



STUDENT HANDBOOK
2022-2023 SY

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MASCOT

Jaguar. The jaguar is representative of power, strength, and valor.

MISSION STATEMENT

The mission of W.S. Hornsby Elementary School is to work together to build a safe, respectful and nurturing environment focused on maximizing potential, building capacity, and providing authentic learning experiences.

VISION STATEMENT

W.S. Hornsby Elementary School will work to enhance the quality of learning, productivity, and achievement for all.

MOTTO

Achieving Excellence Together!

BELIEFS**We believe:**

- Every person can learn and has the right to a quality education.
- Students thrive in a positive climate and culture where they are respected, and all ideas are accepted.
- Effective communication is key to understanding among people.
- Excellence in education is a collaborative effort and shared responsibility of the individual, home, school, and community.

In addition to the following school-specific items, we adhere to the Richmond County School System's Student Handbook guidelines, which can be found here:

<https://www.rcboe.org/Domain/108>

SCHOOL HOURS:

8:20 AM - 3:05 PM

Students may enter the school at 7:55am each morning. Students are counted tardy if they are not in their classrooms by 8:20am. Please be punctual. Afternoon bus and car rider dismissal begins at 2:55 PM.

DRESS CODE:

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Richmond County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. All shirts, dresses, and blouses should have moderate sleeves.
3. Clothing such as skirts, pants, trousers, etc. must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. Jeans, etc., with holes not permitted.
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school.
7. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school.

VISITORS:

All parents and other visitors who come into the school are to use the intercom system by pushing the intercom button, waiting for a response from a front office staff member, and showing a photo ID. A staff member will buzz in approved visitors. Once buzzed into the building, all visitors are to report to the main office, show/scan their photo ID, and sign in to receive a visitor's pass. Any staff member who sees a person without a visitor's badge has been directed to question the person and direct them to the office. Parents/guardians are asked to schedule visits with a teacher prior to coming to school. This will ensure optimal instruction time without interruptions. Please note that we do not allow family members/visitors to walk students to class upon arrival.

LUNCH VISITORS:

- We welcome parents/family members to visit and have lunch with their child. Visitors must present a valid ID and be listed in Infinite Campus to attend lunch with students. Please arrive a few minutes before your student's lunch time to check in at the front office. Visitors must wear their visitor's sticker.
- Please mind the time and be prepared to leave when the class's lunchtime is up. We ask that you say your goodbyes while in the cafeteria and then return to the office to sign out before leaving. Family members may not walk students back to class.
- Outside food vendors: The Richmond County School System does not allow any outside food vendor items to be brought into the cafeteria. This includes fast food.
- Students and visitors will sit at the designated visitor table in the cafeteria or outside at the picnic tables in the courtyard. Students may not bring friends to sit with them.
- Due to confidentiality purposes, please refrain from taking pictures or videos that may contain the faces of other students.

BREAKFAST:

Breakfast is offered to ALL students at no cost. It is our privilege to provide low-cost nutritious lunch meals to all students and staff of the Richmond County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Richmond County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Richmond County School Nutrition homepage at <https://www.rcboe.org/Page/8571> for both breakfast and lunch menus.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

EARLY DISMISSAL PROCEDURES:

Parents are encouraged to schedule outside appointments for their child before/after school hours. However, early dismissals will be granted for the same reasons as excused absences. Students who do need to leave early must have a parent/guardian sign them out in the front office. If parents know that a student will be picked up during the day, please send a handwritten note or email to the teacher indicating the time the student will be leaving.

There will be no early check-outs from 2:30-3:00 except for extreme emergencies. Please be aware of this policy when making appointments or arrangements for your child to leave early. This procedure is for the safety of all students.

TRANSPORTATION:

Car riders are dismissed beginning at 3:00pm. If your child is to be a car rider, the office will assign you a car rider tag to hang on your mirror. You will get in the car rider line in front of the building to pick up your child. School employees will be directing traffic and will assist you in lining up in the proper order for dismissal.

All transportation changes are to be done in writing. Please send a note or with your child or email your child's teacher indicating the change. Any child who does not have a written transportation change will be expected to follow their regularly scheduled transportation routine, whether that is by car or by bus. **We cannot accept transportation changes over the phone.** This is for the safety and well-being of our students. We must receive it by 1:30pm at 706-823-6928 for same-day transportation changes. If sending a fax or email, please call the front office to alert them and get directions for who to email the information to.

If the transportation change involves your child going to another child's home for an event such as a play date or sleepover, we must have written communication from both students' parents. This is to ensure both families are aware of the situation so that all of our students are safe. If we do not have written communication from both parties, the students will follow their regularly scheduled transportation.

FAMILY-Y PRIMETIME BEFORE/AFTER SCHOOL CARE PROGRAM

The Family Y PrimeTime before/after school program is available for students to enroll in. We offer care from Monday through Friday from 6:30-7:55 AM and 3:00-6:00 PM. We have a limited number of available spots each year. Information about the program, including registration forms, can be received at the front office.

STUDENT BIRTHDAYS:

We understand that parents may wish to celebrate their child's birthday by sending in treats for his/her class. Please communicate with your child's teacher to make arrangements for dropping off items in the front office. Parents may only bring store purchased cupcakes for birthday celebrations. Balloons, party favors, etc. are not allowed. All celebrations must be held during lunch.

PHONES & OTHER ELECTRONIC DEVICES:

Our school has greatly increased the number of devices available for student use. Cell phones are not needed to support instruction. At the elementary level, cell phones serve as a distraction to students and negatively impact our ability to provide a safe and productive learning environment both on the bus and in the building. Phones and other student-owned electronic devices will not be permitted for use at school or on the bus, and we would prefer they not even be sent to school with students. If there is no way to avoid this, the phone must be left turned completely off (not silenced or vibrate) and in the backpack at all times. Students who violate this protocol may be subject to having their phone placed in the front office, and the parent will be required to come to the school to pick it up. The school is not responsible for lost or stolen electronic devices.

CLINIC INFORMATION:

When should your child stay home from school?

- If he/she is running a fever. Temperature must be below 100.4 for 24 hours without Tylenol or Motrin before a student may return to school.
- If he/she is vomiting. No vomiting for a full 24 hours before returning to school.
- If he/she is having diarrhea. No diarrhea for a full 24 hours before returning to school.
- If you have questions, please call the school and ask for the nurse or clinic worker. What if my child becomes sick or is injured while at school?
- In case of an emergency illness or accident involving students on the school grounds or in the school building, the school will immediately notify the parents. In order to do this, the school must have current phone numbers for parents and emergency contacts. Please help us by keeping this information up to date and send information to school in writing.
- Only the school nurse or front office will authorize a student's dismissal from school due to sickness or injury. Teachers and students are not allowed to make phone calls regarding this.

EMERGENCY DRILLS:

We are required to conduct one fire drill per month, one tornado/weather drill per semester, and one lockdown/intruder drill per quarter. These drills are done in order to prepare all students and staff for what to do should we have an emergency.

HOMEWORK:

All students at Hornsby Elementary are encouraged to read independently or with a parent for 20 minutes each evening as part of our school-wide homework initiative. In addition to this homework, individual teachers may give assignments to reinforce what is being learned in the classroom. Any specific questions regarding homework should be directed to the assigning teacher.

COMMUNICATION:

All homeroom teachers are required to send home a weekly newsletter to inform families of what is being learned, upcoming events, and other important information. We also use Remind, Class Dojo, and regularly update our school Facebook page and our school website. We encourage all parents to call or email their child's teacher with any questions. Teachers will do their best to respond to your call or email within 24 hours.

REPORT CARDS AND PARENT-TEACHER CONFERENCES:

Progress report cards will be issued every 6 weeks, twice in the fall and twice in the spring. Report cards are issued once in the fall and once in the spring. Both Progress Reports and Report cards will be available through the Infinite Campus Parent Portal, and hard copies will be sent home. There will be 2 parent- teacher conferences; one in the fall and one in the spring.

LOST AND FOUND:

We have a lost and found closet in the cafeteria in which lost articles are placed. At the end of each grading period, any items that are not claimed will be placed on a table in the cafeteria. They will remain there for one week. After one week, any remaining articles will be donated to a local charity. Please encourage your child to keep track of his/her items and label all jackets, lunchboxes, etc. with his/her name.

SCHOOL MATERIALS AND FINES:

Textbooks, library/media materials, and equipment are the property of the Richmond County Board of Education and are issued to students free of charge. The return of these materials to the school shall be the sole responsibility of the students and their parents/guardians. Students who lose or damage materials and equipment shall reimburse the school for the cost of replacement/repairs.

VOLUNTEERS AND MENTORS:

All volunteers will be subject to undergoing a criminal background check before being allowed to work with/around our students. If you are interested in volunteering, please visit the following website to learn how you can be approved.

<https://www.rcboe.org/site/Default.aspx?PageID=46200>

Our school Parent Facilitator coordinates our school mentor program. We enjoy having mentors from our community come in and spend time with our students. Please contact the front office if you are interested in making a difference in the life of a child.

DISCIPLINE:

While we make every effort to prevent discipline referrals, they are sometimes necessary. Should your child receive a discipline referral and is sent to the office, an administrator will contact you. Each office referral is a unique situation and will be handled based on the child and the level of incident. We follow the Richmond County Schools Code of Conduct, which can be found here: <https://www.rcboe.org/Domain/8223>. Our goal is to use discipline referrals as teaching opportunities and provide consequences that are fair and aligned to the behavior.

WITHDRAWING YOUR CHILD:

If you are moving and your child will be transferring to another school, a student withdrawal form must be completed. Copies of all records will be mailed to the student's new school when a written request is received. Only the individual who registered the student can withdraw the student.

TEACHER QUALIFICATIONS:

In compliance with the requirements of Every Student Succeeds Act, the Richmond County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher(s) –
 - *has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.*
 - *is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and*
 - *is teaching in the field of discipline of the certification of the teacher.*
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Principal at 706-823-6928.

CLUBS AND ORGANIZATIONS

Clubs and organizations will be available at Hornsby Elementary for student participation, pending the availability of club sponsors. The clubs and organizations that are available are announced periodically during the school year as sponsors have their clubs approved. If you DO NOT WANT your child to participate in one of these clubs or organizations, you may simply not enroll your child or you may notify the principal in writing by completing the clubs and organizations form signature letter. You may obtain a policy signature letter from the school office.

STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The W.S. Hornsby Elementary Student Handbook includes some very important information. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at 706-823-6928. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Please return the form to your child's teacher as soon as possible. Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies.

To complete this form, please sign to acknowledge that you have read and understand the information provided in this handbook.

ACKNOWLEDGEMENT:

I have read and understand the 2022-2023 W.S. Hornsby Elementary School Student Handbook & the RCSS Code of Conduct. I understand that I am responsible for following the guidelines set forth in this document.

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____