

T. HARRY GARRETT ELEMENTARY SCHOOL



2020-2021
STUDENT-PARENT
HANDBOOK

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STUDENT-PARENT HANDBOOK

2020-2021

WELCOME

Welcome to T. Harry Garrett Elementary School. Your child is entering one of the finest elementary schools in Richmond County. Our faculty and staff are dedicated to academic excellence and creativity in the arts, and we would like to encourage our parents/guardians to be active in their child's education. It is only when both our parents/guardians and faculty/staff work together that your child will experience the true joy of learning and be successful in their endeavors.

This handbook has been prepared to help you understand some of the policies and practices of our school and to acquaint you with our Arts Infusion Program. I hope that you will find all the information that you need to help your child be successful at Garrett.

My personal vision is that T. Harry Garrett will become a world-class educational institution where students will increase in their academic achievements and creative expression while continuing to focus on our commitment to our local community. With your continued support, I know that we will attain this goal!

Ms. Stacey M. Walk
Principal
T. Harry Garrett Elementary



Listed below are the phone numbers to the school and county offices.

Office	706-737-7222	
Lunchroom	706-737-7222	Ext. 1714
Media Center	706-737-7222	Ext. 1712
Curriculum	706-826-1102	
Food Services	706-826-1122	
District Office	706-826-1000	
Gym	706-821-1776	
Transportation	706-796-4777	
Psychological Services	706-826-1131	
Special Education	706-826-1132	

OUR MISSION STATEMENT

The mission of T. Harry Garrett Elementary School is to educate the whole child through the integration of the arts throughout the curriculum in order to engage students, enrich content, and to foster appreciation for creativity and diversity.

OUR VISION

Increasing academic achievement for all students and creating a culture of artistic expression through Art, Drama, Dance, and Music.

PHILOSOPHY AND OBJECTIVES

The philosophy of T. Harry Garrett Elementary School is to guide each individual student to attain his/her inherent potential emotionally, socially, intellectually, physically and aesthetically. Each student should be given opportunities to choose between right and wrong understand the rewards or consequences of the choices and be able to accept student's understanding, appreciation, and development of skills necessary for growth in our democratic culture. The program should include enjoyable learning activities and flexibility.

Each student should receive basic skills in each of the following areas: Language arts, mathematics, science, fine arts, and the latest technology in order to be a more productive citizen. Cognitive and affective skills will be taught so the student will have the opportunity to develop critical thinking skills.

Parents should be informed of student progress through conferences with students, parents, teachers, and administrators. This should encourage responsibility and involvement.

The faculty and staff should continuously keep abreast of and utilize current professional techniques. Garrett teachers are encouraged to be innovative and think 'outside of the box,' to utilize 'best practices' in schools, and to collaborate with other teachers and peers not only at our institution but to seek excellence in other places as well.

We believe that each student is special and important: therefore, he/she has the right to all the help he/she needs. Each student has something to contribute to our society. It is our job, as educators, to enhance those contributions so that they might have a positive effect on others.

OUR BELIEFS

We believe:

- That all students will learn when engaged in excellent, well-prepared lessons.
- Each student is a valued individual with unique physical, social, emotional intellectual needs.

- Teamwork and collaboration is essential for success.
- Teachers, administrators, parents and the community share the responsibility for advancing the school's missions.
- Learning/teaching is exciting.
- A variety of activities must be incorporated to accommodate differences in learning styles and rates of learning.
- Assessment of student learning should provide students with a variety of opportunities to demonstrate their achievement of their learning and provide data for feedback to parents, teachers and the community.
- Respect for self, others, and the community must be honored.

ENTRANCE TO PRE-K, KINDERGARTEN AND FIRST GRADE

All Pre-K, Kindergarten and first grade students must present a certified (with seal) copy of their birth certificate before entering school for the first time. The school will accept a certified copy issued by the local Department of Health in the county where the child was born. If you cannot obtain a birth certificate from the local department of Health (for a child born in Georgia), you can send the child's full name, date, and place of birth, father's full name and mother's full maiden name along with a U.S. Postal money order for \$10.00 (fee required for the search) to:

Georgia Department of Human Resources
Vital Records Services
Room 217 H
47 Trinity Ave. S.W.
Atlanta, GA 30334

Beginning school year 2007 – 2008, if your child is under five (5) years of age, he/she must have protection against the pneumococcal disease. He/she will need the Pneumococcal Conjugate Vaccine (PVC). The number of doses needed will depend on the child's age. In addition, if your child is currently enrolled in four (4) year old pre-k program, he/she may need to obtain the 2nd dose of varicella and mumps vaccines and will need to submit documentation of meeting the new requirement on the Georgia Certificate of Immunization (Form #3231) upon entry into five (5) year old kindergarten.

Effective with the 2000 – 2001 school year, for entrance into any Georgia Public School, all students must have completed the Hepatitis B Vaccine Series. For entrance in to the sixth grade, or at its equivalent age, each child must show proof of one additional dose of MMR Vaccine, for a total of two MMR vaccines administered on or after the child's first birthday and at least thirty days apart. A waiver of up to 30 days (90 days for children arriving from outside the state of Georgia) may be granted the responsible official of any school if, in his/her opinion, a deferment of the certification requirement is justifiable.

In addition to the certified birth certificate, parents of Pre-K, Kindergarten and First grade student must provide and eye, ear, and dental examination form, and an up-to-date immunization form with the varicella vaccination or date. These records must be on Georgia forms. The school also needs each student's Social Security number.

AGE REQUIREMENTS

- A student entering Pre-K must be four years of age on or before September 1.
- A student entering Kindergarten must be five years of age on or before September 1.
- A student entering First Grade must be six years of age on or before September 1.

Winter Honors Day August – December

Due to the pandemic, Winter Honors Day Awards/Ceremony may be changed

1. i-Ready Growth Grades K-5
2. Character Kids Grades Pre K-5
3. Perfect Attendance Pre K-5
4. A honor roll 4-5
5. A/B Honor Roll 4-5
6. Most Improved for 1st and 2nd 9 weeks. One for behavior and one for academics.
7. Books Read for Myon

Due to the pandemic, Spring Honor's Day program/Awards may change

Spring Honor's Day Information

Listed below are the Honors and Awards for Honor's Day:

1. **T. Harry Garrett Award:** Top boy and girl in every class with good academic performance and good character. (Grades 1 – 5)
2. **A Honor Roll:** All A's or S's in all subjects. (Grades 4 – 5)
3. **A/B Honor Roll:** All A's and B's in all subjects. (Grades 4 – 5)
4. **Highest Academic Average:** Top two students from each class with the highest academic averages (e.g. valedictorian and salutatorian. (Grades 4 – 5)
5. **Most Improved:** The two children in each class that have shown the most improvement: one for behavior and one for academics. (Grades 1- 5)
6. **Citizenship:** Two children from each class who are well rounded, cooperative, show concern for fellow students and the teacher, and has pride in the class and school. (Grades 1 – 5)
7. **Perfect Attendance:** Student has been present every day and has less than 10 tardies and/or early releases. (PreK – 5th Grade)
8. **Perfect Presence:** Students have been present every day and has 0 tardies. (PreK – 5th Grade)
9. **Character Kid:** Any child that has been recognized as a character kid throughout the school year. (PreK – 5th Grade)
10. **Science Fair Participation:** This award recognizes the children that participated in the science fair. (Grades 3 – 5)
11. **Six Flags:** Students that have read for at least 6 hours. (Grades K – 5)

12. **Math Team:** This award recognizes the student that participated in this year’s math competition. (Grades 4 – 5)
13. **Drill Team:** Any student that has participated all year in drill team. (Grades 3 – 5)
14. **4H and CHAMPS:** All students who participated in 4H and CHAMPS. (5th Grade)
15. **Art:** The top boy and girl of each grade that have shown exceptional behavior, talent, attitude, and have an average of 95 or above in Art. (PreK – 5th Grade)
16. **Dance/Drama:** The top boy and girl of each grade that have shown exceptional behavior, talent, attitude, and have an average of 95 or above in Dance/Drama. (PreK – 5th Grade)
17. **Music:** The top 2 students of each grade that have shown exceptional behavior, talent, attitude, and have an average of 95 or above in Music. (PreK – 5th Grade)

MOMENT OF SILENT REFLECTION

In compliance with Georgia law, all teachers at public schools will conduct a moment of reflection that lasts 60 seconds at the beginning of each school day. According to this law, this moment of quiet reflection is not intended to be a religious observance or exercise. It is an opportunity for reflecting on the anticipated activities of the day.

ATTENDANCE POLICY

Research shows that the single greatest factor contributing to student achievement is attendance in school. While a student who is absent may be able to cover a missed chapter, copy missed notes, or complete some written assignments, other very important aspects of a lesson are gone forever. Discussion, listening, note taking, raised questions, explanations, and clarifications are among the important interactions that are irretrievably lost despite the sincerest and unavoidable attempts to regain those components of the lesson.

Children who are sick should stay home because they will not be able to attend to learning tasks when they are not well. However, many times students are absent for less than avoidable reasons. Tardy or students who are dismissed early also interrupt instruction.

A written excuse is required of each student when returning to school after an absence (even though the teacher may have called you). According to the Code of Conduct for Richmond County, parents may write up to five excuses for their child. Afterwards, the notes must be from

the doctor or an official third party. It is the student's responsibility to make up all assignments, projects, and tests s/he missed during his/her absence. Class work missed due to an unexcused absence or unexcused early dismissal cannot be made up.

If a student has an appointment during school time, it is desired that the child report to school at the regular time and be picked up by the parent later for the appointment. Students arriving before 11:00 am will be counted present but tardy. Students leaving school before 11:00 a.m. will not be counted present. The student must come to school and remain for at least one-half day in order to be counted present. As partners, we can make a difference in students' lives by guarding instructional time.

K-8 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 Board policy.

ABSENCE(S): DEFINITIONS

Excused Absence

An absence shall be declared 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.
- H. Any other absence not explicitly defined herein, but deemed by the local school board of education to have merit based on the circumstances.

(Note: A foster care student, who attends Court proceedings relating to the student's foster care, shall be counted as present by the school.)

Unexcused Absence

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.

THE SCHOOL DAY (Due to COVID-19 times may change)

Morning

The earliest your child can be dropped off in the morning is **6:50 a.m.** There is no one to supervise your child before that time, and it is unlawful for you to leave your child unsupervised at a public facility. No students are allowed to sit on the benches to wait for the doors to open unless there is a parent with him/her. Supervising teachers start their duty at 6:50 every morning, so please wait until they are on duty before you release your child. This rule is solely for the protection of your children!

The latest your child should report to school is 7:30 am; 7:20 a.m. if eating breakfast. Any child entering the classroom after 7:30 a.m. is considered tardy. Your help is needed since your child is held responsible for being on time.

6:50-7:30 am is NOT a good time to talk with a teacher—she/he is either on duty or preparing for class. Please plan to discuss your child/share information at a time when the teacher does not have any students (and after these times) – email, send a note, or call and your child's teacher will be happy to talk with you during one of his/her free times or after students are dismissed.

Our lunchroom will serve breakfast each morning from 6:50-7:20 a.m. Any child who arrives after 7:20 a.m. may not be allowed to eat due to school beginning at 7:30 a.m. All students are allowed to eat a free breakfast.

If you have items that need to go to the classroom, please drop them off at the office—we'll be sure they get to the classroom.

Lunch

We urge you to encourage your child to eat in the school lunchroom. Most of our students eat a well-balanced breakfast and lunch. Students may bring lunch, if desired. Students may bring a thermos, but beverages in cans or bottles are prohibited in the lunchroom. Fast food from outside restaurants may not be brought into the lunchroom in restaurant wrappers or bags/containers. This is School Food Service Policy.

There is a charge of \$30.00 for all returned checks in the lunchroom.

If you have any questions or concerns, please contact Nutrition Manager at 737-7222 ext. 1714

Afternoon

2:05 p.m. – Pre K, Pre K Siblings, and Day Care Vans are dismissed.

2:15 p.m. – Loud Crowd and Primetime students are dismissed

2:20 p.m. – Walkers

2:20 p.m. – Car Riders are Dismissed

Bus are called when buses arrives at school.

1. Please do not drop off students or block bus and van lanes in front of the school.
2. Parents that park to get students **should park in gym area.**
3. Car Line is on the side of the building with the covered awnings. **Do not park and get out of car, it endangers your child.**

Remember to drive slowly on campus and obey school speed limits. Speeding and/or other safety violations will result in a warning; next incident will be reported to RCBOE Public Safety.

Transportation

Riding a school bus is a privilege extended to students and can be taken away for disruptive, unsafe, or unsatisfactory conduct. Bus misbehavior can be distracting to the driver, therefore dangerous, and will not be tolerated. Bus drivers are the first line of interaction with students. Bus drivers will be expected to utilize behavior management techniques on the bus. These include verbal and written warnings along with assigned seating. Principal assistance will be used as necessary. These rules will help your child understand correct behavior.

SCHOOL BUS RULES AND PUPILIC RESPONSIBILITIES

1. The driver is in charge of the bus and all public aboard. Obey the driver promptly and cheerfully.
2. Obey and respect the order of the authorized persons.
3. Be on time; the driver cannot wait beyond his/her regular schedule for those who are tardy.
4. Wait in an orderly line off the street or road.
5. Ride only the bus assigned by school officials.
6. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 10 feet)
7. Do not run toward a school bus while it is in motion.
8. Do not try to get on or off the bus or move about within the bus while it is in motion.
9. Pupils must occupy seats assigned to them by the bus driver or school officials and remain seated while the bus is moving. Ride three in a seat if necessary and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the white marker line when the bus is in motion.
10. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
11. Do not engage in any activity which might divert the driver's attention, such as:
 - a. Loud talking or laughing or unnecessary confusion.
 - b. Unnecessary conversation with the driver.
 - c. Extending any parts of the body out of the bus windows, or doors, or riding outside the bus.
12. Pupils, must not open or close bus windows without permission of the driver nor shall they regulate or operate any part of the bus.
13. Do not engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - a. Smoking or eating on the bus.
 - b. Spitting or throwing anything in or from the bus.
 - c. Possessing knives or sharp objects on the bus.
 - d. Bringing animals on the bus.

- e. Tampering with mechanical equipment, accessories, or controls on the bus.
- 14. Pupils must be courteous to the driver, to fellow students and to passers-by.
- 15. Pupils will not leave the bus on the way to school or home without permission of the driver. Drivers will not give permission except in case of personal emergency or upon request of the principal or pupil's parent.
- 16. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost

Positive Behavioral Interventions and supports (PBIS)

PBIS is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what's appropriate behavior. Throughout the school day—in class, at lunch and on the bus—kids understand what's expected of them.

DISCIPLINARY ACTIONS

The majority of student discipline is handled at the classroom level by the teacher or adult in charge. Continual misbehavior or incidents that require immediate attention may be handled by the principal. Student discipline is tracked to note tendencies and patterns of misbehavior. The action taken on an incident is based upon the severity of the incident and the student's past history. Consistency and fairness are important aspects of dealing with student discipline. As a student begins to compile a large number of incidents, teachers will be expected to implement a BIP (Behavior Intervention Plan) for the student, along with an RtI. Parents/Guardians will be informed of all major discipline incidents that reach the Principal's office through the use of the discipline referral form. Discipline information is also sent with school records when students withdraw.

PARENT – TEACHER CONFERENCES

Most academic and discipline problems can be solved through a steady stream of communication between teacher and parent. Parent - teacher conferences are expected to take place at least twice a year, October/March respectively. Professional educators need time to prepare for these and other meetings so please arrange these meetings in advance. Note: Avoid Tuesdays as those days are used for collaborative planning during the school day and Thursdays as those are used for Faculty meetings after school. If you need to speak to a teacher, please call the office and leave a message. The teacher will return your call as soon as possible, most likely by the end of the day.

SAFETY

Safety is a prime concern at Garrett Elementary School. The school safety plan is updated annually and addresses everyday safety as well as emergency situations. We will conduct a fire

drill each month, a tornado drill once during the school year, along with soft and hard lock down drills. Garrett also has a 'buzz-in' video-viewed door system as an extra layer of protection for our students and staff.

We ask parents to support our efforts to provide a safe environment by reinforcing school rules with their children regarding behavior at school, on busses, and walking to and from school. Students will be closely supervised while on the school campus between 6:50 a.m. and 2:30 p.m. Follow safe drop off and pick up procedures for students in designated areas. Faculty members and Richmond County Board of Education Public Safety officers on duty stations at arrival/dismissal in automobile and bus loading zones are there to assist parents and to enforce school safety rules. Students must remain with the teacher until their ride comes to the loading zone.

Caution your child to be careful when crossing streets and to cooperate with the crossing guard.

SCHOOL INSURANCE

School insurance is available to all students wishing to purchase it. A form will be available for each student at the beginning of school. Purchase of this program is optional.

REPORTING TO PARENTS

The school year in all Richmond County Elementary Schools is organized into four, nine-week reporting periods. Progress reports are sent home the fourth week of each reporting period. Report cards will be sent home at the end of each reporting period. Please review the report card very carefully and return the signed jacket. Parents can expect to receive a call from teachers if a student's grade/s drops precipitously from progress report to report card.

TRANSFERRING

It will become necessary for some of you to leave our school during the year. Please notify your teacher and the office at least 24 hours in advance, so that we may help make your transfer prompt and efficient. Library books and textbooks must be turned in before leaving. Please do not ask your child to relay the message of withdrawal. Either phone the office or write a note to the teacher.

VISITORS

Garrett welcomes parents and patrons who wish to visit. **Visitors are required to check in on the computer in the office.** This procedure protects the classroom instructional process for undue interruptions and assures visitors of efficient response to their school related needs. If possible, please schedule your visits with the teacher at least 24 hours in advance. Please **do not** go to the classrooms without a pass. We are very serious about safety and protecting instructional time.

HOSPITAL-HOMEBOUND INSTRUCTION

Students who will be absent from school for a significant length of time due to illness may be eligible to participate in the Hospital-Homebound Instructional Program. For more information, please call Student Services at 706- 826-1129.

INCLEMENT WEATHER

In the event of inclement weather conditions, parents are encouraged to listen to local media for the superintendent's decision to close or delay the opening of school. Parents are urged to keep telephone numbers current and updated, since notification of early school dismissed is transmitted by Infinite Campus.

LIBRARY

The library is available to every student in the school. The library will be open from 7:15 a.m. until 1:55 p.m. Books should be returned promptly. The rule for lost or damaged library books is the same as for textbooks.

RETURNED CHECK POLICY

Due to the excessive number of returned checks in the past, the fee for a returned check written to the school will cost \$30.00 for our check recovery system.

SIGNING STUDENTS OUT EARLY

No person other than a parent or legal guardian may sign a child out early from school, except by presenting a writing permission note from a parent or guardian to the office. The office should be notified of any child who is not to be picked up anyone other than a parent or guardian. Parents are requested to list persons with permission at the bottom of the registration card. Otherwise, a student will NOT be released to anyone that is not on the registration form. No exceptions. Students leaving must be picked up **before 1:30 p.m.**

TEXTBOOKS

All textbooks are to be covered as soon as possible. Also, please see that the cover stays on for the entire school term. Textbooks are free of charge, but children and parents are held responsible for their proper care and use. Lost books must be paid for before we can issue your child another book. Refunds will be made if the book is found at a later date. Textbooks are full price regardless of the condition when lost. Report cards will be withheld at the end of the year if lost books have not been paid for.

EVACUATION

In case of an emergency where the school must be evacuated, the students will be escorted to the parking lot of the Whole Life Ministries on the corner of Azalea and Washington Road.

LOST AND FOUND

Lost clothing items are placed in a box near the elevator on the first floor. Other items are generally turned in to the office. You are invited to inspect the lost and found an item from time to time in case a lost article has been turned in that belongs to your child. Periodically, lost articles are donated to Goodwill. It may be helpful to put your child's name in his/her coat.

ILLNESS/MEDICINE

If a child becomes ill at school, we must make home contact in order for the child to be picked up. Our clinic facility is very limited and we have a part-time nurse. No medication will be administered to students unless it is a doctor's prescription and accompanied with a note giving parental permission for school personnel to administer medication to the child. Students should not be sent to school with a fever, no matter how slight. Parents will be called to pick up a child who has a fever.

PARENT – TEACHER ORGANIZATION

T. Harry Garrett PTO is a very active and viable organization. All parents and friends of the school are urged to join and participate. Garrett PTO supports many school initiatives. In the past, PTA has supported/provided for art/drama supplies, teacher supplies, Honor's Day rewards, student agendas, school grounds beautification projects, and much more! Our students truly benefit from all of these endeavors. We are very proud of our Garrett PTO!

ACCIDENTS

Minor scrapes and bruises are handled at school. If it is deemed serious enough, a school nurse will examine the student's injury. Serious cases result in emergency treatments. Be sure to completely fill out the registration card with all telephone numbers, doctors, and information needed in an emergency. In most cases, hospitals will not treat patients without a parent's signature. We must be able to reach a parent in the case of an emergency that may require hospitalization. Please make sure that your child reports all injuries to staff.

EMAIL/TELEPHONE CALLS

Emails are the best way to reach your teacher. However, if you need to call the school, we would be glad to deliver a message to the teacher or have the teacher call you during their planning or after students leave for the day. Note: Students are not allowed to use the school telephone except in emergencies.

HOME ASSIGNMENTS

Homework is assigned to all students on Monday through Thursday nights. The purpose of homework is to develop and strengthen skills and proficiency in subjects, to learn to complete assigned tasks carefully, to solve problems or prepare reports and projects independently, and to provide enrichment and extension of class learning.

The amount of time required for homework will vary depending on the grade. Remember that homework is to practice the skills the students have learned in class and to enhance the child's educational accomplishment.

The Richmond County Homework Policy specifies the amount of time that should be spent on homework. Homework should not be excessive and we expect that these guidelines be followed. If there is a problem or a concern about your child's homework, please email or call the teacher.

Please take the time daily to review your child's completed assignments.

EARLY RELEASE FOR PARENT CONFERENCE DAYS

Garrett Elementary School participates in the Parental Involvement Program of the Richmond County Board of Education. Twice during the school year, parents are invited to come to the school for a conference on specified days with their child's teacher. These will be early release days. Students will be dismissed at 11:30 a.m. The overall goal of the program is to enable the students to reach their maximum educational potential through:

- a. Seeking your cooperation as parents in the process of educating your child
- b. Sharing the methods of tutorial assistance with you; and
- c. Establishing a positive home/school relationship.

To achieve these objectives, the staff of your child's school will be contacting you and encouraging you to visit the school for conferences about your child's education, to serve as a volunteer at your child's school, and to assist with school activities that will help enhance your child's education. If your child is in danger of failing, you will be requested to attend a conference.

WAYS TO HELP YOUR CHILD FIND SUCCESS IN SCHOOL

Provide a quiet period at home each day for reading and other constructive activities.

Read daily to your child – including your pre-school child.

Listen to your child read. Ask he/she questions that tests their creativity.

Show interest in school activities.

Work with the school by visiting, conferences, and PTA membership.

Give praise and encouragement. Reward them for great work!

Visit the school to observe your child at work.

TESTING (Due to COVID-19 may change)

Several tests are administered to students during the school year according to state guidelines. The results of those tests are used by teachers to diagnose students' needs and to prescribe for those needs. Parents are made aware of their child's test results with either a printed profile or a conference with the teacher. This year, we will administer the following: CogAT, GKIDS-Kindergarten-, ACCESS for ELLs, GAA 2.0-K and 2-5 and Georgia Milestones – Grades 3-5. Please see the testing calendar on our website or RCBOE for specific dates, tips, and links.

STANDARDS BASED REPORT CARDS K – 3RD GRADE

- a. Students shall be evaluated on one scale that reflects the implementation of the curriculum in Academic Areas and Behaviors that support learning.
- b. Academic Areas:
 - 4 = Exceeds Standards-in addition to meeting standards, makes applications and inferences beyond expectations;
 - 3 = Meets Standards- consistently and independently;
 - 2 = Progressing toward meeting the standards;
 - 1 = Emerging; Limited progress toward mastery of the standards; and
 - ND = Not yet demonstrated
- c. Behaviors That Support Learning:
Conduct and Work Habits shall be marked on the following scale:
 - 4 = Exceeds the expected learning skill and behaviors;
 - 3 = Meets the expected learning skills and behaviors;
 - 2 = Progressing toward meeting expected learning skills and behaviors;
 - 1 = Emerging toward mastery of the expected learning skills and behaviors;
 - ND = Not yet demonstrated.

Grades 4 and 5

- a. Students in grades 4 – 5 shall be evaluated in all courses by means of numerical grades. These numerical grades represent the following letter grades:

Grading System

90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
69 and below	F (failing)

ARTS INFUSION PROGRAM

Garrett Elementary has the Arts Infusion Program. Through dance, drama, and music, our children have developed socially, emotionally and academically.

REVIEW OF CUMULATIVE RECORDS

The school cumulative record is available for inspection by parents upon request. Parents desiring such a review should call the school office to set up an appointment with the principal or teacher.

LEGAL CUSTODY RIGHTS

Schools need proof of legal custody and visitation rights. In cases where parents are separated or divorced and one parent has legal custody, the school must have proof of the court order that spells out both custody and visitation rights are part of the permanent record. **Parents cannot be legally denied access to their children without a copy of a court order specifying “no contact is permitted.”** We will, however, work closely with you to ensure your child’s safety and welfare.

EMERGENCY TELEPHONE NUMBERS

Parents must list several different, working telephone numbers for use in case of emergency. Students can be suspended until the school has the necessary means to get in touch with parents. Legal agencies regard this as abandonment.

VOLUNTEERS

Parent volunteers are needed. Those who are able to help are asked to contact the school office. All volunteers in the school are required to attend a training workshop provided by the county or school. All volunteers will also be submitted to criminal background checks. Trainings are held prior to PTA Meetings. Adults without a current approved volunteer status cannot supervise school events, school field trips or class activities.

PROCEDURE FOR ADMINISTERING MEDICINES AND MEDICATIONS

It shall be the policy of the Richmond County Public Schools that all children’s medicine and/or medication be administered by a parent at home. Under exceptional circumstances, medication may be administered by the school principal, his/her designee or the school nurse in compliance with the following administrative. Regulations:

I. LONG TERM PRESCRIPTION MEDICINES

1. A completed form (see attached form) shall be on file for each child requiring long term medication or medicine. Such form shall include:
 - a. Name of child, address, and phone number

- b. Name of medicine and medication
 - c. Purpose of medicine and medication
 - d. An official label must be on the container of medicine of medication
 - e. Physician's requirements specifying frequency (dosage) and method of administration
 - f. Physician's description of anticipated reactions of child to medicine or medication
 - g. Instruction to school personnel to follow in the event of side effects
 - h. Termination date for administering medicine or medication or statement that medication is to be given for indefinite period of time
 - i. Parents(s) or legal guardian(s) signature approving the administration of the medicine or medication.
2. Long term medication will not be administered to students unless that above conditions are followed.

II. SHORT TERM PRESCRIPTION MEDICINES (10 DAYS OF LESS)

1. Short term medications should not be given unless a completed form (see attached form) shall be on file for each child requiring medication or medicine or unless the information received in writing by the school contains the following information:
 - a. All medicine must be in its appropriate bottle or container
 - b. Each bottle shall have a label with the name of the students, name of the medicine, doctor's requirement for how to administer, frequency of dosage, and termination date
 - c. In addition, there shall be a note signed by the parent giving permission for the medicine to be administered and a phone number where the parent could be reached
 - d. All inhalers brought by students shall be considered short term medicine and shall be kept in the office and not in the classroom.

III. OVER THE COUNTER MEDICATION

1. Before over the counter medication can be administered to students, there must be a signed note from a parent authorizing such administration, setting forth the dosage, the frequency, and termination date.
2. All over the counter medicines must be in the original containers with the child's name taped on to the bottle.
3. Such medicines shall be administered by the principal or principal's designee or school nurse. The principal may designate for over the counter medicines, the classroom teacher or office personnel, depending on what would be appropriate under the circumstances. This applies to over the counter medicines only.

IV. GENERAL CONDITIONS FOR ADMINISTRATION OF ALL CLASSIFICATIONS OF MEDICINES, INCLUDING OVER-THE COUNTER

1. The school principal, his designee, or the school nurse shall:

- a. Inform the classroom teacher of the medicine or medication
 - b. Keep a record of the administration thereof
 - c. Keep the medicine or medication in a securely locked cabinet
 - d. Return unused medicine to the parent only
 - e. Call an ambulance in any emergency situation.
2. The parent(s) or legal guardian (s) of the child must assume full responsibility for informing the school principal or school nurse of any change in medication.

V. SCHOOL SYSTEM'S DISCRETION

The district retains the right to reject requests for administration of medicine where all of the conditions set forth herein are not met or were, in the opinion of authorized personnel, the administration of such medicine is not appropriate for the school. In these cases where it is determined the appropriation of a particular medicine is not proper for administration, the Director of Guidance and the Assistant Superintendent for Instructions shall be notified so that alternative arrangements can be made.

VI. FORMS REQUIREMENT

The Administration of Medicines/Medication form must be completed and filed each school year and whenever the prescription is changed by the physician. A copy of this form shall be filed in the student's personal folder, the school nurse's office and forwarded to the child's parent.

VII. POSTING

1. A copy of this policy and the administrative regulations shall be posted in all school clinics, made available to the school nurse and the principal, and provided for parents upon the requests for administration of medication in the school.
2. The administration of prescription medicine, whether long-term or short-term, shall not be in the classroom; however, for over the counter medicines, if the principal deems it less disruptive or more efficient for it to be administered in the classroom, the principal has the discretion to require the same.

ADMINISTRATION OF MEDICINES/MEDICATION

Child's Name: _____ Homeroom: _____

Address: _____

Name of Medication: _____

Purpose of Medication: _____

Physician's requirements of dosage and method of administration: _____

What to do in case of side effects: _____

Termination date for administering the medication _____

Date

Physician's signature

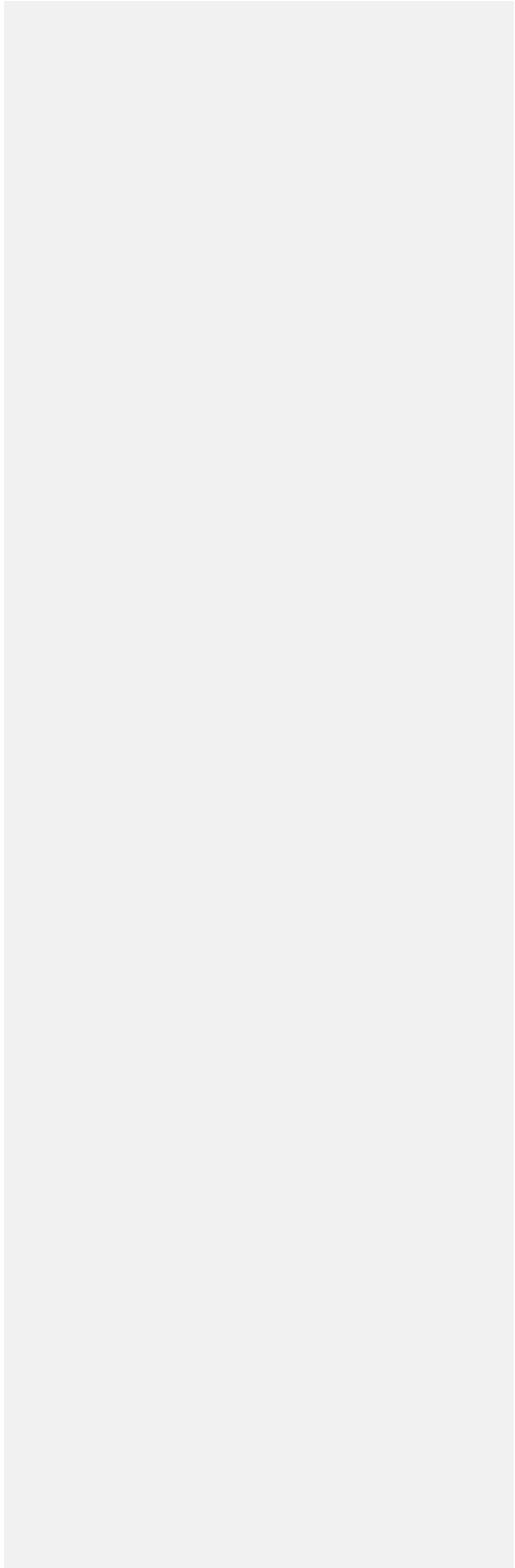
Date

Parent's signature

Approved by:

Principal

Date



Title I

Garrett Elementary is a Title I school. Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) significantly raises expectations for states, local educational agencies (LEAs), and schools in that all students will meet or exceed state standards in reading and mathematics within twelve years of the signing of the law. On July 5, 2002, the U.S. Department of Education (US ED) issued final regulations, effective August 5, 2002, regarding Title I provisions relating to standards and assessments. On November 26, 2002, the US ED released final regulations with respect to the definition of adequate yearly progress (AYP) and other aspects of the ESEA. In November 2011, Georgia submitted a waiver request to US ED for ESEA Flexibility. The waiver request was made in order to strengthen accountability by replacing current AYP calculations to reflect the definitions of Priority, Focus, Alert, and Reward Schools. This will allow Georgia to increase emphasis on the State's very lowest performing Title I schools in all subject areas and highlight subgroup achievement gaps. This plan will serve to increase the quality of instruction in all subject areas for all students and define a system that will support continual improvement of student achievement.

Georgia's ESEA Flexibility Waiver allows Georgia to develop and refine the next generation of accountability known as the College and Career Readiness Performance Index (CCRPI) which will serve as a companion statewide communication and accountability tool for school improvement. Under this new accountability system, Georgia will identify Title I Reward, Priority, and Focus Schools as prescribed by US ED using data from state assessments. Alert Schools, unique to Georgia, will also be identified based on graduation rate alerts for high schools or subgroup and subject alerts for middle and elementary schools. Alert Schools will include both Title I and non-Title I schools. In addition, all state assessments along with other indicators of success will be used to calculate every school's CCRPI overall score. The 2011-2012 school year will serve as a study and refinement year for the CCRPI. The calculations related to the CCRPI are separate from the US ED required methodology for identifying Title I Priority, Focus, Alert, and Reward Schools.

Several other provisions of ESEA impact Georgia schools. Teachers and paraprofessionals must be

highly qualified as defined in the statute and regulations. Teachers may not teach subjects for which they are not qualified. Also, schools must use programs and materials that have been proven to provide achievement results for similar populations.

ESEA has a strong focus on parental notification and involvement and, under some circumstances, gives parents choices regarding their children's education. This massive piece of Federal legislation provides accountability for schools and LEAs to ensure that all children are educated to standard levels of proficiency.

Guidance C-6 is for advising parents of the Right to Know Information about a Teacher's Qualifications as Required by the Elementary and Secondary Education Assistance Act of 1965 (ESEA) [Section 111(6) (A)]

Dear Parent(s)/Legal Guardian(s):

As a Title I school, we must meet federal regulations related to teacher qualifications as defined in The Elementary and Secondary Education Assistance Act (ESEA). These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you at any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teachers hold, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. This commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Ms. Stacey M. Walk at Garrett Elementary School at 706-737-7222 or email Ms. Stacey M. Walk at walkst@boe.richmond.k12.ga.us.

CHILD ABUSE/NEGLECT

It is a felony for school officials to fail a report suspected child abuse to the proper authorities. Our school will report all suspected child abuse and neglect.

DRESS AND GROOMING POLICY

Students cannot wear emblems, insignias, badges or other symbols that distract other students or cause disruption or interference with school. The principal or other authorized personnel will determine whether a particular dress, apparel, grooming or emblems violate the rule. Note: See RCBOE Code of Conduct for specific rules and regulations regarding dress and grooming.

CONSEQUENCES FOR VIOLATIONS FOR THE DRESS AND GROOMING POLICY FOR ELEMENTARY SCHOOL STUDENTS

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

First offense

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

Third Offense

The teacher will telephone the parent to discuss the matter and seek to resolve the failure to 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 to and including a period of suspension. A parent conference will be required at which time a Social Worker and /or DFACS may be involved.

Richmond County Board of Education
Program for the Gifted

Richmond County provides programs for all 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 Department of Education.

ACE-Academic and Creative Enrichment (Grades K-8)

Commented [TC1]: Isn't this now ACE?

Students are enrolled in a resource program and are served five (5) hours per week. Mini-units integrating the academic areas form the basis of the curriculum. Units for each grade level include the skills areas basic to Gifted Education.

- I. Developing Cognitive skills
- II. Learning Skill
- III. Research and Reference Skills
- IV. Communication Skills

All units are based on Bloom's Taxonomy of Education Objectives and The Multiple Intelligences.

Placement of Students

All students placed in the Richmond County Gifted Program must meet the mandated Georgia Department of Education eligibility requirements. Referrals are solicited from all system schools twice annually for testing of students. Students may be referred by parents, peers, school personnel and self.

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.

Gifted Program Eligibility

Multiple Criteria

Grades K-2

All total scores (composite score) at the 99th percentile on a standardized mental abilities test.

Grades 3-12

A total score (composite score) at the 96th percentile on a standardized mental abilities test plus a total math or total reading achievement at the 90th percentile or composite at the 90th percentile or higher on a standardized achievement test.

Grades K-12

1. Three out of four of these items:

- A. A total of appropriate component score on a standardized mental abilities test at the 96th percentile or higher.
- B. A total math or total reading achievement test score at the 90th percentile or higher, or composite at the 90th percentile or higher on a standardized.
- C. A score of 90th percentile or higher on a standardized test of creativity.
- D. A score at 90th percentile or higher on a motivational scale for K-8 or 3.5 GPA for 9-12

For further information, contact your child's school or the Gifted Program Consultant at (706) 826-1010 Ext. 3635.

Notice of Nondiscrimination

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

Assistant Superintendent for Administrative Services
County Board of Education of Richmond County
864 Broad Street
Augusta, GA 30901
Telephone (706) 826-1010