



*Sue Reynolds Elementary
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Augusta, GA 30909*

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Introduction

The purpose of this handbook is to familiarize students and parents with school policies, established routines and procedures of operation. It is published in an effort to enhance positive school/home relationships and to promote open lines of communication.

Parents should feel free to contact the school (706-855-2540) for clarification, further information or needed assistance.

Please visit our school website for a listing of current events and resources throughout the year. (<http://reynolds.rcboe.org/>) An electronic copy of the handbook is available on our website.

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Mission Statement

To advance students intellect by inspiring them to become Passionate learners through discovery while respecting others and taking Pride in their Pursuit of knowledge.

Vision Statement

To empower all students to become Passionate, Purposeful, and Proud in Pursuit of Knowledge that will prepare them to be globally competitive.

Belief Statements

The Reynolds Elementary family believes:

- **We Have Passion**
- **We Have Purpose**
- **We Have Pride**
- **We are in Pursuit of Learning**

Accreditation

Sue Reynolds Elementary School is accredited by AdvancEd.

Age and Birth Certificate Requirements

To be eligible for entry to kindergarten, a student must be five years of age on or before September 1 following the opening of school. First grade students must be six years of age on or before September 1. Certified birth certificates with a raised state seal are required as proof of age before a child may be registered for school. Parents are given forty-five (30) calendar days to provide the proper documents to the school. Students will be withdrawn from school on the 31st day if the documents are not on file. Visit www.rcboe.org for more information on registration.

Attendance

A school year consists of 180 school days. Georgia law requires that all students between six and sixteen years of age attend school regularly. A note from the parent explaining the child's absences is expected when the child returns to school. Absences will be deemed excused or unexcused according to the [*Richmond County School System Code of Conduct*](#). Failure to attend school regularly will be reported to the proper authorities.

Each grading period, students with perfect attendance for the period will receive recognition. Certificates will be given to students who complete the school year with perfect attendance.

Board of Education Meetings

Board of Education meetings are normally held at 6:00pm on the third Tuesday of each month. Individuals who wish to speak must write a letter requesting permission to speak to the board. The request must include the subject that is to be discussed and the individual's name and should be sent to the Board of Education office three days before the meeting. Minutes from the meetings and board member contact information are posted on the system's homepage in the [eBOARD section](#).

Buses

Riding a school bus is a privilege extended to students. This privilege may be taken away at any time for disruptive behavior. Rules of conduct for students being transported by bus are contained in the [Richmond County Uniform Code of Student Conduct and Discipline Handbook](#) furnished to each parent at registration. Buses will be loaded and ready for departure at 3:15 p.m.

The bus driver is responsible for the students' conduct while on the bus. In case of misconduct on the bus, the driver will refer the student to the attention of the school principal. On the first offense, the student will receive a verbal warning. A copy of the referral stating that further offenses will result in suspension will be sent to parents for a second referral. The third referral will result in suspension of riding privileges for a period of up to ten days. Fourth referrals may result in loss of riding privileges for a longer period or for the remainder of the school year. Any of the above steps may be eliminated according to the seriousness of the offense as determined by the principal.

Conduct at the bus stop and to and from the bus stop is also covered by the above stated policy. Rules and consequences stated in the *Richmond County Uniform Code of Student Conduct and Discipline Handbook* apply to bus and bus stop behaviors and take priority over the above stated policy.

Students may ride assigned buses only. Requests to ride different buses to different locations must be made in writing by the child's parent/guardian. Students should bring the written request to the office upon arrival at school so it can be verified by phone and a copy made to keep on file. The original request with a note stating that it was verified will be given back to the student to give the bus driver.

Book bags and papers cannot be carried on the bus on the last day of school.

Car Riders

Car riders will be in place ready for parent pick-up in the front of the school at the covered walkway at 3:15 p.m. Parents are asked to remain in their cars in the car pick-up lane adjacent to the curb rather than parking and coming inside or waiting on the porch. All drivers must have a name card displayed in the car window to assist in the identification of students being picked up. Replacement cards will be available in the office throughout the year. **When parking is necessary, it must be in the parking lot only, rather than along the driveway/road.** Parents are asked not to come inside of the school to pick up students. **Office dismissal is not allowed between 2:45-3:15 p.m.** (see Early Dismissal)

Students are expected to remain in their designated areas until they are dismissed at the assigned time as announced on the intercom. When parents request early dismissal, valuable instructional time is missed and the class/teacher is interrupted by an intercom call. When parents must pick students up early due to emergencies or unavoidable circumstances, they should come to the office to check the child out and request that the child is called to the office to go home. Parents will not go directly to the classroom to pick up a child. Picking students up early will result in a tardy. If your child has a doctor's appointment, we ask that a doctor's excuse is returned to the office the following morning. The tardy will be excused at that time.

Checks

Anyone writing a check to the school must include a current phone number on the check including an area code. We cannot accept your check without this information.

Class Parties

Only two class parties are allowed each year, one at the winter break and one at the end of the year. Parties are scheduled for the last hour of the school day. Student birthday parties may not be celebrated at school. Parents should **not** send **flowers, balloons or presents to school.** Teachers may choose to honor students in some way on their birthdays. Any invitations to private parties off-campus will not be distributed at school unless everyone in the class is invited.

Parents may bring a shared snack to the lunchroom to celebrate during the scheduled lunch time. Please check with your child's teacher. Parent should not bring a shared snack at any other time. Instructional time is important, valued and protected.

Students will not be called to the office after 2:45 p.m. If a parent wishes to pick a child up early for an appointment or another reason, he/she should send a note to the child's teacher that morning.

Current Address/Zone Adherence

The Richmond County School System is currently operating under Federal Court regulations requiring adherence to strict attendance zones. To be enrolled in a particular school, a pupil must reside with a parent or legal guardian in the attendance area of the school. Post office box addresses are not acceptable.

Parent/Guardians must sign an oath on the registration form certifying that the address given is true and correct. In addition, proof of residence must be provided for new students entering the school. The following documents, containing name and address are acceptable: sales lease contract, utility bill or rent receipt. If there is a change of address, parents should notify the school immediately. Any questions regarding the authenticity of zone verifications will be referred to the school social worker.

Discipline

School-Wide Plan

Developing a positive school climate involves the use of natural, logical, and realistic consequences. The students themselves play a very important role in their own educational program. Our method of discipline shows the students what they have done wrong, how to solve the problem created, and how to assume responsibility for their own actions and learning. This method includes school-wide rules as well as classroom rules. This method also uses logical and realistic consequences and leaves the student's dignity intact. All students deserve and have the right to a quality education. All teachers deserve and have the right to teach in an appropriate

environment. Parents, students, teachers and administrators working together will make this a reality and the quality of instruction will improve.

School-Wide Behavior Expectations

- Students are expected to respect adults and each other.
- Students are expected to respect the school's and individual's property.
- Students are expected to move quietly and in an orderly manner in the building at all times.
- Students are expected to remove hoodies and caps when entering the building
- Students are expected to release all electronic devices/cell phone to their teacher until such device is needed for instruction. All will be return at the end of the day.

Classroom Essential Agreements

1. Respect yourself, others and their property.
2. Raise your hand before speaking.
3. Stay in your seat or assigned area.
4. Listen, follow directions, and complete all work.
5. No physical contact – keep hands, feet, and other objects to yourself.
6. Refrain from disruptive behaviors in class.

Classroom Essential Agreements

1. Verbal reminder/warning
2. Silent Lunch
3. Individual conference with student and parent contact
4. Time-out in reflection chair and parent contact
5. Loss of recess privileges
6. Designated time spent in the Opportunity Station and parent contact or conference.

Individual classroom teachers design incentive plans to reward the students for positive classroom behavior and to encourage students to develop self-discipline.

Reynolds Elementary School-wide Incentives and Consequences

The faculty and staff want school to be a positive experience for your child. His/her elementary school years should be full of wonderful memories that he/she will always cherish. We believe that students need to be rewarded for good behavior and corrected for inappropriate behavior. In a school-wide effort, your child will understand specific, reasonable rules of expected conduct along with consequences for both positive and negative behaviors.

Positive Incentives

1. A student may be referred to the Principal for good behavior or work. If this occurs, the student may receive verbal praise, a special certificate or note, and/or a phone call will be made to parents relaying the good news.
2. Character Badge awards will be presented to students who are identified by his/her teacher as demonstrating Paw-Si-Tive behavior as outlined in our matrix for that month.
3. Good attendance will be acknowledged.
4. Honor Roll students will be recognized
5. Fourth and Fifth graders with outstanding behavior may be chosen for safety patrol.

Major Offenses will result in students being sent to the office immediately for disciplinary action. Below are samples of major offenses.

1. Hitting, roughing, and physical abuse with the intent to hurt another student or school personnel.
2. Deliberately destroying or stealing property
3. Continuous disruptive behavior – disruption of the orderly educational process
4. The use, possession or sale of devices or substances harmful to self and/or others
5. Inappropriate touching of self and/or others

Please note:

Teachers' individual classroom management plans may consist of different positive and negative incentives and consequences to be used within the classroom.

Major Offenses will result in students being sent to the office immediately for disciplinary action. Below are samples of major offenses.

6. Hitting, roughing, and physical abuse with the intent to hurt another student or school personnel.
7. Deliberately destroying or stealing property
8. Continuous disruptive behavior – disruption of the orderly educational process
9. The use, possession or sale of devices or substances harmful to self and/or others
10. Inappropriate touching of self and/or others

Please note:

Teachers' individual classroom management plans may consist of different positive and negative incentives and consequences to be used within the classroom.

Dress Code

Reynolds Elementary adheres to the system's dress code policy. Students should be appropriately dressed for work and physical education. Sneaker/tennis style shoes are recommended for daily wear. Dress shoes, sandals, or open-toed shoes are not recommended for daily wear. Although shorts and hoodies may be worn, shorts must be of appropriate length, and hoodies removed when entering the school. Students in violation of the RCSS dress code will be disciplined according to the [RCSS Code of Conduct](#).

Early Dismissal

The expectation is that students remain at school for the full instructional day. Valuable instruction is missed when students leave for a portion of the day. In addition, the teacher and class must be interrupted to call the student to the office. Parents who must pick up students early due to an emergency or unavoidable circumstance should report directly to the office, where students must be signed out before **2:45 p.m.** Students will be released only to persons listed on the registration card or as identified in written authorization for a particular occasion. A student leaving early will be given a tardy letter. (see Tardy Policy)

Emergencies

An emergency telephone number must be listed on each child's registration card. If a child gets sick at school, or if the school needs to get in touch with the parent due to an emergency, there must be a way of doing so. Telephone numbers of relatives, friends, or neighbors who can be contacted in the event of an emergency are required in order to complete registration. When no available number can be found, a referral to the school social worker or DFACS will be made.

Entrance

Please use the front designated driveway entrances only. Entering through the exit only side of the faculty parking lot creates an alarm in the school and danger for all drivers. Park in the parking lot, not on the yellow curb in front of the school.

Eye/Ear/Dental Exam Certificate and Immunization

All students are required to have a certificate of eye, ear, and dental examination on file at school. This certificate may be obtained from the local health department office, a private physician, or Fort Gordon health officials. Parents are given forty-five (30) calendar days to provide the proper documents to the school. Students will be withdrawn from school on the 31st day if the documents are not on file.

All students entering school must prove that they have been immunized against seven childhood diseases – polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus. Proof of hepatitis B vaccination and Varicella (chicken pox) is also required to enter kindergarten. All certificates of immunization must be on the [Georgia form](#), which may be obtained from the local health department office, a private physician, or the Fort Gordon health department. Parents are given thirty-five (30) calendar days to provide the proper documents to the school. Students will be withdrawn from school after 30 days from the registration date if the completed Georgia immunization form has not been provided.

Field Trips and School Events

During the school year, parents may be asked to give permission for their child to go on a class field trip. A form will be sent home for the legal guardian's signature before a student will be permitted to go on a field trip. Any student who has not returned the signed permission form to participate will remain at school under the supervision of another classroom teacher.

Field trips are for students enrolled in Reynolds Elementary and not siblings that are younger and/or older. Siblings attending Reynolds are not allowed to go on field trips with a brother or sister in another class. Parents who wish to chaperone a trip must have a current volunteer card/status on file (see Volunteer Policy).

For voluntary out-of-town field trips that utilize a bus service, complete support of parents will be required. When a trip of this nature is planned, the cost will be the same for all students regardless of the mode of transportation used. If a parent opts to drive instead of riding the bus, the cost will be the same. Also, if a parent drives, other siblings are not allowed to attend the school sponsored trip. Remember, all field trips are classroom activities and are not intended to be family trips or fun days.

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 and the [Richmond County School System Gifted Policy](#). 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.

EXAMPLES

Grades 3 – 12:

John has the required total mental abilities score of 96th percentile and an achievement score at the 90th percentile. He qualifies for placement.

Grades K – 12:

Mary has the required mental abilities component score at the 96th percentile but not the 90th percent on achievement. She will be given a test of creativity and rated on motivation. If creativity and motivation meet requirements of the 90th percentile, Mary will qualify for placement. Mary could qualify if her mental ability test was not high enough but achievement scores, creativity, and motivation were. Other combinations of the four components are possible.

Grades K – 2:

Students in K-2 who score at the 99th percentile composite score on a mental abilities test will automatically qualify on that score alone.

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 referred students' parents 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, which provides thematic units of study. Parents receive a progress report three times per year. Students are provided transportation to a gifted program resource center. Students in grades nine through twelve participate in Advance Placement or higher-level courses for one or more periods per day. A facilitator, certified in gifted education, works with students and their teachers to develop a plan for completion of a project in each student's area of interest.

Students, general education teacher, gifted program facilitator and parents sign a contract. Gifted endorsement is received on the transcript.

Parents are invited to an annual review to evaluate the student's progress in the program and are provided the Curriculum Focus 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.

Grades

Students' grades will be based on daily classroom participation, projects, progress tests (usually on a weekly basis), summative exams, and homework. Teachers will send home papers and update the electronic gradebook on a weekly basis. Parents are encouraged to check students' grades in Infinite Campus often. Parents who have questions regarding grades and/or the grading procedure should contact the child's teacher or the principal.

Homework

Daily homework is prescribed by Richmond County Board of Education policy. Homework may include project assignments, observing situations, collecting materials, practicing skills, as well as assigned reading or written work. Parents are encouraged to set aside sufficient time each evening to provide a quiet place for students to complete their homework.

Honor Roll

It is the [policy](#) of the Richmond County Board of Education to recognize the academic achievement of students in the following categories, according to the criteria and conditions hereafter set forth.

Honors-Grades 4 and 5

A. Academic

- **All "A/B" Academic Honor Roll:** Criteria met first through third grading periods: "A" or "B" in each subject.

- **All "A" Academic Achievement Honor Roll:** Criteria met first through third grading periods: "A" in each subject.

C. Academic and Conduct

- **Distinguished Scholars/Principal's Honor Roll:** Criteria met first through third grading periods: "A" in each subject and conduct.

Grading Scale: A = 90 – 100, B = 80 – 89, C=79-75, D= 74-70

For all categories, the term "S" or "U" will not be included as a numerical value in averaging the honor roll.

Honors-Grades 1, 2, and 3

On Grade Level in Reading and Math

Growth in Reading and Math

Insurance

The Richmond County Board of Education does not carry insurance for students; however, student insurance is offered to parents on an optional basis. Parents are strongly advised to consider coverage for their children. The school is not responsible for paying any doctor or hospital bills.

Internet

All precautions are taken to insure that students do not access web sites that are not appropriate for students. Parents/guardians will be required to sign an Internet use form to grant permission for their child to use the computer to search the web for academic research.

Lost and Found

A lost and found area is maintained at school for items turned in to the office. If a student is missing something, either the student or the parent should check the lost and found located outside of the art room.

Meals

Breakfast and lunch are served each day. At this time, all meals are provided to students with no charge.

Students who bring bag lunches are not allowed to bring canned or bottled drinks or fast food bags/containers.

Medicines

It shall be the [policy of the Richmond County Board of Education](#) that all children's medicine and/or medication be administered by a parent at home. Under exceptional circumstances, medicine and medication may be administered by the school principal, his/her designee or the school nurse in compliance with the following administrative regulations:

- I. LONG TERM PRESCRIPTION MEDICINES
 1. A completed form shall be on file for each child requiring long term medication or medicine. Such form shall include:
 - a. Name of child, address and phone number
 - b. Name of medicine and medication
 - c. Purpose of medicine and medication
 - d. An official label must be on the container of medicine or medication
 - e. Physician's requirements specifying frequency (dosage) and method of administration
 - f. Physician's description of anticipated reactions of child to medicine or medication
 - g. Instructions for school personnel to follow in the event of side effects
 - h. Termination date for administering medicine or a medication statement that medicine is to be given for an indefinite period of time
 - i. Parent(s) or legal guardian(s) signature approving the administration of the medicine or medication
 - j. Physician's signature
 2. Long term medication will not be administered to students unless the above conditions are followed.
- II. SHORT TERM PRESCRIPTION MEDICINES (10 OR LESS SCHOOL DAYS)

1. Short term medication will not be given unless a completed form obtained from the school office is on file for each child requiring medication or medicine or unless the information received in writing by the school contains the following:
 - a. All medicine must be in its appropriate bottle or container.
 - b. Such bottle shall have a label with the name of the student, name of the medicine, doctor's requirement for how to administer, frequency of dosage, and termination date.
 - c. In addition, there shall be a note signed by the parent giving permission for the medicine to be administered and a phone number where the parent could be reached.
 - d. All inhalers brought by students shall be considered short-term medicine and shall be kept in the office and not in the classroom, unless authorized by a doctor as necessary (they may not be carried on the bus).

III. OVER THE COUNTER MEDICATION

1. Before over the counter medication can be administered to students, there must be a signed note from the parent authorizing such administration; setting forth the dosage; the frequency; and the termination date.
2. All such over the counter medicines must be in the original containers with the child's name taped to the bottle.
3. Such medicines shall be administered by the principal or the principal's designee or the school nurse. All medication, including inhalers, should be brought to and picked up from school by a parent, not sent on the bus with the student.

IV. Asthma

1. All students with asthma must have an asthma action plan filled out by their doctor. Parents may obtain the asthma action plan from the school nurse.

Parent Access to Student Records

Parents have the right to examine and challenge their child's school records. Custodial and non-custodial parents have access to their child's records unless there is a legally binding document to the contrary. The procedures outlined in the [RCSS policy for student records](#) will be followed.

Parent-Teacher Conferences

Early release will be scheduled during the school year for the purpose of conducting parent/teacher conferences. Teachers are available to meet with parents on a continuing basis throughout the year. Conferences may be initiated by teachers, parents, or the principal. Parents are asked to contact the teacher or call the school office to schedule conferences.

Parking/Student Pickup & Arrival

Parking lots are available in the front and side of the school. Parking should not occur in driveways, yellow curb areas or bus drop off areas. In the morning, students should be dropped off at the covered walkway/designated left lane. Please be courteous of others and have your child ready for drop-off when it's your turn. Cars should pull forward as far as possible and follow the guidance of morning duty personnel. Pedestrians should use the crosswalk and wait for permission to pass safely across.

Students should be picked up in the afternoon at the covered walkway/designated lanes at the front of the school.

Parents wait in the line in your car. Give the duty personnel your child's name if it is not posted in the dash of your car window. Your child's name will be text inside to release your child.

Dropping students off or picking them up from the side doorway near cafeteria is not allowed.

Parents and visitors should not block in cars by parking behind them in the parking lot, even for a short time. When it has to be announced for someone to move his or her car, it delays other parents and staff from leaving.

The school will not accept phone calls pertaining to transportation changes during the day for students. Requested changes should be submitted in writing to the teacher. The teacher will confirm the written request with parent/guardian.

Personal Property

No student shall possess radios, electronic games, cellular phones, or any other device or items which disrupt or interfere with any lawful mission, process, or function of the school. Confiscation and punishment as outlined in the *Richmond County Uniform Code of Student Conduct and Discipline Handbook* will be followed. In addition, cameras, expensive watches or jewelry, toys, videos, games, candy/gum and/or large sums of money should not be brought to school. If such items are brought without authorized permission, parents will be called to pick up the item. The school is not responsible for personal items brought to school.

Promotion Policy

A copy of the county [promotion policy](#) is given to parents at the beginning of each school year.

Release of Students/Custodial Rights

It is a parent's 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 himself/herself 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 are to sign and return the report card outer envelope.

Returned Checks

All returned checks are handled through a company called Envisions Payments). Envisions will contact parents anytime there is a NSF check and will charge the parent a \$30.00 recovery fee.

Safety

Every effort is made to assure that your child is safe at school. All staff members have been given instructions on procedures related to fire drills, natural disasters and external violence. Please make note that the only door that will be open by ringing the doorbell after the 8:15 bell will be the front door by the main office. All visitors are asked to stop by the front office to get a visitor's pass upon entering the building. All visitors will have to present a driver's license before being allowed through the front door.

School Council

School councils are intended to bring the schools, parents and community together to improve communication and the understanding of issues; address difficult educational problems; improve academic achievement; provide support for teachers and administrators. Local school councils are established to help the Richmond County Board of Education and the Administration create a better understanding and mutual respect for school and community concerns and promote ideas for school improvement.

Specifically, Richmond school councils are created as described in Sections 20-2-85 and 20-2-86 of the [Official Code of Georgia Annotated](#) (O.C.G.A.) and for the purposes set forth therein. The Richmond County Board of Education and the Administration manage and control the local schools and the principal is the school leader. School Councils operate as advisory bodies.

Our school council meets four times a year to discuss issues related to the school. All meetings are open to the public. Each member serves a two-year term. The council is made up of two business members, two parents, two teachers and the principal. If you have concerns that you would like discussed, please contact a member of the council. Contact information and meeting minutes are posted on the school's website.

School Hours

The school instructional day begins at 8:15 a.m. Students arriving after that time will be marked tardy. **Students should never be dropped off or sent to school before 7:45 a.m.** Car riders or walkers eating a hot breakfast should arrive when the breakfast line is open from 7:45 – 8:05 a.m. Arrival of students riding buses is determined by the individual bus route schedules. All students should report directly to the cafeteria. All students may report to their classrooms at 8:00 a.m. Student dismissal begins at 3:05 p.m. Car riders should be picked up promptly at that time.

Smoke Free Environment

Staff and all visitors are prohibited from smoking or using tobacco or smokeless tobacco products while on school board property during the regular school day or while attending any school sponsored function.

Special Programs

Special education programs are provided for students who qualify in the areas of speech/language, emotionally/behavioral, learning disabled, or gifted.

Student Deliveries

Students **may not receive flowers, balloons, presents or other deliveries** of this nature at school. Parents are requested to celebrate special occasions and holidays in the home.

Telephone

The school telephone is to be used by students for **emergencies** only. The school will adhere to the RCSS cell phone policy and procedures regarding confiscated phones.

Testing Program

Each school year, standardized tests are given at specified grade levels. Parents will be notified when students are scheduled to take one of 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.

Textbooks

Textbooks are issued to students at no charge. Students are expected to take reasonable care of textbooks and return the books upon withdrawal or at the end of the school term. Each child is held totally responsible for his/her textbooks. Students who damage, lose, or deface, through willful intent or neglect, textbooks, library books and/or media materials must replace these items at replacement costs. Students are encouraged to keep books covered. Simple book covers can be made from brown paper grocery bags.

Visitors

Visitors are required to show a driver's license at the front door for admittance. Parents are asked to check with the child's teacher before visiting and upon arrival report to the school office to receive a pass. Short visits are recommended. Parents wishing to eat a school lunch with their child should send a note to the child's teacher that morning so they will be included in the lunch count for the day. Parents should also check with the teacher or call the school to verify the assigned lunchtime since schedules sometimes vary.

Volunteers

Parent volunteers are needed. Those who are able to help are asked to contact the school office. All volunteers in the school are **required** to attend a training workshop provided by the county or school. Trainings are held between August-March each year. Adults without a current approved volunteer status cannot attend or supervise school field trips or class activities. All volunteers are required to take the Mandated Reporter Training online, before attending a volunteer training session. A certificate of completion must be presented.

Walkers

Walkers will be dismissed at 3:15 p.m.

Wellness Policy

[Richmond County Board of Education Wellness Policy](#)

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal: All students in the Richmond County Board of Education School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Richmond County School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Richmond County Board of Education School District adopts this school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, other school-based activities and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

Component 1: Nutrition Education

- Students in grades Pre-K – 12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Students receive consistent nutrition messages throughout the school, classroom, cafeteria, home, community and media.
- Nutrition is integrated into the health education curricula or core curriculum (e.g., math, science, language arts).
- Schools are Team Nutrition Schools and they conduct nutrition education activities and promotions that involve parents, students, teachers and the community.

Component 2: Physical Activity

- Physical activity or recess is not used as reward or punishment.
- Patterns of physical activity are encouraged in students' lives outside of physical education and take into consideration the need for energy balance.
- Physical education includes instruction in individual activities as well as competitive and non-competitive team sports.
- The school environment provides for a safe and enjoyable activity for all students including those who are not athletically gifted.
- Schools work with families and communities to assist them in incorporating safe physical activity into their daily lives and community infrastructure, respectively.
- Students participate in periodic fitness assessments.

Component 3: Nutrition Standards for all foods available on campus during the school day

- School staff shall not use food as a reward for student accomplishment or withheld as a form of punishment.
- No food or beverages other than those provided through the school food service department may be made available to elementary school students at any time. Foods and beverages other than those provided through the school food service department may not be available to middle school students until the end of the regular school day, and may not be available to high school students until the end of the last lunch period.*
- The school district will provide nutritional information to parents that will encourage parents to provide safe and nutritious foods for their children.
- Organizations shall only use non-food items or foods designed for delivery and consumption after school hours as fund-raisers.

*Two days will be exempt from this standard – The last day before the winter break and the last day of school.

Component 4: Other school-based activities designed to promote student wellness

- Schools sponsor a school health committee/council for the purpose of evaluating the school environment.
- Classroom teachers and appropriate school staff are provided with assistance in detecting student health problems that may impact learning.
- Schools provide for a safe, clean and hygienic environment.

Withdrawal

At least one day's notice (24 hours) is requested to withdraw a student from school. Parents are asked to notify the school as soon as possible of the student's expected withdrawal date. All textbooks and library books must be returned and any outstanding debts to the school must be cleared before the withdrawal can be completed.

Richmond County School System

"Learning Today...Leading Tomorrow"

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

