

# 2024-2025 Parent & Student Handbook

## Belair Elementary School



### Home of the Falcons

*“Fly High, Soar Together!”*

**Shetina Roulhac, Principal**  
**Cheronda Harris, Assistant Principal**  
**Tan Ivery, Assistant Principal**  
3925 Harper Franklin Avenue  
Augusta, Ga 30909  
706-821-2766 (office) 706-228-2403 (fax)

## **NOTICE OF NON-DISCRIMINATION**

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 nor employment or Inquiries can be directed to: Chief Human Resources Officer, 864 Broad Street, Augusta, GA 30901; 706-826-1000.

## **PROFESSIONAL ETHICS & COURTESY FOR VOLUNTEERS, PARTNERS**

Below is ethical guidelines and standards for employees that we'd like all stakeholders to be mindful of when communicating and engaging with faculty, staff, and students. The Belair Elementary School faculty, staff, and students agree to *"Fly High, and Soar Together"* and we'd like the support of all stakeholders in doing so as well.

Employee behavior and decorum are regulated by the Georgia Professional Ethics Standards <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>. It is the responsible of each employee to be well versed in the code of ethics. In addition, each teacher and staff member is responsible to the principal for carrying out the policies of the Richmond County Board of Education (RCBOE) that apply to the functions of the school, the classroom, contact with students, and the public. It is the responsibility of all teachers and staff members to cooperate in a professional manner with their colleagues and with the administration. This professional cooperation includes the extension of courtesy, respect, and consideration for the feelings and rights of colleagues, other employees, students, parents, and the public. Every teacher and staff member has the right to discuss any matter with anyone without interference. However, it is a breach of professional ethics to discuss professional problems with laymen without first attempting to resolve them within the teaching profession. Problems between adults are not to be discussed in the presence of students.

## **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION**

All school personnel shall adhere to Georgia State Board Policy IDDF--Confidentiality of Personally Identifiable Information. Personal information includes student information sheets, grades, discipline records, test data, academic and psychological reports, individualized education plans (IEPs), Student Support Team/RTI data, and any other information that may be used to identify a student.

## **DISCLAIMER**

By no means is this handbook all inclusive. It is intended to establish and maintain a cohesive and effective work environment for all faculty and staff. Many guiding statements are included but not all situations and circumstances are addressed.

In lieu of the COVID-19 pandemic, additional rules, guidelines, and/or expectations may result for the safety of all stakeholders.



# Belair Elementary School

3925 Harper Franklin Avenue  
Augusta, GA 30909

**Shetina Roulhac, Principal**  
Cheronda Harris, Assistant Principal  
Tan Ivery, Assistant Principal

Office 706-821-2766  
Fax 706-228-2403

Dear Parents, Students, and the entire Belair Community,

On behalf of the faculty and staff of Belair Elementary School, I would like to extend a warm welcome to all. It is truly an honor and a privilege to serve as your K-5 principal. Each of us at Belair Elementary appreciates you entrusting us with your child(ren) as we work together to ensure the best year possible. I sincerely hope that you are excited about the upcoming school year, the opportunities, and the journey we are about to embark upon together.

At Belair Elementary School, we are committed to providing an innovative, rigorous, and exciting learning environment where students thrive, achieve, and excel academically, socially, emotionally, and physically. In the words of Carol Ann Tomlinson, *"Excellence in education is when we do everything that we can to make sure they become everything that they can."* Our students deserve and equitable and quality education, and an opportunity to achieve academic excellence. I have no doubt that the Belair Elementary faculty and staff are equipped and willing to work diligently for the benefit of the students, parents, and community we serve.

It is my hope that all stakeholders are ready to embrace the great work ahead of us as it is most imperative for the conditions to be set for teachers to teach, and students to learn; which requires all stakeholders working together. Excellence in education is the collaborative effort and shared responsibility of the individual, home, school, and community. As we all share in the work of educating students, I believe every student will have an opportunity to learn and thrive at high levels, and all staff will be afforded the opportunity to educate our students at high levels.

One of my most favorite quotes by Clay Bedford is, "You can teach a student a lesson for a day, but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives." We want to ensure that our students have a hunger for learning, relish in challenging learning experiences that prompt curiosity and provoke thought, and produce students that are prepared for life beyond the classroom. I believe I am blessed with an awesome faculty to help realize our mission and vision, which will have a lasting and positive impact in the lives of every student we serve. I am honored to work with the parents, students, faculty and staff, and community this year as we make a positive difference in the lives of our students and this wonderful and growing community. The best is yet to come!

If you have any questions or concerns, please feel free to reach out to us at 706-821-2766. We look forward to an incredible and successful school year!

Sincerely,

Shetina Roulhac, Ed.S.  
Principal

**"Fly High, Soar Together!"**

HOME OF THE FALCONS



# 2024-2025 Approved School Calendar

Board Approved 3/21/23



## 2024-2025

### Richmond County School System School Calendar

July '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

September '24						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
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29	30					

October '24						
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27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
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December '24						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

Jul 04	Independence Day Holiday
July 29-Aug 02	Preplanning Days
Aug 01	Elementary Open House (noon-6:00pm)
Aug 02	K-8, Magnet, Middle, High Open House (noon-6:00pm)
Aug 05	First Day of School Elementary
Aug 06	First Day of School K-8, Magnet, Middle, High School
Sep 02	Labor Day Holiday
Sep 03	PowerUp Asynchronous Learning Day
Sep 13	Fall Semester Progress Report #1
Sep 16-Oct 11	Fall Parent Conference Window
Oct 10	Student Holiday/Professional Learning Day
Oct 11	PowerUp Asynchronous Learning Day
Oct 14-15	Student/Teacher Fall Break
Nov 01	Fall Semester Progress Report #2
Nov 11	Veterans Day Holiday
Nov 25-29	Thanksgiving Holiday
Dec 16-20	Semester Exams
Dec 20	End of 1st Semester/Early Release (all grades)
Dec 23-Jan 02	Christmas/Winter Break
Jan 03	Student Holiday/Professional Learning Day
Jan 06	Beginning of Second Semester
Jan 14	Report Cards
Jan 20	Martin Luther King, Jr. Holiday
Feb 13	Spring Semester Progress Report #1
Feb 14	Student Holiday/Professional Learning Day
Feb 17	Student/Teacher Holiday
Feb 18	PowerUp Asynchronous Learning Day
Feb 18-Mar 14	Spring Parent Conference Window
Mar 10	PowerUp Asynchronous Learning Day
Mar 28	Spring Semester Progress Report #2
Apr 07-14	Spring Break
Apr 18	Student/Teacher Holiday
May 19-23	Semester Exams
May 23	Last Day of School/Early Release (all grades)
May 26	Memorial Day Holiday
May 27-28	Post Planning Days
May 28-31	Graduation
May 28	Report Cards
Jun 2-27	Summer School (5 days a week)
Jun 19	Juneteenth Holiday

	Teacher Planning Days		Early Release Days
	Holidays		PowerUp Asynchronous Learning Days
	First Day of School		Progress Reports
	Report Cards		

#### Weather-Related School Closings

For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDW-TV, or WGAC Radio for up-to-date information on school closings. Also, you can view the school system's website at [www.rcboe.org](http://www.rcboe.org). In the event of inclement weather or school closure, the school system will use PowerUp Asynchronous Learning Days.

The Richmond County School System will operate 5 days a week throughout the summer.

January '25						
Su	M	Tu	W	Th	F	Sa
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February '25						
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March '25						
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23	24	25	26	27	28	29
30	31					

April '25						
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20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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June '25						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30					



## RCBOE's Mission & Vision Statement

### Mission Statement

Building a globally competitive school system that educates the whole child through teaching, learning, collaboration, and innovation.



### Vision Statement

The Richmond County School System will provide an equitable education for all students to prepare them for life beyond the classroom.

RICHMOND COUNTY SCHOOL SYSTEM

## Strategy Map: 2020-2025





# Belair Elementary School

3925 Harper Franklin Avenue  
Augusta, GA 30909

**Shetina Roulhac, Principal**  
Cheronda Harris, Assistant Principal  
Tan Ivery, Assistant Principal

Office 706-821-2766  
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## Who are We: Belair Elementary

### Belair PK-5 Mission:

The mission of BES is to engage all Belair Falcon scholars in an innovative, rigorous, and exciting learning environment where students thrive and achieve academic success at high levels.

### Belair PK-5 Vision:

The vision of BES is to inspire a hunger for learning that challenges and prepares our students for life beyond the classroom.

### Belair PK-5 Goals:

1. Instill character, a value of education, and pride in oneself, school, and our community.
2. Inspire student achievement in Reading, Language Arts, Math, Science and Social Studies;
3. Integrate technology to engage students in innovative, rigorous, and fun learning activities;
4. Inform all of the importance of education for all students and for STEAM awareness.
5. Involve all stakeholders in realizing academic success and well-being for falcon scholars, faculty and staff.

### Belair PK-5 Beliefs:

1. Every student can learn and deserves an opportunity for a quality and equitable education.
2. Students thrive in a positive climate and culture where they are accepted and respected.
3. Setting high expectations encourages students to set goals, accomplish them, and excel emotionally, socially, morally, physically, and intellectually.
4. A variety of innovative teaching methods is necessary to meet the needs of diverse learners, preferred learning styles and increases academic achievement.
5. Excellence in education is the collaborative effort and shared responsibility of the individual, homes, school, and community. We all must work together to model, expect, encourage, command good character, and prepare students for life beyond the classroom.

**"Fly High, Soar Together!"**

**HOME OF THE FALCONS**



## HOURS OF OPERATION

### School Office Hours

The front office is open on Monday-Friday 7:45am-3:45pm.

### Instructional Day

The instructional day for students is from 8:20am - 3:10pm.

**Students are not to enter the building nor be left at school unattended before 7:55 a.m. or after 3:30 p.m. School personnel cannot assume any responsibility for their safety. Parents who leave students unattended before and after designated hours are subject to referral to the school social worker and/or the department of family and children's services.**

### Teacher Work Day

Teachers work from 7:45am-3:45pm. However, all meetings and professional learning may begin as early as 3:30p.m., or immediately after students are dismissed at 3:10p.m.

## ARRIVAL & DISMISSAL

Students may enter the building at 7:55am for breakfast. Bus riders will enter the school building using the front entrance and car and daycare van riders will use the double doors connecting the gym and main hallway. Students are tardy at 8:21a.m. Any students arriving to school after 8:21 a.m. must be signed in by a parent. All students are expected to be out of the building by 3:30p.m. Faculty meetings and teacher planning begin as early as 3:30 pm. **PARENTS PLEASE FOLLOW THE DIRECTION OF THE STAFF DURING STUDENT DROP-OFF AND PICK-UP TO AVOID ISSUES AND DELAYS WITH ARRIVAL AND DISMISSAL. ALSO, PLEASE DO NOT STOP/DROP OFF IN A MANNER THAT WILL BLOCK MORNING OR AFTERNOON TRAFFIC FLOW.** Parents are not permitted to park, drop off, or pick up students in the bus loading area. This interferes with bus arrival and dismissal. When you are picking up or dropping off your child, be sure to park along the curb in the front of the building after 8:21am. The driveway should be kept open at all times for easy access and exiting, and for emergency management vehicles. **Handicap spaces are only available for those who have a valid permit.** Please see the Friendly Parent reminders posted on doors and below.



**Belair Elementary School**  
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Shetina Rouillac, Principal  
Dr. Latricea Perkins, Assistant Principal  
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### **Friendly Parent Reminders**

- Breakfast is from 7:55am-8:20am daily.
- The Instructional Day for students is from 8:20am-3:10pm.
- Students should be present in their homeroom class by 8:21am to avoid receiving a tardy.
- Please follow the direction of the faculty and staff for morning and afternoon arrival and departure.
- Afternoon dismissal begins at 3:10pm.
  - Walkers will be Car riders to dismiss car/daycare van riders and buses at 3:10 pm from the front entrance.
    - Car Riders should be picked up, no later than 3:30pm; unless they are remaining for a scheduled After School event.
- ALL transportation changes must be in writing for the safety of our students. Please feel free to text, dojo, or email a teacher for changes and call, text, dojo, or email in the event of an emergency.
- Students will not be released for dismissal after 2:45 pm. Staff and students are beginning to get students in dismissal areas to be released from various locations in the building promptly.
- Please understand, students picked up before 2:45 pm will receive a tardy.
  - Please reference the RCSS Code of Conduct.

## **TRANSPORTATION**

Please refrain from calling the school office to make transportation arrangements. **Transportation changes must be provided to the school office in written form. Written, signed notes may be sent with the student, faxed, or emailed, before 2:45 p.m.** If a written, signed note is not received and no emergency change has been approved, the student will go home the regularly scheduled way. Telephone calls will not be accepted except in case of extreme emergencies after 2:45pm in order to prepare for dismissal. **In case of an emergency, parents/guardians must speak with an administrator.** Our students are young and may get confused with multiple forms of transportation. Please try to maintain a set method of transportation. Students may *not* be removed from buses after they are loaded or have left the school.

### **Telephone Calls**

The school telephones are not available for student use except in case of an emergency. Forgetting ice cream money or asking how to go home are not considered emergencies.

### **Bicycles**

Students will be allowed to ride bicycles to school if the following rules are followed: □

- Bike riders must wear helmets. This is a state law;
- Bike riders must dismount and walk bikes upon entering school property;
- Bicycles must be stored in the bike rack. Locks are not required, but they are strongly recommended; as the school is NOT responsible for stolen or damaged bicycles.

Parents/guardians should discuss traffic safety precautions and routes to school with their child(ren) BEFORE students ride their bikes to school. Please visit the Georgia Safe Routes to School website for more information on bicycle and pedestrian safety.

### **Car Rider & Bus Rider Tags**

Parents/guardians who pick their child up from school in the afternoons should follow the direction of staff for a smooth and safe dismissal. If car rider Car Rider tags are provided, please displayed in the front windshield on the passenger side of the vehicle. **All students in grade K-3 will receive a bus tag to attach to their book bags for the first 2 weeks of school.** The tags will include the child's name, bus number and parent contact information. **Please be sure students LEAVE THE TAGS ATTACHED TO THEIR BOOK BAGS**, in an effort to better ensure students leave school provided the proper form of transportation and **GET HOME SAFELY**.

### **School Bus Regulations/Rules**

Riding the school bus is a privilege. Students are under the supervision of bus drivers and should heed their direction(s). Improper conduct on the bus or at the bus stop can result in that privilege being revoked.

Reported acts of misconduct on the bus may be investigated. Copies of bus rules are available as needed.

Fighting Typical procedures are as follows:

**1<sup>st</sup> Report:** Verbal Warning / Letter sent home to be signed and returned.

**2<sup>nd</sup> Report:** Written Warning Letter and Call by an Administrator to Parents.  
Conference may be required before child can return to bus.

**3<sup>rd</sup> Report:** 3 Days SUSPENSION from bus

**4<sup>th</sup> Report:** 5-10 Days SUSPENSION from bus

**5<sup>th</sup> Report:** Conference required with bus driver and administrator to determine future bus privileges. Parent attendance is necessary.

**6<sup>th</sup> offense:** Expulsion from bus for the remainder of the school year

**\*\*\*If the administrator determines that an offense is serious enough, ex: fighting on bus, etc, suspension may result immediately and possibly indefinitely.\*\*\***



## **ATTENDANCE LAW & POLICIES**

### **GEORGIA COMPULSORY ATTENDANCE LAW**

Any parent, guardian, or other person residing in Georgia who has control or charge of a child or children between the ages of 6 and 16 years of age and any child residing in Georgia and in Richmond County between the ages of 6 and 16 years of age is required under Georgia law to enroll and attend school. Under the provisions of Georgia's Compulsory Attendance Act, each day's absence from school after a student has accumulated five (5) days of unexcused absence, whether consecutive or not, can constitute a violation of the law and can subject the parent and student to penalties which may include a fine of not less than Twenty-Five Dollars (\$25.00) and not greater than One Hundred Dollars (\$100.00), imprisonment not to exceed thirty (30) days, community service, court supervisor as a juvenile offender, or any combination of these penalties. For detailed information regarding attendance, please refer to the *RCSS Code of Student Conduct and Discipline*.

### **ABSENCES**

Regular, punctual attendance is extremely important for school success. Students are expected to be present for school. Students checking out before 12:30 p.m. or arriving after 12:30 p.m. will be considered absent. A student's yearly attendance is recorded as part of his/her permanent school record. In the event of an absence, a note from a parent/guardian explaining the reason for absence is required for each absence in order to possibly excuse the absence. This note, signed by the parent, should be submitted to the homeroom teacher upon the student's return to school. The student is responsible for all make-up assignments within five (5) days if credit is desired. In cases of unexcused absences, the student may not be given make-up work. The only excusable absences are those prescribed by state statutes, rules and regulations of the Department of Education and local board policy. Guidelines for lawful excuses and extended absences are listed in the Richmond County Student Code of Conduct and Discipline. Also, please reference the RCSS Attendance Protocol below.

### **TARDIES**

Students who arrive at school after 8:21 a.m. will be counted as tardy. Tardy students must report to the office to check in and receive a Tardy Slip in order to be admitted to class. **Parents/guardians must accompany students when they are tardy and parents/guardians must sign in their child(ren).** Students whom are tardy to school will be disciplined according to the guidelines in the Student Code of Conduct and Discipline. Teachers are not required to allow makeup work for unexcused absences or frequent tardies.

**Special Notes: Tardies and/or Early Dismissals on 10 or more days will disqualify a student for yearly Perfect Attendance awards, as 10 tardies = 1 absence.**

### **EARLY DISMISSAL PROCEDURES/EARLY RELEASE**

On the rare occasion when a child needs to be signed out before the regularly scheduled dismissal time, parents/guardians must come into the Office, sign the student out on the computer at the front desk, and an office worker will call the child to the office for dismissal. Students will **not** be called to the office ahead of time so they can "be ready" when the parent/guardian arrives. Students will **not** be sent out to vehicles. Early dismissals count as tardies as part of the attendance protocol. Students will not be released after 2:45pm daily (teachers and students are preparing to get in place for dismissal), nor released to anyone other than the parent or guardian or other authorized person(s) noted on registration paperwork and/or as noted in Infinite campus per parent/guardian written notice/documents. Parents or guardians must send documentation to school for absences to be excused. Your child's academic success may be jeopardized if he/she is consistently signed out before 3:10pm. **On Early Release days, Belair Elementary will release students at 12:45 pm. See the 2024-2025 school calendar for dates.**

## **EMERGENCY CONTACT INFORMATION**

It is critical for the school to know where parents work, how to reach them or who to call in the case of an emergency. Any change in the status of the above-mentioned should be reported to the child's teacher or the school office as soon as change occurs. **\*\* At least one (1) emergency telephone number is REQUIRED for every student.**

## **RCSS Attendance Protocol**

<b>Attendance Protocol</b>				
Students are considered to be in attendance when participating in active instruction and/or educational services from school or district. This active instruction may occur in-person or through virtual/distance/remote learning.				
Attendance Tiers	Absence	Action(s)	Personnel Responsible	Documentation
<b>TIER 1</b>	1 <sup>st</sup> – 2 <sup>nd</sup> Unexcused	Initiate Infinite Campus (IC) shout point notifications	Administrator	Contact the Student Information Program Specialist, if needed
		Contact/call/send note home to parent	Teacher	Document results in contact log
	3 <sup>rd</sup> Unexcused	Parent contact (call, email, personal, etc.) to discuss the RCSS Attendance Protocol and the Compulsory Attendance Law	Teacher	Document explicitly in the Contact Log in IC the results of the parent contact.
	4 <sup>th</sup> Unexcused	Verify Code of Conduct signature on Acknowledgment of Receipt of the RCSS Code of Student Conduct and Discipline or Get Compulsory Attendance Law Signed	School Attendance Review Team (ART) Designee	Collect and file the signed Acknowledgment of Receipt of the RCSS Code of Student Conduct and Discipline or Compulsory Law – Upload – Attendance Tab
The school shall not allow a student to participate in any extra-curricular, co-curricular activities or cooperative work experience, if the student was not counted present for the school day. For absences subsequent to the fifth (5th) unexcused absence, the student shall not be allowed extracurricular participation without a physician's note or other excuse from an acceptable or official third party justifying the absence.				
<b>TIER 2</b>	5 <sup>th</sup> Unexcused	Mail School 5-Day Letter to parents of students ages 6-16 years or 5 years old & in Kindergarten	Attendance Review Team P.O.C. or Designee	Verify documented in IC Contact Log and Summary Profile
	6 <sup>th</sup> Unexcused	ART Meeting with Parent – Complete the K-12 Attendance Contract and Revised Attendance Review Guide	ART Team	ART Meeting Documentation Upload – Attendance Tab Contract and Attendance Guide
	8 <sup>th</sup> Unexcused	Complete School Social Worker SWARM Referral - Social Worker will contact parent (phone/office conference or home visit) ***To discuss any needed assistance, verify address, and share the 10 Day Superintendent's Letter and give the signed copy to Attendance P.O.C./Designee	Attendance P.O.C./Designee for SWARM Referral  Social Worker	Social Update SWARM Referral  10 Day Supt.'s Letter
<b>TIER 3</b>	10 <sup>th</sup> Unexcused	Mail the signed 10-Day letter to parent	ART P.O.C./Designee	Certified Letter Completed Documents CHINS Packet Upload and SWARM Alert
		Upload CHINS completed packet	Social Worker	
		Send packet to CHINS Coordinator	Court Liaison	

## **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request that, a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly, adhere to the policy below, and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law also provides that, under certain circumstances, a teacher has the authority to remove a student whose behavior is in violation of the student code of conduct from his or her classroom if the student repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class, with the ability of the student's classmates to learn, or if the student poses an immediate threat to the student's classmates or the teacher. The procedure is detailed in local policy and state law.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan before the student return to school from suspension).

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

### **Ron Clarke Academy House System**

Belair Elementary School will adopt the RCA House system in which the entire school is divided into 4 teams. Each team works together to accomplish various goals. We do engage in a little healthy competition concerning good behavior, morals and ethics. Although we have 4 different teams, we are "4 teams but one family". Faculty and staff will receive training in Atlanta, Georgia at Ron Clarke Academy for the 2024-2025 school year. We will begin implementation after receiving training, and be ready to totally implement for the 2025-2026 school year.

## **Together We Are Stronger**



## Volunteers & Visitors

Volunteers are an invaluable asset in helping to meet the needs of students and staff. However it is imperative that faculty and staff know who is present in the building and possibly around students at all times, and that we always maximize and not interfere with instructional time. **All** volunteers and visitors **must** report to the Front Office upon entering the building. Visitors will be allowed to conduct business or visit classrooms as authorized by the Policy below. While we welcome visitors, the regular school program must continue, so please do NOT place demands on teachers for conferences, etc. **during instructional time**. In addition, we request that younger siblings/children are not taken to the classrooms when volunteering because of the interference with teaching and learning.

By action of the 2012 Georgia General Assembly, all school volunteers in Georgia are now "mandated reporters" of suspected child abuse. [O.C.G.A. Section 19-7-5]. Therefore, if by direct observation, a verbal/written communication, or by some other means you become aware or form a reasonable suspicion that a child has been abused either at school or at home, you must report this information to the principal. Once you have reported your knowledge, it then becomes the responsibility of the administrator to report the suspected child abuse to the appropriate state or local investigative agency.



3925 Harper Franklin Avenue  
Augusta, GA 30909

## Belair Elementary School

Shetina Roulhac, Principal  
Cheronda Harris, Assistant Principal  
Tan Ivory, Assistant Principal

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Fax 706-228-2403

### CLASSROOM VISITATION, OBSERVATIONS & PARENT CONFERENCES POLICY

Parents, teachers, counselors, and/or administrators may request conferences, class visits, and/or class observations of students. Conferences, observations, and visits should be arranged by calling the school and scheduled during the teachers' planning periods. The following policy is to protect instructional time in the classroom without unnecessary interruptions; as research indicates that one of the factors affecting student achievement is uninterrupted instructional time. It is imperative that instructional time be protected, and it is the intent of the administrators and office staff of BES to do so.

#### General Rules:

Observations, Visits and Conferences should be scheduled in advance.

- All visitors/parents/guardians **MUST** obtain a pass from the front office and wait for approval to report to classroom/visiting area.
- Visitors/parents/guardians are NOT allowed to:
  - Interact with any other child/student other than their own during observations;
  - Enter a teacher's classroom without the teacher present, nor teacher workrooms;
  - Go through cabinets and drawers in classrooms, workrooms/Break areas or any other area without permission from an administrator or consulting teacher;
  - Randomly peruse the building speaking to students and/or employees;

Teachers will respond in a timely manner via phone, email, text, Class dojo; Remind, or other communication avenues setup with parents;

#### Conferences:

- Conferences should be scheduled in advance or after school;
- May occur via phone;
- Are NOT to be conducted during instructional time, observations, or visits;

#### Observations/Visits:

- Should be scheduled in advance;
- Must be approved by an administrator;
- May only occur in the class of where the observer's child/student is;
- May last no longer than 30 minutes;

#### Volunteers:

- Should be scheduled support in advance;
- Must dress appropriately (see Code of Conduct or administrator if necessary)
- May Not use volunteer time to visit child(ren)

Please feel free to contact the school, an administrator or your child's teacher as needed. Parental involvement is imperative, and we welcome open communication between the school, home, and community. Again, this policy is simply to protect instructional time, as we believe all students deserve a quality education with the collaborative support of all stakeholders.

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## **DRESS CODE POLICY**

Students are expected to follow the dress code outlined in the Richmond County Student Code of Conduct and Discipline while attending school, school-related functions, and to maintain the type of appearance that is not distracting to teachers or students. Clothing items should be clean, neat, and modest. “fashionable” wear is not always appropriate school attire.

### **The following are *NOT* acceptable:**

- Clothing or accessories advertising alcoholic beverages, drugs, tobacco, or weapons;
- Clothing, hats, hairstyles or accessories containing inappropriate language, messages or designs;
- Sun dresses, tank tops, tube tops, halter tops, see-through shirts, fishnet or mesh material shirts, crop-tops, one-shoulder or off-the-shoulder blouses, and blouses with open backs;
- Shirts, tops, blouses, or sweaters which show cleavage;
- Bare midriffs – all shirts, blouses, etc. must cover the top of pants, slacks, shorts, etc., whether standing or sitting;
- Pants, shorts, skirts, etc. with writing on the buttock area, as well as lace-up legs;
- Any clothing item that is too tight or loose;
- Any clothing item that is too short (shorts, skirts, and dresses must be as long as the length of the middle finger when hands are down by the student’s side AND at least mid-thigh);
- Any clothing item that shows a student’s undergarments;
- Baggy or sagging pants;
- Heeled and/or high platform shoes (unsafe and inappropriate on normal school days/events);
- Combs, picks, hairnets, scarves, bandanas, headbands, hair rollers, etc.;
- Bandanas (colored or white) at any time or on any part of the body;
- Hats, caps, stocking caps, dew rags, etc., except on special designated “Hat Days”;
- Sunglasses or shades inside the building;
- Visible body piercings other than earrings;
- Extreme colored/dyed hair that causes a disruption to the instructional process in the class.

\*\*\*The principal or other duty authorized school official shall determine whether any particular mode of dress or apparel results in the disruption of the normal day.

## **GROOMING STANDARDS**

BES consistently enforces the school grooming standards for ALL individuals who enter the building. We ask that ALL visitors/parents entering the building meet or exceed the following grooming standards: **The following are acceptable and expected:**

- Appropriate attire (**NO** pajamas, see through or sheer clothing, or short shorts/skirts)
- Outer clothes must completely cover underclothes and garments
- Shoes and Shirts must be worn in the building; Tennis shoes should be worn when participating in the school’s physical education program and laces tied at all times.
- Pants with holes or cut-outs are permissible **only** if they are lower than mid-thigh.
- Tights and leggings **only** when worn under skirts or dresses at the appropriate length.
- All pants, jeans, shorts, etc. must be fastened at the waist at all times and are to be worn at the appropriate waist level.

*The school administration reserves the right to delete or add to Student Dress Code guidelines as the need arises to address the ever-changing issues related to changing fashions. Should a question arise concerning the appropriateness of a student’s dress, the school administration reserves the right to determine what they deem as appropriate and what is NOT in regards to the disruptive nature of the clothing, dress, adornment, etc. to the educational process.*

**\*\*\*Continuous violations of these regulations will result in disciplinary action.**

## Discipline & Conduct

At Belair Elementary, we believe it is the shared responsibility of the home and the school to instill and help students maintain discipline and good conduct. **Discipline** is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students at Belair Elementary School are expected to put forth their best effort and to act appropriately at all times in a manner that will promote a safe, orderly learning environment. A behavior S.O.A.R Chart is posted throughout the school, as a reminder of good behavior. Teachers will spend a good bit of time at the beginning of the year discussing behavior and expectations. The school Counselor also provides lessons on character education to remind students of appropriate behavior. Any behavior which causes a disruption in the learning environment, and infringes upon the rights of others in the school will not be tolerated. Thus misbehavior is subject to consequences.



3925 Harper Franklin Ave.  
Augusta, GA 30909

## Belair Elementary School

Shetina Roulhac, Principal  
Cheronda Harris, Assistant Principal  
Tan Ivory, Assistant Principal

Office 706-821-2766  
Fax 706-228-2403

### 2024-2025 Schoolwide Behavior Expectations

	<b>S</b> <b>Steadfast</b>	<b>O</b> <b>Optimistic</b>	<b>A</b> <b>Accountable</b>	<b>R</b> <b>Respectful</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>We always try our best.</li> <li>We always put forth effort.</li> <li>We are strong.</li> <li>We are fierce.</li> <li>We are confident.</li> <li>We work hard and persevere in completing assignments and all tasks independently and collectively.</li> </ul>	<ul style="list-style-type: none"> <li>We choose positive thoughts always.</li> <li>We believe we can do anything we set our minds to.</li> <li>We set and achieve high goals.</li> <li>We help others set and achieve goals.</li> </ul>	<ul style="list-style-type: none"> <li>We are responsible for our actions.</li> <li>We remind others of the Falcon Way.</li> <li>We admit our mistakes.</li> <li>We forgive others of their mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>We listen to others.</li> <li>We are polite to others.</li> <li>We follow directions promptly.</li> <li>We work cooperatively.</li> <li>We display good manners.</li> <li>We come to class prepared.</li> <li>We participate in class.</li> <li>We share opinions tactfully.</li> <li>We keep areas clean and organized.</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Walk with our head held high, quietly, and encourage others to do the same.</li> <li>We pick up items that don't belong on the floor.</li> </ul>	<ul style="list-style-type: none"> <li>Understand we all need reminders to speak quietly.</li> <li>Refrain from sliding down the rails.</li> <li>We help others as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly in a line.</li> <li>We pick up items that don't belong on the floor.</li> <li>Keep area clean for ourselves and others.</li> </ul>	<ul style="list-style-type: none"> <li>We follow the directions of all adults.</li> <li>We walk quietly.</li> <li>We keep our hands and feet off of the walls and others.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>We always encourage others to enter quietly and keep all areas clean.</li> </ul>	<ul style="list-style-type: none"> <li>We speak positively.</li> <li>We help others as needed.</li> <li>We encourage others to grab all utensils and items needed while in line.</li> </ul>	<ul style="list-style-type: none"> <li>Enter quietly.</li> <li>Wash tables.</li> <li>Clear trash from tables and floor.</li> <li>We grab all utensils in line.</li> </ul>	<ul style="list-style-type: none"> <li>We use our inside voice.</li> <li>We keep our hands and feet to ourselves.</li> <li>We help keep areas clean.</li> <li>We follow adult directions.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>We always encourage others to enter and leave quietly, flush after each use, keep areas clean, and wash hands before exiting.</li> </ul>	<ul style="list-style-type: none"> <li>Remind others to wash hands and flush the toilet.</li> <li>Serve as a monitor.</li> <li>We take pride in keeping the area clean which helps it smell clean.</li> </ul>	<ul style="list-style-type: none"> <li>We enter and leave quietly.</li> <li>Wash hands before leaving.</li> <li>Flush the toilet.</li> <li>We use the area in a manner to ensure it is clean and smells clean.</li> </ul>	<ul style="list-style-type: none"> <li>We keep our hands and feet to ourselves.</li> <li>We help keep areas clean and organized.</li> </ul>

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### **Conduct Rules**

Good student conduct sets the tone for other positive things to happen in school. As a result, a positive school climate plan, via the S.O.A.R. Behavior Chart, has been developed and will be implemented. In addition, BES has adopted a PBIS plan to reflect Ron Clarke's House System. Parents are an integral part of the plan and may be directly involved with its on-going implementation. The students themselves play an important role in their own educational programming. In such an atmosphere, the class is neither teacher dominated nor student-controlled; rather, it is a joint effort to learn, relate, and experience. The following are general rules of conduct for all students at Belair Elementary School at all times:

1. Disturbances that disrupt the learning opportunities for others in class are prohibited.
2. Students are expected to obey reasonable directives of all school personnel.
3. Rude, discourteous, disobedient, or defiant behavior is prohibited.
4. Profanity, obscenities, and/or insulting remarks will not be tolerated in school or on school grounds.
5. Threatening and/or intimidating another student or adult is prohibited including such statements as "I'm going to kill you."
6. Hitting, rough housing, fighting, and physical abuse with intent to hurt another student or adult is prohibited.
7. Assault and/or battery on school employee or another student is prohibited.
8. No student shall leave campus without permission from an authorized adult.
9. Failure to tell the truth, forging or knowingly using a forged signature, stealing, cheating, and plagiarism (giving or receiving information) is prohibited.
10. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
11. The willful damage or destruction of property is prohibited.
12. Tampering with fire safety equipment and/or setting off a false alarm is prohibited.
13. Bullying in any form is prohibited.

## **Richmond County Schools Code of Conduct**

It is the purpose of the Richmond County School District to operate in a manner that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct that require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other, school district employees, to obey student behavior policies and rules adopted by the Board and established at each school within the district. The school's primary goal is to educate, not punish; however, when the behavior of an individual student comes in conflict with the rights of others, consequences may occur for the benefit of all individuals and the school as a whole. Accordingly, students shall be governed by the policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- during school hours;
- at school or on school property at any time (in session or not);
- off school grounds at any school function or event (to include travel to and from)
- on vehicles provided for student transportation by the school system and bus stops

Students may also be disciplined for conduct off campus which could result in criminal charges with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Parents are encouraged to review the Code of Conduct with their child/children and to be supportive of it in their daily communication with their child/children and others in the community. Consistent with Georgia law and the mandate of the Georgia General Assembly, all parents/guardians are encouraged to inform their children of the consequences. For detailed information regarding the ***RCSS Code of Student Conduct and Discipline***.

### **Progressive Discipline Procedures**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior, with discipline history and age taken into consideration.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

### **Student Support Team**

The Richmond County Board of Education provides a variety of resources that are available at every school within the district to help address student behavior problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources will include Response to Intervention Teams, school counselors, school social worker, behavior analysts, and chronic disciplinary problem student plans.

### **Authority of the Principal**

The principal is the designated leader of the school and is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake disciplinary measures believed to be in the best interest of all students provided any such action does not violate school board policy or procedures.



# **GENERAL SCHOOL RULES**

## **ASSEMBLY RULES**

1. Enter and leave quietly.
2. Sit in your assigned area.
3. Be courteous during the program and listen while the speaker speaks.
4. Show appreciation at the appropriate time (applause as necessary).

## **CLASSROOM RULES (These are general rules. Classroom rules may vary by teacher.)**

1. Listen to and follow all directions given by the teacher.
2. Do not disrupt or interfere with students' ability to learn, nor the instructional delivery.
3. Be prepared with necessary materials and assignments.

## **HALL RULES**

1. Walk. No running.
2. Stay in line and remain on the right side of the hall.
3. Be quiet and courteous.
4. Stop at the restroom or water fountain only with permission.
5. Always have a hall pass.

## **LUNCHROOM RULES**

1. Walk always and use quiet voices in line and at tables.
2. Do not play with food.
3. Clean your personal space before you leave.
4. Place trays in the window one at a time.
5. All food must remain in the cafeteria.
6. All students are required to get a tray or bring a lunch from home.
7. Students are not allowed to bring fast food items in their original containers.
8. Students should not bring non-nutritional food items, such as cookies, candy, chips, or drinks in place of a lunch. These items included in a lunch from home are acceptable.
9. Student lunches cannot be warmed at school.

## **PLAYGROUND RULES**

1. Use equipment properly and safely.
2. Take turns.
3. Do not throw rocks or any other objects and toys.
4. Put all trash in trash cans.
5. No running on sidewalks.
6. Play in your designated area.

## **RESTROOM RULES**

1. Wash your hands before leaving.
2. Have a hall pass unless accompanied by an adult.
3. Use facilities properly (quietly and safely).
4. Flush urinals and toilets after each use.
5. Do not place foreign objects or excess paper in sinks, toilets, or urinals.
6. Do not play in the water.

## **RESPONSIBILITY FOR PROPERTY**

Students are personally responsible for textbooks, library books, instructional materials, and desks assigned to them. Students must pay for any damages. Assessment of damage will be determined by the school administration. However, elementary school students who fail or refuse to pay for lost or damaged textbooks, library books, or media materials at the replacement cost shall be refused additional textbooks, library books, or media materials and will have their report cards, diplomas, certificates, etc. held until the restitution has been paid in full. **School Property:** Parents will be billed and held liable for property that is damaged by students during the school year. A bill will be calculated by the Maintenance Department and provided by the school, payment is expected upon receipt.

### **Lost and Found**

Items that have been found at school should be placed in the Lost & Found boxes located in the Cafeteria, behind the stage. Lost articles can be claimed by properly identifying the lost item. We recommend that parents label all personal items with the student's name, so they can be quickly identified and returned to the owner without delay. All unclaimed items will be donated to a charitable organization or discarded.

## **CELL PHONES, PAGERS & OTHER ELECTRONIC DEVICES**

A new cell phone policy has been adopted per the Richmond County School System. The policy will be followed and consequences enforced written. Cell phone use is not permitted on campus at Belair Elementary School. If a student has been instructed to carry a cell phone by a parent/guardian, it should remain off and, in the student's, bookbag during school hours and on campus. A student will be subject to disciplinary action per the cell phone policy and Code of Conduct, including, but not limited to, in-school suspension, out-of-school suspension, or expulsion, if the student utilizes a pager, cell phone or other electronic device to engage in inappropriate use of technology. The following are some examples of inappropriate use of technology:

- bullying, threats or intimidation, or harassment of any form, o to create and/or send and/or receive and/or possess and/or transmit to others pornographic or obscene pictures or messages to create and/or send and/or receive and/or possess and/or transmit to others offensive or humiliating or inappropriate pictures of one's self or others,
- Engaging in academic cheating in any form
- Invading anyone's privacy in a locker room, restroom or other place on a school campus or at a school activity

It is imperative that we consider the safety of all students and minimize issues with cell phones during school hours. If a student must have a cell phone or electronic device it should **be in the student's bookbag and powered off during the instructional day**. If a student uses a cell phone or other electronic device of this nature at school, during the instructional day, or in a manner that is disrespectful or disruptive while on campus, on the bus, the device will be taken from him/her, and turned in to the office with a note containing the student's name, date, time and teacher's name. The device will be held in the Principal's Office until a parent has been contacted and comes to the school to retrieve the device. Second offenses will result in the device being kept for a period of 30 days or as stated in the new RCBOE policy/code of conduct. Upon the third offense, additional disciplinary consequences will apply and the device will be kept for the remainder of the semester or school year (or as stated in the new policy/Code of Conduct). **Parents please be assured that all teachers have access to a class phone, an emergency badge to alert administration and the authorities in the event of emergencies. Each grade level has access to a radio, each teacher's lounge has a phone, and there are several phones in the front office.** Please refer to the *RCSS BYOT Policy/Cell Phone Policy/Code of Conduct* for more information on technology use on RCSS school property.

## **GRADING POLICY**

Students in Grades K-5 are required to perform academically as well as on grade level in all content area classes. Effective July 1, 2022, the new IHA-R Grading Policy will be in effect. There will be 2 grading periods annually, grading period 1- first semester and grading period 2- second semester. Students will receive two progress reports and 1 report card during each semester of school; for a total of 4 progress reports and 2 report cards annually. Please be sure to setup your parent portal account before or during Registration/Open House and monitor grades regularly.

### **Standards Based Report Card for Grades K-3**

The purpose of the new reporting system is to provide parents, teachers and students with more accurate information about students' progress toward mastering standards. On a standards-based report card, each of the subject areas is divided into a list of standards/learning targets/skills and knowledge indicators, that students are learning. This provides concrete understanding of exactly what students know. Progress is measured as follows:

**Report cards for grades K-3 will include an academic performance level of 1-4 or P.**

- 1 – Beginning Learner/Not Met:** knowledge of the standard has not been demonstrated.
- 2 – Developing Learner/Meets:** some knowledge of the standard has been demonstrated.
- 3 – Proficient Learner/Meets:** adequate knowledge of the standard has been demonstrated.
- 4 – Distinguished Learner/Exceed:** knowledge beyond the standard has been demonstrated.
- P- Pass:** The student has passed this class. (example: Art, Music, etc).

If an indicator is not measured during the grading period, the student will NOT receive a mark on the report card.

### **Traditional Report Cards & Grading System for Grades 4 – 5**

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = Below 70

### **Progress Reports, Report Cards and Grade Reports**

Progress reports and report cards will be issued throughout the school year. Refer to the Academic calendar for release dates. A parent/guardian's signature is required before report cards jackets are returned to the child's homeroom teacher.

Graded assignments may be sent home weekly. Parents/guardians are asked to examine, sign and return the papers to the child's teacher(s) the following day. Parents should contact the child's teacher or the School Office immediately if questions or concerns should arise.

### **Homework**

Teachers may assign homework on a needs basis. In the event your child doesn't have homework, he/she should read at least 30 minutes, practice sight/spelling and/or vocabulary words, strengthen basic math fluency (addition, subtraction, and multiplication facts), and/or review material from the day's lessons.

The purpose of homework is to provide an opportunity for students practice of what has been taught, reinforce learning, instill a sense of responsibility, involve parents in the learning process which also helps parents see where their child's level of understanding is; and it gives teachers the opportunity to provide useful feedback to students. Thus, it is very important for parents to work with students to complete the assigned homework (if given) and/or practice daily. Homework will not exceed the student's ability to complete in a reasonable amount of time.

### **Late Work**

Late work is defined as assignments that are submitted after the specified deadline. This does not apply to work submitted late due to absence from school. Students are expected to submit assignments on time. Multiple incidents of late work may result in teacher-student-parent conferences to examine and correct the student's work habits through an academic contract. Late work submitted after the fifth school day will only

be accepted at the teacher's discretion. Completing work in a timely manner during the learning unit is essential for academic success.

### **Make-up Work**

Students are expected to make-up assignments and assessments that were missed due to absence from school. Students/Parents are responsible for asking teachers for the make-up work upon returning to class. Make-up work should be completed by the student within the time specified by the teacher. Generally, such work should be completed within 5 days of returning to school. Graded assignments should be scored to accurately reflect the level of mastery of standards.

### **Extra Credit**

Occasionally a teacher may offer the opportunity for a student to earn extra points or extra credit; however, this is not general practice at this school.

## **PROMOTION, PLACEMENT AND RETENTION POLICY**

### **ELEMENTARY (K-5)**

A student shall be promoted when, in the professional judgment of the teacher/s and the principal and other professional school staff, he/she has successfully mastered the identified instructional standards of Georgia Public Schools (K-5) and Richmond County Board of Education.

#### **State Promotion Requirements**

- No third grade student shall be promoted to the fourth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.
- No fifth grade student shall be promoted to the sixth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.

### **Additional Richmond County Promotion Requirements Kindergarten**

To meet promotion requirements, a student must master essential standards for Language Arts and essential standards for Mathematics as identified on the Richmond County Board of Education report card.

#### **Grades First through Third**

To meet promotion requirements, a student must master essential standards for Language Arts, Math, Science, Health and Social Studies as identified on the Richmond County Board of Education report card.

#### **Grades Fourth and Fifth**

In addition to State Promotion Requirements in grades third and fifth, students in grades first -fifth must:

- a) Obtain a passing grade on the report card in Mathematics and Language Arts; and b) Obtain a passing grade on the report card in two of the following: Social Studies, Science and/or Health.

### **Communication for Grades K-8**

If a student is not meeting the above requirements, the parent/guardian will be notified in the following manner:

1. Midway through the first nine weeks of school (4 1/2 weeks of instruction): A parent conference may be held to discuss strengths and weaknesses and offer suggestions for student improvement. A parent conference shall be scheduled to develop an educational plan for each student experiencing difficulties.
2. End of grading period 1 (18 weeks of instruction): At the end of grading period 1, the report card and the report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The



report card envelope will also indicate promotion difficulties. A parent conference shall be held for each student not making satisfactory progress toward promotion.

3. Midway through grading period 2 (27 weeks of instruction): At the end of grading period 2, the progress report will indicate with a check mark when the student is not making satisfactory progress toward promotion, and may indicate promotion difficulties. A parent may request a parent-teacher conference, to evaluate student progress in order to determine improvement needed to meet promotion requirements.

4. End of grading period 2 (36 weeks of instruction): A Conference must be scheduled for all students who are not meeting promotion requirements. The parent/guardian of a student who has been retained will be notified in the final report card.

In addition to the communication described here, when a student does not perform at grade level in grades levels 3, 5, and 8 on the state adopted assessment (s) specified above the school system will also follow communication guidelines and procedures outlined by the Promotion, Placement and Retention State Rule 160-4-2.11 adopted November 6, 2014 and effective November 27, 2014.

### **Academic Dishonesty**

Coursework submitted by a student must be the student's own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance (parents completing assignments for students etc.), or commit the act of plagiarism (to include the unauthorized use of use of AI tools). Students who commit such acts are subject to receiving a grade of zero on the assignment in question as well as disciplinary action. Complete information regarding academic dishonesty can be found in the RCSS Code of Conduct and IHA-R Grading Policy.

### **STATE, STANDARDIZED and DISTRICT TESTING**

State mandates require student participation in a wide array of assessments. The purpose of the testing program includes monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming. Several of the assessments are utilized as part of the system's promotion/retention policy. The following specific tests will be administered at BES:

**Kindergarten:** GKIDS, i-Ready diagnostics and progress monitoring, CogAT & GMAS

**Grade 1:** Content Mastery Assessments & i-Ready diagnostics and progress monitoring

**Grade 2:** Content Mastery Assessments & i-Ready diagnostics and progress monitoring, and CogAT

**Grade 3:** Content Mastery Assessments, i-Ready diagnostics and progress monitoring, GMAS

**Grade 4:** Content Mastery Assessments, i-Ready diagnostics and progress monitoring, GMAS

**Grade 5:** Content Mastery Assessments, i-Ready diagnostics and progress monitoring, and GMAS.

The state assessment program requires that students in kindergarten take GKIDS and students in Grades 3-5 will take the Georgia Milestones Assessment (GMAS). Individual test results will be provided to parents as soon as possible after the results are returned to the school. GA Milestones results will be used to guide and direct us in our instructional planning and a part of the Richmond County School System's Promotion/Retention policy. Students in grades 1-5 will take local benchmark assessments. The CogAT assessments provides information about how students learn and think.

The school Principal or Assistant Principal(s) shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student via several data sources to include GMAS, i-Ready, Grades, etc.

## **Honors Program and Awards**

Student recognition is a valuable part of the school program at BES. Honors and awards will be presented to students throughout the school year and may include:

- **Accelerated Reader Awards** – recognizes students who meet their AR goal with 85% average and one (1) student per homeroom with the most AR points.
- **“A” Honor Roll** – recognizes students working on grade level who earned all A’s or S’s in all subjects except conduct. This only applies to students in Grades 4 and 5.
- **“AB” Honor Roll** – recognizes students working on grade level who earned an 80.0 overall average except conduct. This only applies to students in Grades 4 and 5.
- **Distinguished Scholar Award** – recognizes students working on grade level who earned all A’s in every subject including conduct. This only applies to students in Grades 4 and 5.
- **Grand Slam Award** – recognizes students who meet the Distinguished Scholar Award and Perfect Attendance Award requirements.
- **First in Math Award**- recognizes one (1) student per grade level for achieving the most points in First in Math.
- **Special Recognitions** – awards for miscellaneous outstanding accomplishments.
- **Perfect Attendance Awards** – recognizes students who miss 0 days of school.

## **EXTRA CURRICULAR ACTIVITIES, CLUBS & PROGRAMS**

**Art Club**--- is a place where students who are interested in art can come together and interact with other students with interests in art, be able to work on different art projects, and participate in community service activities. Throughout the year the students will work on pieces over several weeks and create seasonal and thematic crafts as well. This club is for students in grades 3-5. This program is led under the direction of Toni Holt.

**Chorus**: Students demonstrating vocal talents may audition and be selected to represent Belair at various functions and performances. Being part of the Belair Chorus will require afterschool practice and performances, including but not limited to nights and weekends, will require some parent transport, etc. This program is under the direction of Sherrell Brown.

### **Field Day**

The P.E. teacher may organize and conduct a school-wide field day, by grades, during the month of May involving students and teachers in outdoor physical activities. Heat Tips will be followed. This program is led under the direction of Wesley Usry.

**Flag Patrol**: Students in grades 4 and 5 are selected to raise and lower the flags in front of the school each day. They are taught proper flag etiquette. Students serve on a rotation basis. Being chosen to serve on this committee is a privilege. Students on this committee must be well-behaved, respectful and be in good academic standing.

**Helen Ruffin Reading Bowl**: This is for students in Grades 4 through 8 at Belair. Students in grades 4-12 across the state read and are quizzed on the 20 Georgia Book Award Nominees, while high school students read and are quizzed on the 20 Georgia Peach Teen Book Award Nominees. The books change yearly. This club is under the direction of our Media Specialist: Haley Bielewicz.

**Math Night** will be held once a year in the fall. All students will be invited on a scavenger hunt solving fun math problems and practicing real-world math skills! Students and parents will have a blast as they go on an exciting math adventure! Different questions are given for each grade level, and parents must accompany students.

**Math Olympiad Competition** The Math Olympiad Club comprises a group of students that will receive enhanced instruction, explore real contest challenges, and may compete as a Math Olympiad team member. The purpose is to promote enriched critical thinking and nurture mathematical talents in our youth through more logic-based problems and creative problem-solving strategies with ease and efficiency. Math Olympiad functions much like a football or soccer team, requiring preparation, commitment, coaching and practice throughout the year! These math problems stimulate the mind, enhance pattern recognition, and require logical reasoning capabilities. Students will extend their mathematical knowledge and critical thinking skills acquired in the math classroom with the assistance of coaches, who will guide students through math contest problems during the weekly practices. Math Olympians will be selected from the applicants who apply during the first week of the school. This club includes intense focus on Math competitions. This is for students in grades 3-5.

**Orchestra/Strings:** Students in Grades 4-8 will have the opportunity to participate in Orchestra/Strings. Students in Grades 4 and 5 will participate for approximately one (1) instructional hour (during the school day) each week. Being part of this group requires dedication to practice on the chosen instrument, local travel and afterschool (including nights and weekends) performances. This program is led under the direction of Christopher Connelly.

**Safety Patrol:** 5<sup>th</sup> Grade students are selected to serve as safety monitors in the hallways before school and after school during dismissal. They assist in keeping the noise levels at an acceptable volume, remind students of school rules (no running in the halls, keeping hands and feet to themselves, walking in a line on the right-hand side of the hall, etc.), escort groups of students to buses and daycare vans, etc. Being chosen to serve on this committee is a privilege. Students on this committee must be well-behaved, respectful and be in good academic standing. This program is led under the direction of Kathy Lott and Tambra White.

**Science Fair:** Elementary-aged students will participate in and experience a scientific project. Each science fair project must consist of a student-led scientific investigation following accepted scientific methods. All 4<sup>th</sup>-5<sup>th</sup> grade students will be required to participate and will turn in a notebook or journal and a display board or poster. Students may work individually, or in teams of 2-3 with siblings or students in their homeroom. Students in lower grade levels K-2 will work collaboratively to create a class project.

**Spelling Bee**---is a spelling competition where students compete in their school against other students and may be able to compete against students from other local and state schools as well as schools from across the country. This is open to students in Grades 3-5. This program is led under the direction of our Instructional Specialist Mrs. Ashley Brown.

**STEM Club and Design Challenges:** Selected students in various grades will work together on STEM activities and challenges throughout the school year. This club is under the direction of Mrs. Stephanie Hollimon.

**Student Council:** Elected students are responsible for meeting with the administration to be the voice of the students; will work to keep the school moving forward to fulfill its mission and purpose; will actively work to improve the school both with short- and long-term goals, while developing organization and leadership skills. This program is led under the direction of Jessica Jenkins and Rachel Kaplan.

**Yearbook Club**---is a unique opportunity for students to combine cooperative teams and individual talents to showcase our school through a yearbook. Students will use journalism skills, creative writing techniques, technology skills, photography skills and design skills to create a one of a kind publication that will be made available to our school towards the end of the year. This program is led under the direction of our Media Specialist Haley Bielewicz.

## **PROGRAMS & OPPORTUNITIES TO ENHANCE STUDENT LEARNING**

In addition to a structured curriculum in all content areas, BES offers the following supplemental instructional programs and opportunities to assist students in learning:

- **i-Ready**---An adaptive computer-based program designed for individual students needs in Reading and Math. This program is used at school to support instruction and enhance students' knowledge and skills; as it monitors students' performance and adjusts instruction based on students' performance.
- **Accelerated Reader**---A program used as an incentive for students to read and to increase student comprehension for students in grades K-5.
- **Content Mastery Assessments**---Tests administered two or three times each school year in order to monitor student progress and inform teachers of student performance and needs.
- **MyOn**---A state of the art personalized literacy program that incorporates enhanced digital reading content, daily news articles written for students, The Lexile® Framework for Reading, Cutting-edge literacy tools, embedded metrics to monitors activity and growth.

## **CHARACTER EDUCATION**

The Character Education Calendar will allow schools to focus on a single quality and provide opportunities to include related traits as a unit of study. The items in parentheses are related characteristics that will be studied during each given month. Each school will determine how best to emphasize, study, and practice the character quality for each month. Our school counselor will provide lessons and activities for students in support of lessons and activities provided by classroom teachers. A complete list of character traits can be found in the *RCSS Code of Conduct*.

## **SCHOOL COUNCIL**

School councils are designed to provide advice, recommendations and assistance, and represent the community of parents and businesses. The Council must consist of at least seven (7) members. The Principal, two (2) teachers, and four (4) parents will serve on the Council.

## **GIFTED EDUCATION**

Richmond County Schools provide 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 Department of Education. Students may qualify based on mental abilities and achievement or on three (3) of four (4) components including mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

An automatic referral process requires all schools to screen intelligences and achievement test scores on their students twice annually. Students may also be referred by parents, peers, teachers, principals or counselors. Referrals are solicited in May for August testing and in November for January testing. Parents of students referred are notified of test dates two or more weeks in advance by Gifted Program personnel. Students entering the system who had prior placement in a gifted program will be placed at once if they meet the Georgia Department of Education eligibility requirements. Gifted Program personnel will evaluate those who do not have the required eligibility documentation.

Qualifying students in K-8 are enrolled in a five to six (5-6) hours per week resource program which provides thematic units of study. Parents receive a progress report three (3) times per year. Parents are invited to an annual review to evaluate student's progress in the program and are provided with the Curriculum Focus for the upcoming year. Continuation in the program is 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 (6) 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 ending of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry.

### **FIELD TRIPS**

The purpose of field trips is to afford students the ability to learn in the real world and even extend and apply learning. Students **MUST** have a signed permission slip (for each field trip) in order to participate in a field trip. Costs associated with field trips are expected to be paid by the parents/guardians. Students who demonstrate repeated or chronic misbehavior or earn an “F” in Conduct will be required to have a parent chaperone on field trips. Students may also lose the privilege of attending a Field Trip based on behavior and school referral(s). Parents will be notified if this occurs.

### **MEDIA CENTER**

Books are available for checkout daily from 8:00 a.m. until 2:00 p.m. Students may go to the Media Center before and after school, at recess (with a pass from the teacher), and at other times as the individual teachers allow.

Lost or damaged books or magazines are the responsibility of the student who checks them out. **ALL** lost or damaged books/magazines must be paid for by the student/parent who checked the items out of the Media Center. Elementary school students who fail to or refuse to pay for lost or damaged textbooks, library books, or media materials at the replacement cost shall be denied the issuing of additional textbooks, library books, or media materials, as well as report cards, diplomas, or certificates until full restitution is made.

### **TECHNOLOGY**

Please reference the Internet Acceptable Use Policy, Loaner Agreements, Optional Insurance documents, and the RCSS Code of Conduct regarding technology and 1-1 devices. Policies will be followed and enforced. In addition, below are conditions for parents and students who may check out technology for student use.

#### **Device Check-out Conditions:**

- Use of this technology equipment is governed by and subject to the rules and conditions contained in RCSS Board Policy-Richmond County Internet Acceptable Use Policy, Loaner agreements, Digital Citizenship guides/information, and Power Up for Parents.
- All policies and procedures for technology are located on the district website and should be followed strictly.
- All users shall not make any permanent personally identifying marks on the technology equipment.
- In the event of damage, loss or theft of the electronic equipment, a student and parent shall immediately notify the Principal, Media Specialist, and teacher.
- There will be no attempt to bypass the RCSS network filter or network security.
- The technology equipment or technology device(s) shall be transported and stored carefully so it is not susceptible to damage, including excessive temperatures.
- Any data corruption or configuration errors caused by installation of unauthorized or illegal software may result in a loss of all data on the technology equipment and/ or system due to the need for complete reimaging.
- The school system has the right to collect and examine any device that is suspected of causing problems on the network.
- If the technology equipment is lost, stolen, or not returned due to an intentional act, neglect or abuse of the technology equipment, or because of my failure to follow board policies, rules or guidelines, including this

agreement, the parent/guardian of the child shall be responsible for reimbursing the Richmond County School System for the replacement cost of the electronic equipment.

- Please reference the “Power Up for Parents Course on Canvas or documents related to Device Care, Loan Agreement, Optional Insurance, and the PowerUp Handbook on the RCBOE and school website.

### **School Parties:**

- Pre-K – 5<sup>th</sup> grades may have parties to celebrate Christmas, Valentines, and the end-of the-year.
- Student birthday Parties should be celebrated during lunch, with teachers present, and store bought refreshments provided by the parent. Be sure to inquire about food allergies PRIOR to bringing food to share with students.
- Balloons (with helium) are NOT allowed in the school building.
- Birthday party invitations will NOT be distributed at school unless everyone in the class is receiving an invitation.

## **SCHOOL ACTIVITIES**

**Emergency Drills:** Regular monthly emergency drills will be held throughout the school year so students will be trained and prepared to respond properly in the case of an emergency (ex: fire drill).

**Field Day:** The P.E. teacher may organize and conduct a school-wide field day, by grades, during the month of May involving students and teachers in outdoor physical activities.

**Field Trips:** Field trips for all classes are encouraged and scheduled in order to enrich the curriculum and to provide first-hand experiences for the students. Students must bring permission slips, signed by the parent/guardian, in order to participate in these activities.

### **School Parties:**

- Pre-K – 5<sup>th</sup> grades may have parties to celebrate Christmas, Valentines, and the end-of the-year.
- Student birthday Parties should be celebrated during lunch, with teachers present, and store bought refreshments provided by the parent. Be sure to inquire about food allergies PRIOR to bringing food to share with students.
- Balloons (with helium) are NOT allowed in the school building.
- Birthday party invitations will NOT be distributed at school unless everyone in the class is receiving an invitation.

### **Fundraising**

During the course of the school year, students will have opportunities to participate in fundraising activities. These activities are sponsored by the school and PTO and other school clubs/groups/teams. Participation is optional. We do **not** encourage students to sell items door-to-door.

### **Title I Program**

Title I is a federally funded program designed to provide additional educational services in designated schools to students in core curriculum. There are two types of Title I programs: Targeted Assistance and School-wide. BES has carefully developed an instructional plan to provide a research-based, well sequenced, and timely improvement program. Parents are encouraged to become involved in parent activities held throughout the year. Questions regarding Title I program services may be directed to the Principal, Assistant Principal or to the Program Director at the RCSS Board Office 706-860-1000.



### **Student Support Team (SST) & Response to Intervention (RTI)**

The Student Support Team (SST) is a regular education, problem-solving process at Belair Elementary School (BES). Student Support Team committees are established to review referrals of students who are experiencing academic and/or behavioral difficulties. The purpose is to provide support to students, parents, and teachers with the outcome being improved student performance. SST committees may include an administrator, counselor, regular education teacher, special education teacher, school social worker, parent, school psychologist, and others, as appropriate for the case under review. The Student Support Team seeks to identify specific needs of individual students and plan alternative instructional strategies for children prior to or in lieu of referral for special services.

Response to Intervention (RTI) is the process of aligning appropriate assessment with purposeful instruction for all students. It is a tiered approach that provides layers of intervention for students needing support requires a school wide common understanding of the Common Core Georgia Performance Standards (CCGPS), assessment practices, and instructional pedagogy. BES's RTI process includes several key components:

- A 4-Tier delivery model designed to provide support matched to student need through the implementation of standards-based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of a variety of on-going assessment data to determine which students are not meeting success academically and/or behaviorally.

Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process.

### **GUIDANCE AND COUNSELING DEPARTMENT**

Belair Elementary School has a comprehensive developmental guidance and counseling program with many components. Our school counselor, Danese Holloway, is available as a support system to help students experience educational success. Individual counseling, small group counseling, and classroom guidance opportunities are services provided to improve student performance, self-awareness, and interpersonal skills. In addition, the school counselor provides information on careers, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents and community resources, our counselor assists with guiding students through their educational experience to ensure positive results.

### **SCHOOL SOCIAL WORKER**

School social work services are offered to all Richmond County students and families. Requests for services may be made by referral. School social workers assist both parents and students with problems related to attendance, health, behavior, economic or social problems and hospital/homebound activities. Social workers coordinate referrals to other community agencies when necessary.

### **SCHOOL FOOD SERVICES**

All students will eat breakfast and lunch at no cost to parents/guardians at BES. Breakfast will be served from 7:55a.m. – 8:20 a.m. each morning for students in Grades PK-5. Lunch is served daily from 10:00 a.m. – 12:55 p.m. Classes are scheduled individually. Parents are welcome to eat with their child in the cafeteria as their schedule(s) allows. Commercially prepared foods should not be brought to the school by parents for a student's meal. **"Fast food" is NOT allowed in the Cafeteria.** Beverages brought into the lunchroom must be in a plastic container or can. **No glass containers!** Students are expected to use good table manners at all times and to assist with keeping the lunchroom clean. Ice cream is available for purchase by students. Lunches will be prepared for ALL field trips.

## **EMERGENCY DRILLS AND INCLEMENT WEATHER**

Fire drills will be held throughout the year. When the fire alarm is activated, students should quickly walk to the exit as directed by their teacher. Once outside the building, students should assemble in the area as directed by their teacher. Once the drill has been completed, teachers will be given a signal indicating when to return to the building.

Tornado drills will also be conducted. The administrative staff will provide instructions for this emergency procedure.

In the event that school is canceled due to other inclement weather, school closure announcements may be made in the following manner:

- **HOW IS THE PUBLIC NOTIFIED?**

Tune to WJBF-TV, WAGT-TV, WRDW-TV news, WGAC-AM radio or read the Augusta Chronicle for up-to-date information on school closings. You may also view the school system's website at [www.rcboe.org](http://www.rcboe.org).

- **WHEN IS THE DECISION MADE?**

We will normally make the decision by 5:00 AM or earlier so we can notify radio and TV stations and post the decision on Richmond County School System's website.

### **Inclement Weather**

Our district staff understands that our decision to open or close schools early in bad weather has a big effect on families, during the inclement season. We also understand that our students are better served – both academically and socially – by being in school. But as always, our top priority is the safety of our students.

## **MEDICAL CARE (SCHOOL CLINIC & NURSE)**

A certified nurse, Ms. Kristine Pittman, has been assigned to Belair Elementary. The purpose of the clinic is to care for students who become ill or receives injuries at school.

1. A standard consent form must be complete on any medication including non-prescription medicines that will be dispensed at school. Written permission from parents will be accepted only on the first day of medicating; students will be required to return the completed consent form before any more medicine will be dispensed at school
2. No Tylenol or any other medications will be given at school unless it is sent from home with a standard consent form including instructions for dispensing the medication. The school cannot receive permission to give medicine over the telephone.
3. Medicines must be in the original container when brought to the clinic. Bring only the exact amount to be dispensed at school.
4. Medicines that have to be taken three (3) times a day should not be brought to school **UNLESS** specific times are prescribed. These medicines may be taken before school, after school and at bedtime.
5. A student with a temperature over 100 will not be allowed to stay at school. Please be sure that the office has an emergency contact number listed.
6. In case of illness during the school day, the student must report to the clinic and/or office **BEFORE** leaving the building. The school will contact parents so that arrangements can be made for the student to leave.

### **According to Georgia State Laws:**

1. Students attending a Richmond County school must prove that they have been immunized against seven childhood diseases (polio, mumps, measles, diphtheria, Whooping cough, rubella, and tetanus).
2. Any student entering a Georgia school for the first time or entering Kindergarten or First grade must have a dental, hearing, vision, and nutrition certificate.

The immunization Certificate and the Dental, Hearing, Vision and Nutrition Certificate may be obtained at the Richmond County Health Department or from a private physician or a physician from Fort Gordon. Please note that any immunization record from another state must be transferred to the appropriate Georgia form. Please send the immunization record to the school nurse. According to existing laws and policies, students who do not have proof of the required immunization will be removed from school and school roll until this record is submitted.

### **Health Concerns and Issues:**

Parents should inform their child's teacher of any health problems that the student has. These health problems include, but are not limited to, asthma, blood disorders, seizures, food allergies, substance allergies, medication allergies, reaction to bee stings, etc. If a child is on any daily medication for a certain medical condition or has special medication for an emergency-type situation, the school, especially the child's teacher(s), needs to be aware of these conditions and provided with the appropriate medication(s).

Covid-19, Chicken Pox, Mumps, Measles, Head Lice, Scabies and Ringworm are just some of the extremely contagious diseases that appear at school from time to time. If your child contracts one of these contagious diseases, we would ask that the child remain out of school until he/she is free of the disease and fever before returning to school. If your child is found to have one of these diseases while at school or the child returns to school before the disease runs its course, you will be contacted and asked to pick up your child from school.

### **Health and Immunization Records:**

State law requires that each student have proof of proper immunization of childhood and/or other diseases. All students must present a statement from the Health Department or a doctor, which indicates that all immunizations are up-to-date. Students whose immunization records are not current will be unable to enter school until this situation is rectified. All children entering the 6<sup>th</sup> Grade will be required to have the chicken pox vaccination or proof of immunity. For more information or to get **Form 3189**, contact the local Health Department or your doctor.

### **Using Prescription Auto-Injectable Epinephrine:**

Like asthma medication, a student may carry or possess and self-administer a prescription auto-injectable epinephrine while in school, at a school-sponsored activity, while under the supervision of school personnel, or while in before school or after school care on school operated property. Under Georgia law, however, a student is only permitted to do so if the student's parents or guardians fulfill the following:

- (a) Provide the school with a written statement from a physician appropriately licensed under Georgia law detailing the name of the medication, method, amount, and time schedule by which the medication needs to be taken, and confirming that the student is able to self-administer the auto injectable epinephrine; and
- (b) Provide the school with a written statement by the parent or guardian consenting to the self-administration, and

- (c) Providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering auto-injectable epinephrine. Notwithstanding the foregoing, a student may be subject to disciplinary action if he or she uses auto-injectable epinephrine other than as prescribed or violates any of the other provisions in this handbook which apply to the possession, use, transfer, or sale of prescription drugs with the auto-injectable epinephrine.

## **HEALTH ISSUES**

It may be difficult to decide early in the morning whether or not your child is sick enough to stay home from school. With minor symptoms, you often cannot tell whether he/she is going to get better or worse during the course of the day.

The main reasons for keeping your child home are:

- If he/she has a fever
- If he/she is too sick to be comfortable at school; and/or
- If he/she might spread a contagious disease to other children.

As a rule of thumb, a child should stay home if there is:

- A fever over 100.4° F;
- Vomiting more than once;
- Diarrhea;
- A very frequent cough;
- Persistent pain (ear, stomach, etc.); and/or
- A widespread rash.

If any of these symptoms occur during the school day, you will be notified and required to take your child home. If the parent cannot be contacted, the emergency number provided will be called. If no contact can be made, the student will be kept in class or in the nurse's station until contact is made or until dismissal time. Home, work, and emergency telephone numbers should be kept up to date with the school office and the homeroom teacher. This is for the safety of your child!

Most of the above listed problems need to be discussed with your child's pediatrician to determine if an office visit is needed. On the other hand, children who don't have a fever and only have a mild cough, runny nose, or other cold symptoms can usually be sent to school without harm to themselves or others.

### **The following guidelines apply:**

- Minor cold or allergy symptoms should not be a reason to miss school.
- If your child's cough is worse than you might expect with a common cold, you may need to consult your child's doctor.
- A single episode of vomiting, without any other symptoms, may not be reason enough for the child to miss school, but be sure the school can reach you, if symptoms continue that day.
- A single episode of watery diarrhea probably warrants not going to school.
- Children with a fever (generally over 100.4°) should stay home until there is no fever for 24 hours without the use of fever reducing medications such as Tylenol or Motrin.
- Children diagnosed with strep throat or scarlet fever should remain out of school until they are without fever and have been on antibiotics for 24 hours.

- Children with pinkeye should see their doctor. If diagnosed, children should remain home until they have been on antibiotic eye drops at least 24 hours or until their doctor recommends their return.
- Middle ear infections are not contagious to others. Children with pain or a fever should stay home.
- Children who have been diagnosed with the flu should stay home until symptoms improve (usually 5 to 7 days) or until the doctor recommends returning.
- Impetigo is contagious and is passed by direct contact. The child's physician will recommend the length of time to be out of school.
- Chickenpox is highly contagious. Children with chickenpox must stay home until all bumps are scabbed and no new bumps have appeared for 2 days. Your child is contagious at least 2 days before the rash started, so you need to notify the school and classmates.
- Ringworm is a contagious fungal infection. It may be treated with anti-fungal creams and should be covered during school hours.
- Scabies should be treated immediately.
- Head Lice: It is the policy of this administration that no child should have to endure or cause another child to endure public school nuisances such as head lice. Because this human parasitic insect can cause great annoyance to its host (children and adults), school medical personnel will routinely check students for infestation. If the school health professional determines that a student is infected, the student's parents or guardians will be contacted and requested to come to the school for a conference, and to remove the child from school for treatment and remediation of the condition. A student will be checked upon returning to school. The child will not be allowed to return to school until he/she is nit and/or bug free.

Whenever there is doubt about sending your child to school, consult your child's doctor before doing so. A phone conversation may be all that is necessary. You may also call the Children's Healthcare of Atlanta 24-hour nurse advice line at 1-404-250-5437 for advice when your child's doctor's office is not open

*\*\*\*Remember to send a written excuse when your child is absent due to illness per the Attendance Policy.*

## **CONTACT & EMERGENCY INFORMATION**

It is critical for the school to know where parents work, how to reach them or who to call in the case of an emergency. Any change in the status of the aforementioned should be reported to the child's teacher or the school office as soon as change occurs.

**\*\* At least one (1) emergency telephone number is REQUIRED for every student.**

### **Infinite Campus**

Infinite Campus is the student information system used in Richmond County. Educators and parents have access. Parents can use Parent Portal to view your child's grades, attendance, and disciplinary actions. In order to gain access, you must be issued a number from the school Registrar. You may call the office and speak to the Registrar for assistance in setting up an account.

### **Family Changes**

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the school of the new address and contact phone numbers. Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. Accurate student information, to include a current address and phone number on every student is imperative. In the event that you move, change employment, change phone numbers or contact people, please notify the office and your child's teacher in writing immediately.

### **Concerns and/or Questions**

Students/parents with concerns about a specific classroom situation should first confer with the teacher. Parents are encouraged to maintain contact with teachers to ensure maximum progress for their child. Parent-Teacher Conferences have been scheduled in the Fall and Spring. However, we welcome parents at any time that doesn't conflict with instruction. If the issue is not resolved, the student/parent should make arrangements to see an administrator at BES.

### **DFCS/IRS Forms**

Parents/Legal Guardian requesting forms for DFCS or IRS will receive a copy of your child's registration form. Parent/Legal Guardian ***must*** come to the school to pick up the copy.

### **SAFETY**

A sincere effort has been put forth to make our school as safe as possible. Protective measures and procedures have been established with the safety of each child in mind. In order to enhance safety, everyone must abide by the following:

1. All exterior, classroom and lobby doors are locked.
2. To enter the building, visitors must buzz the office and ask for admittance. From there, visitors may enter the Front Office to sign in and receive a Visitor's Pass.
3. Students will not be released to persons who are not listed on the student's information sheet. Persons picking up students will need to be prepared to show ID.
4. Tornado drills, fire drills and other safety activities are conducted frequently to enhance safety.
5. Blocking the bus area, driveways and fire lanes is restricted.

### **GENERAL SUGGESTIONS TO PARENTS**

1. Please do not allow your child is not to bring dangerous or distracting articles to school, such as toy guns and knives, water guns, toys, radios, jewelry, etc.
2. Place names on all articles of outer clothing (coats, gloves, hats, sweaters, raincoats, etc.)
3. The school maintains a lost and found box. Please feel free to investigate if your child loses or misplaces something.
4. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
5. Your child must have plenty of sleep (8 hours or more) each night for him/her to do good school work.
6. If there is something that you want to know about school, if something happened at school that worried you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's principal.
7. Visit your child's school. You, as a parent, are not only welcome at school, you are urged to visit. It is highly desirable that you attend the various meetings.
8. You will also want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment. You should not take his/her class time to discuss an individual problem.



## **IDEAS FOR HELPING YOUR CHILD**

### **Parents can do their part to improve homework when they:**

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk/table, lights, and supplies).
3. Reserve a time for homework. Turn off the television and cell phones.
4. Encourage your children, but avoid undue pressure.
4. Show interest in what your children are doing, but do not do the work for them.
6. Understand that the school expects homework to be completed and returned.

### **Children will improve their study habits by observing the following:**

1. Study conditions should include good lighting, ventilation, and access to a quiet space.
2. Be sure you understand each assignment.
3. Form the habit of using a certain time and place for study.
4. Try to develop the skill of working independently.
5. Have necessary materials at hand.
6. Prioritize and maximize time spent on each subject, as needed.

## **EFFECT OF STUDENT HANDBOOK**

The policies, rules, and regulations shown in the Belair Elementary School Handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the Superintendent, and the Principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The ultimate administrative responsibility for the school is vested in the Principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing education mission and vision of the school and of the Richmond County School System.