

Monte Sano Elementary School

Parent and Student Handbook

2015-2016

2164 Richmond Avenue

Augusta, Ga. 30904

706-481-1813

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

Vision

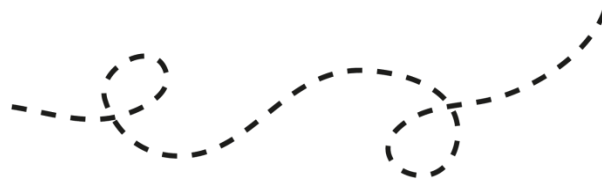
Successful students will have successful futures.

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Mission

The mission of Monte Sano Elementary School is to provide a safe atmosphere of learning in an environment of mutual respect that promotes self-esteem, self-control and responsibility. We believe the purpose of our school is to educate all students so that they will perform to their highest potential, achieve academic excellence, technological competence, social awareness and community responsibility.



Arrival and Dismissal

7:45am	Breakfast (Staff members are not available to supervise students until 7:45 am. Please do not bring children before 7:45.)
8:25am	Tardy Bell
8:30am	Morning Announcements
8:30-3:05	Instruction
3:05-3:15	Afternoon announcements and dismissal

1. The street in front of the school is one way during drop-off (7:30-8:30) and pick-up (2:45-3:45).
2. Car Rider traffic should use Wingfield Street to access Richmond Avenue and follow the drive on the left side of the school to drop off and pick up your student. This will allow you to exit to Wrightsboro Road.
3. The circle drive up front is for **Buses and Daycare Vans only**.
4. Please do not park along the yellow curb in front of the school. There are a few marked spots along Richmond Avenue. Those spots are located on the right side of the street. **Please park in the back of the building if you need to come inside the school.**

Children are considered tardy after 8:25. Parents will need to bring their child into the office to sign the child in after this time. **Leaving before 3:00 is considered a tardy.**

Please keep in mind that we dismiss the students according to what is written on their registration forms. **If there is a change, please send in a signed written notice. Phone calls are not sufficient to ensure the safety of our students.**

Attendance and Tardies

Richmond County Board of Education Policy K-5

See Rule #10-Code of Student Conduct & Discipline pages 10-12

Students who are absent from school are **required to bring a written excuse for the absence** their first day back at school. An absence is either excused or unexcused. Students must attend school for at least one-half (11:30) of the day in order to be counted present.

Tardies

The accumulation of unexcused tardies will warrant disciplinary action. Leaving school for

unauthorized purposes before the end of the instructional day will be counted as a tardy. **See page 13 of Code of Student Conduct and Discipline for Tardy Consequences.**

Classroom Visitations/Conferences

Parents are encouraged to visit classroom instruction and attend any presentations. If during your visit, you have questions, please arrange for a conference. Please request a conference appointment in advance in order to avoid conflicts in the teacher's schedule. We encourage teachers to confer regularly and greatly appreciate interest and participation.

Communication

Information from the school is sent home as the need arises. Teachers send home papers weekly so please check your child's book bag daily for notices and homework. We encourage all of our parents to visit our website for updates. <http://montesano.rcboe.org/home.aspx> If you need to update any information, please send your child's teacher a written notice.

Discipline

In order to have an effective school learning environment, cooperation and good behavior from students is absolutely necessary. Our policy is firm, consistent, and fair. Please refer to the Code of Student Conduct and Discipline for more information on the policies and procedures.

Dress and Grooming

Richmond County Board of Education Policy K-5

See Rule #14-Code of Student Conduct & Discipline pages 13-15

The Principal and other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols distract unreasonably the attention of other students or otherwise cause disruption or interference with the operation of the school. **Students who fail to follow the mandatory Rule 14 or to follow reasonable directions given by authorized personnel shall be subject to disciplinary actions outlined on pages 14-15 of the Code of Student Conduct and Discipline.**

Grading Policy

Richmond County Board of Education Grading Scale

A-90-100

B-80-89

C-75-79

D-70-74

F-Below 70

Make-Up Assignments

Class work missed due to excused absences including short-term suspensions may be made up within one week of the student's return. It is the student's responsibility to get the make-up work from the teacher. Parents will need to make arrangements with the teacher for make-up assignments.

Medications

The policy of the Richmond County Board of Education is that all medications be administered at home, whenever possible. **If medication must be administered at school, specific conditions must be met and a complete medication form must be filled out.** Please contact our school nurse for any concerns or questions.

Nutrition

Breakfast and Lunch are at no charge. Breakfast begins at 7:45 each morning until 8:15.

Parties

There will be a Christmas Party and an End of the Year Party for each class from 1:45-2:45 on the last day before the holiday or summer vacation. While birthday parties are not permitted at school, parents may bring cupcakes during the lunch period to honor a child having a birthday. Please send a note to the teacher so that she will make arrangements. If you do not want your child to participate in any celebrations, please just send a note to your child's teacher.

Transportation

In order to continue riding the school bus, certain rules must be followed to ensure the safety of those riding the bus. Failure to comply with those rules can result in suspension from the school. The bus driver will make a written referral to the principal for misconduct on the bus.

The following consequences will be applied:

1st Offense: Verbal warning and notice to parents. Parents will need to return the form

signed.

2nd Offense: Bus Safety Class and notice to parents. Parents will need to return the form signed.

3rd Offense: Suspension from the bus. (1-2 days)

4th Offense: Suspension from the bus. (3-5 days) and a required conference with parents and principal.

Fifth Offense: Suspension from the bus. (5-10 days)

If a student continues to misbehave on the bus then he or she will be suspended from the bus for the rest of the year.

Withdrawal

If it becomes necessary to transfer your child to another school, notify your child's teacher and our front office at least 24 hours in advance. **All library books and textbooks must be returned and any debts paid before withdrawal forms can be completed.**

NOTICE OF NON-DISCRIMINATION FOR STUDENTS

The Richmond County School System does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities for students. The following person has been designated to investigate any complaint communicated to the Board of Education alleging non-compliance of non-discrimination policies regarding student activities.

Associate Superintendent of Curriculum & Instruction and Technology

864 Broad Street*Augusta, Georgia 30901

Phone: 706-826-1000

NOTICE OF NON-DISCRIMINATION

The Richmond County School System does not discriminate in employment or services on the basis of race, color, national origin, sex or handicap.

Inquiries can be directed to :

Chief of Human Resources Officer

864 Broad Street*Augusta, Georgia 30901

Phone:706-826-1000