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Dear LFH Family,

I hope you all have enjoyed your summer. As we navigate this new way of learning, using virtual platforms, it is so important to know that my staff and I are here to support you in every way possible.

It is imperative to continue the legacy of success established at Lake Forest Hills by building strong relationships with parents, students, staff, and community partners. We will focus on fostering a nurturing safe environment for children and providing exciting and challenging enrichment opportunities for all students. We will practice social distancing and utilize sanitation requirements fervently.

I anticipate a most successful year as my team, and I support the academic, social, and emotional growth of your child at Lake Forest Hills Elementary IB PYP World School. During the course of the year, it is my hope that we will work together to provide the students the best possible opportunities in preparing them to be world class citizens ready to master the challenges of the 21<sup>st</sup> Century with a solid foundation to build upon.

As Principal, my door is always open, and I welcome your input. Please feel free to stop in or call to make an appointment to discuss any concerns, suggestions, or ideas to help make this the best year yet! As a reminder, the first day of school-face to face- is Tuesday, September 8, 2020.

In partnership,

*Emily Driggers*

**Dr. Driggers**



*2020-2021 Academic Calendar*



# 2020-2021

## Richmond County School System School Calendar

July '20						
Su	M	Tu	W	Th	F	Sa
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September '20						
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October '20						
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November '20						
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29	30					

December '20						
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- Jul 03 Independence Day (Holiday)
- Jul 27-Sept 4 Preplanning
- Aug 31-Sept 4 Open House (detailed schedule will be released)
- Sep 07 Labor Day
- Sep 08 ★ First Day of School
- Sep 21-Oct 08 Elementary Fall Parent Conference Window
- Sep 29 Progress Reports
- Oct 08 Elementary Early Release/Parent Conferences
- Oct 09-12 Student/Teacher Fall Break\*
- Oct 26 End of 1st Quarter
- Oct 27 Beginning of 2nd Quarter
- Nov 06 Report Cards
- Nov 09-Nov 16 Fall Masters Break
- Nov 24 Progress Reports
- Nov 25-27 Thanksgiving Holiday
- Dec 17-22 Exams
- Dec 22 End of 2nd Quarter/Early Release (all grades)
- Dec 23-Jan 01 Christmas/Winter Break
- Jan 04 Teacher Work Day/Student Holiday
- Jan 05 Beginning of 3rd Quarter
- Jan 11 Report Cards
- Jan 18 MLK Holiday
- Feb 08 Progress Reports
- Feb 12 Teacher Work Day/Student Holiday
- Feb 15 Student/Teacher Holiday\*
- Feb. 02-Mar 11 Elementary Spring Parent Conference Window
- Mar 11 Elementary Early Release/Parent Conferences
- Mar 11 End of 3rd Quarter
- Mar 12 Teacher Work Day/Student Holiday
- Mar 15 Beginning of 4th Quarter
- Mar 22 Report Cards
- Apr 02-12 Spring Break\*
- Apr 27 Progress Reports
- May 19-25 Exams
- May 25 Last Day of School/Early Release (all grades)
- May 26-27 Post-Planning
- May 25-27 Graduation
- May 28 Report Cards
- May 31 Memorial Day (Holiday)
- Jun 01-Jul 01 Summer School
- Jun 07 -Jul 15 4-Day Work Week

<span style="background-color: #d3d3d3; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Teacher Planning Days	<span style="background-color: #ffa500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early Release Days
<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Holidays	<span style="color: blue; font-size: 1.2em;">★</span> First Day of School

**Weather-Related School Closings**  
For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDQ-TV, or WGAC Radio for up-to-date information on school closings. Also, you can view the school system's website at [www.rcboe.org](http://www.rcboe.org).

\*Note: If needed, October 9, February 15, and April 2 will be considered for possible inclement weather make-up days.

January '21						
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February '21						
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March '21						
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April '21						
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May '21						
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June '21						
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27	28	29	30			

## Welcome

The administration and staff would like to take this opportunity to welcome you to Lake Forest Hills Elementary School. The information in this handbook has been compiled to help you succeed at Lake Forest Hills. It is as accurate as possible at the time of printing. If there are changes you will be given notices via materials at open house, notes sent home with your child, or in the Weekly PTO Emails or Pod Squad Newsletters. (Please check your child's book bag daily!) The entire staff is here to assist you with your child's education. Come and share in our vision and excitement!

## Here to Serve You

Communication is key to success. Please feel free to contact us with any problem or concern you may encounter. We are grateful for the positive attitudes so many of you share regarding our school. Listed below are the phone numbers to the school and county offices:

Lake Forest Hills: 706- 737-7317 x0  
Fax: 706- 737-7318  
Data Specialist: 706-737-7317 x1  
Bookkeeper: 706-737-7317 x2  
Gym: 706-737-7317 x3  
Social Worker: 706-737-7317 x4  
Counselor: 706- 737-7317 x5  
IC/IB: 706-737-7317 x6  
Cafeteria: 706-737-7317 x7  
Clinic: 706-737-7317 x8  
Media: 706-737-7317 x9

District Office: 706- 826-1000  
Curriculum: 706- 826-1102  
Guidance and Testing: 706- 826-1129  
Psychological Services: 706- 826-1131  
Special Education: 706- 826-1132  
School Food Services: 706- 826-1122  
Transportation: 706- 796-4777  
School Social Work: 706-826-1139

## **The International Baccalaureate Primary Years Programme** **Lake Forest Hills**

### **Mission and Vision and Beliefs**

The mission of Lake Forest Hills Elementary is to develop life-long learners who are knowledgeable, compassionate, active and globally responsible in an ever-changing world through partnerships with home, school and community.

Our vision is to develop an internationally minded student who exhibits the IB Learner Profile Attributes beyond the confines of the classroom.

#### **Beliefs:**

The learning community at Lake Forest Hills believes:

- Teachers, administrators, students, parents and the community share the responsibility of carrying out our mission.
- Students learn best in a safe, healthy, stimulating and caring environment.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Learning should be a positive partnership involving teachers, administrators, parents, students and the community.
- Student learning should be developed using a variety of teaching methods to accommodate individual differences.
- Discipline is essential to all students' success.
- Understanding differences can increase students' appreciation of diversity among people.
- Students should be challenged to achieve their potential in an ever-changing world.

### **What is the Primary Years Programme (PYP)?**

The IB Primary Years Programme, for students aged 3 to 12, focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.

### **What is the curriculum framework?**

The curriculum framework consists of five essential elements: concepts, knowledge, skills, attitudes, action. The knowledge component is developed through inquiries into six transdisciplinary themes of global significance, supported and balanced by six subject areas.

The curriculum framework is further structured around three interrelated questions.

- What do we want to learn? *The written curriculum.*
- How best will we learn? *The taught curriculum.*
- How will we know what we have learned? *The assessed curriculum*

## **What is the IB Learner Profile?**

The aim of all IB programmes is to develop internationally minded people. IB learners strive to be:

- inquirers
- thinkers
- principled
- caring
- balanced
- knowledgeable
- communicators
- open-minded
- risk-takers
- reflective

## **What are the three phases towards authorization?**

### **· Consideration phase: feasibility study and identification of resources**

The school makes an in-depth analysis of the philosophy and curriculum, and identifies the resources needed to deliver it.

### **· Candidate phase: trial implementation period**

The school puts in place all the processes and resources needed to deliver the programme, including the training of teachers. The school must then implement the full programme for at least one year.

### **· Final phase: school visit by an IB visiting team**

At the end of the trial period, a delegation appointed by the IB visits the school and evaluates the school's capacity to deliver the programme. If the outcome is positive, the school becomes authorized to offer the programme and attains the status of IB World School.

## **What are the Five Essential Elements of PYP?**

### **Knowledge**

Significant, relevant content that we wish the students to explore and know about, taking into consideration their prior experience and understanding

### **Concepts**

Powerful ideas that have relevance within the subject areas but also transcend them and that students must explore and re-explore in order to develop a coherent, in-depth understanding

### **Skills**

Those capabilities that the students need to demonstrate to succeed in a changing, challenging world, which may be disciplinary or transdisciplinary in nature

### **Attitudes**

Dispositions that are expressions of fundamental values, beliefs and feelings about learning, the environment and people

### **Action**

Demonstrations of deeper learning in responsible behavior through responsible action; a manifestation in practice of the other essential elements

## **Please visit our school website for more information and for links to the following:**

- The Programme of Inquiry (POI) and corresponding unit planners
- The Language Policy
- The Assessment Policy





## SCHOOL DAY

### Moment of Silent Reflection

In compliance with Georgia law, all teachers at public schools will conduct a moment of reflection that lasts 60 seconds at the beginning of each school day. According to this policy, this moment of quiet reflection is not intended to be a religious observance or exercise. It is an opportunity for reflecting on the anticipated activities of the day. The moment of reflection began at the start of the 1994-95 school term.

### Attendance

Research shows that the single greatest factor contributing to student achievement is attendance in school. While a student who is absent may be able to cover a missed chapter, copy missed notes, or complete some written assignments, other very important aspects of a lesson are gone forever. Discussion, listening, note taking, raised questions, explanations and clarifications are among the important interactions that are irretrievably lost. Children who are sick should stay home because they will not be able to attend to learning tasks when they're not well. However, many times students are absent for less than avoidable reasons. Habitual late arrivals and early dismissals also interrupt a child's learning and the teacher's instruction. Each month there are breaks or holidays built into the school calendar. Please plan to schedule appointments and doctor's visits during those times.

The RCBOE attendance policy allows no **unexcused** absences or days tardy/early dismissals. It can be found in the Code of Conduct and should be read carefully. Please expect your child's teacher to call on the second consecutive absence each time your child is not in school. **A written excuse is required of each student when returning to school after an absence** (even though the teacher may have called you). It must be from the doctor or an official third party. It is the student's responsibility to make up all assignments, projects, and tests s/he missed during his/her absence. Class work missed due to an unexcused absence/early dismissal cannot be made up unless prior arrangements have been made with the teacher.

If a student has an appointment during school time, it is desired that the child report to school at the regular time and be picked up by the parent later for the appointment. Students arriving after OR leaving school before 12:00 will not be counted present. The student must come to school and remain for at least one-half day in order to be counted present. As partners, we can make a difference in students' lives by guarding instructional time.

**Attendance of non-school activities or functions must be authorized by the principal and in some cases approved by the superintendent or area superintendent to be excused.**

## **PreK-5 Attendance Policy**

**Any student in grades PreK-5 who accumulates five unexcused absences shall be referred to the school social worker** regarding attendance interventions and implementing truancy prevention strategies. In an effort to improve student attendance, RCBOE has developed a procedure with Juvenile Court officials. Referrals will be made to them if a child has **8 unexcused absences**. Our school attendance team will meet monthly to review data. We appreciate the effort you put into having your child at school all day-every day.

Suspensions will be included in attendance. Teachers will determine if suspended students have the opportunity to make-up the missed work on a case by case basis. An absence is either lawful or unlawful.

Absences that are lawful, and therefore excusable, shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and local policy. **Lawful excuses** shall include personal illness of a student, serious illness or death in the student's immediate family reasonably necessitating absence, special and recognized religious holidays observed by student's faith mandate or order of government agency and school related functions previously approved by the principal or other appropriate official.

Parents may keep their child out for other reasons, but such an absence shall be deemed unlawful or **unexcused**. Class work missed due to unlawful absences cannot be made up.

For any absence beyond five (5), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence. If a child leaves school before (or signs in after) 11:45, s/he is considered absent for the entire day. This is in accordance with Georgia Public Attendance laws.

The school shall not allow a student to participate in any extra-curricular, clubs, co-curricular activities or cooperative work experience, if the student was not counted present for the school day or is suspended.

## **Days Tardy**

At 7:25 a.m. the first bell of the day rings for the children to go to their classrooms. The next bell sounds at 7:30 a.m. **Children not in their classroom at the sound of the second bell are marked tardy**. When your child is late for school, time is spent by the teacher changing records, etc. This takes valuable learning time away from all students.

Days tardy also apply to the breakfast program. Students who walk or are driven to school must be in the cafeteria no later than 7:20 in order to participate.

When a student is tardy, his/her parent/guardian must come into the school and sign in the student to get a late pass to class. We depend on you to see that your child is at school on time and urge you to support our tardy policy. **Early dismissals, also, count as days tardy**. Please refer to The Uniform Code of Student Conduct and Discipline, which gives explicit information about days tardy.

**PLEASE NOTE: A student will not be recognized for perfect attendance after ten (10) days tardy (even if present each day). Being aware of the policy will help your child avoid late passes and will help you avoid having to come sign your child in at the office or come for conferences. Ten unexcused days tardy or early dismissals will result in one unexcused absence.**

### **Morning Routines**

The **earliest** your child can be dropped off in the morning is 7:00 a.m. There is no one to supervise your child before that time, and as you know, it would be unlawful for you to leave your child unsupervised at a public facility. No students are allowed to sit on the benches to wait for the doors to open unless there is a parent with him/her. Our safety patrol and supervising teachers start their duty at 7:00 every morning, so please wait until they are on duty before you release your child. This rule is solely for the protection of your children. We have Boys & Girls Club available for a fee should you need to drop your child off earlier than 6:45 am or pick them up later than 2:30 pm.

The **latest** your child should report to school is 7:25 (7:20 if eating breakfast). Any child entering the classroom after 7:30 is considered tardy. Your help is needed to ensure that your child is getting the best education possible.

**7:00-7:30 is NOT a good time to talk with a teacher—she/he is either on duty or preparing for class.** Please plan to discuss your child/share information at a time when the teacher does not have *any* students (and after these times)—send a note or call and your child's teacher will be happy to talk with you during one of his/her free times or after students are dismissed.

If you have items that need to go to the classroom, please drop them off at the office—we'll be sure they get to the classroom!

### **Early Dismissal**

The new Richmond County Board of Education attendance policy treats days tardy and early dismissal the same. Ten unexcused days tardy or early dismissals equal one unexcused absence.

Teachers have your children busy until the very last teachable moment and your children are re-checking homework assignments and organizing books/papers needed at home. Students who are picked up early from school miss valuable instructional time. Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If your child is to be dismissed early, please **send a note to the teacher** stating the time and the reason. When you come to pick up your child, please come by the office and sign him/her out—**your child will not be called from class until you have arrived to sign him/her out.**

Only the child's legal guardian (or designee as specified on the registration card) will be allowed to sign a student out. *We will **not** release your child to **anyone** else unless you have given us prior written approval, or it's noted on his/her registration card.*

**Students will not be released to any person whose name does not appear at the bottom of the registration card.** Please make sure we have the names of everyone who is authorized to pick up your child listed on the card—it's important to keep this **information updated**—particularly your contact numbers.

Due to the intricate release process, **no child's classroom will be called after the 2:15 pm dismissal process has been started.**

Without a note from the parent, we cannot monitor the way a student goes home after school. If the registration form indicates bus, daycare, Prime Time, carpool, or walker, we will honor these unless notified in writing or by fax. Fax (737-7318) for emergency changes.

**For the safety of your child, we cannot honor phone requests and MUST have a written request.** This applies to after-school clubs and activities, also—pick-up must be determined before a child stays for the activity.

### **Other Dismissal Information**

\*Students who are walking home are called to the front lobby and released together to the Crossing Guard at 2:10 pm.

\*Bus riders begin dismissal at 2:15 pm.

\*Students who ride in Day Care vehicles are released from the front lobby beginning at 2:20 pm.

\*Those picked up by parents are dismissed at 2:15-2:45 pm from the back-parking lot. Because of the congestion, **please drive 5mph without lingering so the line can move forward** and be diligent in arriving to pick your child up at 2:30.

**Arrangements must be made with Boys & Girls Club, Prime Time, or a day care facility if your child cannot be picked up by 2:30 daily!**

\*Children who wish to ride home on a school bus other than their own with another student must bring a note from the parent to be approved by the principal.

- On rainy days, parents are expected to pick up students who walk home. It is not possible to allow each one to telephone home for the parent to pick them up.
- Only school buses and daycare vans are to use the front drive between 2:00-2:30 pm.
- Boys & Girls Club children should be picked up from the back of the school.

## **School Cancellation**

Our superintendent will normally make the decision by 5:30 AM or earlier in order to notify radio and TV stations and post the decision on Richmond County School System's website. Tune to WJBF-TV, WAGT-TV, WRDW-TV news, WGAC-AM radio or read the Augusta Chronicle for up-to-date information on school closings. You may also view the school system's website at [www.rcboe.org](http://www.rcboe.org).

**Inclement weather:** Keep in mind that, even if weather conditions worsen during the day, we are reluctant to reverse our decision or close school early due to the possibility of endangering students. **If conditions continue to get worse during the school day, we may need to have an early dismissal.** If school is cancelled after students have arrived, transportation home will remain the same unless a parent (or person designated on the registration card) comes into the school to sign the child out before their regular transportation arrives. There is no Boys & Girls Club when school is cancelled, and parents must make arrangements to have their child picked up.

## **Withdrawals**

The school must be notified at least 1 day (24 hours) in advance of a student's impending withdrawal in order for you to pick up withdrawal papers. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a transfer record to another school.

## **Daily Schedule**

**Pre-Kindergarten - Fifth Grade: 7:30**

**a.m. - 2:15 p.m.**

\*Please do not bring your child to school before 7:00 am, as there is no supervision prior to this time. Please remember to use only the carpool zone in the back to drop students off, not the front flagpole area or the road by the side of school.

The daily schedule:

Instruction	5 1/2 hours academics
Recess	15 minutes (optional)
Lunch	30 minutes
PE	45 minutes 3 X's per week
Spanish	45 minutes 1X per week
Art	45 minutes 1 X per week
Music	45 minutes 1 X per week
Total per day	6 hours, 45 minutes

7:00 Cafeteria Opens for Breakfast

7:25 Cafeteria Line Closes

7:00-7:30 Students not eating breakfast arrive and read silently in designated area (**Have your child bring a book to read daily**)

7:25 Warning bell -students go to class

7:30 Tardy Bell - School Begins

7:45 Moment of Silent Reflection & Announcements

11:45 Midpoint for Attendance

2:10 Dismissal for Walkers to the Crossing Guard

2:15 Bus Students Dismissed as Buses Arrive

2:15 Dismissal for Car Riders

2:20 Dismissal for Day Cares as they arrive

2:30 - 3:30 Teachers Planning Time

### **Safety Plan/Drills**

All classrooms have a Safety Manual of procedures for our staff to follow in case of emergencies at LFH.

Fire drills are held once a month and are an important safety precaution. When the alarm is sounded, it is essential that everyone promptly exit the building by the prescribed route. Students should refrain from talking and are to remain outside the building until a signal is given to re-enter.

One statewide tornado drill and one evacuation will be conducted during the school year. The teacher will give the students directions and they must listen quietly and obey quickly.

We stress the need for orderly drills with our students.

### **Interruptions**

Our teachers and staff diligently protect instructional time. Please work with our front office to decrease calls to classrooms to tell students his/her lunch, or violin has been delivered, or to call a student out of class before dismissal time. There is an interruption of instruction and student attention is disrupted. Please do not ask us to release students early, if it can be avoided. As partners, we can make a difference in students' lives by guarding instructional time. We know that we can count on your cooperation in this regard.

### **Parties**

**If students want to have a birthday party and invite all classmates, they will be permitted to pass invitations out at school.** If they only want to invite a few, the parent is responsible to get invitations to those students, but they cannot be passed out in the classroom. **Birthday cupcakes MUST be sent by lunchtime and eaten in**

**the cafeteria.** There are **NO EXCEPTIONS.** Two classroom parties are allowed yearly: December Holiday party and an end-of-the-year celebration. *Please DO NOT send flowers or balloon bouquets to a child at school.*

### **School Store**

Our school store will offer various school supplies for purchase. Most items are priced under \$1.00. Please be sure to send small bills and change if your child needs erasers, pencils, paper, or other supplies.

\*Selected 5th grade students will be responsible for sales and replenishment of items. If your child is interested in serving in this capacity, please inform your child's teacher.

The School Store schedule is as follows:

Mondays: PreK hall

Tuesdays: Kindergarten & 1st grade hall

Wednesdays: 2nd & 3rd grade hall

Thursdays: 5th grade hall

Fridays: 4th grade hall

## **STUDENT RECORDS**

### **Legal Custody Rights**

Schools need proof of legal custody and visitation rights. In cases where parents are separated or divorced and one parent has legal custody, the school must have proof of the court order that spells out both custody and visitation rights as part of the permanent record. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. **We will not become involved in a custody battle. Parents cannot be legally denied access to their children without a copy of a court order specifying no contact is permitted.** We will, however, work closely with you to ensure your child's safety and welfare.

### **Student Records-Parent Rights**

In the case of divorced parents, either or both natural parents, custodial and non-custodial, must be provided access to the child's records, unless there is a legally binding document to the contrary.

### **Registration-please update information ONLINE**

*(All children must have proof of residence on file. We will ask for updates periodically.)*

There is documentation to be completed at Open House that will remain on file in the front office. An updated Health Card is required with at least two different phone numbers listed. If you wish for your child to be exempt from photos or videos, please inform your child's teacher so you may complete the appropriate form.

Parents or guardians wishing to register their child should provide the following:

- **Certified Birth Certificate**
- **Immunization Certificate\*** GA Form 3231 which includes hepatitis B vaccination)
- **Certificate of Eye, Ear, and Dental Exam\*** (GA Form 3300)
- **Social Security Card**
- **Proof of grade placement** (report card/withdrawal papers)
- **2 Proofs of Residence** within Lake Forest Hills School Zone\*\*

We are legally bound to require the following for each **NEW** student:

- **Certified birth certificate** (PK4, kindergarten and first grade)
- **Immunization certificate\*** (GA Form 3231 which includes hepatitis B vaccination)
- **Certificate of Eye, Ear, and Dental Exam\*** (GA Form 3300)
- **Social Security Card**
- **2 Proofs of Residence** within Lake Forest Hills School Zone\*\*

All students entering a Georgia school for the first time must produce the records listed above to complete the registration process.

*\*These are available through the Health Department, Eisenhower Army Medical Center or your pediatrician.*

*\*\*the only proofs of residency include current lease-official notarized copy and utility bills (water, electric, gas only) within the last two MONTHS including parent/guardian name with service address listed.*

## **Registration Requirements for Pre-Kindergarten, Kindergarten and First Grade Students**

- **Pre-Kindergarten:** Students must be (4) four years of age on or before September 1.
- **Kindergarten:** Students must be (5) five years of age on or before September 1.
- **First Grade:** Students must be (6) six years of age on or before September 1.

Birth Certificate--A student registering for school for Pre-K, Kindergarten or First Grade must present a **CERTIFIED COPY** (not the one issued by the hospital) of his/her birth certificate. (A copy will be made for the permanent record and the original returned to you).



**Students needing records may go to:**

Richmond County Health Department  
1916 North Leg  
Augusta, GA 30909  
Phone: 667-4335

(Birth Certificates)

Richmond County Health Department  
9<sup>th</sup> / Laney Walker Blvd.  
Augusta, GA 30901  
Phone: 721-5806  
(Immunizations only)

\*Any parent who cannot get a birth certificate at the local level for a child born in the state of Georgia should send the child's full name at birth, place of birth, father's full name and mother's maiden name along with a money order for \$10.00 to:

The Vital Records Unit  
Room 217-H  
47 Trinity Ave. S.W.  
Atlanta, GA 30334

### **Change of Address or Phone Number**

In an effort to maintain current and accurate information, parents are requested to submit to the office **any change of address or telephone number**. Parents should have an operable telephone number where they can be reached during the school day or the number of someone who can be reached in case of an emergency.

## **TRANSPORTATION**

### **Bus Information**

School bus transportation is a **PRIVILEGE - NOT A RIGHT**. Students who misbehave on the bus may be denied transportation privileges. A student is to ride the bus to which s/he is assigned. **Any emergency request to ride a different bus must be requested in writing by the parent/guardian and submitted to the office.** Requests are made through the school office and are approved by the school principal in advance by 9:30 on the day of the change.

Students will be allowed off the bus only at school, assigned bus stops, home, and locations requested in writing by parents and agreed upon by the Transportation Department. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the request of the driver. Bus drivers have specific rules and will send home for parent/guardian signature. Please go over the rules with your child. This is very important because consequences for violating any of these rules are very strict.

- 1<sup>st</sup> offense:** Verbal warning by bus driver, followed by:
  - 1<sup>st</sup> write-up:** written warning to parent from Principal/Designee
  - 2<sup>nd</sup> write-up:** 1-day suspension from bus.
  - 3<sup>rd</sup> write-up:** 1-week suspension from bus.
  - 4<sup>th</sup> write-up:** suspension for the remainder of the school year
- Fighting/other serious offenses:** Automatic 3-day suspension (if no other referrals)
- Transportation Department: 706-796-4720**

### **Children Brought to School by a Parent**

We ask that you please do not bring your child to school before 7:00 a.m., as there is no supervision. **Use only the carpool zone in the back of the building for student drop off** (doors in this area will only be open between 7:00 and 7:25 a.m.) Please have your child remain in the car until the school is open should you arrive prior to 7:00.

\*Please remind students to be ready to exit the vehicle on the curb side only. Students should never exit from the left side of the car. Masks should be in place and bookbags and lunchboxes should be readily available for promptly exiting the vehicle safely.

\*If you have the foreknowledge that your child must exit on the left side (i.e. multiple children in the car or car seat location), please keep your child in their safety harness/seat as you are asked to move forward to the safety zone for unloading.

\*Please do NOT pass cars unloading in front of you. This is to ensure safety for ALL of our students.

\*School staff are present to open and close car doors and to assist students onto the sidewalk.

\*Please allow your child to walk to class without you after the first day of school. The sooner this independence is begun, the quicker your child will master other important preliminary steps in learning and developing independence and self-confidence.

### **Bicycles**

Students who ride bikes to Lake Forest Hills Elementary School are to park them in the bike rack located in front of the building. Bicycles are not to be ridden during the school day except as transportation for those students leaving early with the permission of the principal, parent or principal's designee. All bicycles should be locked when they are parked in the bike rack. The school cannot be responsible for any lost or damaged bicycles. Students are to enter and exit the building in an orderly fashion.

“Parents create the environments and experiences in which learning happens, which makes them the first teachers their children will ever have.”

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### P. M. Carpool

Keeping students, parents, and faculty safe from injury is first priority. The carpool process runs like a well-oiled machine if everyone adheres to the following guidelines.

During carpool, all drivers need to be considerate and aware of all persons on the school property. The faculty members on duty during carpool are there to protect and help.

Please share the following procedures with all persons (grandparents, neighbors) that may drop off or pick up any student.

There are 3 lanes that will be directed to move forward once all students are safely loaded into vehicles.

- Afternoon carpool begins at 2:15 and ends at 2:45.
- All carpool riders are picked up in designated carpool area at the rear of the building (not in the side teacher's parking lot, nor in the front of the school) **by 2:45.**
- Remain in your vehicle patiently.
- Please provide your child's name and grade level to the faculty member when they approach your vehicle.
- Pull your vehicle forward as close to the next car to create ample space for those behind you and follow directions given by school staff.
- Remain in the line and wait until directed to move forward.
- Remember that the speed limit on Lake Forest Drive is only 5 m. p. h.

## CAFETERIA INFORMATION

All menus are standardized for the entire school system and will be given to students at the beginning of each month.

Our school participates in Lunch Box Buddies. There are healthy side items offered for students who choose to bring their lunch boxes.

### **Prices**

Student Breakfast	FREE
Student Lunch	FREE
Extra milk	\$ .50
Adult Breakfast	\$2.00
Adults/children not enrolled at LFH	\$3.50

### **Breakfast**

Breakfast is served daily from 7:00 - 7:25 a.m. Walkers, daycare van riders, or those brought by parents must be in the lunchroom by 7:25 a.m. Students not eating breakfast will arrive after 7:00 and will report to their classroom hallways—to sit quietly with the book they have brought. Only students eating breakfast will be admitted into the cafeteria.

### **Lunch**

Students will be asked to remember their personal numbers and enter in the computer as they travel through the line at breakfast and lunch. For sanitary conditions, the Georgia School Food Service prohibits the students from giving or accepting food in the cafeteria from classmates. It will be assumed that a child can drink milk unless the school has a note signed by a doctor stating the medical reason why the child cannot drink milk and it is listed on the Health Card. **No soft drink containers are allowed.** However, students who cannot drink milk may bring something to drink in a thermos. Water or juice will be provided, upon request. **Please do not bring fast food lunches to your child in the original packaging. We do not want to upset other students that do not have that treat.**

Students do not have to eat on consecutive days. Students are the only ones who are allowed to punch in their personal numbers. That is how breakfast and lunch is tabulated for each student and this information must be accurate and reported.

## School Menus

The menu is posted on the school website each month. The menu is also announced during the Morning Show each day. Each child is offered the choice of main entrees and either hot or cold choices for breakfast.

## Cafeteria Rules-Essential Agreements

- While music is playing the students must eat silently; they may talk when the music goes off. Use school tone 1 or 2.
- Lunch is free for all students. Students are given choices as they go through the line.
- Students wishing to purchase a second lunch may do so but must pay adult lunch price (\$3.50; breakfast is \$2.00).
- NO CANS
- No swapping food or taking food from lunchroom
- Each person is responsible for removing the food or paper around his/her tray and seat and putting up the tray carefully.
- Children are to be in an orderly line entering and exiting the lunchroom.
- Children returning from appointments should not bring fast food into the lunchroom in its original packaging.

## Student Support

### Illness or Injury

Instruct your child to report to the teacher any injuries that occur at school or on the way to and from school. If your child is injured at school, we will clean and bandage. If the injury is major or there is any doubt in our minds, we will call the parent, guardian or other designated person for consultation. **This makes it very important that we have numbers listed where we may reach you in case of an injury.** There will be no dispensing of over-the-counter drugs such as aspirin, Tylenol, etc., although we do provide for minor injuries and first aid. All students who are injured or become ill must check out through the office before leaving school.

If a serious injury should occur, and the parent cannot be reached, an ambulance will be summoned, and the child sent to a hospital. If your child is subject to occasional, unpredictable spells such as asthma attacks, seizures or fainting for which a doctor prescribed medicine, we require a medical documentation form to be completed and that you leave such medication with the name of the child and the prescribed dosage with the school nurse where it will be available for emergency use.

If you feel that your child is suffering from a temporary disability but could attend school except for the physical exertion required for P.E. and/or recess, please send a note to the teacher requesting the child be temporarily excused from such activity. Under those circumstances, the child will be required to go outside with his/her class but will not be required to participate in any physical activity. If your doctor feels that your child has a temporary condition under which the child could attend school but should not be allowed to go outside, please ask the doctor to write a note for the child to give to the teacher in which he indicates the duration of such condition. Only then will the child be allowed to sit in another supervised area in the building when the class goes outside for physical activity.

## **Medicines/Medications Policy**

The Richmond County Board of Education has a written policy for the administration of medications in schools. Due to the large amount of medication given in school, we request that medications be given at home, if possible. This includes medicines given three times a day or less. Remember, it is necessary that we know where to reach you at all times at home and at work. Please give as many emergency numbers as possible. If your child will need medication during the school day, please help us by complying by completing the medical documentation form and with the following guidelines:

- **LONG TERM OR DAILY MEDICATIONS:** Parents are asked to bring a bottle of medication to keep at school, correctly labeled by the pharmacy, with student's name, medication name, dosage, frequency of medication along with a completed medical documentation form with parent and physician's signature. Any change in dosage of medication during the school year needs to be in writing by the physician and sent to the office. Fax number: (706) 737-7318. Refills need to be brought to school by a parent/guardian --please do *not send with your child or on the school bus*.
- **SHORT TERM MEDICATION (10 DAYS OR LESS):** Requirements are the same as above **except** medication forms or note from parent, signed by parent will be accepted.
- **OVER THE COUNTER MEDICATIONS:** All medications must be in the original container with a note from parent giving dosage and times to be given.

**\*All medications will be kept in the clinic. Medical documentation forms are available in the office and from the school nurse.**

## **Student Insurance**

Students injured at school as a result of general accidents are not covered by any medical payment plan through the school or system. Parents have the opportunity to purchase school accident insurance for their children. School time and twenty-four-hour coverage will be available. An information sheet explaining the program will be sent to each home or given at open house.

## **Response to Intervention (RTI)**

Lake Forest Hills Elementary utilizes a student support team to help parents and teachers meet the needs of individual students. This is a regular education function. The RTI is composed of professionals and the student's parents to identify, plan, and recommend instructional strategies to help the student be successful in the school setting.

## **Elementary Guidance Program**

The Elementary Guidance Program seeks to understand each child as a person and as a student. The following aspects will be used throughout the year to help the child move through his/her various phases of life:

- early identification of needs
- parent and school communication
- a developmental classroom guidance program to help the child gain skills to help him/her to be successful in life
- planned group activities to develop inter/intrapersonal skills
- preventive as well as developmental guidance

Counseling services are available for every student in the school and are provided in a confidential manner. Requests for counseling can be made by administrators, teachers, parents, and students. Services include individual and group counseling, as well as parent consultations. Parental permission is required for continual counseling.

## Media

The Media Center is the hub of our school. It provides media and technology services to our students, faculty, staff, and administration. We operate on an open schedule that allows students regular access on both an individual and a class group basis. The Accelerated Reader Program, a computer managed reading program, is a major focus of our media program and media acquisitions.

## Hall Monitors

Fifth grade students, who model high expectations and citizenship qualities, are recommended by their teachers to participate as deputies starting at 7:00 a.m. These students help with traffic control inside the school. Our deputies serve a valuable service to parents and students, especially when they help students find their place in the mornings.

## Lost and Found

Articles lost or found should be reported to the homeroom teacher or the office and may be claimed by proper identification. **Large sums of money and expensive items should not be brought to school.** A clothes rack in the cafeteria will display unclaimed articles and all students and parents are invited to search for any missing possessions. On the 1<sup>st</sup> day of each month, unclaimed clothing is given to a charitable organization. It is a good idea to clearly mark all removable clothing, lunch boxes, textbooks covers, etc. with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Please label all items with your child's name.

# ACADEMICS

## Promotion Policy

You will receive a copy of the RCBOE Elementary Promotion Policy. Briefly, it requires that all students must master state (grade 3 must pass the Georgia Milestones reading, Grade 5 must pass the Georgia Milestones reading and math) **and** local grade level standards (receive a passing grade in three of the four areas of study, which must include a passing grade in Language Arts and Mathematics). **PLEASE READ THE POLICY CAREFULLY.** Students will be asked to attend Summer School if they are not proficient on the GMAS.

## Language Arts, Science, Health, Social Studies

Our teaching philosophy at Lake Forest Hills integrates reading, writing, listening and speaking skills throughout all subject areas in the elementary curriculum. Our balanced language arts approach teaches phonics, spelling, reading, writing, speaking, and listening skills daily through the use of good children's literature and meets the needs of all students by ensuring success through a wide variety of assessments. We strive to meet the technological (especially in the science, math, and social studies areas) and character-building needs of our students.

All homework assignments will involve reading. Without well-developed reading skills, there is little that a student can do, even at the elementary level.

## Mathematics

The mathematics standards (Common Core Georgia Performance Standards - CCGPS) focus on important concepts vital to growth in mathematics. Students develop grade appropriate skills needed to solve mathematical problems that occur in real-life situations, using probability, algebra, geometry, measurement and other mathematical concepts that are integrated throughout the curriculum. While the traditional memorization of multiplication tables and formulas are still important and necessary, CCGPS also makes sure that students can move beyond the concrete to the abstract and actually put mathematics to use. This change at the elementary level better prepares students for the switch from concrete to abstract concepts used in middle and high school mathematics.

## Physical Education

A certified instructor will instruct each student in grades K-Gr.5 in physical education weekly. Participation is required and students are expected to take part as they would any other subject. Grades are given each nine-weeks grading period. If a physical problem, whether permanent or temporary, prevents your child's participation, please notify the instructor with a



note. Extended illness will require a doctor's statement. It is best to wear clothing to school that is also suitable for PE **especially tennis shoes**. Shorts under dresses/skirts/jumpers are a **must!**

### **Art Program**

The art program is an outstanding class for our students. The success of this program has been evident by the fact that Lake Forest Hills students have received local, state, and national honors for the past several years. Funding for the program is now through our local Board of Education. We are very proud to have Mrs. Ivey Coleman and look forward to the artwork our students will produce under her leadership. We also look forward to the Art Show!

### **Georgia Elementary School Foreign Language Model Program**

The Spanish program in our school has been a successful program for the past six years. The GESFL Model Program at Lake Forest Hills began in the 2000-2001 school year. It was partially funded by a grant through the Georgia Department of Education and is now fully funded by the Richmond County Board of Education. Students in kindergarten through fifth grade receive instruction for 45 minutes twice a week by certified Spanish-speaking teachers. The curriculum follows the National Standards for Foreign Language and the state mandated QCC objectives for foreign languages. Students have the opportunity to participate in foreign language competitions locally and statewide. They also participate in extracurricular activities. In 2001, the Center for Applied Linguistics in Washington, D. C. evaluated Georgia's ESFL Model Program as the best in the country. Our students are asked to participate in community activities. We eagerly await Spanish Night each year! **We appreciate the support from our BOE to be able to provide this high-quality instructional component for our LFH students!!!**

### **Character Education**

Lake Forest Hills follows the district comprehensive character education program to increase the safety of our school. It focuses on the students' development of 27-character traits. We will focus on one word each month to explore those character qualities. Students will have opportunities to practice values and character traits that range from role-playing and decision-making exercises to actual community service.

Teachers and staff utilize our IB Learner Profile daily. Instruction around the attributes provide students with real-world experiences to help them become more globally minded.

### **Family Dynamics**

Family dynamics is a comprehensive personal education program designed to provide information in a structured manner. Mandated by Georgia law, Family Dynamics

includes topics such as the family, peer pressure, the dangers of illegal drug use, and personal safety. You will receive the outline for the unit to be studied at your child's grade level.

## **Student Internet Access Policy**

It is the policy of the Richmond County Board of Education that teachers and students should be furnished educational opportunities and resources to have access to programs and services available for "online" computer services offered by various vendors. In this connection, the Department of Instructional Technology is authorized to provide for procedures with various online suppliers to ensure that these online services do not cost the student or the school district any funds; to ensure that there is access limited to instructional and curriculum related matters; and to provide procedures for other similar matters to ensure that the rights of the online provider and the school district are protected. Particular attention should be given to ensuring that the students are not granted access to anything other than educational and instructional materials and resources.

### **Richmond County Procedures for Access to the Internet**

Access to the Internet provides teachers and students with educational opportunities and resources that are unsurpassed by any other means. It brings worldwide multimedia resources (articles, books, maps, photographs, etc.) to the classroom, provides extensive research tools and methods for global communications. Internet access will increase the information and resources to classrooms, aid students in becoming more responsible and independent learners.

With this access to computers and information also comes the availability of material that may not be considered to be of educational value in a school setting. The valuable information and interaction available on this worldwide network-far outweighs the materials that a user could obtain that is not consistent with the educational goals for Richmond County. This requires efficient, ethical and legal utilization of all network resources. Proper conduct by the students and adherence to the guidelines stated below are essential.

It is the policy of the Richmond County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Supervision and Monitoring**

It shall be the responsibility of all educators of the Richmond County Schools, including administrators, instructional supervisors, principals, teachers, media specialists, technology specialists, guidance counselors, instructional paraprofessionals and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor

usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Educational Media and Technology or designated representatives.

(From RCBOE Website, August 2006)

### **Bilingual Program/English Language Learners**

Students who qualify may attend the ESOL program will be served at Lake Forest Hills if they qualify. Interested persons may call the Curriculum Center or our guidance counselor. The Home Language Survey will be completed at registration.

### **Field Trips**

Field trips are a part of the total instructional program and are planned with specific objectives in mind. Funding by parents is voluntary but without financial parent support, field trips may need to be cancelled. When a field trip is to be taken, your child will bring home a permission form giving the designation, date and times. **This form MUST be returned with the parent/guardian signature before your child will be allowed to go on the trip—no exceptions!** While all field trips are a support to our instructional program, students that miss the trip (due to safety or discipline reasons only) will be given assignments related to the overall theme. Parents that wish to chaperone and are responsible for a group of students, must have a valid volunteer card (current for 2 years). If parents wish to accompany their child on field trips and do not have a volunteer card, they may follow behind the bus to the destination and monitor only their child. We welcome parents and guardians to join our fun. The teachers have complete and ultimate authority of all students while off campus.

### **CLUBS AND COMPETITIONS** There is something for everyone!

Students are allowed to participate in a maximum of 2 clubs/events. Attendance and punctual pick up/drop off are imperative. Exceptions may be made to the (2) Rule after conferencing with the principal.

#### **Math Club/Team**

The Lake Forest Hills Math Team is comprised of fourth and fifth grade students who excel in mathematics. The team competes with other students in the annual Richmond County Elementary Mathematics competition in April.

#### **Helen Ruffin Reading Bowl Team**

The students are from grades 4th-5th. Ms. Murrah is the coach. Students are required to read assigned novels and then meet to discuss very specific details from each literary piece. Students will compete in February in the district Helen Ruffin Reading Bowl.

### **Spelling Bee**

Students will participate in class "Bees" and winners will participate in the school "Bee". The winner and the runner up will compete and attend the district Spelling Bee. The sponsors of this event are Mrs. Ishee and Ms. Miller.

### **Patriot's Club**

The members of this club are responsible for raising and lowering the flag each day. Students from grades PreK-5th are eligible to be members. They will meet once a month to practice and create a duty schedule.

### **Café' Crew**

Students will be responsible for keeping the Dolphin Diner neat and tidy. They will work along with our cafeteria staff to develop nutritious snacks and to promote participation in our school nutrition program. Representatives from PreK-5th grades. Mrs. Meadows and Ms. K. Fox are the sponsors.

### **Track Club**

Students in grades PreK-5th grades keep fitness at the forefront. They will assist our PTO volunteers with the Dolphin Dash event, and they will rally support for the district track meet. Mrs. Meadows is the sponsor for this club.

### **Safety Patrol**

Students in grades 3rd-5th will be responsible for assisting students around the building and at our carpool line. They will remind students in a respectful manner to abide by our Essential Agreements.

### **Daily Dolphin Morning Show Crew**

Students will audition for roles on our daily morning show. They will create scripts and report newsworthy events. Ms. Murrah is the sponsor of this club.

### **Spanish Club**

Students in grades K-5 will be members of this club. They will be directly involved with our Spanish night and they will teach their peers various chants, songs, and aspects of the Hispanic culture. Mrs. Goodson and Mrs. Varas are the sponsors of this club.

### **Newspaper**

Students in grades 4 and 5 will work to develop a monthly newsworthy publication that highlights our school community. Mrs. Lapointe is the sponsor of this club.

### **Student Ambassadors**

These 5th graders will serve as the experts of our IBPYP journey. The Student Ambassadors are by invitation only. They will provide school tours and meet with visitors to show what exhibiting the attributes of the IB Learner Profile look like in action. Students work alongside our IB Coordinator, Ms. Crystal Coleman.

### **Science Fair Club**

4th and 5th grade members of this club assist students, judges, and Mrs. Douglas with our yearly Fair. They will be available to help students with the steps of the scientific method and creating their displays prior to the fair.

### **Student Council**

4th and 5th grade students are elected for various leadership roles. The Student Council is by invitation only. They are instrumental with supporting our sister school in Ghana, West Africa. Mrs. Huguenin is the sponsor for this group.

### **BETA Club**

The BETA Club is by invitation only. 4th and 5th graders are recommended based on their academic performance. This Club has a strong focus on developing leadership skills and the students work on various service projects. The sponsors are Miss Britt and Ms. Collins.

### **STEM Club**

The STEM Club is led by Science Honor students from Davidson Fine Arts school. This club is for 4th and 5th graders and is by invitation only. Students meet monthly and work through and problem solve various STEM projects. Mrs. Tompkins is the sponsor of this club.

### **Lego Robotics Club**

The Lego Robotics Club is made possible by the Richmond County BOE. This club is for students in grades 2nd-5th. The sponsor is Dr. Fox.

### **Art Club**

This club is for students in grades 2nd-5th grades. Dr. Heid chooses students to participate and she is the sponsor.

### **DMAT Club**

The Digital Media And Technology Club is a club for 4th graders and a club for 5th graders. Miss Murrah is the sponsor of this club and she chooses the participants.

### **Garden Club**

The Garden Club is responsible for beautifying our school grounds. Students in grades Kindergarten through 3rd participate in this club. Mrs. Coleman Graham is the sponsor and she will send home paperwork with students who wish to participate.

### **Basketball Club**

The Basketball Club is led by Mr. Kareem Harris. The club is open to students in 2nd-5th grades.

## **Parental Involvement**

Nearly all children who succeed in school do so because their parents take the time to stay involved in their children's education from the very first day to the final graduation. Please sign up to volunteer, to chair an event, or to share your talents with your child's class. We welcome you to work hard and play hard with our school community!

### **HOMEWORK**      *This is the student's job—not that of a parent!*

Students will have homework each day Monday through Thursday. Homework will be an extension or practice of the work that is being taught in the classroom. It will be checked and returned to the student.

**Homework for kindergarten through grade three should take only 15-40 minutes. Grades four and five should take only 30-60 minutes.** You will receive the RC Homework Position Statement at registration or Open House.

### **Report Card Grades**

Richmond County Elementary Schools operate on a nine- week reporting system. The parent copy should be kept at home and the jacket should be signed and returned to the school on the following day. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss the child's progress or lack of progress. Test papers and other significant work by students will be sent home weekly. Students will be asked to return these papers signed by the parent. The report card and daily papers are the means by which we inform you of your child's progress in school. **If you are not receiving weekly reports on Take Home Tuesday, check with your child's teacher to find out why!**

The grading system used on the report cards (grades 1-5) is the following:

B -- 80-89  
C -- 75-79  
D -- 70-74  
F -- 69 and Below

A -- 90-100

**Kindergarten:** S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

**Pre-Kindergarten:** C = Consistently, S = Sometimes, N = Not at this time

### **Textbooks**

**Textbooks are on loan** and are issued free of charge by the school district. Children and parents are held responsible for their proper care and use. They are to be covered as soon as possible and remain covered the entire school year. **Lost books must be paid for before another textbook can be issued.** Restitution must be made prior to withdrawal or records cannot be sent to the new school. Refunds will be made if the book is found at a later date. The care of books is one of the most important responsibilities that a child has the opportunity to learn in school.

### **Richmond County Elementary Testing Program 2020-2021**

Please remember not to schedule appointments or trips and other activities during and immediately before major testing. You should also be reminded that dates are subject to changes that might initiate at the state level.

**Below are the tests given during each school year.**

**GKAP:** The Georgia Kindergarten Assessment Program is a hands-on developmentally appropriate assessment administered individually throughout the year in such a way that students usually do not know they are taking a test. Tests should be completed prior to May.

**COGAT:** Cognitive Abilities Test is provided to assess students' abilities in reasoning and problem-solving using verbal, quantitative, and nonverbal (spatial) symbols. 1<sup>st</sup> and 4<sup>th</sup>.

**The Georgia Milestones:** 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grade students are tested.

## **Gifted Program**

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

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

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

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

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

Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Qualifying students in K-8 are enrolled in a five-hour per week resource program that provides thematic units of study. Parents receive a progress report twice a year.

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

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

For further information, you may call the Gifted Program Consultant at 826-1132.

## **Discipline/Dress Code**



## **School-Wide Discipline**

Lake Forest Hills has developed school-wide policies and procedures for all common areas called Essential Agreements. Our goal is to provide a safe and orderly environment with clear expectations for all students and staff. Our policy will be firm, consistent and persistent, but positive and fair. *Students are responsible for the behaviors they exhibit at school.*

## **Behavior**

**Please help us by instilling in your child the need for appropriate behavior in school and respect for teachers and classmates.** Having an atmosphere that is conducive to a desirable learning situation is necessary if we are to relate to our students.

From time to time some students behave in such a manner in the classroom and other areas as to be a direct hindrance to the learning process and, therefore, prevent the other students from the benefits or experiences that they might have received. They will be sent to the principal when stronger measures are warranted.

## **Richmond County Code of Student Conduct and Discipline**

The **Code of Student Conduct and Discipline** handbook will be issued to all students at Open House or within the first weeks of school. Please keep this booklet as a reference so that you and your child will fully understand its contents as it relates to student behavior (see rules regarding knives, beepers, fighting, etc.). Your child is expected to follow these policies and the school is expected to enforce them.

## **Electronic Devices, Toys, etc.**

No student shall possess beepers, cell phones, toys, tape/disc players, radios, other electronic device/games, laser devices, fidget spinners, tracking devices or any other device or item which disrupts or interferes with any lawful mission, process or function of the school. They are prohibited. See the Code of Student Conduct and Discipline for specific details.

## **Hitting—DON'T do it!**

**Hitting, pushing, bumping, biting, or other physical assault is NOT allowed at LFH!!!!!! Students will be held responsible for their actions against others.**

In our ongoing effort to provide a safe school environment, parents can help by advising their child to seek an adult for help whenever someone is hurting or threatening to hurt them. School staff can take a potentially explosive situation and turn it around.

## **Bullying**

A student shall not BULLY any person on or off the school grounds at any time or on the way to and from school. Bullying is defined as any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or to perceive or expect immediate bodily harm. If the office receives a report of bullying, a bullying investigation will begin, and the Code of Conduct followed for the punishments if the child is found to be guilty of bullying. All parents will be contacted during this process. **NO BULLYING, IT'S THE LAW!**

## **Chewing Gum/ Candy**

**Students are not allowed to chew gum at any location on the school campus.** Students who bring their lunch from home may have candy as part of their lunch (only in the lunchroom and only during their regular lunch period). Students will not be allowed to buy, sell, or trade gum, candy or drinks at school or on the school bus unless authorized by the principal or a PTO function.

## **Richmond County Dress Code**

Students are expected to dress in an appropriate manner while attending school or other related school functions. The teacher or principal may counsel students about wearing apparel that is unacceptable for school. The RCBOE Dress Code Policy will be enforced for all Lake Forest Hills students as it appears in the Student Code of Conduct Handbook (any changes will be given to all parents in writing).

### **RCBOE Dress and Grooming Policy**

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

#### **Students shall at all times adhere to the following guidelines:**

- A. Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.
  - **Body Piercing** - No earrings (male) or body piercing (male or female).
  - **Hair** - Extreme hair color and/or styles that may cause a disruption to the learning environment or school program will not be allowed.
- B. Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Head dress (hats, sweat bands and scarves which are meant to be worn outside) is not to be worn inside the school building.
  - **Coats and Jackets** - Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school. Coats and jackets should only be worn, in weather appropriate for the garment and generally should be removed and not worn while the student is in the classroom or in the school building. When not being worn, the garment should be stored or hung in a manner and place reasonably determined at each school.
  - **Shirts or Blouses** – **All shirts or blouses designed to be tucked in, including all T-shirts, must be tucked into the waistband of the pants, shorts or skirt.** Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist.
  - **Skirts, Shorts, Skorts and Dresses** – Skirts, shorts and skorts must be fitted at the waist and should be at the knee area in length. The school board deems miniskirts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the knee area designation. Note:

As a rule of thumb parents may use a dollar bill, held sideways, for a measurement of no more than 2 1/2 inches from the crease at the back of the knee.

- **Pants and Shorts** – All pants, including jeans, must be of traditional style without cutouts or holes and without excessive ornamentation. They must be fitted at the waist and must not be baggy or oversized and not sagging or frayed at the bottom. Pants must not drag the floor. Sweatpants and wind suits are not allowed. Unacceptable shorts include, but are not limited to, athletic shorts, spandex-style "bicycle" shorts, cut off jeans, cut-off sweat pants, short-shorts, running shorts, and boxer-type shorts or any see-through garment.
- **Belts and Straps** - Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. **Excessively large belt buckles are prohibited.**
- **Shoes** - 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. At all times student safety should be considered in shoe selection.
- **Hats** - No hats or head covers may be worn in the building.
- **Bandannas** - No bandannas of any type will be allowed.
- C. Fraternity and sorority insignias on clothing are forbidden.
- D. Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- E. Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.
- F. Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.
- G. **Any symbol or article of clothing that is gang related as defined in Rule 22, is prohibited.**
- H. **"Grills" or metallic caps on the teeth are prohibited.**

**Uniforms** - Athletic, Jr. ROTC, and other school approved uniforms (**scouting**) must meet the guidelines of the county dress code.

#### CONSEQUENCES FOR POLICY VIOLATIONS

**Grades K – 5** Students who fail to follow the mandatory Rule 14 of the Code of Student Conduct and Discipline or to follow reasonable directions given by authorized school personnel in connection therewith shall be subject to the following disciplinary actions:

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

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

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

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

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

*\*The Superintendent of Schools shall prepare and send home to all parents at the beginning of each school year, a letter explaining the mandatory Dress Code Policy and the discipline connected therewith.*

Nothing in this code shall exclude provision for reasonable necessary dress and grooming regulations for special classrooms and extra-curricular activities. This policy applies to all school activities. The principal of each school shall be responsible to carefully monitor this necessary modification.

## Student Awards

### (Yearly)

#### Honors and Awards

#### Grades 1-5

Distinguished Scholar\*

All A Academic Achievement Honor Roll\*

All A-B Academic Achievement Honor Roll\*

"A" Average\*

Conduct

Perfect Attendance

IB Learner Profile Award (Citizenship)

Most Improved in Reading

Most Improved in Math

County Level Awards

Accelerated Reader Awards

Physical Education

\*Students can only receive one of these four county-designated awards.

### County Approved Awards

**Distinguished Scholar** This award is for students who have made only A's and 'S's" on their report cards **as well as in conduct**

**A Academic Achievement Honor Roll** This award is presented to students who have had only A's and 'S's' on their report cards (excluding conduct).

**A/B Academic Achievement Honor Roll** This award goes to students who have had only A's, B', and 'S's' on their report cards (excluding conduct).

**A Average** This award is for students who have had an A average (90 or above) for the year. They did well academically but had at least one grade below a B or U in a subject sometime during the year.

### Others:

**A Conduct-** given to students who received all A's in conduct.

**Perfect Attendance-** given to students who have been present every day (tardy policy may affect this) **A student will not be recognized for perfect attendance after ten (10) tardies** (even if present each day).

**IB Learner Profile Award-** given to the student in each class for internalizing and demonstrating the attributes of the IB Learner Profile

**Most Improved Reading and Math-** given to the student in each class that the teacher/s feel have put forth the most effort and improvement in these subjects.

The students may also receive awards for participation in: *Accelerated Reader, PTO Reflections, Regional Media Fair, Special Olympics, Spelling Bee, Westinghouse Savannah River Site Safety Art Contest and Math Club* and any special accomplishments made when participating in these or other school activities. Other awards include student service awards for duties that they have performed at school this year.

### **5th Grade (only) Awards**

**Principal's Award** - given to a strong academic student with leadership abilities, able to get along with his/her peers, and respected by students and adults alike.

**The Dynamic Dolphin Award** - given to the student who perhaps has overcome certain obstacles this year or is new to the school and made a concentrated effort to contribute to the academic, emotional, or social well-being of his/her classmates or has made outstanding academic gains and shown much maturity.

**Kelsey Gates Accelerated Reader Award (AR)** -given to the 5th grade student who has accumulated the most points in the AR reading program for the school year.

**The Brian Kuhlke Art Award-** given to the student who has shown the most talent, devotion, and interest in art.

**Dolphin Media Award** - given to the student who has excelled on the morning show, The Daily Dolphin.

## **School Community**

### Visiting Classrooms

**All visitors to Lake Forest Hills must enter the building with a mask, sign in at the school office, and obtain a visitor's pass that is to be visible when in the building—don't forget to turn your cell phone off.** Please do not interact with your child or the teacher unless you are part of the lesson. This is their work and instructional time. Visitors will not be permitted to loiter on the school campus or in the school building.

### **Parent-Teacher Conferences**

If the teacher or parent desires conferences, indicate on the "comment" space on the report card where you sign it each grading period, or call the office (737-7317) for an appointment. These conferences should be scheduled in advance at times convenient to both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. The beginning of class and dismissal are not good times—too much is going on and the teacher needs to give her full attention to the class.

### **School Council**

School Councils were established by the A+ Education Reform Act to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. Our council members meet quarterly at the school at 4:00 p.m. Meeting dates will be announced later. You are welcome to attend these meetings.

Our council began taking donations in April 2009 to fund the pursuit of the IB program at LFH. All parents, grandparents, aunts, uncles, cousins, friends of present LFH students and former students who went to Lake Forest or Forest Hills are encouraged to make a tax deductible donation (as generous as possible) in honor of an event, person, or as a memorial that will continue to enhance the wonderful education our students receive already.

### **Parent Teacher Organization**

PTO membership is vital because the support and commitment of our wonderfully active PTO contributes much to the success to LFH. Your membership, attendance, interest, and personal contributions are valuable components when it comes to the education of all children and especially your child. You will be provided with a PTO handbook for all needed information when you join. **The date and times of meetings, along with events and areas needing volunteers will be posted on our school website.**

### **PTO Weekly Emails**

PTO provides a weekly email of activities in our school periodically during the school year. Student recognition for various awards is usually mentioned in these emails/newsletters. Please look for these each week. They come home with your child. We hope this will provide you with some insight into "what's happening" and what is coming up.

### **POD Squad Newsletter**

This newsletter is from the school with information of forthcoming activities.

### **Volunteers**

Parental involvement is a most important aspect at Lake Forest Hills School. Any parent who wishes to be a new volunteer worker in our school in various capacities, such as readers, office workers, teacher helpers, Friday popcorn poppers, etc., should sign up at registration, or contact the office. **Your time and involvement will be greatly appreciated!** Volunteers who have supervision over students and or may be working in small groups or one on one will be required to attend a two-hour, school-system sponsored volunteer basic training. This training is required every two years. Volunteer basic training will be available at the school periodically. Please let Dr. Driggers or Mrs. Douglas know that you are interested in attending a training.

### **Recycling**

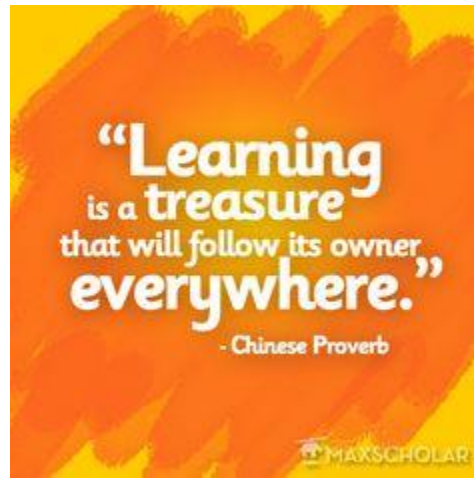
LFH is active in recycling as we collect Box tops for Education, Coke Rewards, Publix Grocery Store Points, and Campbell's soup labels. Look for the Pod Squad with details of how you can help.

## **GENERAL SUGGESTIONS TO PARENTS**

1. Please do not phone your child during school hours unless there is an emergency. Students will not be allowed to take calls. Messages will be relayed immediately if there is an emergency.
2. Your child is not to bring dangerous or distracting articles to school such as guns, play guns, water guns, laser guns, pocketknives, kitchen knives, matches, toys, gameboys, i-pods, CD's, cell phones, (or other electronics) or expensive jewelry. Your child should not bring large amounts of money to school.
3. Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, etc. We donate a large amount of clothing to charities each year that is *not marked*. The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.
4. Your child must have plenty of sleep each night for him/her to do their best work.
5. To leave the school grounds during school hours, your child must have permission from the principal's office.

6. If there is something you want to know about school, if something has happened at school that worries you or your child, you feel there has been a misunderstanding, or you need more information for any reason, call or make an appointment to see the teacher and/or principal.
7. Visit your school. You are welcome to visit or observe in your child's classroom. **(We simply ask you to please obtain a pass from the office first and do not expect your child or the teacher to talk with you during your visit—it's *their* school time!).** It is highly desirable that you attend the various meetings arranged by the teacher or the principal.
8. You will want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment. You cannot take student class time to discuss an individual problem.

We welcome you to Lake Forest Hills Elementary and look forward to an excellent school year!



"At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents."

Jane D. Hull



Education is a shared  
commitment between  
dedicated teachers,  
motivated students and  
enthusiastic parents with  
high expectations.

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*Bob Beauprez*

