

L.I.T.T.L.E. Children Growing

Learning Independence Through Talking,
Listening, and Exploring

Student/Parent Handbook

2018-19



L.I.T.T.L.E. Children Growing

Pulaski County's Pre-K Program

Dear Parents,

We are pleased that you have chosen L.I.T.T.L.E. Children Growing for your child's Pre-K experience. Our program is dedicated to meeting the educational needs of each student through a partnership between the school and the parents.

This handbook has been prepared to inform you about the guidelines and regulations of our Pre-K program. Please read the contents of this handbook thoroughly. We are dedicated to providing you and your child with some important first steps to a great education within a positive school experience.

Throughout the year we will have several local field trips and many opportunities for you to participate in activities at school. We highly encourage parent participation on all levels.

We also would like for you to follow us on social media. Information and pictures are posted throughout the year. Connect with us using the social media sites listed at the bottom of this letter.

If you have any questions, please call the Pre-K office at 783-7205, or come by and talk with us. Parents/Guardians and Grandparents are always welcome.

We are looking forward to a fantastic year!

Gini Thompson
Pre-K Director

<https://twitter.com/lcgprek>
<https://www.facebook.com/lcgprek>

<http://www.pulaski.k12.ga.us/>
<https://www.instagram.com/lcgprek/>

Our Vision:

“Learning for a Lifetime”

Our Mission:

To provide quality educational experiences that are meaningful, challenging, and engaging in a safe and supportive environment for all students.



Our Beliefs:

- Education is a shared responsibility among students, parents, school personnel and community members.
- Quality instruction should be provided through a rigorous and relevant curriculum.
 - The school environment should be safe, orderly, and conducive to learning.
- Academic success can be achieved through active engagement in a variety of learning experiences.

Staff and Assignments:

Director

Gini Thompson

Secretary

Ashley Bennett

Lead Teachers

Christine Cromer
Caroline Daniell
Ashley Goodroe
Tammy Deese

Assistant Teachers

Pearlie West
Brittney Johnson
Lauren Frost

Custodian

Aaron Scott

Speech & Language Services

provided by Courtney Eaton

School Schedule

After the first two weeks of school, please let your child gain independence by walking into the school without you. A school staff member will always be at the school entrance to welcome each child into the building.

- 7:45 a.m. – Doors open
- 8:00 a.m. – Instructional day
- 2:45 p.m. – Pick-ups and Buses

DO NOT PICK UP STUDENTS BEFORE 2:45 UNLESS IT IS AN EMERGENCY OR A DOCUMENTED NECESSITY.

Enrollment

For your child to attend Pulaski's Pre-K Program without interruption, he/she needs to have the following on file:

- Certified birth documentation (birth certificate)
- Proof of Residency (current utility bill or vehicle registration)
- Copy of Social Security Card
- Up-to-date immunization/shot record (Form 3231)
- Current and passed Ear, Eye, Dental, and Nutrition (Form 3300)

In addition, if your child receives assistance through Social Security, Medicaid, TANF, or other, a copy of the care card will need to be a part of his/her file.

Your child will be enrolled under the name that appears on the birth certificate. If a name change occurs, legal proof must be given to the school for records to be altered.

School Visitors and Transportation

- All visitors must stop by the office and sign in. Classroom instruction will not be interrupted.
- No one may go to the classrooms unless directed there by the office. If your child forgets his/her lunch (or any other item), please bring it to the office. School personnel will deliver it to your child. Younger children who accompany parents must remain with their parents. It is imperative that the presence of younger children not disrupt classes in session.
- Students can only be dismissed early through the school office. Teachers will not dismiss students without prior notification from the office. Dismissal time is 2:45.
- All students must be picked up and dropped off in the front of the building.
- A list must be given to the office of all people that can pick up your child.
- Any pick-up restrictions must be reported to the office.
- **If a student changes buses or afternoon transportation, you must either notify the teacher in writing or call the office at 783-7205 by 1:30.**
- School buses are operated to transport students to and from school daily. School bus routes are established to cover areas serving a large number of students. You should familiarize yourself with the time your child's bus arrives at your residence and be prepared 5 minutes before the scheduled time.
- Please note: A student shall not exhibit any behavior which will distract a bus driver's attention or disrupt and/or interfere with the safe operation of a school bus. Rules are posted on each bus. **(Riding the school bus is a privilege, not a right, which may be revoked if rules are not observed.)**
- If you plan to bring and/or pick up your child from school at any time other than the usual time, you will need to come inside the building and sign your child in or out.
- If you plan to bring your child in the morning or pick up your child in the afternoon, please use the Academy Street entrance. This is the entrance nearest to the water tower.
- The Rawls Street entrance is for school buses only.

Parent Involvement

Parent participation is a major part of the Pre-Kindergarten program. We hope that you can attend the parent programs that we will provide. We feel there are many benefits to having parents involved in their child's education. By volunteering your time, talents and experience in the classroom, you, the parent, will have the opportunity to become directly involved in the educational system. You will see your child grow and develop in the classroom and be a part of his/her success.

Attendance Policy

This policy was developed using guidelines from Bright from the Start and aligned to the attendance policy for schools in the Pulaski County School District. The goal of the attendance policy is to assist families in establishing and maintaining regular school attendance patterns.

Chronic Attendance Issues

Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday. If a chronic attendance problem occurs, parents/guardians will be required to meet with the Director in order to determine the reason(s) for the problem and identify ways to resolve the problem.

Absent:

- Student is not in attendance at all during the school day.
- Student leaves school before 11:30 or does not arrive until after 11:30.

Tardy:

- Arrives after 8:10.

Early Dismissal:

- Leaves before 2:45.

Absences

Excused absences shall include:

Personal illness or when attendance in school endangers the student's health or the health of others.

- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a government agency mandating absence from school.
- The observation of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an

absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.

- Any other absence not explicitly defined herein but deemed by the director to have merit based on circumstances.

School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining chronic attendance issues.

Three (3) Days to Submit Excuse for Absence

Upon returning to school, the student will have three (3) days to present the necessary written documentation to have the absences count as excused. Failure to present this documentation will result in an unexcused absence. Phone calls **will not** be accepted in place of a written notice.

Excuse must include:

1. The date(s) of the absence
2. Student name
3. Reason for absence
4. Parent or guardian signature

Five (5) Days of Parent Notes for Illness

A parent's note will be accepted to excuse personal illness for five (5) days during the school year. After a parent's note has been used for five (5) days at any time during the school year, a doctor's excuse is **required** for ALL future absences due to illness unless otherwise determined by the director or the director's designee.

The conditions for excusing a tardy or early dismissal, as well as the time line for submitting excuses, are the same as an absence.

Violations of Attendance Policy

Unexcused Absences

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences.

- **Three (3) or More Unexcused**
 - By the time a student has acquired an equivalent of three or more unexcused absences, the school will notify the parent or guardian in writing. This is a courtesy to make parents/guardians aware that we are monitoring their student's attendance. This reminder or similar documented action will serve as a good faith effort required of the school before taking further action. Failure to receive this reminder does not prevent further action taken to attempt to improve attendance.
- **Five (5) or More Unexcused**
 - The school will notify the parent/guardian of the attendance policy and consequences at an equivalent of five (5) unexcused absences by phone if at all possible. If a parent/guardian cannot be reached by phone, the director will

notify the parent/guardian in writing. The objective of the notification will be to explore barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences.

- **Ten (10) or More Unexcused Absences**

- Ten absences will require a conference between the director and the parent/guardian. The purpose of this meeting to remind the parent/guardian of the attendance policy and consequences for further unexcused absences. Director and parent/guardian will collaborate in order to identify barriers to attendance and to develop a written plan to improve attendance.
- Over 10 absences will require a referral to the state appointed Bright from the Start Pre-K Consultant. At this time, a determination will be made as to whether or not the student will be able to continue enrollment in the program.

Student Withdrawals

Local school systems are authorized to withdraw a student who:

- Has missed 10 or more consecutive days of unexcused absences.
- Is not subject to compulsory attendance.
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).

Local school systems shall notify the parent or guardian of the intention to withdraw a student younger than 18 years of age who is not subject to compulsory attendance.

Notification of Parent/Guardians

Within thirty (30) days of enrollment in school, the parent or guardian will be notified in writing of the attendance policies and consequences. The parent/guardian must sign and return this notification.

School Supply List

- Book bag
- Nap mat (small)
- Blanket (small)
- Change of clothes, appropriate for the weather

Because of safety concerns, rolling book bags will not be permitted.

Hearing, Vision, Dental, and Nutrition Screenings

All students are required to have passed screenings on file within 90 days of the beginning of school. After 90 days, students will not be allowed to attend school until the necessary documentation is in the student's permanent record.

Medicine

The school nurse, shared by Pre-K and PCES, is made available to students and staff for illnesses and injuries which occur during school hours, for the disbursement of prescribed medication, and for the promotion of good health and well-being.

Students may be treated by the school nurse **after** they bring in a **School Clinic Permission Form** and the **Guidelines for Administration of Medication** form, completed and signed by a parent/guardian. These forms give the school nurse parental permission to treat their child. They also provide parental contact numbers for the school nurse and provide the parent with guidelines on the disbursement of medications at school.

All medication brought to school, over the counter and/or prescription, must be taken to the office at the beginning of the school day. **All medication must be brought to school in its original container.** Medications brought in bags or other unmarked containers will not be given. Prescription medication should be in the pharmacy container labeled with the child's name, date, name of medication, name of the prescribing physician, time(s) the medication is to be given, and name of the pharmacy filling the prescription. This also includes breathing treatments. (A request can be made through the pharmacist for two-labeled prescription bottles so that one bottle may be kept at home and one at school.)

Medication that needs to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. An antibiotic which is to be given three times daily may be given before the child leaves for school, when he/she gets home, and at bedtime.

A student for whom the school has supporting medical documentation on file may carry at all times, with parental/guardian permission, inhalers for asthma, auto-injectable epinephrine for allergic reactions, and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication.

It is very important that the school has current contacts to call when a student needs to go home because of an illness or in case of an emergency. Parent contacts, as well as alternate contacts, must be kept up to date. It is the responsibility of the parent to keep these current.

Parent-Teacher Conferences/Progress Reports

There will be **two mandatory** conferences held during the school year. The first conference will be held at the conclusion of the first semester, and the second conference will be held near the end of the school year. Your child's teacher will notify you of the times and dates.

Other individual conferences are encouraged at times convenient to the parent and teacher. Please call your child's teacher to schedule other conferences. Teachers will not be called out of the classroom for a conference without an appointment.

Teacher Contacts

Teachers have telephones in the classroom and email addresses for better communication. Harassing phone calls will be reported to the proper authorities. Please limit calls to before 7:45 or after 2:50. Other times interrupt valuable instructional time.

Discipline

The Pre-K Program will basically use two forms of discipline: Positive reinforcement and loss of privileges. Positive reinforcement is the method of changing behaviors by expecting and rewarding good behavior and ignoring and/or re-directing inappropriate behavior. In general, most of the discipline will be of this nature.

Because the Pre-K program is a part of the Pulaski County Schools, all students must follow the Code of Conduct adopted by the Board of Education. Please refer to it for more detailed information. The Pulaski County Schools' Student Code of Conduct and Discipline can be found on the school system website. For parents who do not have internet access, a paper copy will be given upon request from the parent. **All parents must sign that they have read and understand its contents.** The Code of Conduct will be used when appropriate.

For day-to-day behavior concerns, discipline shall be based on a careful assessment of the circumstances of each case:

- Seriousness of the offense
- Typical preschool behavior
- Frequency of misconduct
- Student's attitude
- Potential effect after misconduct on the school environment

Consequences for not following school or classroom rules are listed below:

- Conference between student and classroom teacher
- Loss of privileges
- Conference between student and Director
- Phone call to parent/guardian by teacher or Director
- Conference with parent by teacher or Director
- Temporary removal from class or activity
- Short-term suspension
- Disenrollment from school for chronic discipline offenses

Bad Weather Policy

In the event of weather so severe that there is a possibility schools may be closed, parents are asked to stay tuned to the radio or television station (13 WMAZ) for information. In addition, the automated call system may be used to inform parents. For this reason, **it is imperative that the front office has current telephone numbers and is notified when a change occurs.**

Lunch/Breakfast Program

Pulaski County Elementary School now qualifies for the Community Eligibility Provision under the National School Lunch Program. This designation qualifies ALL students attending PCES and Pulaski Pre-K for free breakfasts and lunches for the 2018-19 school year. We encourage all students to eat breakfast and lunch at school.

Adult breakfast - \$2.00

Adult lunch - \$3.25

All Pre-K meals are catered by the lunchroom at Pulaski County Elementary School. Parents may send ready-to-eat lunches from home. Students are not allowed to bring food in from outside vendors (McDonald's, Hardee's, etc.). If your child brings a lunch, no canned, carbonated, or glass-bottled drinks are allowed.

Special diets are prepared for students only upon receipt of a doctor's note sent to the Director who will then forward it to the lunchroom supervisor.

Snacks

You are encouraged to send snacks for your child's classroom throughout the year. No glass or canned drinks are allowed. **NO HARD CANDY IS PERMITTED AT ANY TIME ON THE SCHOOL CAMPUS.**

Communicable Conditions

Because of the close person-to-person contact, schools provide an ideal setting for the spread of communicable conditions, such as head lice, impetigo, ringworm, etc. Most are common conditions that can happen to anyone, and they are easily remedied. If a child is suspected of having a communicable condition, the parents will be notified either verbally or in writing. If a child is found to have a communicable condition, you will be called to pick up your child. Students will not be allowed re-entry into school until proper treatment has been administered. In order to diminish their occurrence, school officials will periodically perform individual and/or group screenings. Reasonable efforts will be made to keep the identity of affected students confidential. However, complete anonymity cannot be guaranteed. Treatment recommendations and school guidelines will also be provided at that time.

A responsible, calm, and caring reaction from parents can help lessen a child's self-conscious feelings. Anger, blame, or hysterics promote unnecessary feelings of shame. Prompt attention and cooperation are essential to controlling communicable conditions in the school environment.

Personal hygiene is also very important especially when in a group situation such as the classroom. Wearing clean clothes, taking daily baths, and keeping hair, teeth, and nails clean will help a child feel better about himself/herself because others will respond more positively to him/her.

Lost and Found

Please label everything that your child brings to school with first and last name. This includes sweaters and jackets. All unclaimed clothing will be located in the front office. After a reasonable amount of time unclaimed items will be sent to the Hope Center.

Field Trips

During the course of the year, we plan to take the children on several field trips. Prior to each trip, the parent(s) will be notified of the time and date of the trip. Each parent must sign a parental consent form at the beginning of the school year before the child will be permitted to go on **any** field trip. This form will be available at Open House. You, as parents, will always be welcomed and encouraged to attend. Parents are asked to provide their own transportation. Please remember, your child cannot take canned or glass bottled drinks on any field trip for safety reasons. Also, parents do not need to buy their children extra treats during the trip that the other children do not receive (i.e. food, toys).

Personal Articles/Toys at School

School personnel are not responsible for lost, damaged, or stolen personal articles belonging to students; therefore, students should not bring toys, electronic games, radios, tape players, trading cards, etc. to school. No pagers or cell phones are allowed.

Parties

We will have parties throughout the year. All parties will be held within the last hour of school. You will be notified by your child's teacher as to how you can help. You may send special goodies for treats at any time. No hard candy or gum is allowed. Birthdays are special to us so we would like to celebrate your child's birthday with you. No party invitations will be handed out to students by the teachers.

Suggestions For Parents *(adapted from the PCES Parent Handbook)*

The home environment is the most important factor affecting your child's achievement and progress in school. Every child needs love and attention, games that make learning fun, encouragement and freedom to discover, and a good example (parents who love to learn). Ask yourself these questions:

1. Does your child have 10 to 12 hours of sleep each night?
2. Does your child spend more time watching TV than he/she should?
3. Do you read to your child and provide interesting picture books?
4. Do you praise your child for his/her accomplishments?
5. Do you choose, with care, your child's movies, radio and TV programs?
6. Do you spend time talking with your child - more importantly, do you really listen to your child?

Acceptable use of the Internet

The Internet is a global electronic information network used by educators, businesses, the government, and numerous organizations and in the schools to educate and try to inform. Student use of the Internet shall be subject to the provisions of Board of Education policy IFBGA.

- **Appropriate Use of the Internet:** Any parent or guardian has the right to elect, in writing, that his/her child should not have access to the Internet. All student use of the Internet must be with permission and under the supervision of a teacher. The use of the Internet is a privilege, not a right. Violations of the provisions of this policy may result in the cancellation of Internet privileges and in some cases disciplinary action.

Pulaski County Schools Responsible Use Policy Kindergarten - 5th Grade

WHAT IS THE RESPONSIBLE USE POLICY (RUP)?

The Responsible Use Policy (RUP) is a list of **rules** we follow when we use the school internet and computers. This policy is a **contract**. When you **sign** the RUP, *you agree to follow the rules of Pulaski County Schools for internet and computer use*. You will not be allowed to use the internet or any computers in the Pulaski County School district until you and your parents sign the RUP.

WHY DOES PULASKI COUNTY HAVE AN RUP?

Many people use the internet and computers in the Pulaski County School District. The district is **required by law** to keep everyone as **safe** and **secure** as possible while they use the school internet and computers. We also need to make sure our internet and computers are working so that everyone can use them. Pulaski County is working to teach students to be responsible users of technology, and the RUP helps the schools do that.

WHY AM I RESPONSIBLE FOR MY ACTIONS ON THE PULASKI COUNTY SCHOOLS INTERNET AND COMPUTERS?

Just like you are responsible for your actions in the classroom, cafeteria, and playground, you are responsible for your actions online. Our schools trust you to make good choices while using the internet and computers. Your **Google** account, **student network drive**, **web history**, and other computer activity while on the school **network** is not **private**; it can be shared with your teachers and parents/guardians. The Pulaski County Technology department **monitors** everything you do on the network. You are always responsible for your own actions on the school network.

WHAT HAPPENS IF I DO NOT FOLLOW THE RULES OF THE RUP?

There are **consequences** for not following the rules of the RUP. Using the school computers and internet is a **privilege**. If you break the rules of the RUP, the technology department may have to talk to your principal, teacher, and parents/guardians. You may not be allowed to use school computers and internet, or your use of websites may be **reduced**. The Code of Conduct for your school may be used to choose your **consequence**. If **laws** are broken, the Pulaski County Sheriff's department will become involved. If you see anything on your computer that does not follow the RUP, tell your teacher immediately.

Pulaski County Schools Responsible Use Policy

1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNTS. I will not give my **password** to any of my **computer accounts** to others. I will **log off** when I am finished using an account. I will tell an adult if I see that another student is **logged in** to a computer I need to use.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the computer and internet that is **acceptable** for classroom use.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHERS. I will not write **mean** or **hurtful** things to or about others. I will not **bully**. I will not **stalk** others online or by messaging them. I will tell a teacher if I see any mean or hurtful words about myself or other students on the computers or internet.
4. I AM RESPONSIBLE FOR MY USE OF THE PULASKI COUNTY SCHOOLS NETWORK. I will not use the computers or internet to search for **inappropriate** videos or pictures. I will only use the computers and internet for classroom assignments. Other use of the school network will be a **violation** of the RUP.
5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL ONLINE. I will not write or post anything **embarrassing** or hurtful about anyone online (including **social media**).
6. I AM RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not use anyone else's accounts or passwords.
7. I AM RESPONSIBLE FOR PROTECTING THE **SECURITY** OF THE PULASKI COUNTY SCHOOLS NETWORK. I will not try to change any **settings** or **install** any **software** on school computers or the network without permission. I will not use a **personal device** without my teacher's permission.
8. I AM RESPONSIBLE FOR PROTECTING THE PROPERTY OF PULASKI COUNTY SCHOOLS. I will not break or destroy any equipment on purpose. I will not move any computers, keyboards, mice, monitors, or other equipment, without permission.
9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not **plagiarize**. When I use other people's work, I will **cite** my sources. I will obey **copyright laws**.
10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE. I will not **publish** any material on the school web spaces (website, wikis, blogs, FaceBook groups or pages, discussion groups, etc.) without permission. I will not publish pictures online with personal information (including names).

Directory Information

Pulaski County Public Schools has designated the following information as directory information:

1. Student's name, address and telephone number;
2. Student's date and place of birth;
3. Student's participation in official school clubs and sports;
4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at the Pulaski County Schools;
6. Awards received during the time enrolled in Pulaski County Schools;
7. Video, audio or film images or recordings;
8. Photograph; and,
9. Grade Level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing **(within 5 days after officially enrolling in school or within 5 days of the date of the release of this form)**.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event, unless you, as a parent/guardian, object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above.

If you have any questions regarding this notice, please contact Dr. Al Pollard, Board of Education Office, (478)783-7200.

Notice to Parents/Guardians and Eligible Students of Rights Under the Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (20 U.S.C. 232g) (the "Act"), you have a right to:

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy of other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent;
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Pulaski County Board of Education to comply with the requirements of the Act or the regulations promulgated there under; and
5. Obtain a copy of the policy that the Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the

Central Office of the Board of Education at Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036, (478) 783-7200.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Nondiscriminatory Policy

It is the policy of the Pulaski County Schools that no one is discriminated on the basis of race, color, religion, national origin, sex, age, or handicap in educational programs or activities.

The Pulaski County Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, national origin, or handicap/disability in its employment practices.

Grievance Policy

Student's complaints and grievances shall be resolved through orderly processes and at the lowest possible level. Complaints and grievances shall be approached in the following manner.

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

Complaints and Grievances

It is the policy of the Pulaski County Board of Education not to discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and activities of/or admissions to facilities operated by the Board or in the employment practices of the Pulaski County Education Agency.

Any individual, organization, or agency ("complainant") may file a complaint with the Pulaski County School District Board of Education if that individual, organization, or agency believes and alleges that a violation of a Federal statute or regulation that applies to a federal program has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for which complaints can Be filed are Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; Title V; Title IX, Part A—McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA.

Any student, employee, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. The complaint procedure is available to students, employees, and the general public through EBOARD policies on the website at www.pulaski.k12.ga.us.

Coordinators:

Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title V; Title IX, Part A:

Staci Vickers, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

Title IV, Part B:

Laurie Obert-Thorn, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

IDEA:

Debbie Puckett, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

ESSA:

Al Pollard, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

PULASKI COUNTY BOARD OF EDUCATION

VISION

Pulaski County Board of Education is the catalyst dedicated to reaching the full potential of our schools, businesses, and families.

MISSION

Pulaski County Board of Education will manage the capital and the human resources of the community to create a safe learning environment, recruit and retain the best staff, and achieve excellence in education, preparing our students to meet the challenges of an ever-changing world.

**PULASKI COUNTY SCHOOLS
2018-2019 CALENDAR**

<u>DATE</u>	<u>EVENTS</u>
July 25-31	Pre-Planning
July 31	Open House: PCES, PCMS, HHS 3:00 - 6:00 P.M.
August 1	First Day of School
September 3	Labor Day Holiday
October 3	End of 1 st Quarter
October 8	Columbus Day Holiday
October 9	Student Holiday; Parent/Teacher Conferences
October 10	Report Cards Sent Home
November 19-23	Thanksgiving Holidays
December 14	End of 1 st Semester
December 14	Students ½ Day
Dec. 17 – Jan. 1	Christmas & New Year's Day Holidays
January 2	Employees and Students Return to School
January 3	Report Cards Sent Home
January 21	Martin Luther King Holiday
February 18	President's Day Holiday
March 7	End of 3 rd Quarter
March 8	Holiday
March 11	Report Cards Sent Home
March 11	Parent/Teacher Conf.; students dismissed at 1 P.M. 4:00 – 7:30 P.M.
April 1-5	Spring Holidays
May 17	Last Day of School
May 17	Graduation 8:00 P.M.
May 18	Alternate Graduation
May 20-23	Post-Planning

L.I.T.T.L.E. Children Growing
2018-2019 Pre-K CALENDAR

<u>DATE</u>	<u>EVENTS</u>
July 25-31	Pre-Planning
July 30	Pre-K Parent Meeting @ 6:30 pm
	OR
July 31	Pre-K Parent Meeting @ 10:00 am
August 1	First Day of School
September 3	Labor Day Holiday-All Schools
October 8	Columbus Day Holiday-All Schools
October 9	Pre-K Holiday
	Student Holiday/Parent-Teacher Conferences- @PCES, PCMS, HHS
November 19-23	Thanksgiving Holidays-All Schools
December 14	Pre-K Holiday
	Students ½ Day-PCES, PCMS, HHS
Dec. 17 – Jan. 1	Christmas & New Year’s Day Holidays-All Schools
January 2	Pre-K Holiday
January 3-4	Pre-K Student Holidays/Pre-K Teacher Work Days
January 7	Pre-K Students Return to School
January 21	Martin Luther King Holiday-All Schools
February 15	Pre-K Holiday
February 18	President’s Day Holiday-All Schools
March 8	Holiday-All Schools
March 11	Pre-K Holiday
April 1-5	Spring Holidays
May 17	Last Day of School
May 17	Graduation 8:00 P.M.
May 18	Alternate Graduation
May 20-23	Post-Planning

**Pre-K Calendar is different from the other schools. Please make sure to note the differences.