

Lake Forest Hills Elementary Parent/Student Handbook 2022 - 2023



International Baccalaureate/Primary Years Programme School



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Table of Contents

OUR SCHOOL	4 - 8
Principal's Welcome	
Mission, Vision, and Beliefs	
International Baccalaureate/Primary Years Programme	
SCHOOL DAY	9 - 14
2022-2023 District Calendar	
Moment of Silent Reflection	
Attendance PreK-5	
Attendance Policy Tardies	
Morning Routines - Bell, Arrival/Dismissal Procedures	
Early Dismissal Other Dismissal Information	
School Cancellation	
Withdrawals	
Daily Schedule	
Safety Plans/Drills	
Parties	
ACADEMICS	15-25
Promotion Policy	
Lang. Arts, Science, Health, Soc. St., Mathematics Physical Education Art Program	
Spanish	
Character Education Family Dynamics	
Internet Access Policy	
Bilingual Program	
Field Trips	
Clubs, Teams, & Competitions	
Homework	
Report Card Grades/Periods	
Textbooks and Devices	
Assessment	
Gifted Program	
Student Awards/Recognition	
CAFETERIA INFORMATION	26-27
Breakfast	
Lunch	
School Menus	
Cafeteria Essential Agreements	

STUDENT SUPPORT	28-30
Illness or Injury	
Medicine/Medication Policy	
Student Insurance	
Response to Intervention	
Elementary Guidance Program	
ESSENTIAL AGREEMENTS/POSITIVE LEARNING ENVIRONMENT	31-32
School Wide Discipline/Behavior	
RC Student Code of Conduct	
Electronic Devices, Toys, etc.	
Bullying	
RC Dress Code	
STUDENT RECORDS	33-34
Legal Custody Rights	
School Records-Parent Rights	
Registration	
Registration Requirements	
Change of Address/Phone #	
TRANSPORTATION	35-36
Bus Information	
Carpool - morning and afternoon procedures	
Bicycles	
SCHOOL COMMUNITY	37-39
Visiting Classrooms	
Parent Teacher Conferences	
School Council	
PTO - PTO Weekly Newsletter/Email	
Volunteers	
Recycling	



DISCLAIMER: This handbook is by no means all inclusive. It is intended to help parents, students, and school personnel work together. Many guiding statements are included, but not all situations and circumstances are addressed.

NOTICE OF NON-DISCRIMINATION FOR STUDENTS

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

*Associate Superintendent of Curriculum & Instruction and Technology
864 Broad Street, Augusta, GA 30901 706-826-1000*

NOTICE OF NON-DISCRIMINATION

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

Inquiries can be directed to:

Chief Human Resources Officer, 864 Broad Street, Augusta, GA 30901, 706-826-1000

Dear LFH Family,

I hope you all have enjoyed your summer. It is so important to know that my staff and I are here to support you in every way possible. It is imperative to continue the legacy of success established at Lake Forest Hills by building strong relationships with students, parents, staff, and community partners. Our school wide theme this year is - Here We Grow! We will be focusing on creating a nurturing safe environment where every student's academic, social, and emotional growth is a priority. We look forward to your partnership in this endeavor as we focus on the whole child - your child at Lake Forest Hills Elementary IB PYP World School.

As Principal, my door is always open, and I welcome your input. Please feel free to call to make an appointment to discuss any concerns, suggestions, or ideas to help make this the best year yet!

Sincerely,

Lisa Hughey

Principal

Welcome!

The administration and staff would like to take this opportunity to welcome you to Lake Forest Hills Elementary School. The information in this handbook has been compiled to help you succeed at Lake Forest Hills. It is as accurate as possible at the time of printing/posting. If there are changes you will be given notices via materials at Open House, notes sent home with your child, LFH Remind texts, and/or the weekly email from PTO. The entire staff is here to assist you with your child's education. Come and share in our vision and excitement!

Here to Serve You

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

Listed below are the phone numbers to the school and county offices:

Lake Forest Hills: 706-737-7317 (main office) 706-737-7318 (fax)

Clinic: 706-737-7317 ext. 8

School Counselor: 706-737-7317 ext. 5

IB Coordinator and Instructional Specialist: 706-737-7317 ext. 6

Media Specialist: 706-737-7317 ext. 9

Social Worker: 706-737-7317 ext. 4

Richmond County Board of Education: 706-826-1000

Teaching and Learning: 706-826-1102

Transportation: (706) 796-4777

School Food Services: 706-826-1122

School Social Work: 706-826-1139

Guidance and Testing: 706-826-1129

Lake Forest Hills Mission, Vision, and Beliefs

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

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

Beliefs:

The learning community at Lake Forest Hills believes:

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

The International Baccalaureate Primary Years Programme

What is the Primary Years Programme (PYP)?

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

What is the curriculum framework?

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

What do we want to learn? The written curriculum.

How best will we learn? The taught curriculum.

How will we know what we have learned? The assessed curriculum

What is the IB Learner Profile?

The aim of all IB programmes is to develop internationally minded people. IB learners strive to be: · inquirers · knowledgeable · thinkers · communicators · principled · open-minded · caring · risk-takers · balanced · reflective

What are the three phases towards authorization?

· Consideration phase: feasibility study and identification of resources
The school makes an in-depth analysis of the philosophy and curriculum, and identifies the resources needed to deliver it.

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

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

What are the Five Essential Elements of PYP?

Knowledge

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

Concepts

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

Skills

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

Attitudes

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

Action

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

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

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

SCHOOL DAY

2022-2023 School Calendar - FINAL.pdf

Moment of Silent Reflection

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

Attendance

Research shows that the single greatest factor contributing to student achievement is attendance in school. While a student who is absent may be able to cover a missed chapter, copy missed notes, or complete some written assignments, other very important aspects of a lesson are gone forever. Discussion, listening, note taking, raised questions, explanations and clarifications are among the important interactions that are irretrievably lost. Children who are sick should stay home because they will not be able to attend to learning tasks when they're not well. However, many times students are absent for less than avoidable reasons. Habitual late arrivals and early dismissals also interrupt a child's learning and the teacher's instruction. Each month there are breaks or holidays built into the school calendar. Please plan to schedule appointments and doctor's visits during those times. The RCBOE attendance policy allows no unexcused absences or days tardy/early dismissals. It can be found in the Code of Conduct and should be read carefully. Please expect your child's teacher to call on the second consecutive absence each time your child is not in school. A written excuse is required of each student when returning to school after an absence (even though the teacher may have called you). It must be from the doctor or an official third party. It is the student's responsibility to make up all assignments, projects, and tests s/he missed during his/her absence. Class work missed due to an unexcused absence/early dismissal cannot be made up unless prior arrangements have been made with the teacher. If a student has an appointment during school time, it is desired that the child report to school at the regular time and be picked up by the parent later for the appointment. Students arriving after OR leaving school before 12:00 will not be counted present. The student must come to school and remain for at least one-half day in order to be counted present. As partners, we can make a difference in students'

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

PreK-5 Attendance Policy

Any student in grades PreK-5 who accumulates five unexcused absences shall be referred to the school social worker regarding attendance interventions and implementing truancy prevention strategies. In an effort to improve student attendance, RCBOE has developed a procedure with Juvenile Court officials. Referrals will be made to them if a child has 8 unexcused absences. Our school attendance team will meet monthly to review data. We appreciate the effort you put into having your child at school all day-every day. An absence is either lawful or unlawful. Absences that are lawful, and therefore excusable, shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and local policy. Lawful excuses shall include personal illness of a student, serious illness or death in the student's immediate family reasonably necessitating absence, special and recognized religious holidays observed by student's faith mandate or order of government agency and school related functions previously approved by the principal or other appropriate official. Parents may keep their child out for other reasons, but such an absence shall be deemed unlawful or unexcused. Class work missed due to unlawful absences cannot be made up.

For any absence beyond five (5), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence. If a child leaves school before (or signs in after) 11:40, s/he is considered absent for the entire day. This is in accordance with Georgia Public Attendance laws. The school shall not allow a student to participate in any extra-curricular, clubs, cocurricular activities or cooperative work experience, if the student was not counted present for the school day or is suspended.

Bell Schedule

7:00 - students may enter the building

7:20 - students go to classrooms (1st bell)

7:25 - students must be in classroom (2nd bell)

The first bell of the day rings for the children to go to their classrooms at 7:20. The next bell sounds at 7:25 a.m. Children not in their classroom at the sound of the second bell are marked tardy.

When a student is tardy, his/her parent/guardian must come into the school and sign in the student to get a late pass to class.

Early dismissals, also, count as days tardy. Please refer to The Uniform Code of Student Conduct and Discipline, which gives explicit information about days tardy.

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

Arrival and Dismissal Routines

Arrival

The earliest your child can be dropped off in the morning is 7:00 a.m. There is no one to supervise your child before that time, and as you know, it would be unlawful for you to leave your child unsupervised at a public facility. No students are allowed to sit on the benches to wait for the doors to open unless there is a parent with him/her.

Our safety patrol and supervising teachers start their duty at 7:00 every morning, so please wait until they are on duty before you release your child. This rule is solely for the protection of your children.

We have Boys & Girls Club available for a fee should you need to drop your child off earlier than 7:00 am or pick them up later than 2:10 pm.

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

Student Pickup and Transportation

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

made over the phone. Please make sure we have the names of everyone who is authorized to pick up your child listed on the card—it's important to keep this information updated—particularly your contact numbers.

All changes in transportation must be in writing. No changes will be made over the phone. Students will not be called to the office for dismissal after 1:50 due to the detailed dismissal process. For the safety of your child, we cannot honor phone requests and **MUST** have a written request (emailed or faxed). This applies to after-school clubs and activities, also—pick-up must be determined before a child stays for the activity.

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

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

School Cancellation

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

Inclement weather

Keep in mind that, even if weather conditions worsen during the day, we are reluctant to reverse our decision or close school early due to the possibility of endangering students. If conditions continue to get worse during the school day, we may need to have an early dismissal. If school is cancelled after students have arrived, transportation home will remain the same unless a parent (or person designated on the registration card) comes into the school to sign the child out before

their regular transportation arrives. There is no Boys & Girls Club when school is cancelled, and parents must make arrangements to have their child picked up.

Withdrawals

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

Daily Schedule Pre-Kindergarten – Fifth Grade: 7:25 a.m. – 2:10 p.m.

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

The daily schedule:

Instruction - 5 1/2 hours academics

Recess - 15 minutes

Lunch - 30 minutes

PE - 45 minutes 3 Xs per week

Spanish - 45 minutes 2Xs per week

Art - 45 minutes 1 X per week

Music - 45 minutes 1 X per week

Total per day: 6 hours, 45 minutes

7:00 - Building Opens for breakfast

7:00-7:25 - Students not eating breakfast arrive sit outside classrooms to read quietly

7:20 - 1st bell, student enter classrooms

7:25 - Tardy bell, school day begins

7:25-7:30 - Daily Dolphin news (includes Moment of Silence)

11:40 - Midpoint for Attendance

2:05 - Dismissal for Walkers to the Crossing Guard

2:10 - Students released to buses, day cares, and car line

2:15 - Boys & Girls club students released to cafeteria

Safety Plan/Drills

All staff are trained on procedures to follow in case of emergencies at LFH. Fire drills are held once a month and are an important safety precaution. Students are taught the expectations during a drill (be quick, quiet, and a good listener). Severe weather drills are facilitated

twice yearly as are Intruder drills. Safety is a priority and preparation is important for all at LFH.

Parties

If students want to have a birthday party and invite all classmates, they will be permitted to pass invitations out at school. If they only want to invite a few, the parent is responsible to get invitations to those students, but they cannot be passed out in the classroom. Birthday cupcakes **MUST** be sent by lunchtime and eaten in the cafeteria. There are **NO EXCEPTIONS**.

Two classroom parties are allowed yearly: December Holiday party and an end-of-the-year celebration. Please *DO NOT* send flowers or balloon bouquets to a child at school.

ACADEMICS

Promotion Policy

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

Language Arts, Science, Health, Social Studies

Our teaching philosophy at Lake Forest Hills integrates reading, writing, listening and speaking skills throughout all subject areas in the elementary curriculum.

Language-Arts

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

Mathematics

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

Physical Education

A certified instructor will instruct each student in grades K-Gr.5 in physical education weekly. Participation is required and students are expected to take part as they would any other subject. Grades are given each nine-weeks grading period. If a physical problem, whether permanent or temporary, prevents your child's participation, please notify the instructor with a note. Extended illness will require a doctor's statement. It is best to wear clothing to school that is also suitable for PE especially tennis shoes. Shorts under dresses/skirts/jumpers are a must!

Media

The Media Center is the hub of our school. It provides media and technology services to our students, faculty, staff, and administration. We operate on an open schedule that allows students regular access on both an individual and a class group

The Accelerated Reader Program, a computer managed reading program, is a major focus of our media program and media acquisitions.

HealthMPowers

Our school participates in this 3-year commitment to Health and Fitness. This initiative helps students, staff, and families choose areas of improvement targeting nutrition and physical activity. Newsletters, texts, taste testing of healthy foods, and classroom instruction are benefits of the program.

Art Program

The art program is an outstanding class for our students. The success of this program has been evident by the fact that Lake Forest Hills students have received local, state, and national honors for the past several years.

Georgia Elementary School Foreign Language Model Program

The Spanish program in our school has been a successful program. The GESFL Model Program at Lake Forest Hills began in the 2000-2001 school year. It was partially funded by a grant through the Georgia Department of Education and is now fully funded by the Richmond County Board of Education. Students in kindergarten through fifth grade receive instruction for 45 minutes twice a week by certified Spanish-speaking teachers.

The curriculum follows the National Standards for Foreign Language and the state mandated objectives for foreign languages. Students have the opportunity to participate in foreign language competitions locally and statewide.

Character Education

Lake Forest Hills follows the district comprehensive character education program to increase the safety of our school. It focuses on the students' development of 27-character traits. We will focus on one word each month to explore those character qualities. Students will have opportunities to practice values and character traits that range from role-playing and decision-making exercises to actual community service. Teachers and staff utilize our IB Learner Profile daily. Instruction around the attributes provide students with real-world experiences to help them become more globally minded.

Family Dynamics Family dynamics is a comprehensive personal education program designed to provide information in a structured manner. Mandated by Georgia law, Family Dynamics includes topics such as the family, peer pressure, the dangers of illegal drug use, and personal safety. You will receive the outline for the unit to be studied at your child's grade level from the Guidance Department.

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

Richmond County Procedures for Access to the Internet

Access to the Internet provides teachers and students with educational opportunities and resources that are unsurpassed by any other means. It brings worldwide multimedia resources (articles, books, maps, photographs, etc.) to the classroom, provides extensive research tools and methods for global communications. Internet

access will increase the information and resources to classrooms, aid students in becoming more responsible and independent learners.

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

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

Supervision and Monitoring It shall be the responsibility of all educators of the Richmond County Schools, including administrators, instructional supervisors, principals, teachers, media specialists, technology specialists, guidance counselors, instructional paraprofessionals and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet

Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Educational Media and Technology or designated representatives. (From RCBOE Website, August 2006)

Bilingual Program/English Language Learners

Students may attend the ESOL program and will be served at Lake Forest Hills if they qualify. If parents feel their child needs additional assistance mastering the English language, they should contact the ESOL Department at 706-826-100 or the ESOL teacher at the school 706-737-7317. The Home Language Survey will be completed at

registration and this assessment identifies students who may qualify for services.

Field Trips

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

Clubs, Teams, and Competitions

There is something for everyone! Students are allowed to participate in a maximum of 2 clubs/events. Attendance and punctual pick up/drop off are imperative. Should a problem arise, the sponsors and administration will meet to determine if continuation in the club is possible. Club meeting days, times, and frequency will be determined by the sponsors.

Math Club/Team

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

Helen Ruffin Reading Bowl Team

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

Spelling Bee

Students will participate in class "Bees" and winners will participate in the school "Bee". The winner and the runner up will compete and attend the district Spelling Bee.

Patriot's Club

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

Café Crew/Student Health Advisors

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

Track Club

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

Safety Patrol

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

Daily Dolphin Morning Show Crew

5th grade students will audition for roles on our daily morning show. They will create scripts and report newsworthy events.

Spanish Club

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

Student Ambassadors

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

Student Council

4th and 5th grade students are elected for various leadership roles. The Student Council is by invitation only.

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

STEM Club

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

Lego Robotics Club

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

Art Club

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

DMAT Club

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

Garden Club

The Garden Club is responsible for beautifying our school grounds. Students in grades Kindergarten-2nd and 3rd-5th participate in two gardening clubs.

Basketball Club

The Basketball Club is open to students in 2nd-5th grades.

Homework

This is the student's job—not that of a parent! Students may have homework each day Monday through Thursday. Homework will be an extension or practice of the work that is being taught in the classroom. It will be checked and returned to the student. Homework for kindergarten through grade three should take only 15-40 minutes. Grades four and five should take only 30-60 minutes. You will receive the RC Homework Position Statement at registration or Open House.

Reporting Grades

Students will receive two progress reports each semester and one report each semester. More detailed information on the District grading policy IHA-R can be found at:

📄 [IHA-R Grading Practices \(1\).pdf](#)

The report card and daily papers are the means by which we inform you of your child's progress in school. If you are not receiving weekly reports on Take Home Tuesday, check with your child's teacher to find out why.

Kindergarten-3rd grade: Standards Based Grades

The grading system used in 4th and 5th grades:

A -- 90-100 B -- 80-89 C -- 75-79 D -- 70-74 F -- 69 and Below

Textbooks and Devices

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

Assessment 2022-2023

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

Our District Assessment Calendar:

Below are the tests given during each school year.

GKIDS: The Georgia Kindergarten Inventory of Developing Skills is a year-long, performance-based assessment aligned to the state mandated content standards. The goal of the assessment program is to provide teachers with information about the level of instructional

support needed by individual students entering kindergarten and first grade.

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

GMAS: The Georgia Milestones: 3 rd, 4th and 5th Grade students are tested.

Gifted Program Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education. Students may qualify on mental abilities and achievement or on three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2. An automatic referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals or counselors of the student may also refer students. Referrals are solicited in May for August testing and in November for testing in January. Gifted Program personnel notify parents of students referred of test dates two or more weeks in advance. Students entering the system who had prior placement in a gifted program will be placed at once if they meet Georgia Department of Education eligibility.

Gifted Program staff will evaluate those who do not have the required eligibility documentation. Written parental consent must be on file before students are evaluated. Parents receive a written report of evaluation results and are offered an opportunity to discuss the results with program personnel. Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Qualifying students in K-8 are enrolled in a five-hour per week resource program that provides thematic units of study. Parents receive a progress report twice a year. Parents are invited to an annual review to evaluate the student's progress in the program and are provided curriculum information for the coming year. Continuation in the program will be dependent upon maintenance of an overall 3.5 GPA in academic classes, satisfactory performance in both regular and gifted classes, motivation and behavior, attendance, attitude and completion of all assigned tasks. Students who meet these conditions will automatically continue in the program.

Students who do not meet these terms at any time during the school year will be allowed a six weeks probationary period. If satisfactory improvement is not shown, the student will be removed from the program. Parents will be notified by letter at the beginning and end of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry. For further information, you may call the Gifted Program Consultant at 826-1132.

Student Awards (Yearly) Honors and Awards Grades 1-5

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

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

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

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

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

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

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

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

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

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

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

Cafeteria Information

All menus are standardized for the entire school system and will be given to students at the beginning of each month. Our school participates in Lunch Box Buddies. There are healthy side items offered for students who choose to bring their lunch boxes.

Prices

Student Breakfast FREE

Student Lunch FREE

Extra milk \$.50

Adult Breakfast \$2.25

Adults/children not enrolled at LFH \$3.75

Cups of ice \$0.25 Breakfast

Breakfast is served daily from 7:00 – 7:20 a.m.

Lunch Students will be asked to remember their personal numbers and enter in the computer as they travel through the line at breakfast and lunch.

For sanitary conditions, the Georgia School Food Service prohibits the students from giving or accepting food in the cafeteria from classmates.

It will be assumed that a child can drink milk unless the school has a note signed by a doctor stating the medical reason why the child cannot drink milk and it is listed on the Health Card.

No soft drink containers are allowed. However, students who cannot drink milk may bring something to drink in a thermos. Water will be available at all times.

Please do not bring fast food lunches to your child in the original packaging. A fast food lunch must be placed in a brown paper bag prior to entering the lunchroom.

Dolphin Diner

We welcome guests to join students at lunchtime in the Dolphin Diner. Please be sure to check in the front office and receive a pass. We ask that you to adhere to the following agreements when you eat lunch with your child:

- arrive several minutes prior to your child's lunch time
- only eat lunch with your child

- soft drink cans and fast-food bags are not allowed in the cafeteria. We ask that you place the items in other packaging to conceal the marketing on the outside, in accordance with District policy.
- cell phones should be on silent in order to communicate and bond with your child during this special visit.
- We appreciate your cleaning up and pushing chairs under the table prior to the end of your visit.

Thank you for your compliance as our focus is always to make sure all students feel comfortable and included.

School Menus

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

Cafeteria Rules-Essential Agreements

- While music is playing the students must eat silently; they may talk when the music goes off. Use school tone 1 or 2.
- Students wishing to purchase a second lunch may do so but must pay adult lunch price (lunch \$3.75; breakfast \$2.25; cup of ice \$.25).
- NO CANS
- No swapping food or taking food from lunchroom
- Each person is responsible for removing the food or paper around his/her area and seat and putting all trash in the trashcans when directed.
- Children are to be in an orderly line entering and exiting the lunchroom.
- Children returning from appointments should not bring fast food into the lunchroom in its original packaging.
- Dolphin Diner Guests may eat with their child only. Friends are not to be invited to leave the table and join guests without prior approval from the Principal.

Student Support

Illness or Injury

Instruct your child to report to the teacher any injuries that occur at school or on the way to and from school. If your child is injured at school, we will clean and bandage. If the injury is major or there is any doubt in our minds, we will call the parent, guardian or other designated person for consultation. This makes it very important that we have numbers listed where we may reach you in case of an injury.

There will be no dispensing of over-the-counter drugs such as aspirin, Tylenol, etc., although we do provide for minor injuries and first aid.

All students who are injured or become ill must check out through the office before leaving school. If a serious injury should occur, and the parent cannot be reached, an ambulance will be summoned, and the child sent to a hospital. If your child is subject to occasional and/or unpredictable medical conditions such as asthma attacks, , anaphylaxis, seizures or fainting for which a doctor prescribed medicine, we require a medical documentation form to be completed and that you leave such medication with the name of the child and the prescribed dosage with the school nurse where it will be available for emergency use.

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

Medicines/Medications Policy

The Richmond County Board of Education has a written policy for the administration of medications in schools. Due to the large amount of medication given in school, we request that medications be given at home, if possible. This includes medicines given three times a day or less. Remember, it is necessary that we know where to reach you at all

times at home and at work. Please give as many emergency numbers as possible. If your child will need medication during the school day, please help us by complying by completing the medical documentation form and following these guidelines:

LONG TERM OR DAILY MEDICATIONS:

Parents are asked to bring a bottle of medication to keep at school, correctly labeled by the pharmacy, with student's name, medication name, dosage, frequency of medication along with a completed medical documentation form with parent and physician's signature. Any change in dosage of medication during the school year needs to be in writing by the physician and sent to the office. Fax number: (706) 737-7318.

Refills need to be brought to school by a parent/guardian --please do not send with your child or on the school bus.

SHORT TERM MEDICATION (10 DAYS OR LESS):

Requirements are the same as above except medication forms or note from parent, signed by parent will be accepted.

OVER THE COUNTER MEDICATIONS: All medications must be in the original container with a note from parent giving dosage and times to be given. *All medications will be kept in the clinic. Medical documentation forms are available in the office and from the school nurse.

Student Insurance

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

Multi-Tiered System of Supports and Response to Intervention (RTI)

Lake Forest Hills Elementary utilizes a student support team to help parents and teachers meet the needs of individual students. This is a regular education function. The RTI is composed of professionals and the student's parents to identify, plan, and recommend instructional strategies to help the student be successful in the school setting. All students are in Tier I of RTI. Tier II provided support in areas where a need is determined. Tier III occurs after 6-9 weeks of documenting interventions and no improvement is noted. Parents will be informed if a student moves from one Tier to the next and the team will convene to determine effective supports.

Elementary Guidance Program

The Elementary Guidance Program seeks to understand each child as a person and as a student. The following aspects will be used throughout the year to help the child move through his/her various phases of life: -early identification of needs -parent and school communication -a developmental classroom guidance program to help the child gain skills to help him/her to be successful in life -planned group activities to develop inter/intrapersonal skills -preventive as well as developmental guidance Counseling services are available for every student in the school and are provided in a confidential manner. Requests for counseling can be made by administrators, teachers, parents, and students. Services include individual and group counseling, as well as parent consultations. Parental permission is required for continual counseling.

Essential Agreements/Positive Learning Environment

Lake Forest Hills has developed school-wide policies and procedures for all common areas called Essential Agreements. Our goal is to provide a safe and orderly environment with clear expectations for all students and staff. Our policy will be firm, consistent and persistent, but positive and fair. Students are responsible for the behaviors they exhibit at school. Please help us by instilling in your child the need for appropriate behavior in school and respect for teachers and classmates. Having an atmosphere that is conducive to a desirable learning situation is necessary if we are to relate to our students. From time to time some students behave in such a manner in the classroom and other areas as to be a direct hindrance to the learning process and, therefore, prevent the other students from the benefits or experiences that they might have received. They will be sent to the principal when stronger measures are warranted.

Richmond County Code of Student Conduct and Discipline

RCBOE Code of Conduct:

The Code of Student Conduct and Discipline handbook will be issued to all students at Open House or within the first weeks of school. Please keep this booklet as a reference so that you and your child will fully understand its contents as it relates to student behavior (see rules regarding knives, beepers, fighting, etc.). Your child is expected to follow these policies and the school is expected to enforce them. Electronic Devices, Toys, etc. No student shall bring to school any electronic device that would disrupt or interfere with any lawful mission, process, or function of the school to include: wifi-enabled devices (ex. watches), cell phones, toys, tape/disc players, radios, other electronic device/games, laser devices, fidget spinners, tracking devices. See the Code of Student Conduct and Discipline for specific details.

Bullying

A student shall not BULLY any person on or off the school grounds at any time or on the way to and from school. Bullying is defined as any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or to perceive or expect immediate bodily harm. If the office receives a report of bullying, a bullying investigation will begin, and the Code of Conduct followed for the consequences if the child is

found to be guilty of bullying. All parents will be contacted during this process. NO BULLYING, IT'S THE LAW!

Richmond County Dress Code

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

Safety Patrol

Students who model high expectations and the attributes of the IB Learner Profile consistently, are recommended by their teachers to participate as Safety Patrol starting at 7:00 a.m. These students help with traffic control inside the school. Our Safety Patrol serves a valuable service to parents and students, especially when they help students find their place in the mornings.

Lost and Found Articles

Lost or found should be reported to the homeroom teacher or the office and may be claimed by proper identification. Large sums of money and expensive items should not be brought to school. A clothes rack in the cafeteria will display unclaimed articles and all students and parents are invited to search for any missing possessions.

On the 1st day of each quarter, unclaimed clothing is given to a charitable organization.

It is a good idea to clearly mark all removable clothing, lunch boxes, textbook covers, etc. with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Please label all items with your child's name.

Student Records

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

Student Records-Parent Rights

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

Registration

Please update information ONLINE (All children must have proof of residence on file. We will ask for updates periodically.)

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

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

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

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

- Certified birth certificate (PK4, kindergarten and first grade)
- Immunization certificate* (GA Form 3231 which includes hepatitis B vaccination)
- Certificate of Eye, Ear, and Dental Exam* (GA Form 3300)
- Social Security Card

- 2 Proofs of Residence within Lake Forest Hills School Zone**

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

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

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

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

- Pre-Kindergarten: Students must be (4) four years of age on or before September 1.
- Kindergarten: Students must be (5) five years of age on or before September 1.
- First Grade: Students must be (6) six years of age on or before September 1. Birth Certificate--A student registering for school for Pre-K, Kindergarten or First Grade must present a CERTIFIED COPY (not the one issued by the hospital) of his/her birth certificate. (A copy will be made for the permanent record and the original returned to you).

Students needing records may go to:

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

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

*Any parent who cannot get a birth certificate at the local level for a child born in the state of Georgia should send the child's full name at birth, place of birth, father's full name and mother's maiden name along with a money order for \$10.00 to: The Vital Records Unit Room 217-H 47 Trinity Ave. S.W. Atlanta, GA 30334

Change of Address or Phone Number

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

Transportation

Bus Information School bus transportation is a PRIVILEGE – NOT A RIGHT. Students who misbehave on the bus may be denied transportation privileges. A student is to ride the bus to which s/he is assigned. Any emergency request to ride a different bus must be requested in writing by the parent/guardian and submitted to the office. Requests are made through the school office and are approved by the school principal in advance by 9:30 on the day of the change. Students will be allowed off the bus only at school, assigned bus stops, home, and locations requested in writing by parents and agreed upon by the Transportation Department.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the request of the driver. Bus drivers have specific rules and will send home for parent/guardian signature. Please go over the rules with your child. This is very important because consequences for violating any of these rules are very strict.

- 1st offense: Verbal warning by bus driver
- 1st write-up: written warning to parent from Principal/Designee
- 2nd write-up 1-day suspension from bus.
- 3rd write-up: 1-week suspension from bus.
- 4th write-up: suspension for the remainder of the school year

Fighting/other serious offenses:

Automatic 3-day suspension (if no other referrals)

*Be sure to sign up for the StopFinder App found on the District website.

Car Line

Keeping students, parents, and faculty safe from injury is first priority. The carpool process runs like a well-oiled machine when everyone adheres to the following guidelines. During carpool, all drivers need to be considerate and aware of all persons on the school property. The faculty members on duty during carpool are there to protect and help. Please share the following procedures with all persons (grandparents, neighbors) that may drop off or pick up any student. As a reminder, public school property is tobacco-free.

Morning Carpool

- Your child must remain in the car until the school is open should you arrive prior to 7:00.
- Students to be ready to exit the vehicle on the curb side only - bookbags and lunchboxes should be readily available for promptly exiting the vehicle safely.
- Do NOT pass cars unloading in front of you. This is to ensure safety for ALL of our students.
- School staff are present to open and close car doors and to assist students onto the sidewalk.
- Students should never exit from the left side of the car.

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

Afternoon Carpool

There are 3 lanes that will be directed to move forward once all students are safely loaded into vehicles. Afternoon carpool begins at 2:10 and ends at 2:40. All carpool riders are picked up in designated carpool area at the rear of the building (not in the side teacher's parking lot, nor in the front of the school) by 2:40.

- Remain in your vehicle patiently.
- Please provide your child's name and grade level to the faculty member when they approach your vehicle, along with having your carpool tag posted in a visible area on the dashboard.
- Pull your vehicle forward as close to the next car to create ample space for those behind you and follow directions given by school staff. Remain in the line and wait until directed to move forward.
- Remember that the speed limit on Lake Forest Drive is only 5mph.

Bicycles

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

School Community

Visiting Classrooms

We are happy to welcome visitors to Lake Forest Hills and ask that all visitors who enter make a photo ID available, sign in and receive a pass that will be worn during their visit. We ask that you turn off your cell phone and do not take pictures. When visiting your child's classroom, please make sure you are purposeful in your actions and interactions so instructional time is not disrupted. Classroom visits must be pre-arranged with the teacher. Visitors will not be permitted to loiter on the school campus or in the school building.

Parent-Teacher Conferences

If the teacher or parent desires a conference, indicate on the "comment" space on the report card where you sign it each grading period, or call the office (737-7317) for an appointment. These conferences should be scheduled in advance at times convenient to both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class.

School Council

School Councils were established by the A+ Education Reform Act to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. Our council members meet quarterly at the school at 3:00 p.m. We welcome your attendance at these meetings and will share meeting dates on our website and social media pages for your convenience.

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

Parent Teacher Organization

PTO membership is vital because the support and commitment of our wonderfully active PTO contributes much to the success to LFH. Your membership, attendance, interest, and personal contributions are valuable components when it comes to the education of all

children and especially your child. You will be provided with a PTO handbook for all needed information when you join. The date and times of meetings, along with events and areas needing volunteers will be posted on our school website.

PTO Weekly Emails

PTO provides a weekly email of activities in our school periodically during the school year. Student recognition for various awards is usually mentioned in these emails/newsletters. Please look for these each week. They come home with your child. We hope this will provide you with some insight into “what’s happening” and what is coming up. Be sure to connect on social media to always “be in the KNOW”!

Volunteers

Parental involvement is a most important aspect at Lake Forest Hills School. Any parent who wishes to be a new volunteer worker in our school in various capacities, such as readers, office workers, teacher helpers, Friday popcorn poppers, etc., should sign up at registration, or contact the office. Your time and involvement will be greatly appreciated!

Volunteers who have supervision over students and or may be working in small groups or one on one will be required to attend a two-hour, school-system sponsored volunteer basic training. This training is required every two years. Volunteer basic training will be available at the school periodically. Please let Mrs. Hughey or Mrs. Douglas know that you are interested in attending a training.

Recycling

LFH is active in recycling as we collect Virtual Box tops for Education, Coke Rewards, Publix Grocery Store Points, and Campbell’s soup labels. You may turn in Coca-Cola bottle caps to the front office, or you may go to <https://us.cocacola.com/give/> and scan all codes for Lake Forest Hills Elementary in Augusta, GA.

General suggestions to parents

1. Please do not phone your child during school hours unless there is an emergency. Students will not be allowed to take calls. Messages will be relayed immediately if there is an emergency.
2. Your child is not to bring dangerous or distracting articles to school such as guns, play guns, water guns, laser guns, pocket knives,

kitchen knives, matches, toys, gameboys, i-pods, CD's, cell phones, (or other electronics) or expensive jewelry. Your child should not bring large amounts of money to school.

3. Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, etc. We donate a large amount of clothing to charities each year that is not marked. The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.

4. Your child must have plenty of sleep each night for him/her to do their best work.

5. To leave the school grounds during school hours, your child must have permission from the principal's office, all students will be signed in and out.

6. If there is something you want to know about school, if something has happened at school that worries you or your child, you feel there has been a misunderstanding, or you need more information for any reason, call or make an appointment to see the teacher and/or principal.

7. Visit your school. You are welcome to visit or observe in your child's classroom. (We simply ask you to please obtain a pass from the office first and do not expect your child or the teacher to talk with you during your visit—it's their school time!). It is highly desirable that you attend the various meetings arranged by the teacher or the principal.

8. You will want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment. You cannot take student class time to discuss an individual problem.

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

Richmond County School System Title IX Notice and Complaint Procedures Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

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

1. An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
3. "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30). Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator.

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline. RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations. RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System's responsibilities under Title IX.

Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact: System Title IX Coordinator Dr. Aronica Gloster
Department of Student Services 864 Broad Street Augusta, GA 30901
(706)826-1000 x 5501 glostar@boe.richmond.k12.ga.us

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sexbased discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics.

A complete listing of Title IX Coordinators is available on the RCSS website: www.rcboe.org

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

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