problems
3. students who have attendance-related concerns
4. parent/student conferences

Curriculum

Every teacher should utilize the curriculum resources provided by the Georgia Department of Education, the LCS curriculum department, or other prescribed curriculum programs and methodologies adopted by the district or school.

Controversial Topics

The Lamar County Board of Education recognizes the role of public education in preparing students to be contributing citizens. The Board also acknowledges that through their classroom experiences, students prepare to become citizens and will sometimes encounter issues that may be considered controversial. In this event, the Board expects teachers to refrain from using classroom instruction to influence students regarding any one side of a contentious issue, including those considered to be political. Board Policy IKB: Controversial Issues provides clarity on the instructional implications of this issue.

Differentiated Instruction (DI) Block

The Differentiated Instruction (DI) Block is a dedicated 45-minute block set aside each day to provide literacy remediation in areas identified through a careful analysis of student performance data in literacy skills. Differentiated Instruction (DI) should be implemented as follows:

- (1) **Teacher-led group:** Bookworms, approved SOR programs
- (2) **Independent reading**
- (3) **I-Ready Reading Pathway**

Dress Code

The Lamar County Board of Education recognizes that professional attire helps set the tone of an educational system. Teachers should, at all times, be distinguishable from students in their attire. These standards apply to all administrators, teachers, clerical staff, members of the instructional staff (including paraprofessionals assigned to the classroom), substitute teachers, and employees at the Central Office.

- All employees should dress appropriately and in good taste.
- Spirit Days will be designated by the Principal.
- The following attire is prohibited:
 - **Blue jeans**, except on Fridays, Pay Day, and Spirit Days.
 - **T-shirts** except on Spirit Days
 - **Form-fitting or revealing clothing, including leggings** worn as slacks and low-cut blouses
 - **Short skirts** (skirts should reach the top of the knee)
 - **Flip flops** (dressy sandals are allowed)
- Certain areas of instruction, such as special education, may require wearing class-appropriate attire.
- Male staff members are encouraged to wear dress slacks and a collared shirt.

Drug-Free Workplace

The Lamar County Board of Education recognizes that a drug-free workplace promotes employee productivity and facilitates the accomplishment of the school system's missions and goals. Following federal and state law, the Board prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of illegal drugs and alcohol. Specific disciplinary sanctions may include referral for prosecution, completion of an appropriate rehabilitation program at the employee's expense, suspension from employment, termination of employment, and other disciplinary measures as appropriate. As a condition of employment, each employee must abide by the terms of this policy and must notify the Board immediately after any criminal charge or conviction from a drug or alcohol-related violation. Reference: GAMA

Duty-Free Lunch

Each teacher employed for more than one-half (1/2) time in grades K-5 will be allotted time for a minimum duty-free lunch period of 30 consecutive minutes.

Email Use

The purpose of the use of electronic communication tools, including the district's email system, is to provide immediate information necessary to continue the work of the district, including but not limited to curriculum and instruction, finance, professional learning, and transportation. The Responsible-Acceptable Use Policy governs the use of the district's email system and applies to email use at the district, school sites, and remote locations, including but not limited to staff homes or other locations. Users should have no expectation of privacy regarding their use.

Please note: Parents respond better to phone calls than to emails. Consider making that phone call instead.

Emergency Management Plan/Emergency Drills

The Georgia Emergency Management Agency reviews and approves the school system's

comprehensive School Safety Plan and each school's Emergency Management Plan. All school personnel have access to an Emergency Ready Reference, which is a guide for responding to various types of emergencies. Fire/evacuation drills are monthly. Drills for severe weather, lockdown of the school, and bus evacuation are executed annually. For additional information regarding school safety, contact your principal/ supervisor or the Student Conduct and Safety Department.

Student Emergency Safety Information

The school must be able to contact parents/guardians at any time students are at school. The school must have the parent's current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents '/guardians' address, telephone numbers, or emergency contact information.

Teacher Evaluations

All employees of the Board of Education must have their performance evaluated annually. All certificated teachers and administrators will be reviewed by a certified Teacher Keys or Leader Keys evaluator. Performance evaluation records are a part of the personnel evaluation file and are confidential. Faculty members such as counselors and media specialists will be evaluated using the evaluation instrument appropriate to their field of expertise.

Faculty Meetings

Faculty meetings build relationships, focus on professional development, solve problems, and make decisions. Faculty meetings are scheduled for the first Wednesday of each month; as a result, please do not schedule doctor appointments or after-school meetings (including IEPs) during this time.

FERPA

Release of Student Directory Information

1. The Lamar County School District has designated the following student-based information as "directory information" under the provisions of the Family Educational Rights and Privacy Act (FERPA) and may disclose that information upon request by appropriate institutions/agencies:
 - Student's name, address, and telephone number;
 - Student's date and place of birth;
 - Student's participation in official school clubs and sports;
 - Weight and height of student if he/she is a member of an athletic team;
 - Dates of attendance at the Lamar County School System;
 - Awards received during the time enrolled in Lamar County School System;
 - Grade Level
 - E-mail address
2. Parents requesting student information must do so in writing to the principal and allow 5 days for the request to be fulfilled.
3. Parents will be notified that from time to time, students may be photographed. If parents object to their child being photographed and included in school publications, they must inform the principal in writing.

Field Trips

When planning field trips, the instructional value should be the main consideration. Requests for a field trip must be submitted to the Principal. One grade-level representative will serve as the point of contact for field trips.

Guidelines/Steps for field trips are as follows:

1. Submit the Bus Request form to the Principal at least four to six weeks in advance. It is most convenient to plan field trips during the summer or pre-planning so that these events can be added to the school calendar.
2. Meet with the Principal to discuss the relevance of the field trip to content mastery.
3. If approved, every student should obtain a signed Parental Permission form.
4. Notify the front office, lunchroom, and registrar of the students who will be attending the trip. Notification must occur at least three days before the trip.
5. Students must follow all school rules and policies.

Additional Information:

- Chaperones can bring younger siblings on the field trip but are required to pay their admission fee.
- Chaperones must provide their own transportation to and from field trips. Additionally, students must ride to and from the field trip using the transportation provided by BOE.

Fiscal Procedures and Responsibilities

The principal shall serve as the administrative officer in fiscal matters. They shall be responsible for any budgetary issues with their authority being derived from the Central Administration and the Board of Education in keeping with all rules and regulations established by the State Board of Education, the State Department of Education, and the various accrediting commissions.

Fundraisers

Fundraisers will be assigned by the administrative team, but all suggestions will be considered.

Grade Level and Department Chairs

The primary responsibilities of the Department and Grade-Level Chairpersons are to assist and support the administrative team in coordinating and enhancing the instructional program in their area of expertise. Specific duties might include disseminating and collecting information, organizing curriculum materials and activities, compiling grade-level data, and working with individual teachers in their areas of specialty.

Grade Level Planning During the Instructional Day

The Comprehensive schedule has been designed to allow time for teachers and teams to meet during the day to analyze data and discuss the effectiveness of their teaching strategies.

Grades, Grades Reporting in Infinite Campus, and Assessments

The goal of Lamar County Schools is to ensure that every child achieves mastery in all content areas. During each grading period, teachers will provide a variety of opportunities for students to demonstrate mastery of the standards. Since the curriculum describes “what students should know and be able to do,” all grades documented on the report card will reflect what students can do “**independently.**” The only exception could be when reporting progress for student progress on goals outlined in the Individual Education Plans for students receiving special education services.

Assessments

- Teachers will collaborate with grade-level team members, instructional coaches, and learning support specialists to create balanced assessments.
- Assessments will be created based on the requirements of the standards assessed.
- Assessments will reflect the language and rigor of the standard.

Grades

- All grades reflect what the students can do **independently**.
- Students and parents will understand the criteria for demonstrating mastery/earning a passing grade before the start of each unit.

Grade Reporting in Infinite Campus

Teachers will enter a minimum of **2 grades per content** in Infinite Campus **each week when possible** so that parents can monitor student progress using the Parent Portal component of Infinite Campus. Each teacher will assist parents in gaining access to Infinite Campus Parent Portal as needed. Students should be assigned the grade that they earn. However, students should be given multiple opportunities to work towards mastery of the content before a final grade is entered. Students who do not submit work will be given a grade of zero. Parents should be notified when students are earning failing grades. This notification should be entered in Infinite Campus under the Contact Log.

Homework

Homework is not mandatory and should be viewed as an extension of the learning experience. It should never be taken for a grade, as that is not an equitable practice.

Lesson Plans

School administrators can expect teachers to verify local and state requirements through their lesson plans. All lesson plans for the upcoming week must be uploaded into the appropriate grade level space (Google Team Drive) for review and feedback from the administrative team and instructional coach every **Thursday by the end of the day**.

Mailboxes

It is the expectation that teachers will check their mailboxes each day. Please do not send students to check your mailboxes.

Mandatory Meetings

To promote collective inquiry and a collegial learning environment, the teachers and teams will meet weekly to examine the effectiveness of our instructional strategies and brainstorm new strategies for promoting excellence in our learning community. Please plan to attend all mandatory meetings and do not schedule appointments on mandatory meeting days. All dates will be added to the LCES Shared Google Calendar. Mandatory meetings include faculty meetings, PLCs, Grade Level, and Professional Learning, etc.

Multi-Tiered Support System- A Multi-tiered System of Support (MTSS) is a “tiered system of support that integrates assessment and intervention within a school-wide, multi-level prevention system to maximize student achievement and reduce behavioral problems. All certified teachers at LCES will implement the MTSS process with fidelity and for the benefit of our students.

Newsletters

Weekly school newsletters will be published each week. Refer to school newsletters for information about the week's events and expectations.

Observing in the Classroom (Parents)

To promote transparency and demonstrate the high-quality instruction that consistently occurs at Lamar County Elementary School, parents are welcome and will be invited at times to observe their students in the classroom. These observations cannot be intrusive and must adhere to the following guidelines: (1) parents must schedule all classroom observations through the administrator, (2) the teacher will inform the office staff of the date and time that the parent will observe, (3) all visitors including those invited in for classroom observations must sign in at the front office, (4) observing parents cannot interact with any child other than their own, and (5) parent observations cannot last more than 30 minutes. It is preferred that parents observe from outside of the classroom for student discipline issues, but that decision will be made by the teacher and the parent.

PBIS

Lamar County Elementary School is a PBIS school. The 1st days of school are critical for helping students to become familiar with the PBIS way. It is the expectation that teachers will begin teaching and modeling the expected behaviors that are aligned with the school-wide expectations of Being Respectful, Responsible, and Safe. Professional learning on this topic will occur during our pre-planning and will continue throughout the school year.

Phones and Phone Messages

Students will not be allowed to use school phones unless they are calling from the office. The office phone is designated for emergencies only.

Cell Phones

Teachers should use cell phones only during non-instructional time when attempting to communicate with parents or for emergencies. It is not acceptable for teachers to be on their phones in the classroom, hallway, or while actively supervising students (recess, etc).

Phone Messages

Phone messages will be placed in teacher mailboxes or sent by email. Please return phone calls within 24 hours of receiving the message.

Professional Learning Communities

Every teacher will be an active member of a PLC.

Promotion, Placement, and Retention

Georgia law requires that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed to succeed and progress to the next level of academic achievement.

Recess

Teachers are required to take students out to recess each day for (fifteen) 15 minutes. Students can only have one recess period each day. If a student chooses to engage in recess-like behavior during the instructional period, he or she has forfeited a second recess.

Student Supervision

The first priority of Lamar County Elementary School is to ensure that all students are safe and supervised at all times. Teachers should not leave students in the class unsupervised for any reason. Students should be supervised closely during recess or other school events. Students should not be placed in the hall without supervision, and they should be adequately supervised in all areas of the building for structured and unstructured activities.

Visitors/School Guest Sign-In Procedures – (O.C.G.A. § 20-2-1180)

All visitors will be required to sign in using the Checkmate system located just inside the front door of the school. Georgia law requires that visitors, except for students, school system employees, law enforcement officers, or other public safety officials in the performance of an emergency call, shall sign in at the designated location, **as stated on posted signs** of any school building, between the official starting and dismissal times, and provide a reason for their presence at the school. The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in an official session. Any person who does not have a legitimate need or cause to be on the premises or school property and/or who fails to sign in at the designated location may violate Georgia law and, upon investigation, may face criminal prosecution of a misdemeanor of a high and aggravated nature.