

Table of Contents

I. Educational Philosophy	3
II. General Information	
A. Pledge of Allegiance and School Pledge	5
B. Grading Scale	5
C. Promotion Policy	6
D. Honor / Awards Programs	7
E. PTA	9
F. School Pictures	9
G. Testing	10
H. School Store	11
I. School Population and Enrollment	11
J. Class Sizes	11
K. Character Education Program	12
III. School Rules and Regulations and Policies	
A. Age and Health Requirements	12
B. Instructional Day Schedule	13
C. Tardy / Early Dismissal	14
D. Attendance Policy	15
E. Parent Connections	17
F. Behavior Expectations	18
G. Transportation	23
H. Parking	24
I. Student Insurance	24
J. Emergency Procedure	25
K. Lost and Found	25
L. Textbook / Library Book	25
M. Parties/Field Day	26
N. Medications	26
O. Student Withdrawal	27
P. Breakfast / Lunch Program	27
Q. Dress and Grooming Policy	28
R. Counseling Program	29
S. Gifted Program	31

SCHOOL INFORMATION



TELEPHONE NUMBERS

School Office (706) 796-4939
Fax (706) 796-4702

SCHOOL WEBSITE

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

SCHOOL HOURS

Office Hours	8:00 – 4:15
Homeroom Begins	8:05
Instruction Day	8:30 – 3:15
Recess	(varies)
Lunch	10:50 – 1:15
Dismissal	3:15

SCHOOL ADMINISTRATION PERSONNEL

Lori R. Johnson
Sharon Wells
Patrice Gude
Stephanie Covington

Terry Butler
Shavonne Christie
Patsy Williams
Nancy Smart
Carolyn Johnson

Principal
Instructional Coach
Guidance Counselor
Parent Facilitator
Media Specialist
Secretary
Bookkeeper
Data Entry Clerk
School Nurse
School Social Worker

VISION STATEMENT

Windsor Spring Elementary School will be a site where academic achievement, social responsibility, technological advancement and parent/community involvement are clearly visible and effective. The building inside and out will be clean, well kept, decorative and child friendly. Parent involvement will increase to the level that each class has a room mothers, volunteers, and mentors, thereby building a sense of ownership. The school will be a peaceful environment with conflict resolution, personal responsibility and problem solving plans being the first and automatic response to difficult situations.

Students' mean scores on norm-reference tests will be above the 80th percentile on a national scale in all academic areas, on all on-grade-level testing and all off-grade-level testing. The school will meet AYP because CRCT scores will increase significantly each year, test participation will remain at 99%, and less than 15% of all students and subgroups will have more than 15 days absent from school.

A wireless mobile computer lab and an increased number of computers will be made available to all classes to improve classroom instruction. Teachers will utilize the email system, eChalk website, and Global Scholar to communicate readily with parents and be knowledgeable about current research in instructional methodology as well as brain research, human development, moral development and physical/emotional health as they relates to the educational experience.

MISSION STATEMENT

The mission of Windsor Spring Elementary is to nurture lifelong learners, equipped with the academic tools to succeed at the next level of education, in a safe learning environment.

BELIEFS

- ❖ A clean, nurturing, positive and safe environment enhances student achievement and teacher effectiveness.
- ❖ Communication and cooperation among students, teachers and parents encourages a quality learning environment and a sense of school unity.

- ❖ Good communication and relationships among staff members is vital to the morale of the faculty and staff.
- ❖ A firm, fair, and consistent discipline plan is vital to the school community.
- ❖ Teacher expectation is critical to student success in learning.
- ❖ Professional development provides current research based strategies to meet the changing needs of students and staff.
- ❖ Positive interpersonal relations among students and staff promote individual self-worth and encourage mutual respect within the school and community.
- ❖ A well-rounded curriculum implemented by appropriate use of a variety of instructional strategies, resource materials and educational equipment can meet the needs of students with varying abilities, backgrounds and interests.
- ❖ In order to function in a technologically advanced and challenging world, students and teachers must demonstrate basic computer skills and utilize multimedia material.
- ❖ Education is a team effort; parents and teacher work together to support the students' learning.
- ❖ All students are learners. Every child is capable of self-motivation and self-evaluation on the path to reaching his/her potential.



PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
Of the United State of America
And to the republic for which it stands,
One nation under God, indivisible,

With liberty and justice for all.



WINDSOR SPRING SCHOOL PLEDGE

I will act in such a way
That I will be proud of myself
And others will be proud of me, too!
I came to school to learn,
And I will learn!
I will have a good day!

Madeline Cartwright
Principal, Blaine Elementary
Philadelphia, PA

SCHOOL CALENDAR FOR 2011-12
Please refer to Richmond County Public Schools website
<http://www.rcboe.org/home.aspx>

RICHMOND COUNTY BOARD OF EDUCATION GRADING SCALE

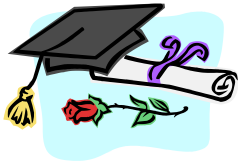
A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = Below 70



RICHMOND COUNTY PROMOTION POLICY

It is the goal of Windsor Spring Elementary along with the Richmond County Board of Education, that all students will demonstrate mastery of state and local grade level standards K – 5. Promotion of a student shall be determined as follows:

Kindergarten

To meet promotion requirements, a student must mastery 70% of the essential skills for Language Arts and 70% of the essential skills for Mathematics as identified on the Richmond County Board of Education report card. Additionally, the student must demonstrate readiness for first grade on the Spring administration of the Georgia Kindergarten Inventory Development Skills (GKIDS).

Grades 1 through 5

To meet promotion requirements students in grades 1 – 5 must:

- a. Obtain a passing grade on
 - Mathematics
 - Language Arts

- b. Obtain a passing scoring in two of the following:
 - Social Science
 - Science
 - Health

In addition to the requirements stated above, state rules required that students in grades three and five must demonstrate grade level mastery on the Criterion-Reference Competency Test (CRCT) to be promoted to the fourth and sixth grades. The following requirements are as followed:

- A. Third Grade
 - Reading (Minimum score of 800)

- B. Fifth Grade
 - Reading (Minimum score of 800)
 - Mathematics (Minimum score of 800)



NINE WEEK AWARDS PROGRAMS

Student achievement in academics as well as character development will be recognized in grade level awards programs scheduled following each grading period. Certificates will be awarded for each nine week accomplishments. The following certifications will be presented to deserving students each nine week grading period.

A / B Honor Roll	Champions of Respect (Conduct)
A Honor Roll	Reading
Most Improved Academics	Math
Most Improved Character	Music
Best Effort	Science
Citizenship	Social Students
Perfect Attendance	Physical Education

Nine Weeks Honors Recognition Criteria:

ALL “A” ACADEMIC ACHIEVEMENT HONOR ROLL

“A” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

ALL “A/B” ACADEMIC ACHIEVEMENT HONOR ROLL

“A” or “B” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

PERFECT ATTENDANCE

Students must be in attendance for one half or more of the school day each day during the nine weeks grading period. A student will not be recognized for perfect attendance after ten (10) tardies.

END OF THE YEAR HONORS PROGRAMS

In the final week of the school year, students are recognized for accomplishments made for cumulative grade level achievement. The following is a list of cumulative grade level honors.

Fifty Dollar Savings Bond and Plaque

Principal's Award

Highest Academic Grade Point Average Achievement Award (5th Grade only)

Trophies

All "A" Academic Achievement Honor Roll

All "A/B" Academic Achievement Honor Roll

Distinguished Scholar Award

Highest Grade Level Academic Average in each

Content Area (2nd through 5th Grades only)

Spelling Bee Champion Award

Certificates

Creative Writing Award

Kindergarten Participant

Kindergarten Master

Medallions

Highest Grade Average in Music

Citizenship Award

Elementary Homeroom Spelling Bee Award

Most Improved Academics

Most Improved Character

Flag Corps

Physical Fitness Award

Lapel Pins

Perfect Attendance for the year

Annual Honors Recognition Criteria:

ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL:

Criteria met first grading period through third mid-nine weeks progress period: "A" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL:

Criteria met first grading period through third mid-nine weeks progress period: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

DISTINGUISHED SCHOLARS

"A" in each subject area and "S" in all categories requiring "S" or "U" including conduct.

PERFECT ATTENDANCE

Students must be in attendance for one half or more of the school day each day during 2010 -11 school year. A student will not be recognized for perfect attendance after ten (10) tardies

PTA NEWS

Mr. Terry Morgan, Sr. our Parent-Teacher Association president for the 2011-12 school year invites you to become an active member of Windsor Spring PTA. Please contact Mr. Morgan if you are willing to serve our school community by leadership in the PTA. We anticipate enjoying an active Parent-Teacher Association with high attendance at scheduled meetings and opportunities for all parents to participate in the education of their children. Our goal is to have 100% PTA membership which is defined as one membership per child enrolled in the school as well as a membership for every faculty / staff member. We encourage family, friends, and loved ones to join our PTA as well. Please be sure to mark your calendars for **6:00 PM** on each of the scheduled meeting dates.

PTA Officers for 2011 - 12

President	-	Terry Morgan, Sr.
Vice President	-	Josephine Jones
Secretary	-	Wanda Marshall
Treasurer	-	Michelle Dawson
Parliamentarian	-	Vacancy
Membership Chair	-	Vacancy

PTA Meeting Dates (TBA – Please Stay Tuned)



SCHOOL PICTURES

Photograph for individual students will take place in the fall and in the spring. **Parents who would like their children photographed will be required to pre-pay for pictures on or before all scheduled sitting dates.** If a student is absent on the fall scheduled date or parents are dissatisfied with fall pictures, students may be photographed again on the scheduled retake day if the photo package is returned to the photographer. Additional in the Spring, Pre-Kindergarten, Kindergarten, and 5th grade students will have the opportunity to take cap and gown pictures.

Picture Day Schedule: (TBA Please Stay Tuned)

STANDARDIZED TESTS

To provide teachers with a better understanding of each child’s strengths and weaknesses, standardized tests of achievement, readiness, and mental ability are administered countywide during the fall and/or spring of the year at various grade levels. Results are available for parent review and are filed in student cumulative records. Parents are urged to discuss the test results with the teacher or principal during a conference and to actively participate in planning learning experiences to meet their child’s individual needs. Please support your child’s achievement by following the suggestions below to assist us in providing the best testing environment possible.

1. Be sure your child gets adequate rest the night before tests are to be administered.
2. Be sure your child eats a healthy breakfast.
3. Have your child dress comfortably in uniform.
4. Make sure your child is on time and attends school every day.
5. Be sure your child has his/her glasses, if needed.
6. Be sure your child has a supply of number 2 pencils with erasers.
7. Please avoid overemphasizing testing sessions.
8. Please avoid scheduling any appointments for your child before noon on test days.

Grade Level	Standardized Tests Given	Dates
Kindergarten	Georgia Kindergarten Inventory of Developing Skills	Ongoing
First Grade	Otis-Lennon School Ability Test (OLSAT)	TBA
	Iowa Test of Basic Skills (ITBS)	TBA
	Criterion Referenced Curriculum Test (CRCT)	TBA
Second Grade	Iowa Test of Basic Skills (ITBS)	TBA
	Criterion Referenced Curriculum Test (CRCT)	TBA
Third Grade	Iowa Test of Basic Skills (ITBS)	TBA
	Curriculum Based Assessment (Writing)	TBA
	Criterion Referenced Curriculum Test (CRCT)	TBA
Fourth Grade	Otis-Lennon School Ability Test (OLSAT)	TBA
	Criterion Referenced Curriculum Test (CRCT)	TBA
Fifth Grade	Curriculum Based Assessment (Writing)	TBA
	Criterion Referenced Curriculum Test (CRCT)	TBA

RICHMOND COUNTY SCHOOL SYSTEM BENCHMARK ASSESSMENTS

Benchmark assessments will be administered in K through 5th grades to determine individual progress in basic reading and basic math skills as well as mastery of the Georgia Performance Standards. Administration dates are listed below.

Benchmark Pretest – TBA
Benchmark I – TBA
Benchmark II – TBA
Benchmark III – TBA

SCHOOL STORE

Each morning before homeroom, students will have an opportunity to purchase school supplies from representatives of the school store. Items will include pencils, pens, crayons, paper, erasers, folders, and a variety of miscellaneous items. Prices will range from 15 cents to \$1.00.

SCHOOL POPULATION AND ENROLLMENT

Windsor Spring Elementary School serves Pre-Kindergarten through 5th grades and has a projected enrollment for 2011 - 2012 of 560 students. All students attending Windsor Spring must reside with their parent(s) or legal guardian(s) within the school zone designated by the Richmond County Board of Education. Requests for an exception to the zoning policy must be made to the Deputy Superintendent of Schools. During the first semester of the school year, students who are determined to be residing outside the school zone will be withdrawn from school at the end of the current grading period.

CLASS SIZE

Class sizes are set by the Richmond County Elected Board of Education under the guidelines of the Georgia State Department of Education. The following are the set guideline for teacher to student ratio for the 2011 – 2012 school year.

Pre-K	22 students per class
Kindergarten	23 Students per class
1 st – 3 rd grade	24 Students per class
4 th – 5 th grade	31 Students per class

CHARACTER EDUCATION PROGRAM AND BULLYING

As part of our campaign against bullying, Windsor Spring will be continuing a Character First Program that teaches students important values and personal characteristics that establish character and promote citizenship. We are excited about sharing the responsibility of molding our students' characters with our parents. If you have suggestions for speakers or activities related to Character First, please call our counselor Dr. Gude at (706) 796-4939 x 105.

AGE AND HEALTH REQUIREMENTS

Age

Georgia Law establishes age requirements for students enrolling in pre-kindergarten, kindergarten, and first grade as provided below.

Pre-Kindergarten – four years old on or before September 1.

Kindergarten – five years old on or before September 1.

First Grade – six years old on or before September 1.

Georgia law provides for certain exceptions to school age entrance requirements. It provides that a child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in a public kindergarten or first grade or a kindergarten accredited by a state or regional association will be eligible to enroll in a Georgia school if the kindergartner is five by December 31 or the first grader is six by December 31.

The proof of the two years residence in another state or enrollment in an accredited school is the responsibility of the parents. Documentation could include tax receipts, rental receipts, military records, etc. A copy of the proof should be made for the school files.

Birth Certificate

Any student enrolling in a pre-kindergarten, kindergarten, or first grade needs to have an official Birth Certificate at the time of registration. If the birth certificate is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the birth certificate is not received within 45 calendar days. A copy of the birth certificate will be permanently retained in the student's cumulative record. The hospital record of the live birth is not an official birth certificate and cannot be accepted.

Certificate of Ear, Eye and Dental Examinations

Any student enrolling in pre-kindergarten, kindergarten, first grade, or a Georgia school for the first time must submit the Certificate of Eye, Ear, and Dental Examination (EED) at the time of registration. If the EED is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the EED is not received within 30 calendar days. A copy of the EED will be permanently retained in the student's cumulative record.

Required Immunizations

Immunizations against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, varicella (chicken pox), hepatitis B, and rubella are required for all children who enter a Georgia public school for the first time. The Certificate of Immunization (Form 3231) issued by the Georgia Department of Human Resources is the only form recognized by the Richmond County School System as proof of the required immunizations and must be presented to school officials at the time of registration. A copy of the certificate will be permanently retained in the student's cumulative record. The certificate may be obtained from any branch clinic of the Richmond County Health Department, the Outpatient Pediatrics Clinic, Eisenhower Medical Center, Fort Gordon, by those who are eligible to use that facility, or from a licensed private physician.

If the Certificate of Immunization is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the Certificate of Immunization is not received within 30 calendar days. A copy of the Certificate of Immunization will be permanently retained in the student's cumulative record.

INSTRUCTIONAL DAY

Windsor Spring is a Standards-Based Learning School. Instructional classes are organized to strengthen understanding and use of the Georgia Performance Standards and instructional practices that support ever-improving student achievement through:

- > rituals and routine
- > lessons that teach the elements of the Georgia Performance Standards
- > the workshop model, and
- > connections to assessment.

We encourage all parents / guardians to be a part of our educational process. However, in order to make optimal use of instructional time, it is important to limit interruptions to classroom instruction. Please help us to provide consistent learning opportunities for your child by adhering to the following schedule / guidelines when visiting the school.

Daily Schedule

6:30 AM	AM Prime Time Day Care (available through the Family Y)
7:45 AM	Breakfast Program
8:05 AM	First Bell to Homeroom Class
8:30 AM	Tardy Bell
8:30 AM	Academic Instructional Day Begins
3:05 PM	Afternoon Announcements
3:15 PM	Student Dismissal
3:30 PM	Professional Learning Conferences
4:00 PM	End of Teacher Workday
6:00 PM	PM Prime Time Day Care Ends (available through the Family Y)

Parents of children enrolled in AM Prime Time Day Care through the Family Y may bring their children to the cafeteria after 6:30 AM. **Staff members are not available to supervise other students before 7:45 AM. Please do not bring your children to school before 7:45 AM unless they are participating in Prime Time.** Pre-K – 3rd grade students who want to participate in the breakfast program will enter the cafeteria upon arriving at school after 7:45am. 4th - 5th grade students will wait in the gym until dismissed at 8:05 for breakfast.

At 3:10, the principal will make afternoon announcements and begin dismissing students. Car riders will be called to the new wing to meet their parents before bus students / day care riders are dismissed. **All car riders must be picked up from school before 3:30 PM.** In the event of an emergency, please call the office to notify of arrangements that are being made for students who will be at school after 3:30 PM. Children participating in PM Prime Time will go to the cafeteria when car riders are called to the new wing.

As busses / day cares arrive, students will be called to the loading area. Please encourage your child to walk to the loading area and get on his / her bus immediately to support our staff in maintaining a safe environment.

Tardy / Early Dismissal

A student is tardy when he or she enters the homeroom after the ringing of the 8:30 AM, tardy bell. Leaving school for unauthorized purposes before the ringing of the 3:05 PM bell will be counted as a tardy. Students arriving late or leaving early miss valuable instructional time and interrupt lessons in progress. Whenever possible, please schedule medical appointments or other family business after school. If a child must arrive late or be dismissed early, please come to the office to sign the child in / out and obtain a Tardy / Dismissal Slip to give to the teacher to be filed for attendance records.

The accumulation of unexcused tardies will warrant disciplinary action. The accumulation of excused tardies will not warrant discipline action; however, there are very few excuses for tardiness to school (homeroom). For more information, please refer to the Richmond County code of Students Conduct and Discipline Handbook.

RICHMOND COUNTY BOARD OF EDUCATION TARDY POLICY GRADES K-5

10 Unexcused Tardies 1 – Absence
15 Unexcused Tardies 2 – Absences
20 Unexcused Tardies 3 – Absences

1st Tardy

Letter sent home by homeroom teacher to parents explaining the Tardy Policy

5th Tardy

Homeroom teacher submits referral to Parent Facilitator. The Parent Facilitator contacts parent. The parent must bring the student to school the next day and have a conference with the Parent Facilitator. The Tardy Policy will be explained to the parent, and parents will sign a letter that states that they understand the policy. Continued tardiness may result in the student being retained if twenty-four illegal absences are accumulated per school year.

8th Tardy

A second letter will be sent home by the homeroom teacher and submit a referral to the School Social Worker to contact the parent. The parent must bring the student to school the next day for a conference with the Parent Facilitator.

10th Tardy

Referral made to the Principal. One-day suspension with a letter sent home.

15th Tardy

Referral made to the Principal. Two days suspension with a letter sent home. A Social Worker will contact the parent.

20th Tardy

Referral made to the Principal. Three days suspension with a letter sent home.

If you have any questions concerning the tardy policy for Richmond County Schools, please contact Ms. Stephanie Covington, Parent Facilitator for Windsor Spring Elementary.

RICHMOND COUNTY ATTENDANCE POLICY

The Richmond County School System operates on a 180-day school year for all students. Absences shall be governed in accordance with the laws of the State of Georgia, the rules and regulations of the State Department of Education and local policy and are either excused or unexcused as outlined in the Richmond County Student Code of Conduct and Discipline. Excused absences shall include personal illness of a student, serious illness or death in the student's immediate family, recognized religious holidays observed by student's faith, mandate or order of a governmental agency, and school-related functions previously approved by the principal or other appropriate official. Students who are absent from school are required to bring an excuse for the absence their first day back at school. 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.

Any student in grades K-8 who accumulates 3 consecutive absences and/or a total of 5 absences will be referred to the school social worker. A student must be in school for four (4) and ½ half hours of the instructional day to be counted present that day. Students must arrive before 11:15 AM and may not be dismissed before 12:30 PM without returning if they are to be counted present.

The Richmond County Elected Board of Education has established the following Attendance Policy for all Richmond County Schools:

**RICHMOND COUNTY PUBLIC SCHOOLS
ATTENDANCE PROTOCOL FOR UNEXCUSED ABSENCE
ELEMENTARY SCHOOLS**

ATTENDANCE	ACTION	PERSON RESPONSIBLE	FOLLOW-UP
1 st Unexcused Absence	<ul style="list-style-type: none"> • Phone call by teacher • Global Connect 	Teacher School Data Specialist (SDS)	Friday report provided to the Principal by the SDS
2 nd Unexcused Absence	<ul style="list-style-type: none"> • Phone call by teacher • Student attendance folder kept by homeroom teacher (call log) • Global Connect 	Teacher Teacher SDS	Friday report provided to the Principal by the SDS
3 rd Unexcused Absence	<ul style="list-style-type: none"> • Student attendance folder turned over to School Family Facilitator • School Parent Facilitator (SPF) schedules mandatory parent conference 	Teacher SPF	Friday report provided to the Principal by the SDS SPF submits referral to SWW if parent fails to attend conference. Copy of referral provided to Principal
4 th Unexcused Absence	<ul style="list-style-type: none"> • SWW makes home visit and provides written feedback to principal. 	SWW	Documentation provided to School Data Specialist
5 th Unexcused Absence	<ul style="list-style-type: none"> • Certified letter mailed to parent. • 2nd home visit by SSW 	SDS SSW	Documentation by SDD. Refer to DFACS and/or DJJ if appropriate.
6 th Absence	<ul style="list-style-type: none"> • Parent attends Attendance Panel Review. Panel to include Central Office support, principal, SSW, SPF, School Guidance Counselor • Parent signs Attendance Agreement Form 	School Social Worker Attendance panel Review	If parent does not show, refer to DFACS and/or DJJ if appropriate.

If a student accumulates twenty-four illegal absences from school, the student may be retained. If the student transfers to another Richmond County School, illegal absences / tardies will follow the student.

If you have any questions concerning the attendance policy for Richmond County Schools, please contact Ms. Pasty Williams, School Data Specialist or Ms. Stephanie Covington, Parent Facilitator for Windsor Spring Elementary.

Make Up Assignments

Class work missed due to **excused** absences including suspensions may be made up within five (5) days of the student's return to school. Parents may need to make arrangements with the teacher for make up of tests or long term assignments. Classwork missed due to **unexcused** absences cannot be made up.



PARENT CONNECTIONS

Classroom Visitation

Please stop by the office to get a visitor's pass anytime you are at Windsor Spring. Parents are encouraged to sit in during classroom instruction and to attend class activities or presentations. If during your visit, you have questions or concerns you would like to discuss with the teacher, please report to the office to arrange a teacher/parent conference during his / her planning time.

Parent-Teacher Conferences

We encourage parents to confer regularly with teachers concerning student academic and/or behavioral progress and greatly appreciate interest and participation in the educational process. We will be glad to discuss any concern with you. Please request a conference appointment in advance in order to avoid conflicts in the teacher's schedule. We will try to arrange a conference at a time convenient to you.

Communication with Parents

Information from the school office is sent home as the need arises. Parents will also receive announcement phone call through our command call GLOBAL CONNECT service. Teachers send home student work weekly on Tuesdays. Ask your child for communications

from school, and review your child's papers carefully each week. Please check book bags for notices and papers and check your child's agenda for reminders from the teacher. Parents are encouraged to register for Parent Internet Viewer (PIV) through our Global Scholar system to view your child's assignments and grades. Please contact Ms. Pasty Williams, Data Specialist for Windsor Spring Elementary for your log-in information.

Parent Contact Information

Please remember to update registration information in the event that your address, home or work telephone, cell phone or emergency contact information changes. It is imperative that we be able to contact you in case of an emergency situation.



BEHAVIOR EXPECTATION

Windsor Spring Elementary has an established Effective Behavioral and Instructional Support Plan (EBIS). What is EBIS? EBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, EBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. EBIS includes school-wide procedures and processes intended for all students and all staff in all settings. EBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of classroom/school expectations. These expectations define appropriate behavior for students in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school and throughout the school year. Our unified classroom/school expectations found in every classroom and non-classroom setting in the school are as follows:



Follow directions of the adults in charge



Raise your hand and wait for permission to speak



Stay in your seat unless you have permission to do otherwise



Keep hands, feet, and other objects to yourself



No Put Downs

As part of our EBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the rules in positive manner, we do the following when teaching academics and behavior.



Constantly teach and refer to our school-wide expectations.



Provide students with more praise and rewards than correction.



Talk to students with respect using positive voice tone.



Use prompts, acknowledgements, and corrections as we teach.



Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Students exhibiting positive behavior are recognized with positive praise and rewards. Students have opportunities to receive Student of the Week, Student of the Month, Gotcha Prizes, Buzz Celebrations, and other rewards based on their positive behavior.

Please familiarize yourself with our plan and support us by reinforcing it with your child at home.

Discipline Procedures and Consequences for Inappropriate Behavior

The classroom teacher, with the cooperation and support of parents, will manage most disciplinary incidents. However, the following list of inappropriate behaviors will result in immediate referral to the administration and may result in suspension from school.

Fighting
Habitual Threats/Bullying
Stealing
Inappropriate physical contact
Obscene language / profanity toward adults
Leaving the classroom without permission
Damaging / destroying personal or school property
Prohibited Items (see p. 20)

In addition, when the teacher determines that a student is not responding to the positive reinforcement plan (EBIS), the following consequences will be administered by teachers:

1. Parent contact to discuss the types of behaviors that are interfering with the learning process
2. Time out within the classroom
3. 1 to 2 days Recess detention
4. 1 to 2 days Silent Lunch
5. Parent contact with 1 to 2 days detention (2nd – 5th grades only)
6. Loss of special privileges (Christmas Parties, Field Day, End-of-Year Parties)
7. Referral to the administration resulting in a suspension pending a required parent Conference with the principal.
8. Referral to the administration resulting in 1 day out of school suspension
9. Referral to the administration resulting in 3 days out of school suspension
10. Referral to the administration resulting in 5 days out of school suspension

*PLEASE NOTE: Consequences 8 – 10 may be administered by the principal for the following infractions:

Fighting
Habitual Threats/Bullying
Stealing
Inappropriate physical contact
Obscene language / profanity toward adults
Leaving the classroom without permission
Damaging / destroying personal or school property
Prohibited Items

Prohibited Items

The following items are prohibited in the building, on busses, and on school grounds:

1. Animals or Pets
2. Baseballs, bats, or other sports equipment
3. Beepers / cellular phones / lasers
4. Calculators
5. Cap pistols
6. CD/DVD/Cassette/MP3 players
7. Candy/Chewing gum
8. Firearms
9. Fireworks
10. Food items (unless with lunch; must be in lunch bag)
11. Jewelry which disrupts learning
12. Knives
13. Matches
14. Medications or drugs not prescribed by a physician
15. Electronic games
16. Radios
17. Slingshots
18. Soft drinks
19. Tobacco products
20. Toy weapons
21. Toys (unless requested by the teacher for a designated activity)
22. Any other item(s) that may constitute a danger to others or disruption to in the instructional program.



These prohibited items will be collected by teachers if they are brought to school. Teachers will place the items in an envelope (identified by student name, teacher name and date) which will be stored in the office until parents come to retrieve them. Food items will be disposed of rather than held for collection by parents.

NOTE: Refer to the Richmond County School System Policy on weapons and dangerous instruments (Rule 6 in the Code of Student Conduct and Discipline). While these items are listed as prohibited, consequences for bringing them to school are more serious than simple confiscation by the teacher.

RCBOE Policy on Beepers/Cellular Phones

No student shall: possess radios, electronic games, tape players, beepers, cellular phones, or any other devices or items which disrupt or interfere with any lawful mission, process, or function of the school.

As it is the policy of the Board of Education that beepers and cellular telephones are not to be brought on campus by students, such possession of beepers and cellular telephones in violation of Rule 1 (m) of this code shall result in the following mandatory punishments:

- 1st Offense- Phone returned to parent only
- 2nd Offense-Phone returned to parent last day of school
- 3rd Offense-one day suspension

The administration of each school is to collect and confiscate any and all beepers or cellular telephones brought on campus by a student. The administration is to promptly label upon confiscation such confiscated item with the owner's name. Beepers or cellular phones which have been confiscated for a second and subsequent time from a student shall be labeled and stored as described above, but shall not be returned to the parents at the end of the year.

SCHOOL PROCEDURES AND ROUTINES

In an effort to protect our learning environment, students are expected to follow procedures and routines throughout the building. The following are the expectations for students:

Hallway Procedures:

- Walk at all times
- Stay to the right of the hall
- Stay in line
- Eyes forward
- Hands/Feet to yourself
- No talking/loud noises in the hall
- Follow the directions/commands for the teachers/adults in charge

Cafeteria Procedures:

- Enter the cafeteria quietly
- Travel through the food line in an orderly and polite manner
- Hands/Feet to yourself
- Remain seated at table to eat lunch
- All food is to be eaten in the cafeteria
- Use good table manners at all times
- Follow directions/commands of the teachers/adults in charge

Recess Procedures:

- Stay in your designated recess area
- Play by the rules
- Use the equipment correctly
- Contact sports are not allowed
- No pushing, wrestling, or jumping from the any playground equipment

Line up immediately when whistle is blown
Follow the directions/commands of the teachers/adults in charge

TRANSPORTATION

Information about bus assignments and routes is provided at registration. **If bus/day care vans changes need to be made, a written request from the parent with contact information must be submitted to the school before a student may ride a different bus or day care.** The student must get on and off at only his/her own assigned bus stop. 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 these rules can result in suspension from the bus. The bus driver will make a written referral to the principal for misconduct on the bus. Generally, the following consequences will be applied per semester.

First offense:	verbal warning and notices to parents.
Second offense:	2-day suspension from riding the bus
Third offense:	3-day suspension from riding the bus.
Fourth offense:	5-day suspension from riding the bus.
Fifth offense:	10-day suspension from riding the bus.
Sixth offense:	Suspension from the bus for the rest of the year.

**Suspension maybe imposed for the first offense, if warranted.*

Severe misbehavior will result in immediate suspension from the bus. Please discuss the transportation rules with your child and stress the importance of appropriate behavior on the bus and at the bus stop.

Please refer to Rule 19 of the Richmond County Board of Education Code of Student Conduct and Discipline for a complete description of school bus rules and pupil responsibilities.

PROTECT YOU CHILDREN

Please teach these safety steps with your child

Traffic Safety

1. Know the safest route to the bus stop.
2. Leave for the bus stop early so you don't have to rush.
3. Don't play on the way to school or at the bus stop.
4. Stay on sidewalks or on the shoulder of the road.
5. Wear light-colored clothing or place reflective tape on clothing.
6. Cross streets at intersections and use crosswalks:
 - A. When crossing guards are present, obey them.
 - B. Do not stand right on the curb while waiting to cross the street.

- C. Walk—do not run—across the street.
- D. Always look to the right and to the left before crossing.
- 7. Never accept rides from strangers. Never go home with anyone else without first getting permission from a parent and the principal.
- 8. If strangers approach you while walking to or from the bus, walk away, and tell your parents or a teacher.
- 9. Always tell your teacher and parent if you see a stranger hanging around in a car near the bus stop, the school or the playground.

Transportation Provided by Parents

Parents who drive their children to school must pull along the curb at the posted drop off area and have children exit their cars from the passenger side only. **Parents who wish to enter the school should park only in the designated parking places. No Parking on the curb. The curb is reserved for parents who are dropping off/picking up students.** It is extremely dangerous for children to be crossing the driveway between day care vans and cars. **PLEASE DRIVE SLOWLY IN THE SCHOOL DRIVEWAY FOR THE SAFETY OF ALL.** Follow the correct flow of traffic around the driveway and observe posted traffic signs.



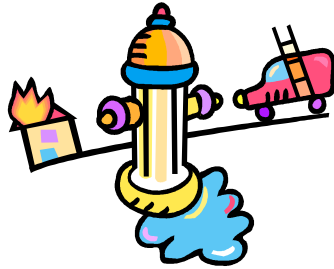
PARKING

When visiting Windsor Spring, please use the available parking spaces rather than leaving your car in the drive or at the yellow curb. **Please remember that this is a one way, two-lane drive.** All cars should enter and make the loop before exiting. The area behind the cafeteria is reserved for delivery, maintenance, and garbage collection trucks, plus a few parking spaces for school nutrition staff. Parking or standing is not permitted in the bus loop between the hours of 7:40-8:40 a.m. or 2:45-3:45 p.m. as these are our take-in and dismissal times. Parking in the bus loop is reserved for our school busses during these time periods. Your cooperation in this matter will be greatly appreciated.

INSURANCE FOR STUDENTS

The school system does not provide accident insurance for students. However, a private, commercial, student accident insurance plan will be made available at parents' expense.

Application forms for this insurance will be distributed at registration or during the first two weeks of school. Parents are encouraged to purchase this coverage.



EMERGENCY PROCEDURES

Each emergency drill should be treated as if it were an actual emergency situation that potentially is a life and death matter. Although speed is important in any such procedure, of greater importance is the ability of all students to follow directions and proceed in an **orderly manner** as they exit in the building. **At no time should students run while exiting.**

Fire Drills

Fire drill instructions are posted in each room and must be followed when the alarm sounds. It is essential that everyone obeys promptly and clears the building by the prescribed route quickly and in an orderly manner. Students should refrain from noise and remain outside the building in line until the teacher signals them to re-enter.

Tornado Drills

Tornado drills are also an important safety precaution and will be announced over the intercom. Teachers and students will move to designated areas and assume safety positions. Students are to be quiet and follow specific instructions and procedures given by the teachers until the all clear signal sounds.

LOST AND FOUND ARTICLES

Found items are placed in plastic tubs on each hall. If your child has lost an article of clothing, you or the child may check with the office staff to examine the lost and found collection bins. As a precaution, we ask that you label all outerwear with the child's name so that we can return the item promptly to its rightful owner when found. All items not claimed will be periodically given to charities.

TEXTBOOKS / LIBRARY BOOKS

Textbooks and library books are checked out and assigned to students using the Destiny System. Each textbook and library book is barcoded by the publisher. Richmond County Public

Schools recognizes that the rising cost of instructional materials must be addressed in order to maintain our goals of academic excellence for our student. The Richmond County School System provides textbooks and other instructional materials at no cost to the students and their parents/guardians. However, students are responsible for the proper care and use of textbooks, library books and other instructional materials that are assigned to them during the school year. Textbooks are to be covered and remain covered throughout the year. Parents, guardians, or other person having custody of the student to whom the instructional materials are issued shall be liable for any loss, abuse, or damage in excess of that which would result from normal use of the materials. Therefore, students will be charged the replacement cost if a book is lost or is rendered unusable. If a book is lost, rendered unusable or damaged, the student will not be issued another textbook that same school year until the replacement cost or fine is paid. The state law requires that the full replacement cost be charged for lost or damaged texts or library books.

The media center is also an important part of the instructional program. Students are encouraged to check out library books regularly and to participate in the Accelerated Reader Program. When library materials are checked out, students receive a return date. Please assist us in teaching your child responsibility by ensuring that all materials are returned to the media center by the date due. Students will be charged a fee for lost and damaged books.

PARTIES and FIELD DAYS

There will be a Christmas Party and an End-of School Party for each class from 1:45 – 2:45 PM on the last day before the holiday or summer vacation. While birthday parties are not permitted at school, parents may bring cupcakes or cake during the lunch period to honor a child having a birthday. More elaborate birthday celebrations are considered an interruption to the instructional day.

Students will also have the opportunity to participate in Field Day Events at the end of the year. Parents please note that the parties and field days are privileges and are not mandatory by the school board of education. It may be necessary to deny students these privileges due to behavior. A parent conference will take place before this decision takes place.



MEDICATION

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:

1. A complete medication form must be on file in the school office/clinic. It must include the following:
 - a. Name, address, telephone number
 - b. Name and strength of medication
 - c. Amount of medication to be administered and time to be administered.
 - d. Purpose of medication
 - e. Medication must be in the original bottle. The pharmacy will furnish the school a bottle if the parent requests.
 - f. Physician's anticipation of any side effects.
 - g. Instruction for school personnel in case of side effects.
 - h. Expiration date
 - i. Parent's signature
 - j. Physician's signature
2. No medications containing aspirin will be administered.

Medication will not be administered unless the above conditions are met. Please contact Mrs. Nancy Smart, school nurse, at 796-4939 ext. 104 if you have questions or concerns.

Students who are vomiting, experiencing diarrhea, or have a temperature of 100 degrees or over will not be allowed to stay at school. A parent will be called and asked to make arrangements to pick up ill students as quickly as possible. Please make sure that contact phone numbers are up to date at all times..



WITHDRAWAL OF STUDENTS

It may become necessary for some of you to leave our school during the year. **Please notify your child's teacher and school secretary at least a day in advance so we can help make your transfer speedy and efficient.** Library books and texts must be returned and any debts paid before withdrawal forms can be completed.

BREAKFAST AND LUNCH PROGRAMS

We urge you to encourage your child to eat the meals prepared by our school food service staff. They provide a well balanced, nutritious meal with choice of three main entrees offered daily. Monthly menus will assist you in planning lunch choices for your child.

The computerized system of lunchroom accounting requires that your child enter a personal code number when going through the serving line. The system keeps an accurate

record of the amount of money that is paid by each student and provides reminder notices when your child's account balance will pay for only two more meals. Parents are encouraged to pay in advance for ten (10) meals on their child's lunch/breakfast account. Each time a student eats breakfast or lunch, he/she is charged for that meal.

Meal Prices for 2011-2012

Student Lunch	\$1.85	Adult Lunch	\$3.00
Student Breakfast	no charge	Adult Breakfast	\$2.00
Reduced Lunch	\$.40		

Charged lunches are discouraged. As stated in the Richmond County Board Of Education policy (adopted 1986), under no circumstances will more than one charge be permitted.

Parents are encouraged to join their child's class for lunch. The adult meal can be paid for at the time of your visit. Fast food items may not be brought to students in the cafeteria.

Free or Reduced Price Lunch

Application forms for federally subsidized lunch are available at registration. If you believe that your family may qualify for this benefit, be sure to complete an application form for your family and submit it to the cafeteria manager for review and decision by the Richmond County School System School Nutrition Department.

RCSS 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.
 - **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** - Shirts or blouses, 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** - Pants and shorts, including athletic uniforms, must be fitted at the waist. They must not be baggy and must not be frayed at the bottom. Pants must not drag the floor. 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 see-through boxer-type shorts.
 - **Belts and Straps** - Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied.
 - **Shoes** - Shoes should have a heel or a heel strap. Shoelaces should be tied. No shower shoes, thong shoes or house slippers are allowed.
 - **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.

COUNSELING PROGRAM

The Elementary Counseling Program focuses on helping the individual know, understand, and accept himself/herself. We are happy to have a full time counselor, who is active in promoting a positive school experience for all students. Please feel free to contact Dr. Gude, our counselor, at (706) 796-4939 ext. 105.

WHAT DOES THE ELEMENTARY GUIDANCE COUNSELOR DO?

The counselor helps the student to

- Adjust to the new school
- Learn to make decisions
- Find answers to his/her concerns
- Become aware of the world at work
- Achieve more in school
- Understand his/her abilities and limitations

The counselor talks with parents about their child's

- Progress in school
- Abilities and limitations
- Growth and Development

The counselor assists teachers in providing classroom guidance in areas such as

- Self-understanding
- Decision-making
- Problem-solving
- Career Awareness
- Study Skills
- Test Taking Skills
- Rights and Responsibilities
- Interpersonal Relationships

The counselor provides leadership in the school by

- Acting as Test Coordinator to ensure that the testing environment is the best possible and all procedural protocols are in place
- Serving on Response to Intervention Team to assist students who are experiencing difficulties in the school environment
- Conducting parent discussion groups on topics of common interest or concern
- Coordinating referrals to school and community agencies

PEER MEDIATION

Peer Mediation is an opportunity for selected 4th and 5th grade students to be trained in conflict resolution skills and to help other students solve problems. These students develop listening techniques and skills in communication, empathy, summarizing, questioning, and problem solving. Please feel free to contact Dr. Gude, our counselor, at (706) 796-4939 ext. 105.

Mediation provides

- Practice in decision-making which promotes self-discipline.
- Motivation to deal constructively with anger.
- Skills to generate a fair settlement of a conflict.
- A supportive, positive school atmosphere.
- Preparation for students to live in a diverse community.

GIFTED AND TALENTED 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 achievements 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

1. 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

2. 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

3. 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 parents of referred students 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 three times per year. Students in grades nine through twelve participate in Advanced 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 teachers, 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.

For further information you may call Dr. Gude, Guidance Counselor at (706) 796-4939 ext. 105 or the Gifted Program Consultant at 826-1132.

