

Parent and Student Handbook 2017-2018

Home of the Knights
"Armored in Excellence"



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Hephzibah, Georgia 30815
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Vanetta Lawrence-Chapman, Principal
www.jamestown@rcboe.org

Richmond County School System

Mission

The mission of the Richmond County System is to educate students to become lifelong learners and productive citizens.

Vision

Create a World Class school system where 90 percent of students graduate, college, career ready and globally competitive.

Motto

Learning Today.....Leading Tomorrow

Beliefs

- Every person has the right to a quality education
- Education is the shared responsibility of the individual, home, school and community
 - Every person can learn
 - Respect and acceptance are essential for learning and personal development
 - A safe, orderly, and healthy environment is essential to learning
- Communication is the key to understanding among people
 - Excellence cannot be compromised

System Goals

- Guarantee high academic achievement for all.
- Ensure communication and collaboration within the community.
 - Provide a safe, orderly, and healthy learning environment.

Jamestown Elementary's Vision and Mission



VISION

As Jamestown Knights our vision revolves around the statement that we are
"Armored in Excellence"

MISSION

The Mission of Jamestown Elementary School is to provide effective and timeless instruction on a daily basis in a transformed environment that is conducive to learning and to excellence!

At Jamestown we believe that:

ALL of our students are special and filled with potential, and that it is our job to harvest that potential.

INTRODUCTION

The 2015-2016 school year Parent-Student Handbook has been prepared to assist parents and students in becoming aware of the policies, procedures, guidelines, and any other information deemed necessary for the successful operation of Jamestown. This handbook is used to provide uniformity to our procedures.

It is hoped that this handbook will answer many questions that may arise. Any suggestions for improvement will be welcomed and should be made to the principal, Vanetta Lawrence-Chapman.

Office Hours

Monday through Friday 8:00 AM until 4:15 PM

DIRECTORY

Contact	Phone Number & Extension
Jamestown Elementary Main Office	706-796-4760
Jamestown Elementary Fax	706-796-4703
Front Office	100 or 103
School Secretary / Bookkeeper	101
Instructional Coach	102
Guidance Counselor	104
Media Specialist	105
School Nutrition Manager	106
Gym	107
Student Data Collection Specialist	108
	109
School Nurse	111
	112

A Message to our Parents

Hello and welcome back!

We are ready and prepared for another year of working towards our goal of EXCELLENCE, and we realize that we cannot do that without your support!!!

We are excited about this year and what it holds for us as a school and community, so we welcome you to feel free to come in and offer your support and suggestions towards our efforts to grow and achieve daily.

Dr. Pringle has allowed each principal and school to plan and devise a schedule to best fit their demographic; so we have worked hard to revamp ours. We will be departmentalized in 1st through 5th grades, which means that those students will have at least two different teachers each specializing in a particular content area. This will also allow for movement throughout the day with built in intervention. We will continue to utilize our personalized learning model and Writing to Win. We will combine those with STEM integration and the new AVID program. You will be receiving more information about all of these initiatives and much more.

You can assist us by checking your student's agendas, located in their binders, nightly for homework and communications from the school and teachers. Monthly calendars are sent home, so please place it on your refrigerator so that you can be abreast of what is going on at Jamestown Elementary School (JES).

I am so encouraged and excited about the opportunity to continue to serve you. Contact me if and when you need to. I plan to be in my teachers classrooms so that I can monitor what they need in order to better assist your child(ren).

Make sure that you view our mission and vision statements that will be posted throughout the building and on our school's webpage. We will use these as a guide to our destination-final stop EXCELLENCE!!!!!!!!!!!!

We are going to have an awesome year!!!! Go TEAM Jamestown! We play to Win!!

Vanetta Lawrence-Chapman

Special Note to Our Students

Greetings Students,

I have missed each of you and I hope that you have had a wonderful break and are returning prepared to learn and grow daily. We have some great things in store for you this year because we have been planning and preparing all summer long for your return.

We want you to know and feel that we truly believe that you are “special and filled with potential”.

Remember that Knight Tokens were introduced last year as well as recognition initiatives to address good citizenship and the importance of saying “Yes Ma’am, No Sir, and Thank you; and using overall good manners. We will continue to use the Knights Tokens and recognition initiatives such as Tribute Thursday, and we will allow you to redeem them in our school store- Knight Kingdom. Every Thursday we will recognize excellence noticed in our building at JES.

I want you to remember the true reason that you attend school, which is to learn and to get prepared to be a productive citizens in the real world one day. I also want you to take pride in your school and to be proud to be a Jamestown Knight. You can do this by helping to keep the school and its grounds clean, by being kind to everyone and by living by The Golden Rule and treating others the way that you want to be treated. We will also continue to provide you with knowledge about college and careers. We want you start planning and preparing to attend college now!

We are going to be departmentalized in grades 1st through 5th, continue with personalized learning and writing to win, and add a few new programs and clubs for your enjoyment.

We are going to have an awesome year!!! Go Knights- we play to win!!

Vanetta Lawrence-Chapman

Jamestown School Pledge



**I will act in a way,
That I will be proud of myself
And others will be proud of me too.**

**I come to school to learn,
And I will learn.**

**I will have a good day.
And this I pledge.**

**For
I am special, filled with potential
And armored in excellence!**

JAMESTOWN'S VISION

We are Armored in Excellence!!!

JAMESTOWN'S BELIEF STATEMENTS

Our faculty and staff believe:

**Your child is special and filled with great potential
that we will work together to harvest.**

- Caring among administrators, faculty, staff, and parents is essential to the development of successful, self-confident students.
- Parents and community should be involved in the education of students.
- All school personnel should be responsible for helping to create a comfortable learning environment in which children are challenged and strive to achieve their highest level of ability.
- Administrators, faculty, staff, and students demonstrate positive leadership.
- All school personnel and parents encourage students to be responsible for their own actions, attitudes, and schoolwork.
- Cooperation exists among all school personnel, students, parents, and the community, enhancing a positive educational experience.
- All school personnel should work together as a team to accomplish goals.
- Everyone involved is dedicated to the education of every child.
- Consistent and fair discipline produces positive results.
- Trust among parents and school personnel are essential for an effective school environment.

Parent Teachers Association (PTA)

We are looking for volunteers to serve as officers and leaders in this organization.

JOIN THE PTA AND BECOME AN ACTIVE MEMBER!!

Dues are only \$5.00

**WE REALLY NEED YOUR HELP SO THAT WE CAN ESTABLISH A VIABLE
INDEPENDENT ORGANIZATION THAT BEST SERVES THE NEEDS OF OUR
STUDENTS!**

PARENT VOLUNTEERS

Parent involvement is of paramount importance to the success of the student. Most students who succeed in school do so because parents are a part of the educational program. We urge parents to become trained volunteers. We appreciate volunteers who help us here at Jamestown Elementary School. If you would like to read stories, work in the classroom, work in the library and/or lunchroom, assist with artwork, projects, and / or chaperone field trips, we welcome your assistance. You **MUST** have been trained and have a valid volunteer card in order to work around the children. Become a trained volunteer!

Attendance at one of the parent volunteer workshops is the first step in qualifying to become a volunteer for general work at the school. Additional training is needed to qualify for tutoring. Your expertise, service, and time are important. Please contact the schools' administrators if you would like to become a volunteer.

ATTENDANCE ZONES

Students are assigned to court ordered attendance zones based on residency locations. Only if you live in the Jamestown designated zones, should your child register at Jamestown Elementary School. Inaccurate residency information may void your child's registration.

If you are military and living on post and/or living in temporary housing, your children are not zoned for Jamestown Elementary School. However, if you have special circumstances and you would like for your child to attend Jamestown and you can provide transportation, please present your request for a Zone Exception in writing to the principal for consideration.

PARENT CENTER

Jamestown Elementary School believes that direct parental involvement in a child's education is an important aspect in the child's success in school. The teaching and learning process is a partnership between parents, teachers and the students. Accordingly, Jamestown has provided a place for parents which fosters their direct involvement in the child's curriculum, programs and other facets of school.

When home and school work together students learn more because of a positive atmosphere. You are strongly encouraged to take complete advantage of this resource filled parent center. It was created to allow you to obtain what you need to assist us in our flight to excellence!

PARENT VISITS DURING SCHOOL DAY

Parents are encouraged to visit the school and are always welcome. For the security of all of our students and in order to prevent the interruption of classes, all visitors are required to check in at the main office and secure a visitors pass before going to any location in the building. While visiting the class, please do not attempt to talk to the teacher, your child, or other students. If you need to speak to your child during your visit, please step out side the classroom. Also, be mindful of your voice tone when talking to or disciplining your child. You MAY NOT PHYSICALLY DISCIPLINE YOUR CHILD ON SCHOOL PROPERTY!!!!

A VISITOR'S PASS IS REQUIRED WHILE IN THE SCHOOL BUILDING

All class time is valuable for all students in the classroom. Parent visits must respect the rights of all students and should be scheduled for short periods which do not interfere with instruction.

PLEASE DO NOT REQUEST PERMISSION TO INTERRUPT A CLASS TO TALK WITH THE TEACHER AND/OR PARAPROFESSIONAL.

PICTURE IDENTIFICATION

Please be prepared to show picture I.D. when you come to visit, volunteer and/or conference with teachers, or pick up students. This policy helps to ensure the safety of all students at Jamestown Elementary.

TELEPHONE CALLS

The telephone is for business calls only. If a student is ill and needs a parent to pick him/her up, it is the responsibility of the school to call parents. The telephone will NOT be available for students to make personal calls for reasons such as keys left at home, forgotten homework, or pets left out/not fed. Teaching student's responsibility is an important factor in everyday growth and development and is a major component of our Character Education Program.

ELECTRONICS

STUDENTS MAY NOT USE CELLULAR PHONES or iPADS WHILE AT SCHOOL. BEEPERS, 2-WAY COMMUNICATION DEVICES, WALKIE TALKIES, TEXT MESSAGE DEVICES, VIDEO GAMES, VIDEO DEVICES OR SIMILAR DEVICES ARE NOT ALLOWED AT SCHOOL.

PARENT-TEACHER CONFERENCES

Parents are encouraged to periodically confer with your child's teacher concerning your child's academic progress and behavior.

Please request a conference appointment in advance in order to avoid conflicts in the teacher's schedules. Every effort will be made to schedule a conference at a time convenient to you. Parents may send a note or call the school when an appointment with a teacher or administrator is needed.

PLEASE DO NOT REQUEST A CONFERENCE DURING INSTRUCTIONAL TIME!

PLEASE DO NOT REQUEST TO HOLD A CONFERENCE DURING A PTA MEETING OR DURING CLASS/GRADE LEVEL PRESENTATIONS.

COMMUNICATION CHANNELS

Please follow the procedures listed below for handling concerns:

1. First contact the teacher involved and request a conference if the concern is classroom behavior, classroom procedure, or instructionally related. Then, if you need additional information, please contact the principal.
2. If you have questions concerning state testing, please contact the guidance counselor or the principal.
3. Contact the principal for all other matters that are not classroom related.

If you need to speak with the principal regarding any concerns you may have about your child, please use the following procedures:

1. Contact the school's office and leave a message with the secretary.
2. State the nature of your concern(s).
3. Give your child's name and his/her teacher's name.
4. Give your telephone number(s) and the best time to contact you.

The administrator will contact you as soon as possible and arrange a time and date for a conference.

PARENT MESSAGES

Local and State School Boards of Education are concerned about any interruption of instructional time, especially to give students and/or their teachers personal messages over the intercom. Similarly, calling a student out of class often interrupts the learning process for all of the class. We will not be able to call students to the telephone under any circumstances. Telephone messages for students or to students cannot be accepted.

Give your child notes or messages concerning appointments, afternoon transportation instructions (i.e. ride the bus, walk, be picked up, etc.) before he or she leaves home in the morning.

TELEPHONE NUMBERS

For emergency purposes, please keep the school informed of your current home, cellular telephone and business telephone numbers. If you do not have a telephone in your home, please arrange to use a neighbor's or relative's telephone for this purpose.

IT IS IMPERATIVE THAT WE ARE ABLE TO CONTACT YOU IN CASE OF AN EMERGENCY INVOLVING YOUR CHILD.

CHANGES IN TRANSPORTATION

WRITTEN instructions must be sent each time there is a change made to how a child gets home other than how it is indicated on the registration form or the previous day. The written instruction must have the students name and teacher, the date(s) of the change, it must indicate exactly what is to take place and it must be signed and dated by the parent or guardian with a telephone number where the parent or guardian can be reached.

Students must be picked up prior to 2:45p.m to be dismissed early. **After 2:45 parents will be required to get in the car rider lane which ensures organization for dismissal and the safety of all students. Also, students must be picked up before buses are loaded or he/she will be placed on the assigned bus.**

Students will only be released to parents or persons whose names appear on the student's Elementary Registration form. Any changes must be in writing and will become part of the registration information.

ENROLLMENT AGE AND BIRTH CERTIFICATE REQUIREMENTS

Pre-Kindergarten (Pre-K):

- Must be four years old on or before September 1st of the current year.
- State Certified Birth Certificate (*A Xeroxed copy must be given to the school to be retained in the students' cumulative record*).

Kindergarten:

- Must be five years old on or before September 1st of the current year.
- State Certified Birth Certificate (*A Xeroxed copy must be given to the school to be retained in the students' cumulative record*).

First Grade:

- Must be six years old on or before September 1st of the current year.
- State Certified Birth Certificate - if child did not attend Kindergarten in a Richmond County public school the previous years. (*A Xeroxed copy must be given to the school to be retained in the students' cumulative record*).

Exceptions to the Age/Birth Certificate requirements for First Grade:

- A child who lived in another state for the previous two consecutive years, and who was enrolled in and is performing successfully in a state-accredited kindergarten in another state or country may, until October 1st of the current year, enroll in a Richmond County kindergarten class, provided that the child will become five (5) years old on or before December 31st.
- A child seeking to enroll in the first grade who lived in another state for the previous two consecutive years, and who successfully completed a state-accredited kindergarten, will be registered and enrolled in a Richmond County first grade provided that the child will become six (6) years old on or before December 31st.
- It is the parent's responsibility to obtain and present to school authorities proof that the child meets the requirements for enrollment under the above rules or expectations. If the child's birth certificate is not presented to the school at the time of registration, the child will not be enrolled.

IMMUNIZATION AND HEALTH REQUIREMENTS

Students who enter a Georgia public school for the first time and/or when requested by school officials, must show proof of the following immunizations (*Form #3231*):

- Diphtheria
- Pertussis (whooping cough)
- Tetanus
- Polio
- Measles
- Mumps
- Rubella

Students who enter a Georgia public school for the first time and/or when requested by school officials, must show proof of the following examinations (*Form #3300*):

- Eye examination
- Ear examination
- Dental examination

Certificates/Records issued by the Georgia Department of Human Resources (*form#3231 and #3300*) are the ONLY instruments recognized and accepted in our school system as proof of the required immunizations and examinations. These immunizations, examinations and certificates may be obtained locally from any branch of the Richmond County Health Department, your family physician and, for military families, the Outpatient Pediatric Clinic, EAMC, at Fort Gordon.

Certificates must be presented to school officials at the time of registration or the child will not be enrolled. Certificates will be retained by the school and placed in the student's cumulative record. We encourage you to keep copies for your records.

CHILD CUSTODY CONCERNS

The School 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 actively be involved in the student's education and academic progress. Official notices and report cards will be sent to the parent or legal guardian 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 will not assume responsibility for enforcing such legal concerns. However, the school reserves the right to prohibit parents or legal guardians from entering the school if their conduct becomes disruptive to the school environment. Questions should be addressed to the principal.

BIRTHDAY PARTIES

Because of the need for continuity during the instructional periods, classes WILL NOT have birthday parties. When consistent with the *Wellness Policy*, birthday cake, cookies, cupcakes, snacks, etc. may be included as a part of the lunch time period. Requests MUST be submitted and approved by the teacher in advance. Birthday salutes may be made during morning announcements for students, faculty and staff. All baked goodies must be store baked and/or bought.

CLASS PARTIES

There will be two (2) occasions, Christmas Holidays and end-of-year, for class parties during the academic year. Parties will be held during the last hour of the day.

DELIVERIES FOR STUDENTS

Deliveries, stuffed toys, packages, balloons, flowers, etc. are NOT ALLOWED. These items, and the like, should be delivered to the home.

HEALTH SERVICES FOR ILLNESSES and ACCIDENTS WHILE AT SCHOOL

The school is staffed with a licensed nurse who is assigned to the school on a part-time basis. Health service is located in the school office area.

All accidents are to be reported to the office. Parents will be notified immediately in case of a student's illness or injury. The teacher will refer ill or injured students to the clinic.

Issues pertaining to your child's health should be discussed with the school nurse and your child's teacher. Such information should be recorded on the back of the registration health card and may be used should emergency situations arise.

Only emergency first aid will be rendered at school. There is no dispensing of drugs and no treatment for chronic ailments. The school is responsible for emergency handling of sudden illnesses or accidents but is not responsible for subsequent treatment.

If your child has medication to be taken while at school, the following steps should be taken:

- A parent or guardian must bring the medication to the nurse or office personnel along with written permission and directions from the doctor.
- A parent or guardian must complete and sign a permission form giving the nurse or office personnel, permission to administer the approved medication.
- ALL MEDICATIONS MUST BE IN AN ORIGINAL CONTAINER WITH THE STUDENT'S NAME ON THE LABEL.
- MEDICATIONS MUST BE TRANSPORTED BY THE PARENT OR GUARDIAN ONLY.
- Medications must be kept in the Clinic area for safekeeping and the protection of all students.
- Students WILL NOT BE ALLOWED to transport medication home on the bus or in a car. All medications are to be brought and/ or picked up by a parent or guardian.

Students will receive a pass from their teachers to see the nurse in order to take medication and/or if they are ill or have an injury.

PARENTS MUST LIST AND UPDATE ALL NECESSARY TELEPHONE NUMBERS IN ORDER TO INSURE NOTIFICATION IN THE EVENT OF AN EMERGENCY.

Office Hours

Monday through Friday 8:00AM until 4:15 PM

SCHOOL HOURS

MORNING

- Students eating breakfast at school may arrive no earlier than: 7:45 AM. Students are not supervised and must not arrive before this time.
- Car riders, walkers and students that do not eat breakfast at school should arrive no earlier than: 7:45 AM.
- The instructional school day begins at 8:15. Teachers greet students at the classroom door beginning at 8:10 AM.
- Tardy bell rings: 8:15 AM.

Student's not eating breakfast at school should arrive at school no later than 8:15 AM. For any student arriving earlier than 7:45 AM and not eating breakfast, arrangements should be

made with Prime Time through the YMCA for on-campus child care. Students should be in the classrooms and in their seats by 8:15 AM.

AFTERNOON DISMISSAL

**Parents and visitors are not permitted in the classrooms or hallways while students are preparing for and during dismissal.*

- Afternoon announcements. Students prepare for dismissal: *3:08 PM
- Car riders and walkers are dismissed: 3:10 PM
- Bus and Van riders are dismissed: 3:15 PM
- Prime Time students are dismissed: 3:30 PM
- Scheduled parent-teacher conferences begin: 3:30 PM
- Faculty and staff are dismissed: 4:00 PM

Arrangements should be made with **Prime Time** for students who need to remain after 3:30 PM. **Students who are frequently stranded at school after 3:30 PM will be reported to the social services agencies.**

Boys and girls Club will not be held at Jamestown this year but they will continue to offer their services at an alternative location and transportation by bus will be provided to that location.

Morning drop off

Students cannot be dropped off before 7:45 each morning!

Walkers

All walkers will be released through the front door. A duty representative will walk the walkers to sidewalks. They should exit and use all of the crossing lanes to get to the sidewalks. Students must remain on the sidewalks.

Car Riders

All car riders will be released after the afternoon announcements and should remain in their designated areas in the foyer or outside crosswalk. They must follow the directions of the supervising adults on duty.

The Parking Lots

We have changed the overall direction and flow of traffic in our front parking lot and we need everyone to please follow the directional arrows and govern yourselves accordingly.

In the morning do not drop students off in the parking lot but at the curb in front of the building. We plan to have persons out front to assist by 7:45 am.

In the mornings and afternoons the bus loading zone parking lot (side parking area) will be used for daycare vans and buses.

CAR RIDER SAFETY

DROPPING OFF and/or PICKING UP STUDENTS

We take the safety of our students very seriously. When dropping off students in the morning and/or picking students up in the afternoon, practice these safety rules:

- ALL VEHICLES MUST DROP OFF AND PICK-UP USING THE CURB OF THE RIGHT- HAND LANE CLOSEST TO THE BUILDING!
- Students should exit and enter cars from the right-hand side of the vehicle.
- NEVER DROP OFF OR PICK UP STUDENTS IN THE PARKING AREA. This poses a danger to students and blocks designated parking spaces.
- NEVER STOP OR PARK IN THE MIDDLE OR LEFT LANES OF THE DRIVEWAY. This blocks the flow of traffic.
- DRIVERS MUST REMAIN IN THE VEHICLE WHILE IN THE DRIVEWAY!

- IF IT IS NECESSARY FOR THE DRIVER TO LEAVE THE VEHICLE FOR ANY AMOUNT OF TIME, HE/SHE MUST PARK IN THE PARKING LOT.

All car riders, walkers will be dismissed by 3:15PM. All of these students MUST be picked up by 3:45 PM.

You will not be allowed to come to the front office to pick up students from 2:45-3:30.

You must send a note about a transportation change or if there is a dire EMERGENCY call the front office and we will try to send your child out as a car rider.

No one will be allowed to enter the building during afternoon dismissal.

During afternoon dismissal all parents MUST remain in their vehicles. If you wish to get out you must park in the parking lot and enter after 3:30.

ATTENDANCE

Each student is expected to attend school daily. Excused absences are permissible for illness of the student, dentist or doctor appointments, serious illness, or death in the student's immediate family, special and recognized religious holidays observed by the student's faith, order of governmental agency and school related functions previously approved by the principal or other appropriate officials. Absences for other reasons shall be deemed unlawful. Class work missed due to an unlawful absence (except suspension) may not be made up. *NOTE: 2 unexcused absences will result in a letter from the school. 5 unexcused absences will result in a referral to the Juvenile Court System.*

TARDY

Any student not in class by 8:15 AM is considered tardy. When tardy, a student must be brought to the office by the parent or an adult. The student will be given a tardy slip and then report to class. Excessive tardiness will necessitate a parental conference with the principal. If the problem is not corrected, a referral will be made to the school social worker who will visit your home. Oversleeping is not a legal excuse for tardiness. Please refer to the *Student Code of Conduct Handbook* and recently approved revisions for further information on excused/unexcused tardies.

EARLY DISMISSAL

If it becomes necessary for a child to leave school before the regular time, a NOTE from the parent or guardian must be brought to the office and/or given to the teacher upon arrival to school. The telephone number must be listed so dismissal requests can be confirmed. Parents must come to pick the student up, and must sign the student out in the office. Early dismissals will be made from the office only. A student must be in school 3½ hours or more to be counted present for the day.

Early dismissals of students results in loss of instructional time. Because the presence in class is so important, an early dismissal will be counted as a tardy. Students should be picked up prior to 2:45 PM (afternoon tardy) when leaving school for the day. Early dismissals are counted and noted in the same manner that a tardy is counted and noted.

ABSENCES

When a student is absent from school, a note signed by the parent, guardian or healthcare provider stating the reason for the absence must be presented on the first day the student returns to school. Parents may write no more than 5 excuses per year. If the absence has been legally excused, all work missed must be made up. It is the student's responsibility to ask the teacher about make-up work. A student is absent after 11:30 AM.

EXTENDED ABSENCES

A homebound teacher is available to your child should he/she misses 10 consecutive days or more because of illness or a serious accident. Parents must contact the school as soon as they are aware that the child's illness will necessitate missing 10 or more days from school.

HOMEWORK

This school follows the homework policy of the Richmond County Board of Education. A copy of this policy is given to each child's parents at the time the child enters school.

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 specific grade level.

In grades K-5, homework should offer **follow-up practice activities** with explicit directions given. 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 of homework is **additional 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.

In grades K-5 homework will be assigned **consistently Monday – Thursday** and **at the teacher's discretion on the weekends**. The following chart reflects the amount of homework that should be assigned:

Grades K-3	15-40 minutes
Grades 4-5	30-60 minutes

SEVEN STEPS TO EFFECTIVE STUDY HABITS

Children need structure and order in their daily lives. Parents can help their children develop good study habits by providing guidelines within their home environment. Here are seven steps to promote good study habits:

1. **TIMING:** A consistent time, after school or after dinner, as long as it is the same time every day when possible.
2. **SETTING:** The study area should be free of distractions.
3. **ASSISTANCE:** Be available for help as needed. When asked to spell a word, encourage the use of a dictionary, and sound out words. When asked a question, ask, "What do you think?"
4. **PACE:** Keep the child on task. Finish all of one subject before starting the next one.
5. **ATTITUDE:** Do not hurry, harass, or criticize during homework period. The slightest negative interruption will discourage and turn off effective communication.
6. **REWARDS:** Establish an award or incentive program. For example, you may watch TV after you have completed your work.
7. **CONSISTENCY:** Be consistent. Set standards that remain the same time after time so the child knows what is expected of him/her.

INSTRUCTIONAL REINFORCEMENT AT HOME

A student's attitude about school is often learned at home. Let your child know that school is important. Help the student unpack his backpack daily. Look for teacher notes or informational flyers. Ask him/her if he/she has homework to complete. Ask your child questions about his/her day, what he/she is studying, and what he/she liked best about the school day, show interest in what is being learned. Discuss the most surprising thing he/she learned in class lately. Talk about your school days, positive experiences or something new you have learned. Help your child to look at school tasks as challenges. Reinforce the idea that learning is fun and should be a life-long, enjoyable endeavor. Do not be afraid to be the disciplinarian when necessary. Children need family standards and restrictions that are consistent.

BREAKFAST AND LUNCH PROGRAM

It is a good health practice for all pupils to eat balanced meals in the lunchroom everyday. When in the lunchroom, students are encouraged to behave in such a way that will allow everyone in the lunchroom to enjoy a meal pleasantly. Misbehavior in the lunchroom is unacceptable and will not be tolerated.

We have a new computerized accounting system in the lunchroom. This system is designed to provide a more accurate way to count meals and account money. The classroom teacher does not handle lunch money. The lunchroom manager is directly responsible for all lunch money. The student enters the last four digits of his/her social security number (or the number of digits assigned by the system) for breakfast and lunch. This is used as the student's account numbers. Please note that breakfast will be provided at no charge.

The Breakfast Program begins at 7:45 AM each morning and ends at 8:20 AM.

All RCSS students receive free breakfast and lunch!

All persons are prohibited from bringing canned or bottled beverages into the lunchroom. Beverages brought from home in a thermos are permitted. Heating sack lunches for students is not allowed. Board Policy: Students should not be allowed to bring nor should parents be allowed to bring fast food lunches to students at school. This disturbs students and teachers. Students, teachers, and staff members permit sack lunches in the lunchroom. (Board Action – adopted October 14, 1976; amended December 10, 1981).

FOOD ALLERGIES

For your child's safety, we must have written documentation from your child's physician listing ALL food allergies. A copy will be kept on file in the cafeteria and in the school clinic. This document must be provided each school year. A copy of the breakfast/lunch menu is available for your review each month

GUIDANCE PROGRAM

The Guidance Program provides classrooms guidance, small group counseling, and individual counseling. Counseling services will not be initiated without the written consent of the parent. Small group counseling lasts for one semester then new referrals are taken and the groups reorganize for the second semester. This enables the counselor to give more students the opportunity to receive counseling services. The counselor also supports the instructional program through consultation with teachers and parents. Additionally, the counselor assists with the countywide testing program and the Student Support Teams.

SPECIAL PROGRAMS

THE GIFTED PROGRAM

For your child to be considered for the Richmond County Board of Education's Program for the Intellectually Gifted students in grades K-12, a referral must be made by school personnel based on classroom achievement, motivation, creativity, and standardized test scores. However, further testing will be necessary to determine if your child meets eligibility as established by the Georgia Department of Education. Parents will receive notification of the testing site and date 10 days in advance.

Students in grades K-12 may qualify on mental abilities and achievement scores. They must achieve, as a minimum, a mental ability score at the 96% and 90% total reading or total math on a standardized achievement test. Students also may qualify on 3 out of 4 components, which include mental ability scores (96% minimum), achievement (90% on total reading or total reading or total math on a standardized achievement test), creativity (90% on a standard test), and motivation (a minimum score of 90 on a standardized motivational scale).

Students in grades K-2 who score at the 99th percentile on a standardized mental ability test shall automatically qualify on that score alone.

Data gathered by an outside source may be used for referral information but shall not be substituted for data that the school generates during the testing/evaluation process.

You will be notified of the results and your child's status within 30 days after the tests are administered. At that time, you may, if you wish, call the Special Education Department for a conference. The evaluation of your child will be completed only if you give your permission for further testing.

Response To Interventions (RTI)

The Response to Interventions Team is three or more professionals, this includes the classroom teacher, assigned to identify, plan and recommend instructional strategies or behavioral interventions for a given student.

The RTI Team is designed to provide assistance to any student who is experiencing learning problems in school. This consultant group assists regular teachers with modification of instruction in the regular classroom. The RTI is a function of the regular education program. Our school psychologist (Susan Venable) is here most Wednesdays, and meetings are held with her, your child's teacher, the grade level EIP teacher and when needed the principal.

PROCEDURES FOR SPECIAL EDUCATION TRANSFER STUDENTS

For Special Education Students moving into the county with a current IEP (Individual Education Plan) or psychological, the following procedures should be followed:

- Present all data and pertinent information to the (*Richmond County Board of Education*) Special Education secretary.
- The secretary will receive the information and get the parent signature on a release form. A file will be made for the student and assigned to one of the consultants.
- The consultant and special education personnel will review the data within the department and will handle subsequent contacts with the school and parents concerning eligibility and placement.

The student cannot be placed in the Special Education Program until he/she has been staffed in with a current IEP.

Early Intervention Program (EIP) and School Interventionist

The early Intervention program is offered for grades K-5 and is based on student data and performance. Students are recommended and placed in the program based on individual needs in math or reading.

MEDIA CENTER/ LIBRARY

We feel the school media center/library is a vital part of the total school program. It strives to aid in meeting the needs and interests of teachers, students, and the school community. In so doing, media (print and non-print) selections are made based upon these needs and interests of the students with the cooperation of the administration, teachers, and students. With this in mind, the media center attempts to make available materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards. The media center further does its best to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, cultural interest and maturity levels of students served.

Our media center has the “open concept” with a full time media specialist. This makes possible the use of the library throughout the day by individuals, groups or classes. There is no fixed, rigid schedule. The students are instructed to use the media center in a skillful and orderly manner. The ultimate goal is to help students to locate, appreciate, evaluate and use information wisely in their growth and development in becoming good citizens and life long learners.

FIELD TRIPS

When a field trip is planned to be taken, your child will bring home a permission form stating the destination, date, and times of the field trips. This form **MUST** be returned with parent/guardian signature at least one week before your child will be allowed to go on the trip. While all field trips are a support to our instructional program, students that miss the trip (due to safety/discipline/illness reasons only) will be given comparable assignments to complete. You **MUST** have completed the Parent Volunteer training and have a valid Volunteer Card in order to chaperone a field trip.

REPORT CARDS

The school year is composed of four, nine-weeks report periods. Report cards will be sent home at the end of each report period. Please review the report card very carefully, sign, and return it to school the following day. It is the responsibility of each student to get his/her report card home and back to school. If a report card or report card jacket is lost, there will be charge of fifty cents (.50) to get a new card or jacket.

We will mail home the 4th nine weeks report card. At the end of the year when asked please remember to send 75 cents (.75) with your child so that they can have their report cards mailed home.

END OF YEAR REPORT CARDS

All report cards and available test scores will be mailed at the end of the year, unless the student has an outstanding financial obligation to the school (such as library fines, lost textbooks, cafeteria balance, outstanding balance in the bookkeeper's office, etc.). The fee of \$0.60-\$0.75 covers associated mailing expenses and may be collected during the spring semester.

AWARDS AND RECOGNITIONS

Honor Programs at the end of the year will recognize students for honors in the following categories:

Distinguished Scholar A Honor Roll:	all A's and an A in conduct
A Honor Roll:	all A's excluding conduct
A-B Honor Roll:	A's and B's excluding conduct
Perfect Attendance (PA)	If a student leaves school early, this Will count against PA

Other awards recognition categories and the frequency of awards ceremonies may be established as deemed necessary by actions of the School's Honors and Awards Committee. All students whether receiving awards will be allowed to participate in the end of the year honoring excellence ceremony.

HONORS DAY DRESS CODE

For this special day students are asked to wear the appropriate attire.

Girls asked to wear "Sunday" dresses.

Boys should wear a dark suit or black/blue dress slacks (no shorts), white dress shirt (neck tie is optional); dress shoes (no sneakers or athletic shoes).

Please check with your child's teacher for specific dress instructions.

SCHOOL RECORDS

The cumulative records will be treated as confidential information. They are always available for inspection by the parent upon request with advanced notice. Parents desiring such a review should call the school office to make an appointment with the principal.

INSURANCE FOR STUDENTS

The school does not provide accident insurance for students. Parents are responsible for the medical care of accidentally injured children. However, at the parents' expense, a private, commercial, student accident insurance plan application will be made available at the time of registration. Parents are encouraged to purchase this coverage.

WITHDRAWING *and/or* TRANSFERRING

If it becomes necessary for a student to withdraw or transfer from the school during the year, the parent or guardian is to notify the school in writing at least 24 hours in advance.

OUTSTANDING BALANCES, FINES and FEES DUE TO SCHOOL

All students are required to pay for lost or damaged library books, lost or damaged textbooks and any other outstanding financial obligation owed to the lunchroom, office, bookkeeper, etc.

Payment must be received prior to transferring to another school in order for records to be forwarded and/or report cards issued.

Payment must be made in cash, certified cashiers check, or money order.

RETURNED CHECK POLICY

A fee of \$25.00 will be made for each returned check. The school will not accept checks from anyone once a check has been returned to the school.

LOST AND FOUND

Found items are placed in the office or lost and found room. If your child has lost an article, you may come and look through the items turned in. As a precaution, we ask that you label all outerwear with the child's special I.D. All items not claimed at the end of the school term will be donated to a charitable organization.

PROMOTION POLICY

To help ensure student achievement, the Richmond County Board of Education established the following placement guidelines for elementary schools:

- A student shall be promoted when, in the professional judgment of the teachers and the principal and other professional school staff, he/she has successfully met the identified instructional standards based on the GPS Content for Georgia Public Schools (K-8) and the Richmond County Board of Education Curriculum Objectives.

ELEMENTARY (K-5)

- Specifically, a child must master 70% of the Richmond County Curriculum Guide Scope and Sequence Objectives for Language Arts, Mathematics, Science/Health, and Social Studies at the assigned grade level. Mastery of these objectives must be documented through system-identified assessments in each subject area. For kindergarten, assessment documentation would include GKID, Richmond County Pre/Post tests, Math Assessment Card, and report card.
- Report card grades for each subject should reflect the teaching of all GPS and Richmond County Board of Education Objectives utilizing the current textbook adoption(s) and assessments, assigned class work and homework, and the student's overall academic performance in the classroom.
- To meet promotion requirements, students **MUST** pass three of four areas of study – Language Arts, Mathematics, Science/Health, and Social Studies – which must include a passing grade in Language Arts **and** Mathematics in grades 1-5.
- In Kindergarten a student should master 70% of the Richmond County Curriculum Guide Scope and Sequence Objectives in the areas of Language Arts and Mathematics in which communication skills (listening, speaking, reading, writing) and problem-solving thinking skills are relevant to a child's varied developmental needs and abilities. Student performance on the GKID Student Progress Cards, checklists, RTI minutes, and progress reports should all be considered when evaluating learner strengths and weaknesses.
- A passing score in the reading and math sections of Georgia Milestones is a State required amendment to the *Promotion Policy* for students in Grade 5. Students in Grade 3 must have a passing score in the reading section of Georgia Milestones.

INCLEMENT WEATHER

In case of inclement weather, rain, snow, and extreme cold, upon arrival at school, students may report to the Gymnasium to wait for school to start. While in the gym, students are expected to take a seat and remain relatively quiet. Reading is recommended. Running, rough playing, and excessive noise will not be permitted. Students will be warned about misbehavior and excessive noise. If the misbehavior continues he/she will be referred to the principal for appropriate disciplinary action.

When inclement weather prevents the opening of school, you will be notified via television, radio, Global Connect call directly from the Board or Jamestown.

STUDENT DRESS

Jamestown Elementary seeks to maintain an orderly and professional environment for education. We urge all parents to help our students dress for success. Students dress for different activities. Our “school” look should be different from the weekend play and “mall activities” look. We have seen a big improvement in student pride and accomplishments that the staff attributes to individual student academic performance emerging when students are not worrying about “fad” and “trendy” dress styles. Some of the items we do not allow students to wear or display are in the main text of this handbook and the Richmond County Student Code of Conduct Handbook. The decision as to whether or not an item of clothing is appropriate rests with the school.

The objectives for the school dress program are:

- To promote school pride
- To improve students’ self esteem
- To improve focus on school work (not on dress) which will promote learning
- To enhance discipline
- To reduce teasing and peer pressure
- To reduce the costs of clothing for the family

Dresses and skirts for girls are to be of sufficient length as to enable them to sit or bend and still maintain a reasonable degree of modesty.

Shirrtails must be worn tucked inside. Pants, jeans, skirts, slacks, etc. should not be worn below the waistline. Pants, jeans and slacks should not be worn with one or both legs pulled up or rolled up.

The dress standard adopted by the Richmond County Board of Education specifies that hair “...will be kept neatly groomed.” Hair styles that cause disruption of the class will not be tolerated. In general, students must dress in a manner reasonable expected of a child who is attending school for the purpose of learning.

- “sagging” trousers may not be worn
- No rips, holes, or cuts in pants or shirts
- No tank tops or spaghetti strap type shirts
- males may not wear earrings.
- “leggings” or “bike short” outfits may not be worn unless the shirt/dress/top falls just above the knees or longer
- scarves, bandanas and baseball caps are not acceptable in the building or classroom.
- pants with belt loops must be worn with a belt.
- “wheelie” shoes (shoes with wheels) are prohibited at school.
- sandals, flip-flops, slides(with or without fur) or similar shoes without a heel strap may not be worn.
- shoes must be worn that will permit full participation in physical education and playground activities.
- large, irregular, or distracting belt buckles are not permitted.

STUDENTS WHO DO NOT OBSERVE THESE RULES WILL BE SENT HOME

KNIGHTS OF THE ROUND TABLE

The Knights of the Round Table was implemented to honor excellence in behavior and citizenship in all Jamestown students. The Knights of the Round Table will be a school wide initiative. Students, classes and grade levels will be expected to meet the very highest standards represented by the virtues of the Knights of the Round Table, including self-discipline, responsibility, perseverance, honesty, courtesy, respect, compassion, courage, and pride. This year Ron Clark's Essential 55 will be used to help shape some of these characteristics.

VIRTUES OF THE KNIGHTS OF THE ROUND TABLE

The virtues of the Knights of the Round Table represent important values and character traits that the Georgia Department of Education has requested schools to include in the curriculum. At Jamestown, students are taught in the classroom and through the Knights of the Round Table program. The Jamestown Guidance Program also teaches these during their classroom guidance instructional program. The virtues include self-discipline, responsibility, perseverance, honesty, courtesy, work, respect, compassion, courage and pride.

KNIGHTS TOKENS

All students have the opportunity to obtain Knights Tokens and will be allowed the opportunity to redeem those tokens in our school store (Knights Kingdom) or with various teachers and staff members for other perks; such as homework passes and possibly ice cream in the cafeteria.

KNIGHT 9 WEEKS REPORT CARD RECOGNITION

All students, including the average performing student, need an opportunity to be recognized for their efforts. Every nine week grading period, students who pass all content area subjects will be awarded a certificate and a blow pop.

TRIBUTE THURSDAY

Every Thursday students, faculty, and staff members will be recognized for excellence noticed in our building at JES.

GENERAL RULES FOR STUDENT CONDUCT

-See the *RCBOE Code of Student Conduct and Discipline*

1. All students attending Jamestown Elementary School are expected to dress appropriately and to practice good personal hygiene.
2. Students are expected to show proper respect for and to obey all adult personnel at all times.
3. Students will not come to the office during recess, except with the permission of a teacher.
4. Students will remain in their rooms on rainy days when indoor recess is necessary. Students will be excused by the teacher to use restrooms.
5. Students will not throw litter of any kind on the school campus or inside the school.
6. Students will immediately line up at designated entrances and will be quiet in doing so when entering the building in the morning and exit at the end of the day.
7. All students are expected to conduct themselves like young ladies and gentleman at all times and to treat others as they would like to be treated.
8. Students should walk quickly, single file, avoiding pushing, running, sliding, and tripping while entering and leaving the building as well as changing classes (e.g. P.E., music, remedial classes, and lunch).
9. Students are not allowed to interrupt classes or loiter in hallways while classes are in session. An atmosphere of quietness is to be maintained while classes are in session.
10. Students are to leave the campus promptly when school is dismissed. No student is to re-enter the building except for an emergency.
11. Students are to obey the faculty and staff monitors at all times.
12. Students are not permitted to leave the school campus during the school day without permission from the office and a written statement from the parent.
13. No unsupervised students are allowed in the school building.
14. All students must be signed out in the office before leaving school during the day. Parents must sign when picking up a child.
15. Students are not to run in the halls at any time.

16. No sweet snacks or drinks are to be brought to school. Students may bring their lunches to school. Only authorized class parties (holiday and end-of-year) are permitted. (See the *Wellness Policy*)
17. Students are expected to refrain from damaging or destroying private and school property. (See the RCBOE Code of Conduct and Discipline)
18. Students should not throw trash on the yard or bring food from the lunchroom. The lunchroom is the only place where students are allowed to eat. Gum chewing is not allowed in school.
19. Students should not bring any items to school other than books, food for lunch, or other items approved by the teacher. **Cellular telephones, iPods, iPads, MP3 players, radios, games, video games, video devices, CD/DVD players, Fidget spinners and Fidget dice, toys, etc. are prohibited.**
20. Riding bikes to school is discouraged by this administration, but not prohibited. We cannot be responsible for stolen or damaged bikes.

21. PROHIBITED ITEMS

The following items are prohibited in the school building, on the school grounds, on buses, or while on the way to or from school:

- All cards (playing, game, collector, etc.)
- Baseballs (hardballs, softballs, basketballs, soccer balls, etc.)
- Cameras
- Cassette players
- CD/DVD players
- Cellular telephones
- Firearms (including toy replicas)
- Fireworks of any kind
- iPods, iPads
- Knives of any kind
- Laser lights
- Fidget spinners and Fidget dice
- Matches
- MP3 players
- Pistols of any kind (including water)
- Radios/TVs
- Slingshots
- Soft drinks
- Tape players
- Tobacco in any form
- Video games
- Other contraband

TRANSPORTATION RULES FOR STUDENTS

The following rules are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to impress upon their children the necessity to obey these rules so pupils may be transported safely and comfortably.

SCHOOL BUS RULES AND STUDENT RESPONSIBILITY

1. The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully.
2. Obey and respect the orders of monitors or patrols on duty.
3. Be on time at the bus stop. The driver cannot wait beyond his/her regular schedule for those who are tardy.
4. Wait in an orderly line off the street or road.
5. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver.
6. Do not run toward a school bus while it is in motion.
7. Ride only the bus assigned by school officials.
8. Do not try to get on or off the bus or move about within the bus while it is in motion.
9. Pupils must occupy seats assigned them by the driver or school officials. Ride three in a seat if necessary and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the white marker line.
10. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated and may result in the loss of bus riding privileges.
11. Do not engage in any activity which might divert the driver's attention and cause an accident, such as:
 - Loud laughing and talking or unnecessary confusion.
 - Unnecessary conversation with the driver
 - Extending any part of the body outside the bus windows or doors or riding outside of the bus.
 - Sitting on backpacks/book bags, etc.
12. Students must not open or close bus windows without permission of the driver, nor shall they regulate or operate any part of the bus.

13. Do not engage in any activity which might cause damage, cause excessive wear, or litter to the bus or other property. The following activities are prohibited at all times:
 - Smoking or eating on the bus.
 - Spitting or throwing anything in or from the bus.
 - Possessing knives or sharp objects on the bus.
 - Bringing animals on the bus.
 - Tampering with mechanical equipment, accessories, or controls of the bus.
14. Pupils will not leave the bus on the way to school or home without permission of the driver. Drivers will not give permission except in case of personal emergency, or upon request of the principal or the pupil's parent(s).
15. Pupils must be courteous to the driver, to fellow students, and passersby at all times.
16. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost.

BUS RULE VIOLATIONS

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**. The second offense will result in a **written warning**, with a copy to the pupil's parents stating that further offenses will result in **suspension or revocation** of riding privileges. The third offense may result in a **two-week suspension** of riding privileges with a notice to the pupil's parents stating that further offenses will result in **revocation** of riding privileges for the remainder of the school year. The foregoing steps are not mandatory, in cases of fighting and acts of violence to protect life and/or property, any one or all steps may be skipped, and riding **privileges may be revoked on the first offense**.

TIPS FOR A SUCCESSFUL SCHOOL YEAR

1. Communicate with your child's teacher frequently. Become a team player for you child's academic success.
2. Support your child in homework efforts but refrain from doing the homework. Provide a quiet place and a consistent time to do homework.
3. Teach your child to follow directions, Give one and two step directions and see that the task is completed.
4. Teach your child to show respect for others by using polite phrases such as "please", "thank you", "excuse me, etc.
5. Model and reinforce appropriate behavior.
6. Help your child learn his/her address and telephone numbers.
7. Guide, monitor and limit your child's television viewing.
8. Listen to your child and encourage your child to talk about new experiences.
9. Help your child to expand his/her vocabulary; explain the meaning of new words.
10. Involve your child with reading and writing activities on a daily basis.
11. Encourage your child to succeed by encouraging his/her best work.
12. See that your child gets a good night's sleep and has a nutritious breakfast.
13. Write an identification code on your child's personal items that are brought to school such as coat, hat, gloves, sweaters, lunch boxes, etc.
14. Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children. Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.
15. Dress our child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition.
16. Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day.
17. Discuss with your child what to do and where to go in the event you are not at home when he/she arrive.

"The best thing to spend on your children is time."

-Louise Hart

"The educated differ from the uneducated as much as the living differ from the dead."

-Aristotle

"Always walk through life as if you have something new to learn and you will."

-Vernon Howard

