



TERRACE MANOR ELEMENTARY

Parent and Student
Handbook

2015-2016

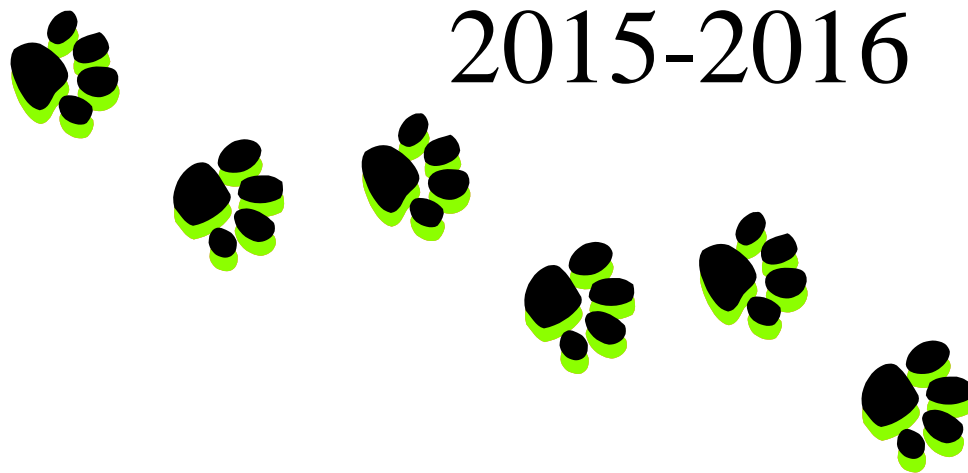
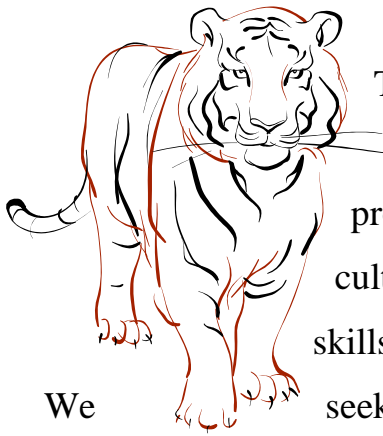


Table of Contents

Age and Health Requirements	p. 9
Beepers/Cellular Phone Policy	p. 13
Character Education	p. 7
Classroom Visitation	p. 12
Counseling Program	p. 19
Dress and Grooming Policy	p. 16
Emergency Procedures	p. 14
Gifted and Talented Program	p. 19
Grading Scale	p. 5
Honor Roll Policy	p. 6
Instructional Day	p. 10
Insurance for Students	p. 14
Lost and Found Articles	p. 14
Medications	p. 15
Mission Statement	p. 3
Parent Connections	p. 12
Parties	p. 15
Progress Reports	p. 5
PTA News	p. 7
Suggested Supply Lists	p. 21-23
Report Card Periods	p. 5
School Pledge	p. 3
School Population and Enrollment	p. 7
School-wide Expectations	p. 3
School Year Calendar	p. 4
School Nutrition Program	p. 16
Standardized Tests	p. 7
Tardy / Attendance Policy	p. 11
Textbooks / Library Books	p. 14
Transportation	p. 13
Withdrawals	p. 16

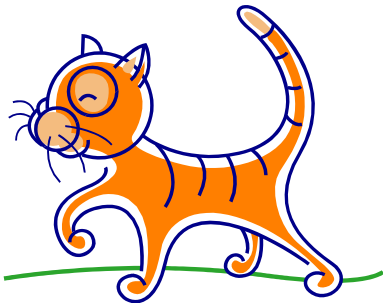
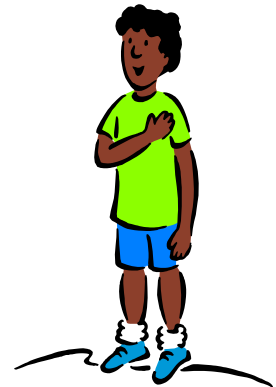
Mission



The mission of TME is to focus on students' learning, empowering them with skills and knowledge to become productive citizens, regardless of socio-economic, gender, or cultural diversities. We strive to create self-awareness through social skills, recognizing emotions, as well as physical and mental capacities. We seek to provide a safe and comfortable environment. We strive also to promote positive and cooperative behaviors that will lessen the desire for negative conflict.

School Pledge

*I pledge to do my best,
In reading, math and all the rest.
I promise to obey the rules,
Respect myself and others too.
I am here to learn all I can,
To try my best and be all I am.*



Terrace Manor Tigers...

Respect everyone.
Always use appropriate language.
Settle conflicts peacefully.
Take care of personal & school property.
Follow the dress code.
Represent our school, community, and selves in a positive way.
Always strive for excellence!



RICHMOND COUNTY BOARD OF EDUCATION GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = Below 70

RICHMOND COUNTY BOARD OF EDUCATION HONOR ROLL POLICY

Nine Weeks Honors Recognition

ALL “A/B” ACADEMIC ACHIEVEMENT HONOR ROLL

“A” or “B” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

ALL “A” ACADEMIC ACHIEVEMENT HONOR ROLL

“A” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

Annual Honors Recognition

“A” AVERAGE

Criteria met first through fifth grading period: overall average of 90-100 with the exception of conduct. A student who made grade/grades below 80 could still have a yearly overall average of 90 or above.

ALL “A/B” ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria met first through fifth grading period: “A” or “B” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct.

ALL “A” ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria met first through fifth grading period: “A” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct.

DISTINGUISHED SCHOLARS

“A” in each subject area and “S” in all categories requiring “S” or “U” including conduct.

ACHIEVEMENT AWARD

PTA NEWS

We anticipate enjoying an active Parent Teacher Association with high attendance at scheduled meetings and opportunities for all parents to participate in the education of their children. Our goal is to have 100% PTA membership which is defined as one membership per child enrolled in the school as well as a membership for every faculty / staff member. We encourage family, friends, and loved ones to join our PTA as well as parents and faculty. The membership fee is only **\$5.00** for an individual. Tentative dates for meetings are listed below. Please be sure to mark your calendars for **6:00 PM** on each of these meeting dates.

PTA Meeting Dates

August 13, 2015 (Open House)	September 9, 2015
October 14, 2015	January 6, 2016
March 16, 2016	May 4, 2016

STANDARDIZED TESTS

To provide teachers with a better understanding of each child’s strengths and weaknesses, standardized tests of achievement, readiness, and mental ability are administered countywide during the fall and/or spring of the year at various grade levels. Results are available for parent review and are filed in student cumulative records. Parents are urged to discuss the test results with the teacher or principal during a conference and to actively participate in planning learning experiences to meet their child’s needs. Please support your child’s achievement by following the suggestions below to assist us in providing the best testing environment possible.

1. Be sure your child gets adequate rest the night before tests are to be administered.
2. Be sure your child eats a healthy breakfast.
3. Have your child dress comfortably in uniform.
4. Make sure your child is on time and attends school every day.
5. Be sure your child has his/her glasses, if needed.
6. Be sure your child has a supply of number 2 pencils with erasers.
7. Please avoid overemphasizing testing sessions.
8. Please avoid scheduling any appointments for your child before noon on test days.

SCHOOL POPULATION AND ENROLLMENT

Terrace Manor Elementary School serves Pre-Kindergarten through 5th grades and has a projected enrollment for 2015 - 2016 of 350 students. All students attending Terrace Manor must reside with their parent(s) or legal guardian(s) within the school zone designated by the Richmond County Board of Education. During the first semester of the school year, students who are determined to be residing outside the school zone will be withdrawn from school at the end of the current grading period.

AGE AND HEALTH REQUIREMENTS

Age

Georgia Law establishes age requirements for students enrolling in pre-kindergarten, kindergarten, and first grade as provided below.

Pre-Kindergarten – four years old on or before September 1.

Kindergarten – five years old on or before September 1.

First Grade – six years old on or before September 1.

Georgia law provides for certain exceptions to school age entrance requirements. It provides that a child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in a public kindergarten or first grade or a kindergarten accredited by a state or regional association will be eligible to enroll in a Georgia school if the kindergartner is five by December 31 or the first grader is six by December 31.

The proof of the two years residence in another state or enrollment in an accredited school is the responsibility of the parents. Documentation could include tax receipts, rental receipts, military records, etc. A copy of the proof should be made for the school files.

Birth Certificate

Any student enrolling in a pre-kindergarten, kindergarten, or first grade needs to have an official Birth Certificate at the time of registration. If the birth certificate is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the birth certificate is not received within 45 calendar days. A copy of the birth certificate will be permanently retained in the student's cumulative record. The hospital record of the live birth is not an official birth certificate and cannot be accepted.

Certificate of Ear, Eye and Dental Examinations

Any student enrolling in pre-kindergarten, kindergarten, first grade, or a Georgia school for the first time must submit the Certificate of Eye, Ear, and Dental Examination (EED) at the time of registration. If the EED is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the EED is not received within 30 calendar days. A copy of the EED will be permanently retained in the student's cumulative record.

Required Immunizations

Immunizations against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, varicella (chicken pox), hepatitis B, and rubella are required for all children who enter a Georgia public school for the first time. The Certificate of Immunization (Form 5231) issued by the Georgia

Department of Human Resources is the only form recognized by the Richmond County School System as proof of the required immunizations and must be presented to school officials at the time of registration. A copy of the certificate will be permanently retained in the student's cumulative record. The certificate may be obtained from any branch clinic of the Richmond County Health Department, the Outpatient Pediatrics Clinic, Eisenhower Medical Center, Fort Gordon, by those who are eligible to use that facility, or from a licensed private physician. If the Certificate of Immunization is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the Certificate of Immunization is not received within 30 calendar days. A copy of the Certificate of Immunization will be permanently retained in the student's cumulative record.

INSTRUCTIONAL DAY

We encourage all parents / guardians to be a part of our educational process. However, in order to make optimal use of instructional time, it is important to limit interruptions to classroom instruction. Please help us to provide consistent learning opportunities for your child by adhering to the following schedule / guidelines when visiting the school.

Daily Schedule

7:45 am	Breakfast Program
8:25 am	Tardy Bell
8:30 am	Morning Announcements
8:45am-10:30 am	K-2 nd Grade Protected Reading Block
3:10 pm	Afternoon announcements & Dismissal

Students who want to participate in the breakfast program will enter the cafeteria upon arriving at school after 7:45 am. **Staff members are not available to supervise students until 7:45 AM. Please do not bring your children to school before 7:45 am.**

At 3:05, the principal (or his designee) will make afternoon announcements and begin dismissing students. Car riders and walkers will be dismissed first and will exit the doors facing Tate Road. As busses and day cares arrive, students will be called to the bus loading area. Please encourage your child to walk to the loading area and get on his / her bus immediately to support our staff in maintaining a safe environment.

Children participating in after school programs will go to the cafeteria when car riders and walkers are dismissed. **All other students must be picked up from school before 3:30 pm.** In the event of an emergency, please call the office to notify the principal of arrangements that are being made for students who will be at school after 3:30 pm.

Late Arrival / Early Dismissal

Students entering late (after 8:25am) or leaving early (before 3:10pm) miss valuable instructional time and interrupt lessons in progress. A student is tardy when he or she enters the classroom after the tardy bell. Early dismissal for an unexcused purpose also counts as a tardy. Whenever possible, please schedule medical appointments or other family business after school. If a child must arrive late or be dismissed early, please come to the office to sign the child in / out and obtain a Tardy / Dismissal Slip to give to the teacher to be filed for attendance records.

RICHMOND COUNTY BOARD OF EDUCATION TARDY POLICY GRADES K-5

1st Tardy

Letter sent home to parents explaining the Tardy Policy

5th Tardy

The parent must bring the student to school the next day and have a conference with the principal. The Tardy Policy will be explained to the parent, and parents will sign a letter that states that they understand the policy. Continued tardiness may result in the student being retained if twelve unexcused absences are accumulated per school year.

8th Tardy

A second letter will be sent home, and the Social Worker will contact the parent. The parent must bring the student to school the next day for a conference with the principal. A Social Worker and/or DFACS will be contacted and requested to contact the parent.

10th Tardy

One-day suspension with a letter sent home.

15th Tardy

Two days suspension with a letter sent home. A Social Worker will be sent to the home.

20th Tardy

Three days suspension with a letter sent home.

If a student accumulates one unexcused absence from school, the student may be retained. If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

RICHMOND COUNTY ATTENDANCE POLICY

Students who are absent from school are required to bring a written excuse for the absence their first day back at school. An absence is either excused or unexcused. Absences which are lawful and therefore excusable shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and local policy. An absence shall be considered excused for:

- (A) personal illness,
- (B) family death and funeral,
- (C) medical or dental appointments that cannot be scheduled outside school hours,
- (D) attendance of non-school activities or functions authorized by the superintendent or designee,
- (E) special and recognized religious holidays observed by the student's faith,
- (F) mandate or order of government agency,
- (G) extreme circumstances that cannot be resolved outside school hours (parent or guardian must request and receive approval from the principal or designated representative).

Any absence not covered in (A) – (G) above, shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. For any absence beyond five (5), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence.

Make Up Assignments

Class work missed due to excused absences including suspensions may be made up within one week of the student's return to school. Parents may need to make arrangements with the teacher for make up of tests or long term assignments. Classwork missed due to unexcused absences cannot be made up.

PARENT CONNECTIONS

Classroom Visitation

Please stop by the office to get a visitor's pass anytime you are at Terrace Manor. Parents are encouraged to sit in during classroom instruction and to attend class activities or presentations. If during your visit you have questions or concerns you would like to discuss with the teacher, please arrange for a conference during his / her planning time. Please remember that everyone must stop by the office before entering the hallways or visiting classes.

Parent-Teacher Conferences

We encourage parents to confer regularly with teachers concerning student academic or behavioral progress and greatly appreciate interest and participation in the educational process. We will be glad to discuss any problem or concern with you. Please request a conference appointment in advance in order to avoid conflicts in the teacher's schedule. We will try to arrange a conference at a time convenient to you.

Communication with Parents

Information from the school office is sent home as the need arises. Teachers send papers home weekly on Tuesdays. Ask your child for communications from school and review your child's papers carefully as they are sent home. Check bookbags for notices and papers and check your child's agenda for reminders from the teacher. School newsletters will be sent home with report cards each nine weeks.

Parent Contact Information

Please remember to update registration information in the event that your address, home or work telephone or emergency contact information changes. It is imperative that we be able to contact you in case of an emergency situation.

System Policy on Beepers/Cellular Phones

Beepers and phones shall not be brought into the school building during regular school hours. Beepers and phones may not be possessed on school buses enroute to or from school for regular school hours. Beepers and phones which are confiscated shall be promptly labeled with the owner's name, the serial number, the name of the school, and the date the beeper and/or phone was confiscated. The student shall receive a receipt. The confiscated beeper or phone shall be sent to Public Safety and will be returned to the parents at the end of 365 days. When parents reclaim the beepers or phones, they shall sign a receipt acknowledging that they understand it is against board policy for the confiscated item to be brought to school.

TRANSPORTATION

Information about bus assignments and routes is provided at registration. If bus changes need to be made, a written request from the parent must be submitted to the principal before a student may ride a different bus. The student must get on and off at only his/her own assigned bus stop. In order to continue riding the school bus, certain rules must be followed to ensure the safety of those riding the bus. Failure to comply with these rules can result in suspension from the bus. The bus driver will

make a written referral to the principal for misconduct on the bus. Generally, the following consequences will be applied.

- First offense: verbal warning and notices to parents.
 - Second offense: 2-day suspension from riding the bus
 - Third offense: 3-day suspension from the bus.
 - Fourth offense: 5-day suspension from the bus.
 - Fifth offense: 10-day suspension from the bus.
 - Sixth offense: Suspension from the bus for the rest of the year.
- *Suspension maybe imposed for the first offense, if warranted.

Severe misbehavior will result in immediate suspension from the bus. Please discuss the transportation rules with your child and stress the importance of appropriate behavior on the bus and at the bus stop. Refer to Rule 19 of the Richmond County Board of Education Code of Student Conduct and Discipline for a complete description of school bus rules and pupil responsibilities.

Transportation Provided by Parents

Parents who drive their children to school must pull along the curb at the posted drop off area and have children exit their cars from the passenger side only. **DO NOT PARK ALONG THE CURB AND PLEASE DRIVE SLOWLY IN THE SCHOOL DRIVEWAY FOR THE SAFETY OF ALL.** Follow the correct flow of traffic around the driveway and observe posted traffic signs.

INSURANCE FOR STUDENTS

The school system does not provide accident insurance for students. However, a private, commercial, student accident insurance plan will be made available at parents' expense. Application forms for this insurance will be distributed at registration or during the first two weeks of school. Parents are encouraged to purchase this coverage.

EMERGENCY PROCEDURES

Each emergency drill should be treated as if it were an actual emergency situation that potentially is a life and death matter. Although speed is important in any such procedure, of greater importance is the ability of all students to follow directions and proceed in an orderly manner as they exit in the building. At no time should students run while exiting.

Fire Drills

Monthly fire drill instructions are posted in each room and must be followed when the alarm sounds. It is essential that everyone obeys promptly and clears the building by the prescribed route quickly and in an orderly manner. Students should refrain from noise and remain outside the building in line until the teacher signals them to re-enter.

Tornado Drills

Tornado drills are also an important safety precaution and will be announced over the intercom. Teachers and students will move to designated areas and assume safety positions. Students are to be quiet and follow specific instructions and procedures given by the teachers until the all clear signal sounds.

LOST AND FOUND ARTICLES

Found items are placed in the gym. If your child has lost an article of clothing, you or the child may check with the office staff or P.E. staff to examine the lost and found collection. As a precaution, we ask that you label all outerwear with the child's name so that we can return the item promptly to its rightful owner when found. All items not claimed will be periodically given to charities.

TEXTBOOKS / LIBRARY BOOKS

Students are responsible for the care of textbooks and other school property issued during the school year. Textbooks should be covered and remain covered throughout the year. The state law requires that the full replacement cost be charged for lost or damaged textbooks or library books.

Textbook Prices

Textbook	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Reading Street Reading/LGA						
Practice Book					\$7.95	\$7.95
Harcourt Math	\$20.90	\$29.50	\$29.50	\$53.55	\$53.55	\$53.55
Workbook	\$7.50	\$7.99	\$7.99	\$7.99	\$7.99	\$7.99
Social Studies	N/A	\$24.96	\$24.96	\$28.95	\$37.80	\$35.97
Activity Book	N/A	\$2.97	\$2.97	\$3.99	\$5.48	\$5.25
Harcourt Science	N/A		\$33.79	\$37.72	\$37.72	\$41.62
Being Healthy	N/A	N/A	N/A	N/A	\$21.15	\$21.93

The media center is also an important part of the instructional program. Students are encouraged to check out library books regularly and to participate in the Accelerated Reader Program. When library materials are checked out, students receive a return date. Please assist us in teaching your child responsibility by ensuring that all materials are returned to the media center by the date due. Students will be charged a fee for lost and damaged books.

PARTIES

There will be a Christmas Party and an End-of School Party for each class from 1:45 – 2:45 PM on the last day before the holiday or summer vacation. While birthday parties are not permitted at school, parents may bring cupcakes or cake during the lunch period to honor a child having a birthday. More elaborate birthday celebrations are considered an interruption to the instructional day.

MEDICATIONS

The policy of the Richmond County Board of Education is that all medications be administered at home, whenever possible. If medication must be administered at school, specific conditions must be met:

1. A complete medication form must be on file in the school office/clinic. It must include the following:
 - a. Name, address, telephone number
 - b. Name and strength of medication
 - c. Amount of medication to be administered and time to be administered.
 - d. Purpose of medication
 - e. Medication must be in the original bottle. The pharmacy will furnish the school a bottle if the parent requests.
 - f. Physician's anticipation of any side effects.
 - g. Instruction for school personnel in case of side effects.

- h. Expiration date
 - i. Parent's signature
 - j. Physician's signature
2. No medications containing aspirin will be administered.

Medication will not be administered unless the above conditions are met. Please contact Ms. Regina Jones, school nurse, at 796-4910 if you have questions or concerns.

Students who are vomiting, experiencing diarrhea, or have a temperature of 100 degrees or over will not be allowed to stay at school. A parent will be asked to make arrangements to pick up ill students as quickly as possible.

WITHDRAWAL

If it becomes necessary to transfer your child to another school, notify your child's teacher and our school secretary at least 24 hours in advance. All library books and textbooks must be returned and any debts paid before withdrawal forms can be completed.

SCHOOL NUTRITION PROGRAM

We urge you to encourage your child to eat the meals prepared by our school food service staff. They provide a well balanced, nutritious meal with choice of three main entrees offered daily. Monthly menus will assist you in planning lunch choices for your child.

The computerized system of lunchroom accounting requires that your child enter a personal code number when going through the serving line. The system keeps an accurate record of the amount of money that is paid by each student and provides reminder notices when your child's account balance will pay for only two more meals. Parents are encouraged to pay in advance for ten (10) meals on their child's lunch/breakfast account. Each time a student eats breakfast or lunch, he/she is charged for that meal.

Meal Prices for 2014-15

Student Lunch	No Charge	Adult Lunch	\$ 3.25
Student Breakfast	No Charge	Adult Breakfast	\$ 2.25

Charged lunches are discouraged. As stated in the Richmond County Board Of Education policy (adopted 1986), under no circumstances will more than one charge be permitted.

Parents are encouraged to join their child's class for lunch. The adult meal can be paid for at the time of your visit. Fast food items may not be brought to students in the cafeteria.

MANDATORY DRESS AND GROOMING POLICY

Dress and Grooming

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

Students shall at all times adhere to the following guidelines:

A. Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.

- **Body Piercing** - No earrings (male) or body piercing (male or female).
- **Hair** - Extreme hair color and/or styles that may cause a disruption to the learning environment or school program will not be allowed.

B. Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Head dress (hats, sweat bands and scarves which are meant to be worn outside) is not to be worn inside the school building.

- **Coats and Jackets** - Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school. Coats and jackets should only be worn, in weather appropriate for the garment and generally should be removed and not worn while the student is in the classroom or in the school building. When not being worn, the garment should be stored or hung in a manner and place reasonably determined at each school.

- **Shirts or Blouses** – Shirts or blouses, including all T-shirts, must be tucked into the waistband of the pants, shorts or skirt. Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist.

- **Skirts, Shorts, Skorts and Dresses** – Skirts, shorts and skorts must be fitted at the waist and should be at the knee area in length. The school board deems miniskirts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the knee area designation. Note: As a rule of thumb parents may use a dollar bill, held sideways, for a measurement of no more than 2 1/2 inches from the crease at the back of the knee.

- **Pants and Shorts** – All pants, including jeans, must be of traditional style without cutouts or holes and without excessive ornamentation. They must be fitted at the waist and must not be baggy or oversized and not sagging or frayed at the bottom. Pants must not drag the floor. Sweatpants and wind suits are not allowed. Unacceptable shorts include, but are not limited to, athletic shorts, spandex-style "bicycle" shorts, cut off jeans, cut-off sweat pants, short-shorts, running shorts, and boxer-type shorts or any see-through garment.

- **Belts and Straps** - Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. Excessively large belt buckles are prohibited.

- **Shoes** - Shoes should have a back or a heel strap. Shoelaces should be tied. No shower shoes, flip flops, thong shoes or house slippers are allowed. At all times student safety should be considered in shoe selection.

- **Hats** - No hats or head covers may be worn in the building.

- **Bandannas** - No bandannas of any type will be allowed.

C. Fraternity and sorority insignias on clothing are forbidden.

D. Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.

E. Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.

F. Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.

G. Any symbol or article of clothing that is gang related as defined in Rule 22, is prohibited.

H. "Grills" or metallic caps on the teeth are prohibited.

DRESS and GROOMING POLICY CONSEQUENCES FOR POLICY VIOLATIONS

Students who fail to follow the mandatory Rule 14 of the Code of Student Conduct and Discipline or to follow reasonable directions given by authorized school personnel in connection therewith shall be subject to the following disciplinary actions:

Grades K – 5

First Offense

An approved reminder form will be sent by the school to the parent reminding them of the Dress Code Policy.

Second Offense

Written notification to parent using an approved reminder form will be sent by the school and the parent will be required to sign such acknowledgment of the violation and promptly return the signed acknowledgment to the school.

RICHMOND COUNTY BOARD OF EDUCATION PAGE 4 OF 4

Third Offense

The teacher will telephone the parent to discuss the matter and seek to resolve the failure of the student to follow the policy. Also, a discipline referral form will be sent home, to be signed by the parent and promptly returned to the school.

Fourth Offense

There will be a parent conference required before the student may return to school, which shall be held within 2 school days. If the parent fails to respond and participate, the principal may proceed to the punishment outlined for the fifth offense.

Fifth Offense

Student may receive discipline, up and including a period of suspension. A parent conference will be required at which time a Social Worker and/or DFACS may be involved.

COUNSELING PROGRAM

The Elementary Counseling Program focuses on helping the individual know, understand, and accept himself/herself. Our counselor, Mrs. Marcy Bradley, is with us Monday, Tuesday, and Wednesday morning. Please feel free to contact her at 706-796-4910.

WHAT DOES THE ELEMENTARY GUIDANCE COUNSELOR DO?

The counselor helps the student to

- Adjust to the new school
- Learn to make decisions
- Find answers to his/her concerns
- Become aware of the world at work
- Achieve more in school
- Understand his/her abilities and limitations

The counselor talks with parents about their child's

- Progress in school
- Abilities and limitations

- Growth and Development

The counselor assists teachers in providing classroom guidance in areas such as

- Self-understanding
- Decision-making
- Problem-solving
- Career Awareness
- Study Skills
- Test Taking Skills
- Rights and Responsibilities
- Interpersonal Relationships

The counselor provides leadership in the school by

- Acting as Test Coordinator to ensure that the testing environment is the best possible and all procedural protocols are in place
- Chairing the Student Support Team to assist students who are experiencing difficulties in the school environment
- Conducting parent discussion groups on topics of common interest or concern
- Coordinating referrals to school and community agencies

GIFTED AND TALENTED PROGRAM

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievements or on three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

EXAMPLES

Grades 3-12

1. John has the required total mental abilities score of 96th percentile and an achievement score at the 90th percentile. He qualifies for placement.

Grades K-12

2. Mary has the required mental abilities component score at the 96th percentile but not the 90th percent on achievement. She will be given a test of creativity and rated on motivation. If creativity and motivation meet requirements of the 90th percentile, Mary will qualify for placement. Mary could qualify if her mental ability test was not high enough but achievement scores, creativity, and motivation were. Other combinations of the four components are possible.

Grades K-2

3. Students in K-2 who score at the 99th percentile composite score on a mental abilities test will automatically qualify on that score alone.

An automatic referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals or counselors of the student may also refer students. Referrals are solicited in May for August testing and in November for testing in January. Gifted Program personnel notify parents of referred students of test dates two or more weeks in advance.

Students entering the system who had prior placement in a gifted program will be placed at once if they meet Georgia Department of Education eligibility. Gifted Program staff will evaluate those who do not have the required eligibility documentation.

Written parental consent must be on file before students are evaluated. Parents receive a written report of evaluation results and are offered an opportunity to discuss the results with program personnel.

Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Qualifying students in K-8 are enrolled in a five-hour per week resource program that provides thematic units of study. Parents receive a progress report three times per year. Students in grades nine through twelve participate in Advanced Placement or higher-level courses for one or more periods per day. A facilitator certified in gifted education, works with students and their teachers to develop a plan for completion of a project in each student's area of interest. Students, general education teachers, gifted program facilitator and parents sign a contract. Gifted endorsement is received on the transcript.

Parents are invited to an annual review to evaluate the student's progress in the program and are provided the Curriculum Focus for the coming year.

Continuation in the program will be dependent upon maintenance of an overall 3.5 GPA in academic classes, satisfactory performance in both regular and gifted classes, motivation and behavior, attendance, attitude and completion of all assigned tasks. Students who meet these conditions will automatically continue in the program. Students who do not meet these terms at any time during the school year will be allowed a six weeks probationary period. If satisfactory improvement is not shown, the student will be removed from the program. Parents will be notified by letter at the beginning and end of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry.

For further information, you may call Mrs. Rose Lofland, Terrace Manor Instructional Coach at (706) 796-4910 or the Gifted Program Consultant at 731-8787.



SUGGESTED SCHOOL SUPPLY LIST



Kindergarten

Crayons (Box of 16)
Rest mat or Towel
Glue (no glue sticks)
2 Three prong or pocket folders
Liquid soap/Hand sanitizer
Box of tissue
Zip sandwich bag



First Grade

Glue sticks
Pocket folders
Color pencils

Crayons (2 boxes)
Composition notebooks
Erasers (1 pack of large pink)
Colored washable markers (1 pack)
2 Pouches for crayons and colored pencils
Liquid hand wash
Liquid sanitizer
Kleenex (4 boxes)
Paper towels (3 rolls)
Loose-leaf writing paper
Watercolor paint set
Air freshener (optional) disinfectant that kills germs
Modeling clay (1 multi-color pk.)



Second Grade

Book bags
Pencil bag/box
Pencils and crayons (1 box of 24 each)
Eraser (1 pack of pink pearl)
Loose-Leaf paper (2 packs of wide ruled)
5 Pocket folders (1 red, 1 blue, 1 yellow, 1 green and 1 gray)
Glue sticks
Scissors
2 Hand sanitizer (No soap please)
2 Large boxes of tissue
2 wire-bounded notebooks



Third Grade

4 large book covers
3 three-pronged pocket folders
Loose-leaf (wide ruled) paper
Hand sanitizer
Pencils (no mechanical)
Glue
Scissors
Ruler
Kleenex
3 single subject spiral notebooks
2 compositions notebooks
Crayons
Ink pens
Pencil box
2-inch binder
Divider



Fourth Grade

2 composition tablets
Loose leaf paper
Pencils (no pens, crayons, or markers)

3 purple folders
Notebooks or folders (for math, social Studies, & Science)
2 bottles of hand sanitizer
2 boxes of Kleenex



Fifth Grade

1 green notebook w/3 ring prongs
Blue or black ink pens
Pencils
Markers
2-inch binder
Notebook paper (college ruled)
Notebook dividers (8)
Jump drive
3 Spiral notebooks (70 pages)
1 box of Kleenex
1 large bottle of hand sanitizer