

McBean Elementary School

2022-2023 Faculty Handbook

Crystal Middleton
Principal

Carly Gilchrist
Assistant Principal

"Teaming Up to Exceed Our Goals"

School Hours

Breakfast begins	7:45 a.m.
Breakfast ends	8:25 a.m.
School Begins	8:20 a.m.
Tardy Bell	8:25 a.m.
Dismissal	3:05 p.m.

Please note that regular hours for teachers are 7:30 until 3:30. Many staff members come to work early to get ready for the day; however, the building is **not** open until 7:45 a.m. ***For safety reasons, please do not drop students off before 7:45.***



Important Phone Numbers

McBean Front Office
Transportation

(706) 592-3723
(706) 796-4777

Richmond County Board of Education Mission Statement

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



Vision

Our vision is that our school will be a place where all students will maximize their potential as future leaders and productive citizens. We are dedicated to their success.



McBean Elementary School Mission Statement

Building success and preparing for the future...one child at a time.

Beliefs

- ◆ All students have worth and are treated with respect.
- ◆ The student, family, school, and entire community should form a partnership to share responsibility and accountability for educational success.
- ◆ Student learning is provided in a safe and nurturing environment.
- ◆ We will maintain high expectations and promote academic excellence for all students.
- ◆ We believe teaching must be varied and creative to meet the individual needs of the students.
- ◆ We will integrate technology to enhance student learning.
- ◆ Parents and staff members will promote future positive work ethics by encouraging punctuality, preparedness, and attendance.



Response To Intervention (RTI)

Special programs are provided to assist students in grades Pre-K-5 who require additional support in order to succeed. Each Georgia public school has a Response to intervention (RTI) Team composed of teachers, administrators, counselors, psychologists, parents, and/or others who are involved in the education of our children. The purpose of the RTI team is to develop appropriate interventions and strategies for students who are experiencing difficulties related to school. Please contact your child's teacher for more information concerning the RTI process.



Special Education Services (SPED)

A variety of special education services is available to students with special needs in pre-kindergarten through twelfth grades. Referral for Special Education services is initiated at the building site. An Individual Education Plan (IEP) is developed for each Special Education student by a team consisting of parents, teachers, the principal, and specialists from the Richmond County Special Services Department and Psychological Services.



McBean Elementary Guidelines for Success

Classroom

1. Bring all necessary materials to class.
2. Bring your homework to school.
3. Raise your hand to speak.
4. Show respect for adults, peers, and property.

Halls

1. Be quiet, courteous, and considerate.
2. Walk in single file on the right.
3. Keep walls and floors clean.
4. Keep hands and feet to yourself.

Playground

1. Be courteous and considerate.
2. Play in designated areas.
3. Use equipment appropriately.
4. Keep the playground clean.

Media Center

1. Be courteous and considerate.
2. Use soft voices.
3. Return materials to the appropriate place.

Bathroom

1. Be quiet, courteous, and considerate.
2. Flush the toilet after use.
3. Turn off the water after each use.
4. Respect the privacy of others.
5. When not in use, the bathroom stalls should not be locked.
6. Use the restroom in a reasonable amount of time.
7. Use facilities appropriately.



Cafeteria

1. Be courteous and considerate.
2. Use soft voices.
3. Clean up your area before leaving the lunchroom.
4. Talk only to the people at your table.
5. Stay seated until you are dismissed.



1. Physical contact is not allowed (hitting, pushing, etc.).
2. Take turns and share.
3. Be careful while handling P.E. equipment.
4. One student at a time will be allowed in the gym restroom.
5. Show good sportsmanship.

Bus

Rules established by the Richmond County Board of Education must be followed.

Consequences for Violating School Rules

Any student who violates school rules as outlined in the Richmond County Board of Education Code of Conduct will be subject to punishment. Your child's teacher will review the Code of Conduct and will send a copy home with your child.

Age and Birth Certificate Requirements

To enter pre-kindergarten, a student must be four years of age on or before September 1st.

Kindergarten students must be five years of age on or before September 1st following the opening of school.

First grade students must be six years of age on or before September 1st.

Certified birth certificates *with a raised state seal* are required as proof of age before a child registers for school.

Attendance

Georgia law requires that all students attend school regularly. The attendance policy as outlined in the Student Code of Conduct and RCSS attendance protocols will be followed.

NOTE: Special recognition will be given to students who complete the school year with perfect attendance.



Student Tardies

It is important for students to arrive at school on time each day. When a student is late for school, valuable learning time is missed. School starts at 8:20 AM. Students not in class when the 8:25 AM bell rings are considered tardy. Tardy students must report directly to the office to receive a class admittance slip. **Students who leave before dismissal time will also be counted as tardy.** Early dismissal from the front office will end at 2:45 PM.

****VERY IMPORTANT –Students should not arrive late or be picked up early as a common practice.**

When a student has a dental or medical appointment, a signed written statement from the doctor is required to validate the excused tardy.

***Please note that ten unexcused tardies equal one absence as stated in the Richmond County Code of Student Conduct and Discipline**

Prohibited Items ∅

Radios, tape players, electronic games, trading cards, pagers, and cellular phones are not to be brought to school. These and any other disruptive items will be confiscated and turned into the office. Refer to the policy in the Richmond County Code of Student Conduct.



Personal Property of Students

Students are cautioned not to bring unnecessary sums of money or any valuables to school. Clothing, especially jackets and sweaters should be labeled. Students are responsible for their personal property. Instructional time is wasted when teachers spend time attempting to recover lost, misplaced, swapped, or stolen items. Please urge your child not to trade or give away any of his/her possessions.



Bullying

A student shall not bully, attempt to, or threaten to bully any person:

- (a) On school property at all times;
- (b) Off the school grounds at school activities, functions, or events;
- (c) Enroute to and from school

Please refer to the Student Code of Conduct and Discipline Handbook for more details.

Requests for Changes in Transportation

If your child needs to get off the bus at another stop or go home in a different way, **we absolutely must have a written note from the parents.** For safety reasons, **we will not honor phone requests.** In the event that an **EMERGENCY** arises and an unexpected change needs to be made to transportation, a note must be faxed to the school or an email sent to the front office, a response will be sent to confirm receipt. Without a *written note with a phone number* to confirm the request, your child will be sent home the usual way. We cannot honor children's requests for transportation changes.

“Come to school everyday,



**Be on time
and
Stay all day!!”**



Class Interruptions

If someone comes to the school to deliver a forgotten lunch, homework, house key, etc., they are asked to please come to the office. The secretary will gladly deliver the forgotten item during a time when the class will not be interrupted.

****VERY IMPORTANT –Students should not arrive late or be picked up early as a common practice. Classroom interruptions cause students to miss instruction!**



Classroom Visitation

McBean Elementary School has an open door policy. Please call the school office to arrange a day and time for your visit. An all day visit may interfere with instruction. When visiting the classroom, remember that you are there for observational purposes only. Do not expect a conference with your child's teacher when class is in session. All parents and visitors are required to sign in and pick up a pass at the school office when visiting the school. Parents who want to eat lunch with their children should send a note to the child's teacher the day they wish to eat so they will be included in the lunch count for that day. All guest must sign out and return the visitors pass when leaving the school.



Dress Code

We ask that you help provide an atmosphere conducive to learning by having your child dress appropriately for school. Students should observe the rules governing body cleanliness, neatness of appearance, and good grooming at all times.

A student may be sent home if his/her attire is deemed inappropriate by the principal. If you have any questions, please refer to the *Richmond County Code of Student Conduct and Discipline Booklet*.

Early Dismissal

Parents who wish to pick up students early must report directly to the office where students must be signed out. We request that a note be sent to the teacher to allow them to have the child prepared for dismissal. Students will be released only to persons listed on the registration card. Parents who wish another person to sign out students should send written authorization, including a telephone number for verification.

****VERY IMPORTANT** –Students should not be picked up early as a common practice.

Emergencies

Emergency telephone numbers must be listed on each child's registration. The school must have a way of getting in touch with the parents in case of illness, etc. Telephone numbers of relatives, friends, or neighbors who can be contacted if necessary are required to complete registration. Please list at least 2 different emergency numbers on the registration card. Please keep the school up to date on any changed telephone numbers.

Field Trips

In order to participate in a field trip a child must have a *Richmond County School System field trip permission* form completed and returned prior to the trip. A note giving permission will not be accepted. The legal guardian must sign the form. Any child who has not returned the signed, official permission form will remain at school under the supervision of another classroom teacher.



Gifted Program



Gifted programs are provided for all system students in grades K-12 who exhibit superior performance, advanced learning needs, and meet state-mandated criteria. Parents may work through classroom teachers to refer a child to the gifted program. The identification process uses multiple criteria as mandated by the Georgia Board of Education. Qualifications may include measurements of mental abilities, academic achievement, creativity, and motivation.



Grades

Communication between school and home is a vital part of student learning. Parent-teacher conferences are offered during the year to discuss your child's progress. Please attend the conferences even if your child is doing well. Students' grades will be based on daily classroom participation, projects, progress tests, cumulative exams, and homework. We encourage each child to use the daily planners for assignments and parent communication. Parents having questions regarding grades and/or grading procedures should contact the child's teacher first, then the school principal.

In addition to the regular nine-week report card, McBean students will receive Mid Term Progress Reports. Infinite Campus enables parents to go online to check their child's grades. Please contact the registrar to register for an account.



Homework

Homework is prescribed by the Richmond County School System. A copy of this policy is given to each parent at registration. Homework may include project assignments, observations, collecting materials, practicing skills, as well as assigned reading or written work. Homework is an important way of reinforcing work introduced at school. Parents are encouraged to set aside sufficient time and a quiet place for students to complete their homework.

Immunization

All students entering school must prove that they have been immunized against childhood diseases. The Certificate of Immunization must be written on the Georgia form, which may be obtained from a physician with a Georgia license, Fort Gordon health officials, or the local board of health. Immunization records must

be submitted within the first 30 days of school. Records will be checked and any student already entered, who do not have adequate immunization, will be notified and withdrawn from school. All students who enter a Georgia school must have an Eye, Ear, and Dental form.



Lost and Found

A lost and found box is maintained at school for items turned into the office. Lost jackets, caps, and outerwear will be kept in the gym. If a student is missing an item, the student should check Lost and Found. Please label all clothing with the student's name so items can be returned promptly. All unclaimed items will be donated to a worthy cause at the end of the school year.



Meals

Our cafeteria provides balanced and nutritious meals for our students. Students are encouraged to use the cafeteria as a place for pleasant relaxation and quiet conversation while eating. The breakfast and lunch menus can be found on the RCSS school nutrition's website.

Students who bring their own lunches are not allowed to bring canned drinks, bottled drinks, fast food bottles or containers.



Media Center

McBean's Media Center is open daily from 8:15 a.m. until 2:45 p.m. Students may come to the Media Center individually, in small groups, or with their entire class. Students may have two (2) books checked out for a two-week period. During the school term, all students will participate in classes on the use of the Media Center, reference resources, and use of available technology.



Medications

McBean Elementary follows the policies established by the State Department of Health for administering medications to students. All medications (prescription or over-the-counter) to be administered to a student must be delivered directly to the school by a **parent, guardian, or other responsible adult** and *must be in the original labeled container*.

The school nurse can accept no more than a 45 school-day supply of a student's medication. No medication, either prescription or over-the-counter, can be stored at school or administered to any student unless written permission by a parent or guardian or orders from a licensed physician have been received on the Medication Authorization form. This authorization form must be renewed each school year and as often as dosages change.



Parent-Teacher Conferences

Parents may request a conference with a teacher by calling the school office or writing the teacher a note. It is necessary to schedule a conference rather than "drop-in" for an unscheduled conference, unless there is an emergency. In such case, you are asked to come to the Office and request a conference.

RCSS has a window for conferences and early release days for students in the Fall and Spring. You will be notified in advance of the days and times available so that you may schedule a conference. Letters to employers requesting time for this purpose are available upon request.

Please do not wait until your child is experiencing difficulties to contact the teacher. We encourage you to schedule a conference with your child's teacher anytime during the school year.

Parking/Student Delivery and Pick-up

In an effort to provide for the safe loading of buses and the orderly dropping off and picking up of students, several procedures will be followed this year. Please help us protect all students by following these guidelines.

1. Cars will use the lane closest to the sidewalk in front of the school for safe drop off and loading children. Students will enter the school through the main entrance. The front parking lot will be closed to traffic.
2. At dismissal, parents are asked to wait in their cars. A staff member will escort your child to your car.
3. Students should not be dropped off in the bus loading area.
4. Students will not be dismissed from the bus loading area.



PTO

PTO NEEDS YOU! The McBean Elementary Parent Teacher Organization will meet on a regular basis. Parent membership, involvement, and support are needed. Grandparents, aunts, uncles, and any interested parties are urged to join also. A schedule of dates for meetings and other activities will be given to parents. Membership is offered during registration and throughout the year. Please contact the school for more information.



Volunteers

Volunteers are needed throughout the school year for special events. All volunteers in the school are required to attend a training workshop.



Release of Students - Custodial Rights

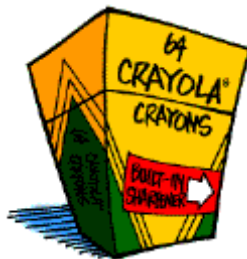
It is the parents' responsibility to provide the school with information concerning custody of students. Parents who hold primary custody must furnish the school with copies of custodial documents. Every effort will be made to allow release of students to custodial parents or authorized persons only. However, where no court order has been issued granting sole custody, the school cannot stop either parent from seeing the child. School records may be shared with non-custodial parents.

If parents wish a student to be released to someone other than themselves or those listed on the registration form, written authorization must be provided to the school.



Report Cards

Report cards are sent home at the end of each nine-week grading period. Parents should keep the parent copy, sign the report card envelope, and return the envelope to school the next day.



Withdrawals

Please provide at least a twenty-four hour notice when a student must withdraw

from school. Parents are asked to notify the school as soon as possible of the student's expected withdrawal date. Clearance information from the media center, lunchroom, teachers, and administration is needed to complete the withdrawal form. Teachers cannot stop teaching and complete the withdrawal form on short notice. Therefore, as much notice as possible is requested.

All textbooks and library books must be returned and any outstanding debts to the school must be cleared before the withdrawal can be completed.



Testing Program

Each school year, standardized tests are given at specified grade levels. Parents will be notified when students are scheduled to take these tests. A copy of test scores will be sent home, and parents will be offered an opportunity to schedule a conference for discussion of test results. Testing dates are posted on the McBean website and the Richmond County Board of Education website.



Textbooks

Textbooks are issued to students at no charge. Students are expected to take reasonable care of these books and return them upon withdrawal or at the end of the school term. Each student is held totally responsible for his/her textbooks. Students who damage, lose, or deface (either willfully or through neglect) textbooks, library books, or media materials must replace these items at replacement costs.



Bus Procedures

Riding the school bus is a privilege. Students should be encouraged by parents to maintain excellent behavior on the bus:

1. Stay seated while the bus is moving.
2. Talk quietly and only to the people with whom you are sitting.
3. If you must speak to the driver, do so as you are getting on or off the bus, or when the bus stops.
4. The driver is in charge of the bus and all pupils aboard.
5. Obey the driver promptly and respectfully.
6. Be on time: the driver cannot wait beyond the regular schedule for those who are tardy.
7. Wait in an orderly line off the street or road.
8. 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.
9. Walk toward a school bus only when the bus is fully stopped.
10. Ride only the bus assigned by school officials.
11. Pupils must occupy seats assigned to them by the bus driver or school officials and must remain seated while the bus is moving.
12. Ride three to a seat if necessary, and do not exchange seats unless the driver gives permission.
13. Behave on the bus as you are expected to behave in the classroom. **Insolence**, disobedience, disrespect, vulgarity, foul language, fighting, pushing, and/or similar offensive acts will not be tolerated.
14. Please refrain from any activity which might divert the driver's attention and cause an accident. For example:
 - (a) loud talking or laughing, or unnecessary confusion,
 - (b) unnecessary conversation with the driver,
 - (c) extending any part of the body out of the bus windows or doors. Pupils must not open or close bus windows without permission of the driver, nor shall they regulate or operate any part of the bus.
15. Do not engage in any activity that may damage, cause excessive wear, or litter property. The following activities are prohibited at all times:
 - a. eating on the bus,
 - b. spitting or throwing anything in or from the bus,
 - c. bringing animals on the bus,

- d. tampering with mechanical equipment, accessories, or controls of the bus.
17. Pupils will not leave the bus on the way to school or home without permission of the driver. Drivers will not give permission except upon request of the administration.
18. Pupils should be courteous to the driver, other students, and passers-by at all times.
19. Promptly report to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost.



A Trailblazer is one who leads the way, who demands his or her own personal best, and one who is concerned for those who follow. Therefore, we have chosen the name "Trailblazer" for our most valued award. Each year, McBean will recognize a fifth grade student who best exemplifies these qualities in academics, extra-curricular activities, and interpersonal relationships. A plaque honoring our recipients will hang on the "Wall of Fame" at the main entrance of the building. The Trailblazer award was initiated during the 1999-2000 school year. McBean Elementary looks forward to honoring a special student each year for this prestigious award.

The Elementary and Secondary Education Act requires that parents be notified that they may request information about teacher qualifications, **including the following:**

- **Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;**
- **Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;**
- **The college major and any graduate certification or degree held by the teacher;**

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

Parents must be notified via standard mail or student handbook (signature required). LEAs are required to notify parents if a teacher who is not “highly qualified” is teaching their child a core academic content course.

Parental notification is required if a teacher who is not “highly qualified” (including one or multiple long-term substitute teachers) teaches their child for four consecutive weeks or more. Parental notification is not required for teachers who are not the teacher of record for core academic subjects. Parent notification is not required for paraprofessionals who are not “highly qualified.” The parent notification requirement applies to teachers who teach core academic content subjects in Title I and Non-Title I schools and programs.

Richmond County School System Title IX Notice and Complaint Procedures

Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or

(3) "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator. Click here to access the [Complaint Form](#)

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline.

RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations.

RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System's responsibilities under Title IX. Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact:

System Title IX
Coordinator Dr.
Aronica Gloster
Department of
Student Services
864 Broad Street
Augusta, GA 30901
(706)826-1000 x 5501
glostar@boe.richmond.k12.ga.us

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee

complaints and discrimination complaints related to athletics. A complete listing of Title IX Coordinators is available on the RCSS website, www.rcboe.org.

For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDAG Bullying, which are located in the School System policy manual that is available on the System web site, www.rcboe.org.

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy or procedure. Georgia's Constitution provides that School System employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

Parent Checklist

- _____ 1. All parents, volunteers, and visitors must sign in at the front office and obtain a pass and return the pass when you leave.
- _____ 2. The school day at McBean Elementary begins at 8:20 AM and ends at 3:05 PM. A student is considered tardy if not seated in the classroom at 8:25 AM each day. A pattern of non-attendance may be established by an accumulation of tardiness, absences and early dismissals may result in a referral to the school's social worker.
- _____ 3. No student can be dropped off at school before 7:45 AM. It is the parent's responsibility to provide supervision before that time.
- _____ 4. Absences must be followed by a written note listing child's name, teacher and reason for absence. Submit a doctor's excuse when possible. Parents are allowed to write five (5) excuses.
- _____ 5. All parents must remain in car line at dismissal. No parents are permitted to walk up for a student.
- _____ 6. It is the parent's responsibility to ensure that the school has two working contact phone numbers at all times in the event of an emergency. Please update addresses/phone numbers in the front office when needed.
- _____ 7. Students are only released from the front office and must be signed out by an adult listed on the student registration form. Students will be called to the office for dismissal only after they have been signed out. For safety/building security purposes, no student will be released between 2:45 PM and 3:05 PM. Please schedule any appointments accordingly.
- _____ 8. Transportation changes can only be made by written or faxed notes by 2:45 PM. Our fax number is 706-592-3729. Changes should be the exception and not the rule and kept to a minimum. If you have questions regarding buses after school hours, please call Transportation at 706-796-4777.
- _____ 9. Bus transportation is a privilege. If a student is removed from a bus for disciplinary reasons, it is the responsibility of the parent to transport the student to and from school.
- _____ 10. Parents should not send flowers, balloons or presents to school.
- _____ 11. Only healthy snacks are acceptable.

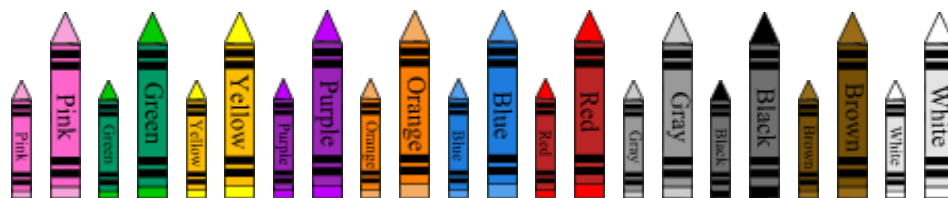
I have read the McBean Elementary School Student Handbook for 2022-2023. I will contact the school if I have any questions regarding this handbook and/or the Richmond County Board of Education's Code of Conduct Handbook that I was given at registration.

Parent Signature

Date

Student's Name

Date



*McBean Elementary School is accredited for 2005 by
the
Southern Association of Colleges and Schools
(SACS)
Commission on International and Trans-Regional
Accreditation*

And, therefore, is entitled to all the services and privileges of regional, national and international professional recognition

