



“Home of Lion Pride”

**Lamar-Milledge
Elementary School**

510 Eve Street
Augusta, GA 30904
706.737.7262 OFFICE
706.737.7261 FAX

Ms. R. Robinson, Principal

**2018 – 2019
Student/Parent
Handbook**

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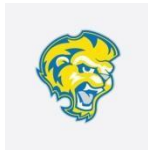
**ALL visitors/parents MUST stop by
the office to sign in.**



The Mission of the Richmond County School System is to educate students to become lifelong learners and productive citizens.

- 1. Every person has the right to a quality education.**
- 2. Education is the shared responsibility of the individual, home, school, and community.**
- 3. Every person can learn.**
- 4. Respect and acceptance are essential for learning and personal development.**
- 5. A safe, healthy and orderly environment is essential to learning.**
- 6. Communication is the key to understanding among people.**
- 7. Excellence cannot be compromised.**

Learning Today...Leading Tomorrow
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Office: (706) 737-7262
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2018-2019 School Year

School Office Hours

Monday – Friday
7:30 a.m. – 2:45 p.m.

Instructional Day

7:30 a.m. – 2:15 p.m.

Early Dismissal Times

12:00 Noon

**see school calendar for early release days*

HOURS OF OPERATION

All students are ***NOT*** to arrive to school before 7:00 a.m., as there is no adult supervision. Students will enter the school building at 7:00 a.m. using the side entrance by the cafeteria, and go to the cafeteria for breakfast. At 7:15 a.m. students will be picked up by their teacher and taken to the classroom. Students are tardy at 7:30 a.m. Any student arriving to school after 7:30 a.m. must be accompanied by a parent to the office so that the parent can sign the child in. All students are expected to be out of the building by 2:30 p.m.

Again, parents are not to leave their children at school unattended before 7:00 a.m. or after 2:30 p.m. School personnel cannot assume any responsibility for their safety. Parents who leave students unattended before and after designated hours are subject to referral to the school social worker and/or the Department of Family and Children's Services.

DISMISSAL/EARLY DISMISSAL

Students will only be dismissed early with a written note signed by a parent or guardian. Students will not be released to anyone other than the parent or guardian or other authorized person(s). Parents picking up student must sign the student out. Parents or guardians must send a medical note to school for the early dismissal to be excused. Your child's academic success may be jeopardized if he/she is consistently signed out before a school dismissal. When possible, please schedule student appointments after school hours. To be considered present a student must attend at least half of the school day (11:30).

On early release days, Lamar-Milledge will release students at 12:00 Noon. See school calendar for dates.

If your child is a car-rider, you must go to the classroom to pick your child(ren) up. You may do so between 2:00 – 2:15. Walkers will be dismissed from the front of the building at 2:15.

DROP-OFF/PICK-UP

Parents are not permitted to park, drop off, or pick up students in the parking lots on the side of the building (bus zone). This interferes with bus arrival and dismissal. When you are picking up or dropping off your child, be sure to park along the curb in the front of the building. The driveway should be kept open at all times for easy exiting. **Handicap spaces are only available for those who have a valid permit.**

INCLEMENT WEATHER

Our district staff understands that our decision to open or close schools early in bad weather has a big effect on families, during the inclement season. We also understand that our students are better served – both academically and socially – by being in school. But as always, our top priority is the safety of our students.

◆HOW IS THE PUBLIC NOTIFIED?

Tune to WJBF-TV, WAGT-TV, WRDW-TV news, WGAC-AM radio or read the Augusta Chronicle for up-to-date information on school closings. You may also view the school system's website at www.rcboe.org.

◆WHEN IS THE DECISION MADE?

We will normally make the decision by 5:00 AM or earlier so we can notify radio and TV stations and post the decision on Richmond County School System's website.

ATTENDANCE/ABSENCES

Students achieve and learn more by attending school regularly. Students are expected to be present for school. Students who are absent from school are required to bring a written excuse for their absence upon their first day back at school. A student must attend school for one half or more of the school day to be marked present for a full school day. Please see the county policy for excuses as outlined in the Student Code of Conduct.

Parents should send a written explanation on the first day the student returns. The only excusable absences are those prescribed by state statutes, rules and regulations of the Department of Education and local board policy. Guidelines for lawful excuses and extended absences are listed in the Richmond County Student Code of Conduct and Discipline.

TARDINESS

Students who are tardy to school will be disciplined according to the guidelines in the Student Code of Conduct and Discipline. **Parents/guardians must accompany students when they are tardy and parents/guardians must sign in their child(ren).**

PERSONAL PROPERTY

Students are cautioned not to bring unnecessary sums of money or valuable items to school. See the Student Code of Conduct and Discipline for a list of unauthorized items. Items such as CD players, MP3 players, Ipods, and other items confiscated will be kept in the front office. **Students are not allowed to bring cell phones to school.**

TELEPHONE CALLS

The school telephones are not available for student use except in case of an emergency. Forgetting lunch money, books and asking how to go home are not considered emergencies. Changes in how a student will go home will *not* be accepted over the telephone. It is very difficult to deliver telephone messages to students during school hours. Please inform your parents and friends that only **EMERGENCY** messages will be delivered. Students should have their transportation needs arranged before the end of the day to avoid use of the telephone to confirm rides.

PARENT CONFERENCES

Parents, teachers, counselors, and/or administrators may request conferences. Conferences should be arranged by calling the school and scheduled during the teachers' planning time.

DRESS CODE/UNIFORM POLICY

Students are expected to follow the dress code outlined in the Richmond County Student Code of Conduct and Discipline while attending school and school-related functions and to maintain the type of appearance that is not distracting to teachers or students. Clothing items should be clean, neat, and modest. "In-fashionable" wear is not always appropriate school attire. Pants or jeans which have belt loops require that a belt be worn. Boys are not allowed to wear earrings.

In accordance with Richmond County Policy, the following are not allowed:

- clothing that promotes or advertised drugs, alcohol or tobacco
- clothing that display suggestive or obscene pictures or language
- clothing which results in the disruption of the normal school day
- earrings (males)

The principal or other duty authorized school official shall determine whether any particular mode of dress or apparel results in the disruption of the normal day.

SCHOOL BUS REGULATIONS/RULES

Riding the school bus is a privilege. Improper conduct on the bus or at the bus stop can result in that privilege being denied. Bus students are under the supervision of the bus drivers. Reported acts of misconduct on the bus will be investigated. First offenses will receive a warning and a phone call to the parent and or consequences based on the nature of the offense. Second offenses will result in a letter sent to parent and consequences which may include additional suspension. The third offense will result in suspension from riding the bus for an additional period of time. If the administrator determines that the first offense is serious enough, suspension may result immediately. Bus drivers do not have the authority to remove students from the bus. RCBOE

STUDENT FOOD SERVICES

Our school food program is designed to provide a well-balanced breakfast and lunch everyday. Breakfast is served from 7:00 to 7:30. When preparing a “sack” lunch, students may bring a thermos, juice package or purchase milk. Fast food bags, carbonated, or canned drinks *are not* permitted. Daily outside lunches are not permitted for students. Breakfast and lunch are no cost this year.

MEDIA CENTER

The library media center offers a variety of materials for research and leisure reading. Regular materials are checked out for a period of two weeks. See the Media Specialist for assistance.

CLINIC

A certified nurse has been assigned to Lamar-Milledge Elementary. The purpose of the clinic is to care for students who become ill or receives injuries at school.

1. A standard consent form must be complete on any medication including non-prescription medicines that will be dispensed at school. Written permission from parents will be accepted only on the first day of medicating; students will be required to return the completed consent form before any more medicine will be dispensed at school
2. No Tylenol or any other medications will be given at school unless it is sent from home with a standard consent form including instructions for dispensing the medication. The school cannot receive permission to give medicine over the telephone.
3. Medicines must be in the original container when brought to the clinic. Bring only the exact amount to be dispensed at school.

4. Medicines that have to be taken three (3) times a day should not be brought to school **UNLESS** specific times are prescribed. These medicines may be taken before school, after school and at bedtime.
5. A student with a temperature over 100 will not be allowed to stay at school. Please be sure that the office has an emergency contact number listed.
6. In case of illness during the school day, the student must report to the clinic and/or office **BEFORE** leaving the building. The school will contact parents so that arrangements can be made for the student to leave.

According to Georgia State Laws:

1. Students attending a Richmond County school must prove that they have been immunized against seven childhood diseases (polio, mumps, measles, diphtheria, Whooping cough, rubella, and tetanus).
2. Any student entering a Georgia school for the first time or entering kindergarten or first grade must have a dental, hearing, and vision certificate.

The immunization Certificate and the Dental, Hearing and Vision Certificate may be obtained at the Richmond County Health Department or from a private physician or a physician from Fort Gordon. Please note that any immunization record from another state must be transferred to the appropriate Georgia form. Please send the immunization record to the school nurse. According to existing laws and policies, students who do not have proof of the required immunization will be removed from school and school roll until this record is submitted.

PROMOTION AND RETENTION RULES

The Richmond County School System requires that each student must have a passing grade in Language Arts and Mathematics, and Science or Social Studies. Otherwise, students will be retained. Please refer to the Richmond County Promotion and Retention Policy.

DFCS/IRS FORMS

Parents/Legal Guardian requesting forms for DFCS or IRS will receive a copy of your child's registration form. Parent/Legal Guardian *must* come to the school to pick up the copy.

INFINITE CAMPUS

Infinite Campus will be replacing PIV (Parent Internet Viewer). With Infinite Campus, you will be able to view your child's grades, attendance, and disciplinary actions. In order to gain access you must be issued a number from the school Data Clerk (you will need to have your I.D. when

requesting this information).

SCHOOL PROPERTY

Parents will be billed and held liable for property that is damaged by students during the school year, i.e. doors, locks, windows, books, etc. A bill will be calculated by the Maintenance Department and provided by the school, payment is expected upon receipt. Students will not be allowed to register until damages are paid for.

GROOMING STANDARDS

LME consistently enforces the school grooming standards for ALL individuals who enter the building. We ask that ALL visitors/parents entering the building meet or exceed the following grooming standards:

- Appropriate attire (**NO** pajamas, see through or sheer clothing, or short shorts/skirts),
- Outer clothes must completely cover underclothes and garments,
- Shoes and Shirts must be worn throughout the building.

We appreciate all visitors/parents who become familiar with our grooming standard, as it will be expected throughout the school year.