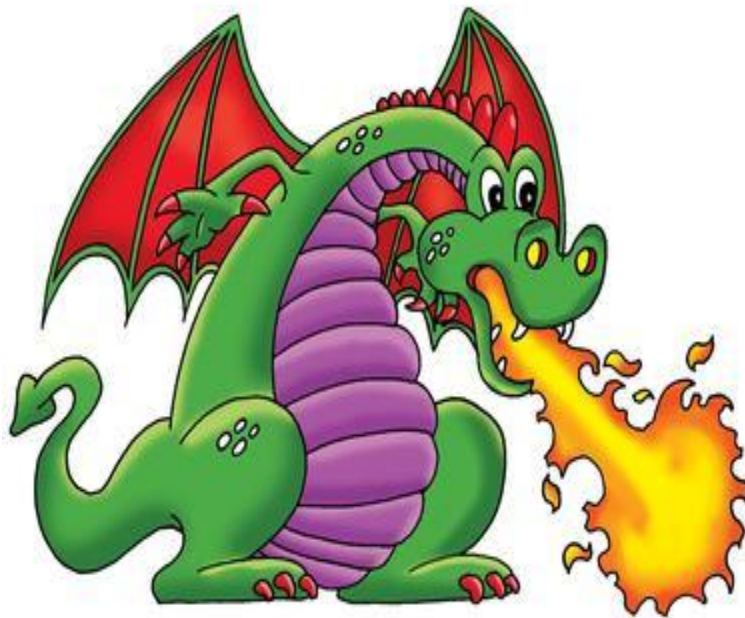


Goshen Elementary School



Parent and Student Handbook 2022-2023

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Arrival and Dismissal

The school instructional day begins with breakfast from 7:50 until 8:20 a.m. The late bell rings at 8:20 a.m. and students will be counted tardy after this time. The instructional day lasts from 8:20 a.m. until 3:05 p.m. Again, children are considered tardy after 8:20 a.m. Parents will need to bring their child into the office to sign the child in after this time. Excessive tardies will be referred to the District Office.

Dismissal begins at 3:00 p.m. each day. Office dismissal is not allowed after 2:30 p.m. When parents must pick up their child early due to emergencies or appointments, a tardy will result. In order to be excused, please send in an excuse from the doctor. If your child will be leaving early, then please make sure to send in a note to your child's teacher that morning so that the teacher has your child ready to be dismissed. Please keep in mind that we dismiss the students according to what is written on their registration forms, not permanent records. **If there is a change, the person who filled out the registration form will need to come into the school office and make any written changes. To ensure the safety of our students, changes made by telephone will not be accepted. Again, do not call to change your child's transportation during the day. Anyone who picks up your child must be on the registration form. No exceptions. We are here to keep your child safe so please abide by the rules.**

Attendance and Tardies

Richmond County Board of Education Policy K-5

See Rule #10-Code of Student Conduct & Discipline pages 11-13

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**. Students must attend school for at least one-half of the day (11:30 a.m.) in order to be counted present.

Students who miss too much school, regardless of the reason, can fall behind academically. Any **student who misses more than 10 unexcused absences is considered truant and a CHINS report will be filed with the juvenile court** as well as a report made to the Department of Family and Children Services for Educational Neglect. **You are only allowed five parent notes to excuse absences.**

Tardies

The accumulation of unexcused tardies will warrant disciplinary action. Leaving school for unauthorized purposes before the end of the instructional day will be counted as a

tardy. **See Rule 12 pages 13-14 of RCSS Code of Student Conduct and Discipline for Tardy Consequences.**

Bicycles

Students will be allowed to ride bicycles to school if rules are followed. State Law requires that they wear a helmet. Upon entering school property, they must dismount and walk their bike to store on the bike racks provided. Locks are strongly recommended as the school is not responsible for any damages. Parents will need to discuss the safety precautions and best travel routes for their children.

Buses

Riding the school bus is a privilege extended to students and 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 those rules can result in suspension from the school. The bus driver will make a written referral to the principal for misconduct on the bus. All students are provided Bus Safety Class at the beginning of the year. The following consequences will be applied:

1st Offense: **Verbal warning** and notice to parents. Parents will need to return the form

signed.

2nd Offense: **Suspended from riding the bus in the afternoon (1 day).** The student will be

allowed to ride the bus in the morning but parents will need to pick their child up in the afternoon by 3:00 p.m.

3rd Offense: **Suspension from riding the bus in the afternoon (1-3 days).** Parents

will need to pick their child up in the afternoon by 3:00 p.m.

4th Offense: **Suspension from the bus (3-5 days) and a required conference with parents**

and principal.

Fifth Offense: **Suspension from the bus (5-10 days)**

If a student continues to misbehave on the bus, then he or she will be suspended from the bus for the rest of the school year.

Car Riders

Parents will need to pick up their child at the rear of the school at the covered walkway at 3:00 p.m. Please remain in your car in the pick-up lane adjacent to the curb. Do not park, come inside or wait on the porch. This is for the safety of ALL. **All drivers will need to have a name card displayed in the window to assist in the identification of students being picked up.** If you need to come in for any reason, then you will need

to park in the parking lot (not along the driveway or road).

Classroom Visitations/Conferences

Please request a conference appointment in advance in order to avoid conflicts in the teacher's schedule. We encourage teachers to confer regularly and greatly appreciate interest and participation. You can find your child's daily schedule by logging onto our school's website under the teacher's name. All parents and visitors must stop by the office each time they enter the school and get a visitor's pass. All visitors are asked to present a driver's license or other photo ID before being allowed through the front door.

Communication/Student Papers

Information from the school is sent home as the need arises. If you need to **update any information, please send your child's teacher a written notice or log onto Infinite Campus and make any necessary changes. No changes are made over the phone.**

Teachers send home papers weekly so **please check your child's book bag daily for notices and homework.** We encourage all of our parents to visit our website for updates. All student grades are recorded in Infinite Campus. If you would like to see your child's papers or have a concern about a grade or assignment, please contact your child's teacher first.

Discipline

In order to have an effective school learning environment, cooperation and good behavior from students are absolutely necessary. Our expectations are to be responsible, respectful, and honest. Our policy is firm, consistent, and fair. Please refer to the Code of Student Conduct and Discipline for more information on the policies and procedures. Our school follows the PBIS-Positive Behavior Intervention and Support system. We focus on school-wide rules, behavioral expectations, and routines across all settings in the school. Please take time to review the PBIS school handbook that will be sent home at the beginning of school.

Dress and Grooming

Richmond County Board of Education Policy K-5

See Rule #14-Code of Student Conduct & Discipline pages 14-15

The Principal and other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols distract unreasonably the attention of other students or otherwise cause disruption or interference with the operation of the school. **Students who fail to follow the mandatory Rule 14 or to follow reasonable directions given by authorized personnel shall be subject to disciplinary actions outlined on pages 14-15 of the Code of Student Conduct and Discipline.**

Grading Policy

Richmond County Board of Education Grading Scale

- **Grades 4-5 in all subject areas.**

A-90-100

B-80-89

C-75-79

D-70-74

F-Below 70

How will promotion be determined? Students in grades 4-5 must meet the requirements related to the Georgia Milestones Assessment, obtain a passing grade on the report card in reading and math and obtain a passing grade in one of the following: social studies, science or health.

- **Grades K-3** are evaluated using the standards-based report card. The new report card for grades K-3 will include a grading scale (1-4). If an indicator is not measured during the grading period, the student will NOT receive a mark on the report card.
 - 1- Beginning Learner
 - 2-Developing Learner
 - 3-Proficient Learner
 - 4-Distinguished Learner

How will promotion be determined? Students in K-3 must have at least an overall score of 2 in ELA and Math. The overall score will be calculated as the average of the 4th term scores on each indicator for ELA and Math. Third grade students must also meet the requirements related to the Georgia Milestones Assessment.

DO YOU KNOW HOW TO CHECK YOUR CHILD'S ATTENDANCE OR THEIR GRADES?

Parents, it is your responsibility to monitor your child's grades by logging into Infinite Campus and setting up an account. To help you more effectively monitor the progress of your child, Richmond County School System provides a web based system call **Infinite Campus Parent Portal**. This system will provide you detailed information which includes schedules, attendance and grades. Please follow the steps below to access your child's account.

1. Go to the **rcboe.org** home page.
2. Click on **Parents** located at the top of the page

3. Click on **Infinite Campus Parent Portal** Instructions
4. Navigate to the Infinite Campus Portal Activation Key Lookup.
5. Click on link
https://campus.rcss-k12.org//K12_Custom/cparent/index.jsp?appName=richmond&version=2&rel=hhchk
6. Enter your child's Social Security Number in the appropriate space with no dashes, then the child's date of birth in the appropriate fields. **NOTE: Only one account per parent/guardian is needed** regardless of the number of children attending our schools.
7. Click Submit.
8. The next screen provides the activation keys for all parents or guardians identified for the household. We recommend that you print or save this information on your computer.
9. Click **Activate Your Parent Portal Account Now** to take you to Campus Portal for parents and student.
10. A login screen will appear. Click on Help.
11. The previous process provided you with your activation key. **Enter your Activation Key. Select a User Name and Password** for your Portal account. **Click Create Account.**
12. Campus Parent Portal Link
<https://campus.rcss-k12.org/campus/portal/richmond.jsp?status=portalLogoff&lang=en>

If you have any questions or need assistance, please do not hesitate to stop by the front office and we will gladly give you assistance.

Honor Roll

- Honor Roll-At the end of each nine week grading period, students are recognized for the following in Pre-K-5
 1. Perfect Attendance
 2. Good Conduct
- In grades 4 and 5, students are also recognized each nine weeks for the following:
 1. Honor Roll-All A/B in each subject.
- At the end of the year, students meeting the following criteria will be recognized as follows in **grades 4-5.**
Academic:
 - All "A/B" academic achievement Honor Roll-Criteria: 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: A in each subject and S in all categories requiring a grade of S or U with the exception of conduct.
- i-Ready
- Citizenship
- Perfect Attendance
- Most Improved in each subject
- Specials (Art, Music, P. E.)

Academic and Conduct-Distinguished Scholars

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

Awards for only 5th grade

- Presidential Scholar- Student received no less than a 90 for the first semester of 5th grade as well as during their 4th grade year
- Lifetime Dragon Achievement Award- Student attended Goshen for their entire Elementary school experience

- In grades PreK-3, students are recognized at the end of the year for the following.

- Citizenship
- Good Conduct
- Most Improved in Reading and in Math
- I-Ready
- Perfect Attendance
- Specials (Art, Music, P.E.)

Make-Up Assignments

Class work missed due to excused absences including short-term suspensions may be made up within one week of the student’s return. It is the student’s responsibility to get the make-up work from the teacher. Parents will need to make arrangements with the teacher for make-up assignments.

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 and a complete medication form must be filled out.** Please contact our school nurse for any concerns or questions.

Nutrition

Breakfast and Lunch are provided at no charge. Breakfast begins at 7:50 a.m. each morning and lasts until 8:20 a.m. **We will have special days throughout the year for**

parents to eat lunch with students. At this time, we are not allowing drop-in visitors to eat with students.

Parent Visits

We are a public school with an open-door policy. However, to protect our instructional time we ask that parent visits be arranged in advance with teachers during their available planning time or with an administrator.

Parties

There will be a Christmas Party and an End of the Year Party for each class from 12:45-1:45 p.m. on the last day before the holiday or summer vacation. While birthday parties are not permitted at school, parents may bring store bought cupcakes during the lunch period to honor a child having a birthday. Please send a note to the teacher so that he/she will make arrangements. If you do not want your child to participate in any celebrations, please just send a note to your child's teacher. **Do not bring balloons, party favors, or outside food and drinks for parties.**

Withdrawal

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

How can you Assist?

-Attend School Meetings, Conferences and School

Functions-Education is the shared responsibility of the individual, home, school and community.

-Become a part of the School Council-We meet four times a year to discuss issues related to the school. We need business members and parents.

-Volunteer in the school by attending a training workshop provided by our school counselor. Trainings are held all year long once each month, in the morning and afternoons. All volunteers are required to take the Mandated Reporter training online. You must have a volunteer card in order to attend field trips.

-Support our Field Trips and fundraisers. In order for our students to attend these educational and fun opportunities, it takes funds. Please help us out with this cost.

-Provide Supplies-Please make sure your child is equipped with pencils and paper for school and home assignments.

-Library and Textbooks-Monitor your child with both of these resources. When these books are lost or damaged, it cost money to replace and we lose valuable resources for others.

NOTICE OF NON-DISCRIMINATION FOR STUDENTS

The Richmond County School System does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities for students. The following person has been designated to investigate any complaint communicated to the Board of Education alleging non-compliance of non-discrimination policies regarding student activities.

Associate Superintendent of Curriculum & Instruction and Technology
864 Broad Street*Augusta, Georgia 30901
Phone: 706-826-1000

NOTICE OF NON-DISCRIMINATION

The Richmond County School System does not discriminate in employment or services on the basis of race, color, national origin, sex or handicap.

Inquiries can be directed to :
Chief of Human Resources Officer
864 Broad Street*Augusta, Georgia 30901
Phone:706-826-1000