

GLENN HILLS ELEMENTARY SCHOOL

Parent-Student Handbook 2019-2020



Gators Enter to Learn, Work to Achieve, & Snap with Pride

Example isn't another way to teach, it is the only way to teach.
--Albert Einstein



August 2019

Welcome to the Glenn Hills Elementary School. We are delighted to have you as a member of our school family as we embark on the 2019-2020 school year. This handbook provides you with some basic information about our programs and philosophy. Please review the contents of this handbook with your child and keep it in a location for easy access throughout the school year.

As we look forward to an exciting year, we expect our students to perform their best. Our students will have opportunities to read and write independently; and use a variety of ways to solve problems. Each student will be held to high academic and behavior standards. The continued use of varied resources and best practices will provide a quality instructional program that meets the individual needs of our students. Our Positive Behavior Support plan promotes a learning environment that is nurturing, safe, and supportive. It also focuses on students making good choices and being responsible for their behavior. We fully support our district's mission... **“Learning Today, Leading Tomorrow.”**

Parents are children's first teachers. They have the strongest and most permanent influence on their children's lives. We, therefore, invite all parents to be members of our school family and form positive partnerships with us to ensure success for all children. We look forward to working with our families as we begin a most important and exciting educational journey.

Sincerely,
Glenn Hills Elementary Faculty and Staff

2838 Glenn Hills Drive
Augusta, GA 30906
Phone: 706-796-4942
Fax: 706-796-4701

Glenn Hills Elementary Mission Statement

The mission of Glenn Hills Elementary School is to create a world-class school where students can flourish academically while developing character traits that will prepare them to become lifelong learners.

Glenn Hills Elementary Vision Statement

GHES will educate all students at his or her maximum potential to ensure that they are self-sufficient, responsible, cooperative and caring members of society.



BELIEFS

- All students can learn.
- Learning is our main focus.
- A safe, positive, and nurturing environment promotes student learning.
- Students learn in different ways and should be provided with a variety of instructional strategies to support their learning.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Students need to be actively involved in solving problems and producing quality work.
- Our school needs to function as a learning team and promote opportunities for all interested people to work together as a community of learners.
- Commitment to continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.

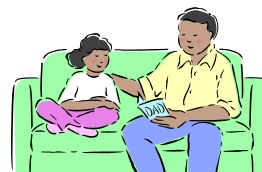
General Information

- Make sure your child arrives between 7:00 a.m. and 7:30 a.m. Children, who arrive at school after 7:30 a.m., must be accompanied into the office and signed in by a parent. They will be given a tardy slip to give to their teacher.
- Encourage your child to attend school unless they are ill. Always provide a written excuse to the teacher (a doctor's excuse if your child went to a doctor or dentist) upon return to school after an absence.
- ALL visitors must report to the office to receive a visitor's pass or to check out a student.
- If a call is necessary, please call (706) 796-4942, and a message will be given to your child's teacher.
- Check your child's communication folder and work daily. Discuss these papers with your child and review his/her work. Be sure to sign folders and read all notes relative to the school operation.
- Let the teacher know if a problem arises that may affect your child's learning experiences.
- Please LABEL all coats, sweaters, hats, etc. with your child's first and last name. Many children have identical clothing. If something is turned into the office or lost & found, it can be returned to your child.
- Please notify the school immediately contact information changes. Providing the school with at least three good emergency numbers of relatives or friends who may act on your behalf in the event of an emergency. **It is crucial that we have current information on all parent/guardians to be located easily when necessary.**
- **Special Note** - Invitations to parties or special occasions may only be issued at school if every child in the class is invited to attend.

Success In School



- Provide your child with basic needs (proper diet, clothing, school supplies).
- Provide a study environment conducive to learning at home.
- Contact your child's teacher(s) and visit your child's school and classroom.
- Meet and talk with other parents and school staff.
- Learn about your school's curriculum and support services.
- Reinforce learning at home, in the community and on vacations
- Notice when your child completes homework and provide encouragement (For example, you can say, "I really like the way you're getting your homework done. That's what I expect from you.").
- Recognize progress. Praise steps taken and efforts made.
- Help your child stay calm and confident on test days, and send him/her to school well rested and having had breakfast (or your child can have breakfast at school).
- Encourage your child to talk to teachers if he/she does not understand an assignment.
- Read and talk about information sent home from school.
- Talk about school every day. When your child knows that you think school is important, he or she will take it more seriously.
- Discuss with your child how learning in school helps in everyday life.
- Teach your child to set goals.
- Be a good example yourself that learning is a lifelong process.
- Have a dictionary available for your child to look up new or unfamiliar words.



ARRIVAL/DISMISSAL

Students are not supervised before 7:00 AM. For your child's safety he/she should not arrive on the school grounds before 7:00 AM.



Car riders will be dismissed at 2:10 P.M. from the cafeteria entrance adjacent to the playground. Supervised pick up will take place in this area. Please do not leave your car in order to find your child. Your student will be escorted to your car when you approach the car-rider drop off/loading area. Bus students will be put on their assigned bus daily.

If at any time during the year your child is to be picked up during school or after school by someone other than parents, please send a note to his/her teacher so that the teacher will be aware of the change. This is done for your child's security. If your child is going home with another child or is to ride a different bus home, he/she must bring a **written note** from home which is to be sent to the office to be authorized by the principal in the morning and given to the bus driver in the afternoon. If your child has to go home during the school day, please come to the office to sign him/her out.

PLEDGE of ALLEGIANCE

Each day the Pledge of Allegiance to the flag will be led by the principal and/or students with the whole school. No student will be required to take part if there is some objection to the pledge.



SCHOOL PLEDGE

The school pledge is repeated each morning by students immediately following the pledge to the flag.

**I pledge today to do my best in reading math and all the rest.
I promise to obey the rules in my class and in the school.
I'll respect myself and others, too.
I'll expect the best in all I do.
I'm here to learn all I can, to try my best and be all I am.**

BREAKFAST AND LUNCH PROCEDURES

Richmond County is pleased to provide breakfast and lunch meals at NO COST to ALL students in our schools (no application required). A la carte items can still be purchased separately. All meals, foods, and beverages served or purchased at our school meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of appealing foods that meet the health and nutrition needs of students.



When a student needs dietary substitutions or supplemental foods due to medical reasons, a written statement from a physician must be submitted regarding specific food.

VISITING GLENN HILLS ELEMENTARY

All visitors, patrons, and parents are welcome and encouraged to visit the school. For the safety and protection of students, all visitors must come in the front doors of the school and check in at the office, state the reason for the visit, and receive a visitor's badge. Students from other schools are not allowed in our classrooms for visits unless cleared through the Principal.

RICHMOND COUNTY SCHOOL SYSTEM VISITOR GUIDELINES

While visitors are welcome on campus, the paramount concern of the School System is to provide a safe and orderly educational atmosphere in which disruptions and distractions are minimized.

Any visitor to a school or school event who violates these guidelines will be asked to leave and may lose the privilege of coming on campus and/or attending school events in the future.

To that end, the following guidelines apply.

- **SIGN IN:** Upon arrival, all school visitors must report immediately to the administrative office of the school in order to sign-in and obtain permission to be on campus.

- **RESPECT:** Visitors are considered role models and are expected to be appropriately and modestly dressed and to display respect for activities in progress at the school. Visitors shall conduct themselves in a manner that is not disruptive to the educational environment.

- **ABIDE:** All visitors are expected to abide by the general rules of the school, any applicable provisions of the Code of Student Conduct and Discipline and shall comply at all times while on Board property with Board of Education policies and procedures.

- **MAINTAIN:** Visitors shall maintain the integrity of student confidentiality policies. Any confidential school matters overheard or observed shall remain in the school, and any concerns should be discussed with the site administrator.

- **KEEP THEM PUT:** Visitors are not permitted to remove students from the classrooms or other school activities without direct permission of the legal guardian of the student and/or the site administrator.

- **SIGN OUT:** Parents/guardians visiting or volunteering in the school shall sign their children out using proper procedures established at the school. Visitors shall sign out or follow approved procedures for notifying the administrative office that the visit is concluded.

Visiting classrooms must be prearranged with the teacher prior to your visit. In an effort to protect valuable instructional time, please schedule conferences with the main office or teacher. If you have questions or concerns about a class/classroom issue, please talk with the teacher first, and then speak with an administrator if necessary.

REQUIREMENTS FOR ADMISSION

1. Age

- a. Pre-K - 4 years old on or before September 1, 2018.
- b. Kindergarten - five years old on or before September 1, 2018.
- c. First Grade - six years old on or before September 1, 2018.



2. Birth Certificate and Social Security Card

Any student enrolling in Pre-K, kindergarten, or first grade must have an official Birth Certificate at the time of registration, and also a social security card. 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 permanent/cumulative record. The hospital record of live birth is not an official birth certificate and cannot be accepted.

3. Dental, Hearing, and Vision Certificate

Any student enrolling in Pre-K, kindergarten, first grade, or a Georgia school for the first time, must submit the Dental, Hearing, and Vision Certificate at the time of registration.

4. Immunization and Health Department

Immunizations against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps and rubella are required for all children who enter a Georgia public school for the first time. The certificate 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. This certificate must be presented to school officials at the time of registration. A copy of the certificate will be retained by the school and placed in the child's permanent record. The certificate may be obtained from any branch clinic of the Richmond County Health Department or from the Outpatient Pediatrics Clinic, Eisenhower Army Medical Center, Fort Gordon, by those who are eligible to use that facility.

ADMINISTRATION of MEDICATION

Students requiring medication at school must have a medication form on file. These forms are available in the main office. Any prescription medication must be in its original container with the prescription label attached. Over the Counter medications must be in the original packaging. **ALL** medications must be presented with a completed medication form. No medications will be administered without the form.



Students that use inhalers may keep these in their classrooms, but a medication form **must** be on file in the office.

CHILD CUSTODY

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school division will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

WITHDRAWAL POLICY

Please notify the school at least 24 hours prior to your child's last day at school so that the teacher has sufficient time for preparing a withdrawal form. Ample time is needed to check on textbooks, library books or any fees which might be owed to the school. All fees will need to be paid before a withdrawal can be released.

ATTENDANCE/TARDIES/LEAVING SCHOOL EARLY

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. With our hands-on, cooperative learning, regular attendance is crucial. Learning takes place through discussion and shared activities. Parents should plan vacations and trips which do not conflict with the school's instructional calendar. When students arrive late or must leave early, they miss valuable information and are at a disadvantage. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

RICHMOND COUNTY SCHOOL SYSTEM ATTENDANCE POLICY

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

A student who wishes to leave school early must bring a written request to school stating the reason for early dismissal. Parents should not pick up students before the end of the school day except where there is a legitimate emergency. **The person picking the child up must show proper ID before the student is released to him/her.**

NOTE: For a student to be marked present for a full school day, a student must be in attendance for one half or more of the school day.

Excused Absence

An absence shall be declared excused for:

- A. Personal illness.
- B. Family death and funeral.
- C. Medical or dental appointments that cannot be scheduled outside school hours.
- D. Attendance of non-school activities or functions authorized by the superintendent or his 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 his/her designated representative.

Unexcused Absence

Any absence not covered in A-G above, shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their children out for other reasons, such absence shall be deemed unlawful and therefore unexcused. For any absence beyond six (6), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence. **If a Pre-K student misses 10 consecutive days, he/she will be withdrawn from the lottery program.**

TARDINESS POLICY (Pre-K – 5)

- 10 Unexcused tardies: 1 Absence
- 15 Unexcused tardies: 2 Absences
- 20 Unexcused tardies: 3 Absences

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. Parents should be informed that continued tardiness may result in the student being retained if any unexcused absences are accumulated in a school year.

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.**

10th Tardy---A letter will be sent home to inform the parent and the 10th tardy will be counted as **one absence**.

15th Tardy---A letter will be sent home to inform the parent and the tardy will count as **two absences. A Social Worker will be sent to the home.**

20th Tardy---A letter will be sent home to inform the parent and the tardy will count as **three absences. A Social Worker will be sent to the home.**

If a student accumulates any unexcused absences from school, the student may be retained. If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

***Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency.**

***If a student has one or more unexcused tardies during the first nine-week period, perfect attendance will not be awarded for that nine weeks' period.**

SCHOOL DRESS CODE (K-5)

Glenn Hills Elementary dress code is in alignment with the RCSS dress code outlined in the Student Code of Conduct.

1. **PANTS** -All pants, including jeans, must be of a traditional style without cutouts or holes. The garment must be fitted at the waist, worn at the waist and not be baggy or oversized and not be frayed at the bottom or dragging the floor. Spandex shorts, cut off jeans, short-shorts, or boxer-type shorts are not allowed.
2. **SHIRTS and BLOUSES** – Unacceptable shirts include clothing that exposes the torso, halters, spaghetti straps, backless dresses, tube tops, tank tops or muscle shirts, bare midriff outfits, or shirts that rise above the waist.
3. **SKIRTS, SKORTS, and DRESSES** – Skirts, skorts, and shorts shall be fitted at the waist and should be at the knee area in length. Slits in dresses or skirts shall not expose the thigh above the knee area. Tops worn with leggings should be no shorter than 2 inches above the knee area.
4. **SHOES** – Shoes should have a back or a heel strap. Shoelaces should be tied. No shower shoes, flip flops, thong shoes, or house slippers are allowed.
5. **HATS** – No hats or head covers are allowed to be worn in the building except during spirit week.
6. **COATS and JACKETS** – Coats shall be size- and weather appropriate for the wearer and should be removed once the student is indoors.
7. The school dress code policy must accommodate students whose religious beliefs **require** a certain dress code. For example, religious messages may not be singled out for suppression, and required religious attire such as yarmulkes or headscarves may be worn.
8. The dress code policy shall not prohibit students from wearing or displaying expressive items, so long as such items conform to the dress and grooming policy and do not independently contribute to disruption by substantially interfering with discipline or with the rights of others. An example of an acceptable display would be badges emphasizing spirit week.
9. **This policy applies to all school activities.**

CHANGE OF CONTACT INFORMATION

Parents are asked to keep the office informed of changes in address, phone numbers, and emergency information. We must be able to contact parents/guardians in the event of illness or an emergency.

TEXTBOOKS

All textbooks are the property of the Richmond County School System and are issued to students free of charge. **Books should be covered to help reduce wear and tear.** Students are responsible for all books assigned to them and will be expected to pay for lost or damaged books including those reported as “stolen.” Teachers will periodically check books to monitor lost or damaged books. Faculty and staff will not be held responsible for books left anywhere.

COMPUTER USE AND INTERNET

Students have the opportunity to use school computers to access the internet, work on projects, etc. We expect the students to use the computers appropriately for learning experiences. The school wants to keep all students safe. Students who abuse the use of the computers will have their parent contacted and may lose the computer use privilege.



SCHOOL WEBSITE

Important school information will be updated frequently on the school's website. There are links on the left side of the web page which contain the titles of much of the information you might need from each school. The web address: <http://ghes.rcboe.org/home.aspx>



Staff may be contacted through their teacher webpages or email addresses available on the **Staff & Departments** page.

INFINITE CAMPUS

Infinite Campus is a web based application designed specifically to provide parental access to student information. Once you have a user name and password, you may immediately access available attendance, grading, scheduling, graduation requirements, and discipline information on all students in your family with a single login and password.

ELECTRONIC DEVICES AND TOYS

Some common items not allowed at school without prior approval include electronic games, IPODs/MP3 players, CD players, toys, stuffed animals, and other items administrators consider inappropriate. **Do not bring them to school.** They will be taken up and kept in the office until a parent/guardian can come to school to reclaim the item. The district will not be responsible for damaged, lost, or stolen items.

CELL PHONES POLICY

Usage of Mobile Devices and/or Personal Computers The use of mobile devices or personal computers on campus is a privilege that the school grants to students who are willing to assume the responsibilities outlined in the Richmond County Acceptable Use Policy and Procedures. This usage policy also applies to the mobile devices checked out by the school and the RCSS Mobile Device/BYOT Agreement must be signed by the student and parent. All guidelines in the Richmond County Board of Education Acceptable Use Policy and Procedures continue to apply when a student brings a personal laptop computer or other mobile device for use on campus.

School officials are required to take possession of these devices when there is a violation. Parents/legal guardians must make arrangements with school officials to claim such devices.

MONEY MATTERS

When it is necessary to send money to school, please enclose it in a marked envelope. If possible, always send a check or correct change. Teachers will not be responsible for keeping up with student money. In the event that a check written to any GHES school, club, or organization is returned unpaid by your bank, GHES or its agent will redeposit your check electronically. Additionally, you understand and agree that we shall electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGMENT** and **ACCEPTANCE** of this policy and its terms.



SPECIAL OCCASIONS/DELIVERIES

Birthday cupcakes and treats can be brought for the class during the student's lunch time. Flowers or balloons delivered or brought to school for special occasions may be enjoyed during lunch or non-instructional time. However, distracting items will not be allowed in the classroom, or to be taken them home on the school bus. Invitations to special occasions **cannot** be issued at school unless **every** child in the class is invited to attend.

PARENT CONFERENCES

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office at 706-796-4942 or via a note by your child to the teacher. At this time, the secretary will assist you in arranging a conference with your child's teacher. Parent conferences are scheduled with all (K – 5) parents in October and February. Pre- kindergarten will meet in January and May.

CODE OF STUDENT CONDUCT AND DISCIPLINE

All students who enroll in the Richmond County School System are given a copy of this code. Please read it carefully and discuss it with your child. **A school with strong discipline is crucial if we are to provide the best learning opportunities for your child and to keep all students safe.**

PBIS—Positive Behavioral Interventions and Support

PBIS is a research-based program that began some 20 years ago and is now mandated across the nation. The goal of the program is to develop effective interventions for the prevention of unacceptable behaviors. This is done through a variety of ways: proactive instructional approaches to teach and improve social behaviors, using collected data to inform decisions, and working collaboratively in an effort to create a school/classroom setting conducive to learning.

Glenn Hills Elementary is proud to be a PBIS School! Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of every student within our school. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can:

Be Respectful!
Be Responsible!
Be Safe!

At Glenn Hills Elementary School, we utilize PBIS to encourage our student to follow school rules by making certain that they understand what is expected of them. We do this through direct instruction and modeling at the beginning of the year and then reviewing the rules periodically. Our student expectations are recited every morning following the Pledge of Allegiance. We have many rewards in place to reward those following the rules and to motivate all others. Our reward system includes immediate rewards as well as substantial, scheduled rewards. The PBIS store is held every other Friday where students choose an item from the 10, 20, 40, 60, or 80-point table depending on how many points they have earned. All students are encouraged to strive for excellence and will be rewarded for making smart choices. Teachers are involved in identifying areas that need improvement and then work as a team to implement changes so that an effective learning environment is established.

GLENN HILLS ELEMENTARY STANDARDS OF BEHAVIOR

Because I am responsible.....



1. I will show respect.

This means:

- I will respect myself, others around me, and my school.
- I will keep my hands to myself.
- I will keep myself in order in my classroom so the teacher can teach and all students can learn.
- I will do my part to keep things clean in my room, the bathroom, the cafeteria, the gym, the music room, the media center, and on the bus.
- I will keep my hands off of others' work displayed in halls.
- I will treat others as I would like to be treated.

2. I will be prepared and on time.

This means:

- I will do my part not to be late to school, specials or cafeteria.
- I will complete my homework assignments on time.
- I will focus on the things I need to learn at school.

3. I will listen and follow directions.

This means:

- I will not talk when the teacher is talking or whenever it is not appropriate.
- I will do the things I am asked to do in order to learn what I need to learn.

4. I will walk quietly.

This means:

- I will stay in my line when my class is in the hallways.
- The only place I may run, hop, skip or jump in the building is in the gym.
- I understand that I should be quiet when I am passing other rooms as I go to and from any area of the building (cafeteria, specials, recess, dismissal, fire or tornado drills, etc.)

5. I will show respect to others, students and staff at all times.

STUDENT TO STUDENT HARASSMENT

At GHES we respect individual differences which exist among us. Students are not to harass, abuse, bully, tease, threaten, torment, humiliate or intimidate other students either physically, mentally or emotionally. Actions such as name calling, unwelcome physical contact and insults are detrimental to a positive school environment, and will not be tolerated. Students are expected to treat each other with courtesy and respect at all times.

The Richmond County School System Bullying Policy

The County Board of Education of Richmond County believes that all students can learn in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as defined in Georgia law, of a student by another student is strictly prohibited.

Acts of bullying shall be punished by a range of consequences as stated in the Code of Student Conduct and Discipline.



TRANSPORTATION

Please discuss the transportation rules with your child. Stress the importance of appropriate behavior on the bus for the safety of all.

Bus students will be put on their assigned bus daily. Requests for alternate transportation **must be in writing**. Changes in a student's mode of transportation may be faxed to the school office at 706-796-4701 before 2 PM. We must have adequate time to get the information to the teacher and student. Please follow up with a call to the office to ensure the fax was received.

Information about bus assignments and routes are provided at registration. *No student will be allowed to change buses without the consent of the principal based on a written request from the parent.*

REMINDER: Under no circumstances is a parent or other adult allowed to step on a school bus. If problems or conflicts arise, they must be addressed to the school principal.

The driver is in charge of the bus and all pupils on the bus. Persons causing damage shall be expected to defray its full cost.

HOMEWORK POLICY

GLENN HILLS ELEMENTARY SCHOOL Position Statement

- I. **What is homework?** Homework is schoolwork of any type completed outside of the regular classroom that is directly related to the course. The homework is assigned at the student's independent level.
- II. **What are the purposes of homework?** Homework reinforces, enriches, and expands the student's understanding of concepts taught in the course. It also provides opportunities for the student to improve study skills, to assume responsibility, and to follow instructions. Often, a natural outcome is parental involvement as a member of the educational team. For Teachers, homework offers assistance in identifying individual and class needs and helps the teacher to determine needed lesson plan adjustments.
- III. **How often should homework be assigned and how much should be assigned?** Homework will be assigned consistently Monday through Thursday and at the teacher's discretion on the weekends. The following chart reflects the amount of homework that should be assigned:

<u>Grade</u>	<u>Daily minutes per child (total amount)</u>
K-3	15 - 40
4-5	30 - 60



The recommended formula that will be used in determining time required to complete homework is the amount of time required for the teacher to complete the assignment x 3. The time limits will vary among students and are approximations. Students with special problems may need adjustments made in homework assignments.

WEEKLY PAPERS

Your child's teacher(s) will send home weekly work your child has completed the previous week. Also included will be a list of assignments not completed by your child. Comments will accompany these papers. Please sign in the requested area and make comments if desired. If you have any concerns, feel free to request a conference.



REPORT CARDS

- Pre-K children receive a report card twice a year. Kindergarten through Fifth grade children earn a report card each nine-week period.
- Kindergarten through third grade students have standards based grades:
1=Beginner Learner 2=Developing Learner 3=Proficient Learner
4=Distinguished Learner ND=Not Yet Demonstrated (the standard has not yet been taught).
- Fourth and Fifth grade students receive letter grades in all subjects.
- The Richmond County School System uses the following grading system for all students in grades 4 – 12.

A = 90 – 100

D = 70 – 74

B = 80 – 89

F = Below 70

C = 75 – 79

Pre-K pupils receive a “C” for consistently, “S” for sometimes, and” N” for not at this time. Absence of a mark indicates there is not sufficient evidence to make an evaluation.

RCSS PROMOTION/RETENTION CRITERIA (K-8)

Grades K-1

At the end of the school year, students in kindergarten and grade one should demonstrate mastery of required skills listed in the Georgia Performance Standards for reading, language arts, and math.

Mastery of these skills will be measured by teacher assessments, Richmond County School System Promotion/Retention Checklist, and other local and state assessments. Satisfactory progress will be determined by students’ yearly average and a proficiency score on required state assessments:

Grades 2-5

In order to be promoted, each student must demonstrate satisfactory progress in reading, English language arts, and math, plus pass either science or social studies. In addition, Grade 3 and 5 students must demonstrate mastery of skills on local promotion standards and score at the proficiency level on the Georgia Milestone.

EARLY RELEASE DAYS PARENT-TEACHER CONFERENCES

Scheduled fall and spring conferences are a must for parents to understand their child's school performance. Please make every effort to attend. Students will be released early (12:00 pm) on those days. If for any reason you wish to confer at other times with a teacher, please feel free to send a note or call the school (706-796-4942) and arrange an appointment. Teachers are not free to confer with parents while students are under their supervision. We try diligently to honor every request for a conference at a time suitable for both parent and teacher.

****Teachers may not be available for unscheduled conferences.*** Please avoid "dropping by" the classroom before or after school without an appointment. Teachers need this time to spend with students, for planning of instruction and related meetings. Our teachers want to meet with you when there are concerns, but the best way to have a productive meeting is to schedule a time when the teacher's attention is not divided. When you need to talk with a teacher, please call the office and leave a message. The teacher will return your call as soon as possible. However, this may be at the end of the day or even the following day, depending upon other commitments he/she may have.

HOSPITAL HOMEBOUND

A Hospital Homebound Program is available for those students enrolled in school who have a medically-diagnosed physical condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education.

A student is eligible for hospital/homebound educational services upon submitting a medical referral form to the local school system completed and signed by a licensed physician. Included in this form shall be a statement by the physician that the student will be absent a minimum of 10 school days and that the student is physically able to participate in educational instruction.

SPECIAL EDUCATION SERVICES

Children with special needs may benefit from several different programs. Resource and self-contained classes are available for students who qualify. Speech therapy is offered to children with speech needs. Children who need these special programs must be referred through the Response to Intervention process.

GIFTED PROGRAM (ACE)

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance and advanced learning needs. The identification process uses multiple criteria, which include mental ability, academic achievement, creativity and motivation as mandated by the Georgia Board of Education. Parents may refer students through classroom teachers.

For more information, you may call the Gifted Program Consultant at 826-1010.

HONORS' DAY/AWARDS

An honors assembly is held at the end of each nine weeks and at the end of the school year. Awards are given for: A Honor Roll, A/B Honor Roll, Distinguished, Proficient, Conduct, Perfect Attendance, and Good Citizenship.

PRINCIPAL'S AWARD

An Honors Day program is held in May to honor students who have maintained the above awards for the entire school year. Other special awards are given including the Principal's Award. The criteria for this award are:

- Must be present at least 175 days
- Must maintain an "A" average or Distinguished in academics and conduct
- Must demonstrate leadership qualities

This award is given to one student per grade and is selected by the teachers on that grade level.

DISTINGUISHED SCHOLAR AWARD

This award is given to those students who have achieved an A or Distinguished in all subjects and maintain an A or Distinguished in conduct for the first three nine weeks of school.

PHYSICAL EDUCATION

Physical Education is an integral part of the total educational program for every child K-5. Quality physical education programs are needed to increase the physical competence, health-related fitness, self-responsibility and enjoyment of physical activity for all students. Physical education programs can only provide these benefits if they are well-planned and well-implemented. The GHE physical education program strives to provide a well-rounded instructional experience for our students.

Glenn Hills Elementary Physical Education Philosophy

We believe that a quality Physical Education program is fundamental for our students. Why do children need a quality PE program? The simple answer is so they will remain physically active throughout their lifetime and reap the benefits of doing so. Quality PE provides students with a multitude of important learning experiences that cannot be duplicated in the classroom.

Importance of Proper Footwear

It is very important that your child has the proper footwear in order to participate safely in our class activities. Wearing the wrong shoes can get in the way with simple activities like running, jumping, and stopping and impact a student's safety or success during PE activities. Your cooperation for their safety and active participation is very much appreciated.

Injuries/Health Concerns

Students with an illness or injuries that will prevent their ability to participate in P.E. are required to bring a note from a parent/guardian. ***A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.*** A health-related excuse for P.E. also applies to recess.

Assessments / Grading

Our assessments and grading are based on Glenn Hills Elementary expectations as well as the Georgia Performance Standards. Students are expected to fully participate. Participation includes the understanding of movement concepts, effort, attitude, behavior, cooperation, and appropriate footwear. Grades 2-5 may have written and/or skill tests and classroom assignments.

FITNESSGRAM Physical Fitness Assessment

Fitness assessment is part of the Richmond County Performance Standards in Physical Education and is required by the Georgia Department of Education for all students enrolled in physical education classes. The initiative is based on the **FITNESSGRAM** Program, which includes assessing the physical fitness levels of individual students using research-based criterion-referenced standards developed by The Cooper Institute for Aerobics Research.

COUNSELING SERVICES

A child can be referred to the Counselor for personal, social, emotional or academic problems, which are affecting the child at school. The student can be self-referred or referred by a parent, a teacher, a coach, an administrator or the Counselor. Written permission from the parent or guardian is required. The permission form will be sent home after the first counseling session. **Confidentiality of information shared is maintained.**

MATH TEAM

Students in 4th and 5th grade are nominated for the GHES Math Team by their homeroom teachers in December. Nominations are based on a strong performance in math, as well as the ability to work cooperatively within a team. Eight students are chosen, along with two alternates. In the spring, the team will attend the Richmond County Math Competition. There, students will compete in problem-solving and mental-computation exercises, and will complete a written math skills test. Top teams are invited to compete at the state level.

MEDIA/PHOTOGRAPHS

Periodically, the school may take pictures or video of students for classroom use, newspaper articles, or possibly news stories. If a parent/guardian does not want their child included in any of these school activities or projects, please send a written notice to the school asking that they be exempt from these activities so they are not included.

LOST AND FOUND

Please label all personal belongings with a permanent marker. Lost items cannot be returned if the school is not able to determine rightful ownership. Every 9 weeks, lost and found items not picked up will be donated to charitable organizations, such as the Salvation Army or Goodwill.

RICHMOND COUNTY PARTY POLICY

RCBE policy limits all schools to two parties-----Christmas and End of Year.

POLICY ON RETURNED CHECKS

The following policy on returned checks was approved. A charge of \$30.00 will be made for each check returned. School officials are not to accept a check from a family after a second returned check has been issued to the school.

FIRE/DISASTER DRILLS

Drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. The escape plans for fire drills, tornado drills, and emergency evacuations are posted in each room.

PARENT TEACHER ORGANIZATION (PTO)

The Glenn Hills Elementary PTO provides support to our school. All GHES teachers and parents are eligible to become members of the GHES PTO. Membership fee is \$5.00 per family. Through your participation in school fundraisers we have been able to purchase many of the supplies needed to provide a better learning environment for your child. PTO sponsors our Honors Assemblies and various student incentives. Our PTO meetings are sometimes combined with our Title I family nights in hopes of reaching as many families as possible.

PARENT RESOURCE CENTER

Parents are encouraged and welcome to visit and check out items from our Parent Resource Center. The PRC is located in the Room 209 and includes educational games and kits for your students as well as books and information on parenting skills, adult education, and other topics of interest. All materials checked out should be returned in a timely manner. The Center is open during school hours (7:30-2:30), Monday – Friday.

REMINDER FROM THE MEDIA CENTER

The Media Center is open all day every school day from 7:30 AM until 2:00 PM for use by students, teachers, and parents for checkout and research. The Media Center remains open for use by teachers until 3:15 pm.

Kindergarten students may check out only 1 book. Students in grades 1st – 5th grade may check out 2 books at a time. A check out period is 15 days, after which the books will be overdue. Students are encouraged to return their books on time. Books that are checked out will be given the option of renewal. If a library book is lost or damaged, the student must pay the cost for replacing the book or a fine for damages.

During registration, all parents or guardians are asked to submit a signed Internet Usage Permission form in order for the Internet to be used by the student.

HANDBOOK AMENDMENT

The handbook can be amended as deemed necessary by the administration and staff in the best interest of the students. Any changes will be provided in oral and or written form.