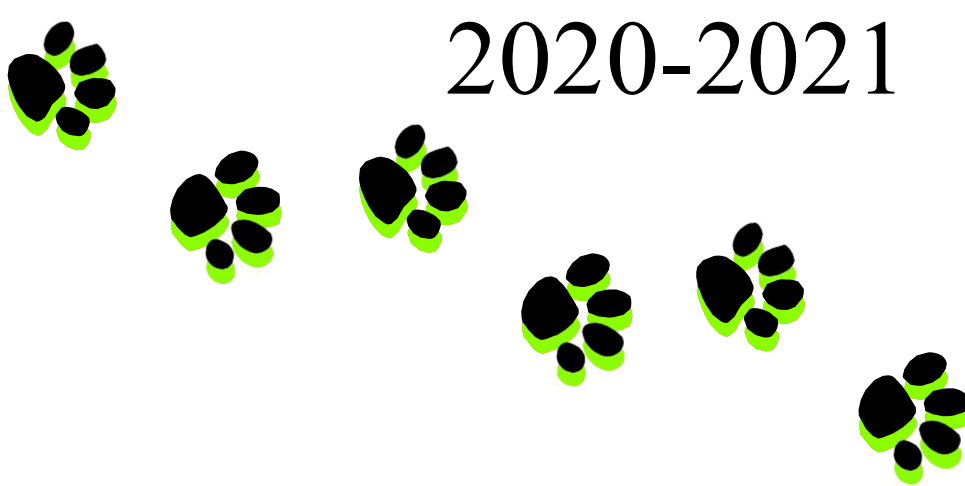


A large purple letter 'T' is the central focus. A tiger is walking behind the vertical stem of the 'T'. Above the 'T' and scattered around the top of the page are several black paw prints with green outlines. The text 'TERRACE MANOR' is written in a black serif font across the top, with the 'T' being significantly larger than the other letters. Below it, the word 'ELEMENTARY' is written in a similar black serif font.

TERRACE MANOR
ELEMENTARY

Parent and Student
Handbook

A series of black paw prints with green outlines are scattered across the lower half of the page, following a curved path from the left side towards the bottom right. The text '2020-2021' is centered in a black serif font.

2020-2021

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Mission



The mission of Terrace Manor Elementary is to inspire students to excel academically, and socially while promoting a positive and safe learning environment by focusing on the development of the whole child.

School Pledge

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

Terrace Manor Tigers...

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



RICHMOND COUNTY BOARD OF EDUCATION GRADING SCALE

The standard based report card for grades K-3 will include a grading scale (1-4).

- 1- Beginning Learner
- 2-Developing Learner
- 3-Proficient Learner
- 4-Distinguished Learner

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

Grading Scale for 4th and 5th Grade

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = Below 70

RICHMOND COUNTY BOARD OF EDUCATION HONOR ROLL POLICY

Nine Weeks Honors Recognition

ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL

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

ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL

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

Annual Honors Recognition

"A" AVERAGE

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

ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL Criteria met first through fifth grading period: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL

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

DISTINGUISHED SCHOLARS

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

COVID 19

Georgia's Path to Recovery for K-12 Schools

Guidance from the Georgia Department of Education & the Georgia Department of Public Health



Prioritizing Safety

The guidelines are intended to ensure the safety of students, staff, and families in the fall and beyond.



Realistic in the K-12 Setting

The guidelines were developed as a partnership between Georgia's Departments of Public Health and Education, to ensure they are achievable in the K-12 setting.



Guidelines, Not Mandates

School districts should review the guidance in consultation with their local public health departments and choose which methods to adopt.



Adaptable to Multiple Scenarios

Tailored guidance is provided for areas with substantial spread, minimal to moderate spread, and low to no spread of COVID-19. School districts may adapt their plans if the level of spread in the community changes throughout the school year.

Protecting the Vulnerable

The guidelines specifically address measures to ensure that students and teachers who are medically fragile, or have medically fragile family members, have viable options even as schools reopen for in-person instruction.

Detailed guidance provided on:

- Practicing prevention
- Transporting students
- Entering school buildings
- Serving meals
- Transitioning between classes and spaces within the school
- Conducting large group gatherings
- Supporting teaching and learning
- Protecting vulnerable populations



gadoe.org/K12recovery



Guiding Principles to Keep in Mind

From the CDC:

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.



cdc.gov/coronavirus

Title 1 NEWS

We anticipate you participating in our Parent Night activities sponsored through Title 1. Tentative dates for meetings are listed below. Please be sure to read newsletters and mark your calendars for **6:00 PM** on each of these meeting dates.

Title 1 Meeting Dates TBA

STANDARDIZED TESTS

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

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

SCHOOL POPULATION AND ENROLLMENT

Terrace Manor Elementary School serves Pre-Kindergarten through 5th grades and has a projected enrollment of 250 students. All students attending Terrace Manor must reside with their parent(s) or legal guardian(s) within the school zone designated by the Richmond County Board of Education. During the first semester of the school year, students who are determined to be residing outside the school zone will be withdrawn from school at the end of the current grading period.

AGE AND HEALTH REQUIREMENTS

Age

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

Pre-Kindergarten – four years old on or before
September 1. Kindergarten – five years old on or
before September 1.
First Grade – six years old on or before September 1.

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

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

Birth Certificate

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

Certificate of Ear, Eye and Dental Examinations

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

Required Immunizations

Immunizations against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, varicella (chicken pox), hepatitis B, and rubella are required for all children who enter a Georgia public school for the first time. The Certificate of Immunization (Form 5231) issued by the Georgia Department of Human Resources is the only form recognized by the Richmond County School System as proof of the required immunizations and must be presented to school officials at the time of registration. A copy of the certificate will be permanently retained in the student's cumulative record. The certificate may be obtained from any branch clinic of the Richmond County Health Department, the

Outpatient Pediatrics Clinic, Eisenhower Medical Center, Fort Gordon, by those who are eligible to use that facility, or from a licensed private physician. If the Certificate of Immunization is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the Certificate of Immunization is not received within 30 calendar days. A copy of the Certificate of Immunization will be permanently retained in the student's cumulative record.

INSTRUCTIONAL DAY

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

Daily Schedule

7:45	Breakfast Start Time
8:10	Breakfast End Time
8:15	Tardy Bell
8:15	Morning Announcements
8:15 – 3:10	K-5 ^{grades} PROTECTED Instructional block
3:10	Afternoon announcements & Dismissal

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

At **3:10**, the principal (or his/her designee) will make afternoon announcements and begin dismissing students. Car riders and walkers will be dismissed first and will exit the doors facing Tate Road. As busses and day cares arrive, students will be called to the bus loading area. Please encourage your child to walk to the loading area and get on his / her bus immediately to support our staff in maintaining a safe environment.

Children participating in after school programs will go to the cafeteria when car riders and walkers are dismissed. **All other students must be picked up from school before 3:25 pm.** In the event of an emergency, please call the office to notify the principal of arrangements that are being made for students who will be at school after 3:25 pm.

Late Arrival / Early Dismissal

Students entering late (after 8:15am) or leaving early (before 2:45pm) miss valuable instructional time and interrupt lessons in progress. Parents may not enter the building after 2:45 p.m. until the dismissal process has ended. A student is tardy when he or she enters the classroom after the tardy bell. Early dismissal for an unexcused purpose also counts as a tardy. Whenever possible, please schedule medical appointments or other family business after school. If a child must arrive late or be dismissed early, please come to the office to sign the child in / out and obtain a Tardy / Dismissal Slip to give to the teacher to be filed for attendance records.

RICHMOND COUNTY BOARD OF EDUCATION

TARDY POLICY GRADES K-5

Grades Pre-K thru 5:

1st Tardy Letter sent home to parents explaining the Tardy Policy.

5th Tardy The parent must bring the student to school the next school day for a conference with the Principal where the Tardy Policy will be explained and parents will sign a letter stating they understand the policy.

8th Tardy A second letter will be sent home, requiring the parent to bring the student to school the next day and for a conference with the Principal. A Social Worker and/or DFACS will be contacted and requested to contact the parent.

11th Tardy Discipline of a one day suspension shall result with a letter sent home to so inform the parent.

16th Tardy Discipline of a two day suspension shall result with a letter sent home to so inform the parent. A Social Worker will be sent to the home.

21st Tardy Discipline of a three day suspension with a letter sent home to so inform the parent. If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

NOTE: Before any student can receive a long-term suspension or be expelled from school, the Principal must follow procedural due process.

RICHMOND COUNTY ATTENDANCE POLICY

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

- (A) personal illness,
- (B) family death and funeral,
- (C) medical or dental appointments that cannot be scheduled outside school hours,

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

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

Upon returning to school following an absence, it is the student's responsibility to contact the teacher(s) to request makeup work. The teacher shall promptly and courteously allow students the opportunity to make up missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher.

Make Up Assignments

Class work missed due to excused absences including suspensions may be made up within one week of the student's return to school. Parents may need to make arrangements with the teacher for make-up of tests or long term assignments.

Classroom Visitation

PARENT CONNECTIONS

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

Parent-Teacher Conferences

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

Communication with Parents

Information from the school office is sent home as the need arises. Teachers send papers home weekly. Ask your child for communication from school and review your child's papers carefully as they are sent home. Check book bags for notices and papers and check your child's agenda for reminders from the teacher. School newsletters will be sent home with report cards throughout

the year.

Parent Contact Information

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

System Policy on Cellular Phones

Use of electronic devices, except as permitted by School System's Internet Acceptable Use Procedures contained in the Internet Acceptable Use Policy (IFBG), which is included herein. The principal or the principal's designee has authority to revoke a student's electronic device privileges when such Procedures have not been followed.

Violations of this rule will result in the electronic devices being held in the office until the end of the school day, at which time, a parent or guardian will be allowed to receive the electronic device. At the principal's discretion, a student found to be in violation of this rule may receive disciplinary action as warranted upon the circumstances, which may include, but is not limited to, the revocation of the student's privilege to have electronic devices at school.

TRANSPORTATION

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

Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the Principal or the Director of Transportation may suspend or revoke riding privileges. In most situations, the first offense will result in a verbal warning; however, the school administrator has the discretion and right to take further action in serious cases. The second offense will result in written warning with a copy to the student's parent or guardian stating that further offenses will result in suspension or revocation of riding privileges for the remainder of the school year or for a longer period, if warranted.

The foregoing steps are not mandatory, and in appropriate cases, any one of or all steps mentioned above may be skipped and riding privileges may be revoked before the third offense. In addition, the school administrator in any case has the discretion and right to issue more severe discipline depending upon the facts and circumstances. If a student is found to engage in physical acts of violence as defined herein, the student shall be subject to the penalties set forth in Rule 4(A) or any other appropriate rule of this Code of Conduct.

If a student is found to have engaged in bullying as defined in this Code of Conduct, or in the physical assault or battery of another person on the school bus, in addition to all other discipline which may be allowed by this Code of Student Conduct or law, it shall be required that the parent or guardian of the student and appropriate school officials meet to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties and restrictions for student conduct on the bus. Contract provisions may include, but shall not be limited to, bus assigned seating, on-going parental involvement and suspension from riding the bus.

Transportation Provided by Parents

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

FOR STUDENTS

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

Emergency Procedures

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

Fire Drills

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

Tornado Drills

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

LOST AND FOUND ARTICLES

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

TEXTBOOKS / LIBRARY BOOKS

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

Textbook Prices

Textbook	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Envision Math				\$53.55	\$53.55	\$53.55

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

PARTIES

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

MEDICATIONS

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

1. A complete medication form must be on file in the school office/clinic. It must include the following:
 - a. Name, address, telephone number
 - b. Name and strength of medication
 - c. Amount of medication to be administered and time to be administered.
 - d. Purpose of medication
 - e. Medication must be in the original bottle. The pharmacy will furnish the school a bottle if the parent requests.
 - f. Physician's anticipation of any side effects.
 - g. Instruction for school personnel in case of side effects.
 - h. Expiration date
 - i. Parent's signature
 - j. Physician's signature
2. No medications containing aspirin will be administered.

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

Students who are vomiting, experiencing diarrhea, or have a temperature of 100 degrees or over will not be allowed to stay at school. A parent will be asked to make arrangements to pick up ill students as quickly as possible. **Student will not be permitted back until they are fever free for 24 hours without fever reducing medication.**

WITHDRAWAL

If it becomes necessary to transfer your child to another school, notify your child's teacher and our school

secretary at least 24 hours in advance. All library books and textbooks must be returned and any debts paid before withdrawal forms can be completed.

SCHOOL NUTRITION PROGRAM

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

The computerized system of lunchroom accounting requires that your child enter a personal code number when going through the serving line.

Meal Prices for 2020-21

Student Breakfast No Charge

Student Lunch No Charge

Adult Lunch \$ 3.50

Adult Breakfast \$ 2.50

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

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

MANDATORY DRESS AND GROOMING POLICY

Dress and Grooming

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

Students shall at all times adhere to the following guidelines:

- Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.
 - Extreme hair color and/or styles, body piercing, or style of dress that may cause a disruption to the learning environment or school program will not be allowed.
 - Coats and Jackets: Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school.
 - Shirts or Blouses: Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist.
 - Skirts, Shorts, Dresses and Pants: Skirts, shorts, and pants must be fitted at the waist and must be at a length at least equal to the longest part of the fingertip when hanging down by

the side of the student, which should be at least the mid-thigh area. The Local Board deems miniskirts and short-shorts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the fingertip/mid-thigh area previously described herein. All pants, including jeans, must be without cutouts or holes that expose the skin above the finger tip/mid thigh area previously described herein. They must be fitted at the waist and must not be baggy or oversized or undersized and not sagging. Pants must not drag the floor. Leggings are considered an accessory and are to be covered by the appropriate length skirt, dress or other garment. Unacceptable shorts include, but are not limited to, spandex-style "bicycle" shorts, short-shorts, running shorts, and boxer-type shorts or any see-through garment.

- Belts and Straps: Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. Excessively large belt buckles are prohibited.
- Shoes: Shoelaces should be tied. No house slippers, or altered shoes, such as shoes with wheels, are allowed. At all times student safety should be considered in shoe selection.
- Head Covers: No hats, scarves, sweatbands, bandannas or other head covers may be worn in the building. • Fraternity and sorority insignias on clothing are forbidden.
- Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use. • Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.
- Any symbol or article of clothing that is gang related as defined in Rule 22 is prohibited. • "Grills" or metallic caps on the teeth are prohibited.
- Uniforms: Athletic, Jr. ROTC, and other school approved uniforms must meet the guidelines of the County dress code.

Special Schools: Magnet Schools and the Innovation Academy may have additional guidelines as per their contract. Nothing in this Code shall exclude provision for reasonable necessary dress and grooming regulations for special classrooms and extra-curricular activities. This policy applies to all school activities. The Principal of each school shall be responsible to carefully monitor these necessary modifications. Nothing contained herein shall prohibit any school official from making a decision in the interest of school, student or individual safety.

DRESS and GROOMING POLICY CONSEQUENCES FOR POLICY VIOLATIONS

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

Grades K – 5

First Offense

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

Second Offense

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

Third Offense

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

Fourth Offense

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

Fifth Offense

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

COUNSELING PROGRAM

The Elementary Counseling Program focuses on helping the individual know, understand, and accept himself/herself. Our counselor, Mrs. Hope Williams, may be contacted at 706-796-4910.

WHAT DOES THE ELEMENTARY GUIDANCE COUNSELOR DO?

The counselor helps the student to

- Adjust to the new school
- Learn to make decisions
- Find answers to his/her concerns
- Become aware of the world at work
- Achieve more in school
- Understand his/her abilities and limitations
- The counselor talks with parents about their child's
- Progress in school
- Abilities and limitations
- Growth and Development

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

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

The counselor provides leadership in the school by

- Assisting with the Student Support Team to assist students who are experiencing difficulties in the school environment
- Conducting parent discussion groups on topics of common interest or concern
- Coordinating referrals to school and community agencies

GIFTED AND TALENTED PROGRAM

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

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

EXAMPLES

Grades 3-12

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

Grades K-12

2. Mary has the required mental abilities component score at the 96th percentile but not the 90th percent on achievement. She will be given a test of creativity and rated on motivation. If creativity and

motivation meet requirements of the 90th percentile, Mary will qualify for placement. Mary could qualify if her mental ability test was not high enough but achievement scores, creativity, and motivation were. Other combinations of the four components are possible.

Grades K-2

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

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

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

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

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

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

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

For further information, you may call the Assistant Principal or the Gifted Program Consultant at (706) 796-4910.



SUGGESTED SCHOOL SUPPLY LIST

(specific lists will be given by teachers)



Kindergarten

2 packs glue sticks

Pencils (2 packs regular)

Crayons (2 packs)

Scissors

Plastic Pocket folders with prongs (red, blue, yellow, orange)

2 primary composition notebooks (drawing space at top and lines on bottom)

headphones (labeled with student name to use during computer time)

2 boxes of tissues (Kleenex)

2 large bottles of sanitizer

1 box of pint size Ziploc bags

1 box of gallon size Ziploc bags

1 bookbag

Clorox wipes

Baby wipes

*Also students will need a set of the basic supplies (the ones in bold print) at home to use for homework.



First Grade

1 bookbag

2 boxes sharpened pencils

1 box of 16 count crayons

2 boxes of Kleenex

1 bottle of hand sanitizer

1 box of Ziploc bags (quart size)

1 box Ziploc bags (gallon size)

4 composition notebooks

2 packs notebook paper

1 container of disinfectant wipes



Second Grade

1 Bookbag

1 Box Quart Size Storage Bags

1 Box Gallon Size Storage Bags

2 Boxes #2 Pencils

One box is to keep at school at all times

One box is to keep at home to complete homework assignments

2 Large Boxes Facial Tissue

2 Large Bottles Hand Sanitizer

1 Large Lysol or other brand of wet wipes

2 Boxes Crayons (16 count only)

One box is to keep at school at all times

One box is to keep at home to complete homework assignments

- 1 Pair Safety Scissors (rounded tip)
- 4 Three-Prong Folders with Pockets (Plastic, if possible)
- 4 Marble Composition Books (100 pages each)
- 1 Pack White Copy Paper



Third Grade

- 1 bookbag
- 2 boxes sharpened pencils or unsharpened
- 1 box of crayons 16 count
- 1 pack of color pencils
- 2 boxes of Kleenex
- 1 bottle of hand sanitizer
- 1 box of ziploc bags (quart size)
- 4 composition notebooks
- 2 packs Notebook paper
- 1 Disinfectant wipes
- 1 box of gallon ziplock bags
- 1 Lysol wipe
- Pencil Pouch



Fourth Grade

- Notebook paper
- Pencils
- Crayons (16 count)
- Scissors
- Glue sticks
- Box of Kleenex
- pocket folders with fasteners (4)
- 2 in. binder (1)
- 4 composition notebooks
- Dry eraser markers
- Box of gallon size zip lock bags
- Hand sanitizer



Fifth Grade

- Mask
- Hand sanitizer - Germ X, Equate is Walmart brand or Purell
- Kleenex
- Earbuds
- Disinfected wipes
- Ziploc bags - 2 gallon size
- USB Drive
- Pencils
- color pencils
- highlighters
- 3 note book



Proud To Be a Tiger!

Purpose of Compact

The purpose of this compact is to ensure effective engagement of parents and to support a partnership between our school, parents and the community to improve student academic success.

Jointly Developed

The parents, students, and staff worked together to share ideas to develop the school-parent compact. The Leadership team met to develop academic goals based on a comprehensive needs assessment. Stakeholders, parents and students provided input and feedback on the compact at meetings and through surveys and helped to produce the final document that explains how we will work together to increase student achievement.

At our annual Title I Parent meeting, we disseminate this compact to parents, along with other important information concerning Title I programs and requirements.

The vision of Terrace Manor Elementary is to empower students with 21st century skills and knowledge to become productive citizens.

Terrace Manor Elementary & Title I
"Building Capacity for Learning"

At TMES we keep parents involved, build partnerships, and communicate through

- ShoutPoint Communication System
- Tiger News Letter & flyers
- School Marquee
- Parent Teacher Conferences & Response to Intervention (RTI) Meetings
- Student Work Folder
- Parent Resource Center
- School Website
- Parent Workshops
- School Council
- Progress Report Cards
- Parent Surveys
- Curriculum Nights
- After school enrichment through the Boys & Girls Club
- Educational Field Trips
- Small group intervention for struggling students
- Community Recognition of student achievement
- Teacher webpages
- Volunteering

For information concerning your child's education contact:

*Mrs. Tomekia Darrison,
Terrace Manor Elementary
706-796-4910*

TMES TIGERS

TMES Tigers School-Parent Compact 2020-2021 Pre-K – 5th Grade



TITLE I

Terrace Manor Elementary School

3110 Tate Road, Augusta,
GA 30906
706-796-4910

Mrs. Tonya Bradburn, Principal
**Mrs. Tomekia Darrison, Assistant
Principal**

<http://terrace.rcboe.org/home.aspx>



School-Parent Compact



From the Principal

Welcome to the 2020-2021 School Year. The goals for TMES are based on student achievement and parent engagement. Therefore, I promise to do the following:

Provide an environment that is conducive to high levels of learning and allow for positive communication between the teachers, parents and students.

District Goal

By the end of the 2020-2021 school year, the percentage of students performing on grade level in all ~~subject~~ areas will increase by 10 percentage points as measured by district mandated assessments.

School goals for 2020-2021:

1. Implementation of a rigorous curriculum through the use of evidence-based instructional strategies in literacy to increase the percentage points by 10% of students scoring Proficient and Above on the ELA Georgia Milestones from 8% to 18%.
2. Implementation of a rigorous curriculum through the use of evidence-based instructional strategies in numeracy to increase the percentage points by 10% of students scoring Proficient and Above on the Math Georgia Milestones from 7% to 17%.
3. By May 2021, TMES climate rating will increase from one star to a minimum of three stars.

We are partners in educating the children at TMES

As a teacher, I promise to...

1. Provide parents and students with real world assignments, tasks and homework.
2. Send home a list of required sight words or vocabulary with instructions/ activities to use in the home.
3. Send home readers/books on student's Lexile Level.
4. Communicate with parents on a weekly basis concerning academic issues and respond to parental concerns within 48 hours of contact.

As a parent, to help my child or children, I promise to...

1. Work with my child to ensure all projects, class and homework assignments are completed and returned to school.
2. Help my child practice required sight words or vocabulary and complete activities at least 15 minutes daily.
3. Read to or read books with my child on his/her Lexile level.

4. Communicate with my child's teacher regularly concerning all academic and behavioral issues.

As a student, I promise to...

1. Complete homework and class assignments. Always put forth my best effort and seek help when I need additional support.
2. Practice required sight words or vocabulary nightly and complete activities.
3. Read books on my Lexile level at least 30 minutes each night.
4. Communicate with my teacher concerning all academic issues whether I need help or enrichment.

Parents, please keep this compact in your child or children's file at home. This compact is a reminder of our commitment to working together successfully in educating our children.

For information about our Parent Resource Center, please contact:

Mrs. Tamaria Darrison
706-796-4910

Operating Hours: Monday – Friday, 8:30 a.m. – 12:30 p.m.

A Collaborative Effort

The Terrace Manor Elementary School Community recognizes that parental involvement is critical to success of any child's education. Consequently, a plan to maximize parental involvement as outlined in this brochure was formulated.

Parents are invited to the annual revision/input meetings where they are given the opportunity to review the current compacts and school involvement policy, complete a survey and give input for the parent involvement portion of the Title I budget. The changes and suggestions are then incorporated into the revised documents for the current school year.

The revised documents are shared with all stakeholders at the Annual Title I Parent Engagement meeting as well as sent home and uploaded to our school website.



What is Title I?

Terrace Manor Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA) which was signed by President Obama on December 10, 2015, and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act of 1965 (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country. Its overall purpose is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title I schools must jointly develop with all parents a written parental involvement policy.

This policy describes the different ways that Terrace Manor Elementary will support parent engagement and how parents can help and participate in activities and events to promote student learning at school and at home.

The updated school's parental involvement policy is posted on district and school Web sites and distributed during the annual Title I school meetings.

Terrace Manor Elementary School "Where Failure is not an Option"

Terrace Manor Elementary School has established the following objectives and will implement strategies to increase parental and community involvement in our school:

We will...

Jointly develop and distribute a parental involvement policy and parent-school compact (in English and Spanish) that the school, staff, parents and participating children agree on.

Ensure that all stakeholders are fully informed about school related events and information via the school's website, monthly newsletters, flyers, social media, marquee and calling post messages.

Ensure that parents have an understanding of the curricula, students' proficiency levels, and assessments that are used to determine students' progress and inform academic decisions for their children.

Provide weekly academic and behavior progress reports that will be sent home as needed.

Collect feedback from parents at all events and periodically update the parental involvement policy to meet the changing needs of parents and the school.

Mrs. Tonya Bradburn
Principal

“Where Failure Is Not An Option”
3110 Tate Road
Augusta, Georgia 30906
(706) 796-4910
Fax: (706) 796-4686

Mrs. Tomekia Darrisaw
Assistant Principal

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: **July 30, 2020**

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the **Terrace Manor Elementary School** would like to inform you that you may request information about the professional qualifications of your student’s teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student’s teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child’s teacher’s and/ or paraprofessional’s qualifications, please contact Mrs. Tonya Bradburn, at **706-796-4910**.

Sincerely,

Tonya Bradburn

Tonya Bradburn
Principal