

2021-2022

Student & Parent Handbook

Lamar-Milledge Elementary School



Home of Lion Pride

“Where lions learn and lead!”

Shetina Roulhac, Principal

Meredith Godowns, Assistant Principal

510 Eve Street

Augusta, Ga 30904

706-737-7262 (office) 706-737-7261 (fax)

NOTICE OF NON-DISCRIMINATION

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 nor employment or Inquiries can be directed to: *Chief Human Resources Officer, 864 Broad Street, Augusta, GA 30901; 706-826-1000.*

PROFESSIONAL ETHICS & COURTESY

Employee behavior and decorum are regulated by the Georgia Professional Ethics Standards <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>. It is the responsible of each employee to be well versed in the code of ethics. In addition, each teacher and staff member is responsible to the principal for carrying out the policies of the Richmond County Board of Education (RCBOE) that apply to the functions of the school, the classroom, contact with students, and the public. It is the responsibility of all teachers and staff members to cooperate in a professional manner with their colleagues and with the administration. This professional cooperation includes the extension of courtesy, respect, and consideration for the feelings and rights of colleagues, other employees, students, parents, and the public. Every teacher and staff member has the right to discuss any matter with anyone without interference. However, it is a breach of professional ethics to discuss professional problems with laymen without first attempting to resolve them within the teaching profession. Problems between adults are not to be discussed in the presence of students.

DISCLAIMER

By no means is this handbook all inclusive. It is intended to establish and maintain a cohesive and effective work environment for all faculty and staff. Many guiding statements are included but not all situations and circumstances are addressed.

In lieu of the COVID-19 pandemic, additional rules, guidelines, and/or expectations may result for the safety of all stakeholders.



Lamar-Milledge Elementary School

510 Eve Street
Augusta, GA 30904

Shetina Roulhac, Principal
Meredith Godowns, Assistant Principal

Office 706-737-7262
Fax 706-737-7261

Dear Parent(s) and Student(s):

On behalf of the faculty and staff of Lamar-Milledge Elementary School Lions, I would like to welcome you to our school for the 2020-2021 school year. It is truly an honor and a privilege to serve as your principal. Each of us at Lamar-Milledge appreciates you entrusting us with your child(ren), especially in such a time as this. We are willing to work together with all stakeholders, to include parents and the community, to ensure the best year possible despite the COVID-19 pandemic. I sincerely hope that you are excited about the upcoming school year, the opportunities, and the journey we are about to embark upon together.

It is my hope that you will read this Student Handbook, become familiar with the rules, policies, and procedures of the school, and support us in abiding by them all. This only affords us the opportunity to work together in creating the conditions for teachers to teach and students to learn in a safe and positive environment, most conducive for learning to occur at high levels. In addition, this handbook has been prepared to help keep you informed about important dates and activities at Lamar-Milledge Elementary. If you have any questions or need further clarification on anything contained in this handbook, please feel free to contact me at the school at 706-737-7262.

Here at Lamar-Milledge Elementary School we offer innovative educational experiences in all content areas, to include Reading, English Language Arts, Writing, Math, Science, Health, and Social Studies. We also offer special classes to include Physical Education, and Computer Literacy, which allows students an outlet to express themselves via movement, coding and creativity. It is my sincere desire that you are excited about the upcoming school year, just as I am, and the many possibilities and learning experiences your child(ren) can take advantage of onsite. One of my most favorite quotes by Clay Bedford is, "You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives." I believe I am blessed with the best faculty in Richmond County, and we intend to spark a curiosity for learning, inspire, and make a lasting positive impact in the lives of every student we serve. I am honored to work with the parents, students, faculty and staff, community partners, and all other stakeholders this year as we make a positive difference in the lives of our students, as well as reach and surpass countless goals.

Sincerely,

A handwritten signature in blue ink that reads "Shetina Roulhac".

Shetina Roulhac

Principal

2021-2022 Approved School Calendar

Board Approved 2/18/20



2021-2022

Richmond County School System School Calendar

July '21						
Su	M	Tu	W	Th	F	Sa
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August '21						
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September '21						
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October '21						
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November '21						
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December '21						
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Jul 05	Independence Day (Holiday)
Jul 29-Aug 4	Preplanning
Aug 02	Middle and High Open House (noon-6:00pm)
Aug 03	Elementary and K-8 Open House (noon-6:00pm)
Aug 05	★ First Day of School
Sep 06	Labor Day
Sep 09	Progress Reports
Sep 20-Oct 07	Elementary Fall Parent Conference Window
Oct 07	Elementary Early Release/Parent Conferences
Oct 07	End of 1st Quarter
Oct 08-11	Student/Teacher Fall Break*
Oct 12	Beginning of 2nd Quarter
Oct 19	Report Cards
Nov 10	Progress Reports
Nov 11	Student/Teacher Holiday
Nov 22-26	Thanksgiving Holiday
Dec 16-21	Exams
Dec 21	End of 2nd Quarter/Early Release (all grades)
Dec 22-31	Christmas/Winter Break
Jan 03	Teacher Work Day/Student Holiday
Jan 04	Beginning of 3rd Quarter
Jan 10	Report Cards
Jan 17	MLK Holiday
Feb 07	Progress Reports
Feb 18	Teacher Work Day/Student Holiday
Feb 21	Student/Teacher Holiday*
Feb 22-Mar 10	Elementary Spring Parent Conference Window
Mar 10	Elementary Early Release/Parent Conferences
Mar 10	End of 3rd Quarter
Mar 11	Teacher Work Day/Student Holiday
Mar 14	Beginning of 4th Quarter
Mar 22	Report Cards
Apr 04-11	Spring Break
Apr 15	Student/Teacher Holiday*
Apr 26	Progress Reports
May 19-24	Exams
May 24	Last Day of School/Early Release (all grades)
May 25-26	Post Planning
May 24-26	Graduation
May 27	Report Cards
May 30	Memorial Day (Holiday)
May 31-Jul 01	Summer School
Jun 06-Jul 14	4-Day Work Week

 Teacher Planning Days	 Early Release Days
 Holidays	★ First Day of School

Weather-Related School Closings
For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDW-TV, or WGAC Radio for up-to-date information on school closings. Also, you can view the school system's website at www.rcboe.org.

*Note: If needed, October 8, February 21 and April 15 will be considered for possible inclement weather make-up days.

January '22						
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February '22						
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March '22						
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April '22						
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May '22						
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June '22						
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RCBOE MISSION & VISION

Vision Statement

The Richmond County School System will provide an equitable education for all students to prepare them for life beyond the classroom.



Mission Statement

Building a globally competitive system through education, that educates the whole child through teaching, learning, collaboration, and innovation.

Belief Statements

- Every person can learn and has the right to a quality education.
- Students thrive in a positive climate and culture where they are respected and all ideas are accepted.
- Effective communication is the key to understanding among people.
- Excellence in education is the collaborative effort and shared responsibility of the individual, home, school and community.



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LMES Mission, Vision, Belief, Mottos, & Goals

LME Mission

The mission of Lamar-Milledge Elementary School is to spark a curiosity for learning as we work together to innovatively educate our students and increase student achievement.

LME Vision

The vision of Lamar-Milledge Elementary School is to create a foundation and learning environment that produces students who are prepared for life beyond the classroom.

LME Beliefs

- Every person can learn and has the right to a quality education.
- Students thrive in a positive climate and culture where they are respected and all ideas are accepted.
- Effective communication is the key to understanding among people.
- Excellence in education is the collaborative effort and shared responsibility of the individual, home, school and community.

LME Mottos

“Where Lions learn and lead”

“Imagine what you can do today. Imagine who you’ll be tomorrow.”

LME Goals

1. Improve student achievement in Reading, Writing, Math, Science and Social Studies.
2. Innovatively teach students.
3. Enhance character education, values and pride in self, school, and within the community.

“Where lions learn and lead!”



HOME OF THE LIONS

HOURS OF OPERATION

School Office Hours

The front office is open on Monday-Friday 7:00am-3:00pm.

Instructional Day

The instructional day for students is from 7:25am – 2:25pm. However, students may enter the building at 7:00am for breakfast. Students will enter the school building using the side entrance by the cafeteria for breakfast. At 7:20 a.m. students will be picked up by their teacher and taken to the classroom. Students are tardy at 7:31a.m. Any students arriving to school after 7:30 a.m. must be accompanied by a parent to the office so that the parent can sign the child in. All students are expected to be out of the building by 2:30p.m.

Students are not to enter the building nor be left at school unattended before 7:00 a.m. or after 2:30 p.m. School personnel cannot assume any responsibility for their safety. Parents who leave students unattended before and after designated hours are subject to referral to the school social worker and/or the department of family and children's services.

Teacher Work Day

Teachers work from 7:00am-3:00pm. However, all meetings and professional learning may begin as early as 2:30p.m., when students are dismissed.

ARRIVAL & DISMISSAL

Students may enter the building at 7:00am. Car riders reporting before 7:30am are to enter near the Cafeteria door just as bus riders do. **PARENTS PLEASE PULL ALL THE WAY UP TO THE FRONT DOOR, AND THEN ALLOW YOUR STUDENTS TO WALK DOWN THE SIDEWALK TO THE CAFETERIA ENTRANCE. PLEASE DO NOT STOP/DROP OFF AND BLOCK MORNING TRAFFIC FLOW.** Parents are not permitted to park, drop off, or pick up students in the parking lots on the side of the building or bus loading zone. This interferes with bus arrival and dismissal. When you are picking up or dropping off your child, be sure to park along the curb in the front of the building after 7:30am but before 2:00p.m. The driveway should be kept open at all times for easy access and exiting, as well emergency management vehicles. **Handicap spaces are only available for those who have a valid permit.**

TRANSPORTATION

Please refrain from calling the school office to make transportation arrangements. **Transportation changes must be provided to the school office in written form. Written, signed notes may be sent with the student, faxed, or emailed, before 1:45 p.m.** If a written, signed note is not received and no emergency change has been approved, the student will go home the regularly scheduled way. Telephone calls will not be accepted except in case of extreme emergencies. **In case of an emergency, parents/guardians must speak with an administrator.** Our students are young and may get confused with multiple forms of transportation. Please try to maintain a set method of transportation. Students may *not* be removed from buses after they are loaded or have left the school.

Telephone Calls

The school telephones are not available for student use except in case of an emergency. Forgetting ice cream money or asking how to go home are not considered emergencies.

Bicycles

Students will be allowed to ride bicycles to school if the following rules are followed: •

Bike riders must wear helmets. This is a state law;

- Bike riders must dismount and walk bikes upon entering school property;
- Bicycles must be stored in the bike rack. Locks are not required, but they are strongly recommended; as the school is NOT responsible for stolen or damaged bicycles.

Parents/guardians should discuss traffic safety precautions and routes to school with their child(ren) BEFORE students ride their bikes to school. Please visit the Georgia Safe Routes to School website for more information on bicycle and pedestrian safety.

Car Rider & Bus Rider Tags

Parents/guardians who pick their child up from school in the afternoons must have a Car Rider tag displayed in the front windshield on the passenger side of the vehicle. If you do not have a Car Rider tag, you will be required to park, come inside, show ID, and pick up your child. All students in grade K-3 will receive a bus tag to attach to their book bags for the first 2 weeks of school. The tags will include the child's name, bus number and parent contact information. **Please be sure students LEAVE THE TAGS ATTACHED TO THEIR BOOK BAGS,** in an effort to better ensure students leave school provided the proper form of transportation.

School Bus Regulations/Rules

Riding the school bus is a privilege. Students are under the supervision of bus drivers and should heed their direction(s). Improper conduct on the bus or at the bus stop can result in that privilege being revoked.

Reported acts of misconduct on the bus may be investigated. Copies of bus rules are available as needed.

Fighting Typical procedures are as follows:

1st Report: Verbal Warning / Letter sent home to be signed and returned.

2nd Report: Written Warning Letter and Call by an Administrator to Parents.
Conference may be required before child can return to bus.

3rd Report: 3 Days SUSPENSION from bus

4th Report: 5-10 Days SUSPENSION from bus

5th Report: Conference required with bus driver and administrator to determine future bus privileges. Parent attendance is necessary.

6th offense: Expulsion from bus for the remainder of the school year

***If the administrator determines that an offense is serious enough, ex: fighting on bus, suspension may result immediately.

ATTENDANCE LAW & POLICIES

GEORGIA COMPULSORY ATTENDANCE LAW

Any parent, guardian, or other person residing in Georgia who has control or charge of a child or children between the ages of 6 and 16 years of age and any child residing in Georgia and in Richmond County between the ages of 6 and 16 years of age is required under Georgia law to enroll and attend school. Under the provisions of Georgia's Compulsory Attendance Act, each day's absence from school after a student has accumulated five (5) days of unexcused absence, whether consecutive or not, can constitute a violation of the law and can subject the parent and student to penalties which may include a fine of not less than Twenty-Five Dollars (\$25.00) and not greater than One Hundred Dollars (\$100.00), imprisonment not to exceed thirty (30) days, community service, court supervisor as a juvenile offender, or any combination of these penalties. For detailed information regarding attendance, please refer to the *RCSS Code of Student Conduct and Discipline*.

ABSENCES

Regular, punctual attendance is extremely important for school success. Students are expected to be present for school. Students checking out before 11:30 a.m. or arriving after 11:30 a.m. will be considered absent. A student's yearly attendance is recorded as part of his/her permanent school record. In the event of an absence, a note from a parent/guardian explaining the reason for absence is required for each absence. This note, signed by the parent, should be submitted to the homeroom teacher upon the student's return to school. The student is responsible for all make-up assignments within five (5) days if credit is desired. In cases of unexcused absences, the student may not be given credit for make-up work. The only excusable absences are those prescribed by state statutes, rules and regulations of the Department of Education and local board policy. Guidelines for lawful excuses and extended absences are listed in the Richmond County Student Code of Conduct and Discipline.

TARDIES

Students who arrive at school after 7:30 a.m. will be counted as tardy. Tardy students must report to the office to check in and receive a Tardy Slip in order to be admitted to class. **Parents/guardians must accompany students when they are tardy and parents/guardians must sign in their child(ren).** Students whom are tardy to school will be disciplined according to the guidelines in the Student Code of Conduct and Discipline. Teachers are not required to allow makeup work for unexcused absences or frequent tardies.

Special Notes: Tardies and/or Early Dismissals on 10 or more days will disqualify a student for yearly Perfect Attendance awards.

EARLY DISMISSAL/EARLY RELEASE

Students will not be released to anyone after 2:00pm daily (teachers and students are preparing to get in place for dismissal), nor anyone other than the parent or guardian or other authorized person(s) noted on registration paperwork and/or as noted in Infinite campus per parent/guardian written notice/documents. Parents picking up a student must sign the student out. Parents or guardians must send a medical note to school for the early dismissal to be excused. Your child's academic success may be jeopardized if he/she is consistently signed out before 2:15pm. When possible, please schedule student appointments after school hours. To be considered present a student must attend at least half of the school day (11:30a.m). **On Early Release days, Lamar-Milledge will release students at 12:00 Noon. See school calendar for dates.**

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request that, a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly, adhere to the policy below, and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law also provides that, under certain circumstances, a teacher has the authority to remove a student whose behavior is in violation of the student code of conduct from his or her classroom if the student repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class, with the ability of the student's classmates to learn, or if the student poses an immediate threat to the student's classmates or the teacher. The procedure is detailed in local policy and state law.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan before the student return to school from suspension).

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Volunteers/Visitors

Volunteers are invaluable in helping to meet the needs of students and staff. **All** volunteers and visitors **must** report to the Front Office upon entering the building. Visitors will be allowed to conduct business or visit classrooms as authorized by the Policy below. While we welcome visitors, the regular school program must continue, so please do NOT expect the teacher to hold a conference with you at this time. In addition, we request that younger siblings are not taken to the classrooms when volunteering because of the interference on teaching and learning.

By action of the 2012 Georgia General Assembly, all school volunteers in Georgia are now "mandated reporters" of suspected child abuse. [O.C.G.A. Section 19-7-5]. Therefore, if by direct observation, a verbal/written communication, or by some other means you become aware or form a reasonable suspicion that a child has been abused either at school or at home, you must report this information to the principal. Once you have reported your knowledge, it then becomes the responsibility of the administrator to report the suspected child abuse to the appropriate state or local investigative agency.



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CLASSROOM VISITATION, OBSERVATIONS & PARENT CONFERENCES POLICY

Parents, teachers, counselors, and/or administrators may request conferences, class visits, and/or class observations of students. Conferences, observations, and visits should be arranged by calling the school and scheduled during the teachers' planning periods. The following policy is to protect instructional time in the classroom without unnecessary interruptions; as research indicates that one of the factors affecting student achievement is uninterrupted instructional time. It is imperative that instructional time be protected, and it is the intent of the administrators and office staff of LMES to do so.

General Rules:

Observations, Visits and Conferences should be scheduled in advance.

- All visitors/parents/guardians **MUST** obtain a pass from the front office and wait for approval to report to classroom/visiting area.
- Visitors/parents/guardians are **NOT** allowed to:
 - Interact with any other child/student other than their own during observations;
 - Enter a teacher's classroom without the teacher present, nor teacher workrooms;
 - Go through cabinets and drawers in classrooms, workrooms/Break areas or any; other area without permission from an administrator or consulting teacher;
 - Randomly peruse the building speaking to students and/or employees;

Teachers will respond in a timely manner via phone, email, text, Class dojo; Remind, or other communication avenues setup with parents;

Conferences:

- Conferences should be scheduled in advance or after school;
- May occur via phone;
- Are **NOT** to be conducted during instructional time, observations, or visits;

Observations/Visits:

- Should be scheduled in advance;
- Must be approved by an administrator;
- May only occur in the class of where the observer's child/student is;
- May last no longer than 30 minutes;

Volunteers:

- Should be scheduled support in advance;
- Must dress appropriately (see Code of Conduct or administrator if necessary)
- May Not use volunteer time to visit child(ren)

Please feel free to contact the school, an administrator or your child's teacher as needed. Parental involvement is imperative, and we welcome open communication between the school, home, and community. Again, this policy is simply to protect instructional time, as we believe all students deserve a quality education with the collaborative support of all stakeholders.

****Changes are subject to occur due to COVID-19 pandemic.

"Where lions learn and lead!"

HOME OF THE LIONS



DRESS CODE POLICY

Students are expected to follow the dress code outlined in the Richmond County Student Code of Conduct and Discipline while attending school, school-related functions, and to maintain the type of appearance that is not distracting to teachers or students. Clothing items should be clean, neat, and modest. “In-fashionable” wear is not always appropriate school attire.

The following are *NOT* acceptable:

- Clothing or accessories advertising alcoholic beverages, drugs, tobacco, or weapons;
- Clothing, hats, hairstyles or accessories containing inappropriate language, messages or designs;
- Sun dresses, tank tops, tube tops, halter tops, see-through shirts, fishnet or mesh material shirts, crop-tops, one-shoulder or off-the-shoulder blouses, and blouses with open backs;
- Shirts, tops, blouses, or sweaters which show cleavage;
- Bare midriffs – all shirts, blouses, etc. must cover the top of pants, slacks, shorts, etc., whether standing or sitting;
- Pants, shorts, skirts, etc. with writing on the buttock area, as well as lace-up legs;
- Any clothing item that is too tight or loose;
- Any clothing item that is too short (shorts, skirts, and dresses must be as long as the length of the middle finger when hands are down by the student’s side AND at least mid-thigh);
- Any clothing item that shows a student’s undergarments;
- Baggy or sagging pants;
- Heeled and/or high platform shoes (unsafe and inappropriate on normal school days/events);
- Combs, picks, hairnets, scarves, bandanas, headbands, hair rollers, etc.;
- Bandanas (colored or white) at any time or on any part of the body;
- Hats, caps, stocking caps, dew rags, etc., except on special designated “Hat Days”;
- Sunglasses or shades inside the building;
- Visible body piercings other than earrings;
- Extreme colored/dyed hair that causes a disruption to the instructional process in the class.

***The principal or other duty authorized school official shall determine whether any particular mode of dress or apparel results in the disruption of the normal day.

GROOMING STANDARDS

LME consistently enforces the school grooming standards for ALL individuals who enter the building. We ask that ALL visitors/parents entering the building meet or exceed the following grooming standards:

The following *are* acceptable and expected:

- Appropriate attire (**NO** pajamas, see through or sheer clothing, or short shorts/skirts)
- Outer clothes must completely cover underclothes and garments
- Shoes and Shirts must be worn in the building; Tennis shoes should be worn when participating in the school’s physical education program and laces tied at all times.
- Pants with holes or cut-outs are permissible **only** if they are lower than mid-thigh.
- Tights and leggings **only** when worn under skirts or dresses at the appropriate length.
- All pants, jeans, shorts, etc. must be fastened at the waist at all times and are to be worn at the appropriate waist level.

The school administration reserves the right to delete or add to Student Dress Code guidelines as the need arises to address the ever-changing issues related to changing fashions. Should a question arise concerning the appropriateness of a student’s dress, the school administration reserves the right to determine what they deem as appropriate and what is NOT in regards to the disruptive nature of the clothing, dress, adornment, etc. to the educational process.

*****Continuous violations of these regulations will result in disciplinary action.**

Discipline & Conduct

At Lamar-Milledge Elementary, we believe it is the shared responsibility of the home and the school to instill and help students maintain discipline and good conduct. *Discipline* is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students at Lamar-Milledge Elementary School students are expected to put forth their best effort and to act appropriately at all times in a manner that will promote a safe, orderly learning environment. A behavior, Lion Pride Chart is posted throughout the school, as a reminder of good behavior. The school Counselor also provides lessons on character education to remind students of appropriate behavior. Any behavior which causes a disruption in the learning environment, infringes upon the rights of others in the school and will not be tolerated. Thus misbehavior is being subject to consequences.

Conduct Rules

Good student conduct sets the tone for other positive things to happen in school. As a result, a positive school climate plan, via the Lion Pride Behavior Chart, has been developed and will be implemented. In addition, LMES has adopted a PBIS plan to reflect Ron Clarke's House System. Parents are an integral part of the plan and may be directly involved with its on-going implementation. The students themselves play an important role in their own educational programming. In such an atmosphere, the class is neither teacher-dominated nor student-controlled; rather, it is a joint effort to learn, relate, and experience. The following are general rules of conduct for all students at Lamar-Milledge Elementary School at all times:

1. Disturbances that disrupt the learning opportunities for others in class are prohibited.
2. Students are expected to obey reasonable directives of all school personnel.
3. Rude, discourteous, disobedient, or defiant behavior is prohibited.
4. Profanity, obscenities, and/or insulting remarks will not be tolerated in school or on school grounds.
5. Threatening and/or intimidating another student or adult is prohibited including such statements as "I'm going to kill you."
6. Hitting, rough housing, fighting, and physical abuse with intent to hurt another student or adult is prohibited.
7. Assault and/or battery on school employee or another student is prohibited.
8. No student shall leave campus without permission from an authorized adult.
9. Failure to tell the truth, forging or knowingly using a forged signature, stealing, cheating, and plagiarism (giving or receiving information) is prohibited.
10. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
11. The willful damage or destruction of property is prohibited.
12. Tampering with fire safety equipment and/or setting off a false alarm is prohibited.
13. Bullying in any form is prohibited.

Richmond County Schools Code of Conduct

It is the purpose of the Richmond County School District to operate in a manner that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct that require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other, school district employees, to obey student behavior policies and rules adopted by the Board and established at each school within the district.

The school's primary goal is to educate, not punish; however, when the behavior of an individual student comes in conflict with the rights of others, consequences may occur for the benefit of all individuals and the school as a whole. Accordingly, students shall be governed by the policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- during school hours;
- at school or on school property at any time (in session or not);
- off school grounds at any school function or event (to include travel to and from)
- on vehicles provided for student transportation by the school system and bus stops

Students may also be disciplined for conduct off campus which could result in criminal charges with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Parents are encouraged to review the Code of Conduct with their child/children and to be supportive of it in their daily communication with their child/children and others in the community. Consistent with Georgia law and the mandate of the Georgia General Assembly, all parents/guardians are encouraged to inform their children of the consequences. For detailed information regarding the ***RCSS Code of Student Conduct and Discipline***.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior, with discipline history and age taken into account.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Student Support Team

The Richmond County Board of Education provides a variety of resources that are available at every school within the district to help address student behavior problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources will include Response to Intervention Teams, school counselors, school social worker, behavior analysts, and chronic disciplinary problem student plans.

Authority of the Principal

The principal is the designated leader of the school and is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake disciplinary measures believed to be in the best interest of all students provided any such action does not violate school board policy or procedures.

GENERAL SCHOOL RULES

ASSEMBLY RULES

1. Enter and leave quietly.
2. Sit in your assigned area.
3. Be courteous during the program (Listen while the speaker speaks).
4. Show appreciation at the appropriate time (applause as necessary).

CLASSROOM RULES *(These are general rules. Classroom rules may vary by teacher.)*

1. Listen to and follow all directions given by the teacher.
2. Do not disrupt or interfere with peers' ability to learn, the class and/or instructional delivery.
3. Be prepared with necessary materials and assignments.

HALL RULES

1. Walk. No running.
2. Stay in line and remain on the right side of the hall.
3. Be quiet and courteous.
4. Stop at the restroom or water fountain only with permission.
5. Always have a hall pass.

LUNCHROOM RULES

1. Use quiet voices in line and at tables.
2. Do not play with food.
3. Clean your personal space before you leave.
4. Place trays in the window one at a time.
5. Walk only.
6. All food must remain in the cafeteria.
7. All students are required to get a tray or bring a lunch from home.
8. Students are not allowed to bring fast food items in their original containers.
9. Students should not bring non-nutritional food items, such as cookies, candy, chips, or drinks in place of a lunch. These items included in a lunch from home are acceptable.
10. Student lunches cannot be warmed at school.

PLAYGROUND RULES

1. Use equipment properly and safely.
2. Take turns.
3. Do not throw rocks or any other objects and toys.
4. Put all trash in trash cans.
5. No running on sidewalks.
6. Play in your designated area.

RESTROOM RULES

1. Wash your hands.
2. Have a hall pass unless accompanied by an adult.
3. Use facilities properly (quietly and safely).
4. Flush urinals and toilets after each use.
5. Do not place foreign objects or excess paper in sinks, toilets, or urinals.
6. Do not play in the water.

RESPONSIBILITY FOR PROPERTY

Students are personally responsible for textbooks, library books, instructional materials, and desks assigned to them. Students must pay for any damages. Assessment of damage will be determined by the school administration. However, elementary school students who fail or refuse to pay for lost or damaged textbooks, library books, or media materials at the replacement cost shall be refused additional textbooks, library books, or media materials and will have their report cards, diplomas, certificates, etc. held until the restitution has been paid in full.

School Property

Parents will be billed and held liable for property that is damaged by students during the school year. A bill will be calculated by the Maintenance Department and provided by the school, payment is expected upon receipt. Students will not be allowed to register until damages are paid for.

Lost and Found

Items that have been found at school should be placed in the Lost & Found boxes located outside the Cafeteria. Lost articles can be claimed by properly identifying the lost item. We recommend that parents mark all personal items with the student's name, so they can be quickly identified and returned to the owner without delay. All unclaimed items will be donated to a charitable organization or discarded.

CELL PHONES, PAGERS & OTHER ELECTRONIC DEVICES

A student may be subject to disciplinary action, including, but not limited to, in-school suspension, out-of-school suspension, or expulsion, if the student utilizes a pager, cell phone or other electronic device to engage in inappropriate use of technology. The following are some examples of inappropriate use of technology:

- bullying, threats or intimidation, or harassment of any form,
 - to create and/or send and/or receive and/or possess and/or transmit to others pornographic or obscene pictures or messages
 - to create and/or send and/or receive and/or possess and/or transmit to others offensive or humiliating or inappropriate pictures of one's self or others,
- Engaging in academic cheating in any form
- Invading anyone's privacy in a locker room, restroom or other place on a school campus or at a school activity

If a student uses a cell phone or other electronic device of this nature at school, the device will be taken from him/her, and turned in to the office with a note containing the student's name, date, time and teacher's name. The device will be held in the Principal's Office until a parent has been contacted and comes to the school to retrieve the device. Second offenses will result in the device being kept for a period of 30 days. Upon the third offense, additional disciplinary consequences will apply and the device will be kept for the remainder of the semester or school year—whichever shall first occur. Please refer to the ***RCSS BYOT Policy*** for more details.

Concerns and/or Questions

Students/parents who are concerned about a specific classroom situation should first confer with the teacher. Parents are encouraged to maintain contact with teachers to ensure maximum progress for their child. Early Release days are designated for Parent-Teacher Conferences; dates for these conferences are listed on page 6 of this handbook. Reminder notices will be sent home. However, we welcome parents at any time that doesn't conflict with instruction. If the issue is not resolved, the student/parent should make arrangements to see an administrator at LMES.

GRADING POLICY

Students in Grades K-5 are required to perform academically as well as on grade level in all content area classes. There will be four nine week grading periods each year.

Standards Based Report Card for Grades K-3

The purpose of the new reporting system is to provide parents, teachers and students with more accurate information about students' progress toward mastering standards. On a standards-based report card, each of the subject areas is divided into a list of skills and knowledge indicators that students are learning. This provides concrete understanding of exactly what students know. Progress is measured as follows:

Report cards for grades K-3 will include an academic performance level of 1-4 or P.

1 – Beginning Learner/Not Met: knowledge of the standard has not been demonstrated.

2 – Developing Learner/Meets: some knowledge of the standard has been demonstrated.

3 – Proficient Learner/Meets: adequate knowledge of the standard has been demonstrated.

4 – Distinguished Learner/Exceed: knowledge beyond the standard has been demonstrated.

P- Pass: The student has passed this class. (example: Art, Music, etc).

If an indicator is not measured during the grading period, the student will NOT receive a mark on the report card.

Traditional Report Cards & Grading System for Grades 4 – 5

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

Progress Reports, Report Cards and Grade Reports

Progress reports and report cards will be issued throughout the school year. Refer to the Academic calendar for release dates. A parent/guardian's signature is required before report cards jackets are returned to the child's homeroom teacher.

Graded assignments may be sent home weekly. Parents/guardians are asked to examine, sign and return the papers to the child's teacher(s) the following day. Parents should contact the child's teacher or the School Office immediately if questions or concerns should arise.

Homework

Teachers may assign homework daily. In the event your child doesn't have homework, he/she should read at least 30 minutes, practice sight words, spelling words, and/or vocabulary words, strengthen basic math fluency (addition, subtraction, and multiplication facts), and/or review material from the day's lessons.

The purpose of homework is to reinforce what the students are learning each day, instill a sense of responsibility, and involve parents in the learning process. Thus, it is very important for parents to work with students to complete the assigned homework and/or practice daily.

Homework may appear in a variety of forms. It may be written assignments or other activities such as listening, reading, watching a TV program, conducting research, playing an educational game, or routine studying. Homework will not exceed the student's ability to complete in a reasonable amount of time.

Extra Credit

Occasionally a teacher may offer the opportunity for a student to earn extra points or extra credit; however, this is not something we do at LMES as a general practice.

PROMOTION, PLACEMENT AND RETENTION POLICY

K-8 Promotion Requirements

ELEMENTARY (K-5)

A student shall be promoted when, in the professional judgment of the teacher/s and the principal and other professional school staff, he/she has successfully mastered the identified instructional standards of Georgia Public Schools (K-5) and Richmond County Board of Education.

State Promotion Requirements

- No third grade student shall be promoted to the fourth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.
- No fifth grade student shall be promoted to the sixth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.

Additional Richmond County Promotion Requirements

Kindergarten

To meet promotion requirements, a student must master essential standards for Language Arts and essential standards for Mathematics as identified on the Richmond County Board of Education report card.

Grades First through Third

To meet promotion requirements, a student must master essential standards for Language Arts, Math, Science, Health and Social Studies as identified on the Richmond County Board of Education report card.

Grades Fourth and Fifth

In addition to State Promotion Requirements in grades third and fifth, students in grades first -fifth must:

- a) Obtain a passing grade on the report card in Mathematics and Language Arts; and b) Obtain a passing grade on the report card in two of the following: Social Studies, Science and/or Health.

Communication for Grades K-8

If a student is not meeting the above requirements, the parent/guardian will be notified in the following manner:

1. Midway through the first nine weeks (4 1/2 weeks of instruction): A parent conference build be held to discuss strengths and weaknesses and offer suggestions for student improvement. A parent conference shall be scheduled to develop an educational plan for each student experiencing difficulties.
2. End of second nine weeks (18 weeks of instruction): At the end of the second nine weeks, the report card and the report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The report card envelope will also indicate promotion difficulties. A parent conference must be held for each student not making satisfactory progress toward promotion.
3. End of third nine weeks (27 weeks of instruction): At the end of the third nine weeks, the report card and report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The report card will also indicate promotion difficulties. A parent-teacher conference shall be held at this time to evaluate student progress in order to determine improvement needed to meet promotion requirements.
4. End of the school year-fourth nine weeks (36 weeks of instruction): Conference must be scheduled for all students who are not meeting promotion requirements. The parent/guardian of a student who has been retained will be notified in the final report card.

In addition to the communication described here, when a student does not perform at grade level in grades levels 3, 5, and 8 on the state adopted assessment (s) specified above the school system will also follow communication guidelines and procedures outlined by the Promotion, Placement and Retention State Rule 160-4-2.11 adopted November 6, 2014 and effective November 27, 2014.

ACADEMIC DISHONESTY

Coursework submitted by a student must be the student's own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance (parents completing assignments for students etc.), or commit the act of plagiarism. Students who commit such acts are subject to receiving a grade of zero on the assignment in question as well as disciplinary action. Complete information regarding academic dishonesty can be found in the RCSS Code of Conduct.

STATE, STANDARDIZED and DISTRICT TESTING

State mandates require student participation in a wide array of assessments. The purpose of the testing program includes monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming. Several of the assessments are utilized as part of the system's promotion/retention policy. The following specific tests will be administered at LMES:

Kindergarten: GKIDS & i-Ready diagnostics and progress monitoring

Grade 1 and 2: Content Mastery Assessments & i-Ready diagnostics and progress monitoring

Grade 3: Content Mastery Assessments, i-Ready diagnostics and progress monitoring, GMAS

Grade 4: Content Mastery Assessments, i-Ready diagnostics and progress monitoring, GMAS, and the CogAT (Cognitive Abilities Test).

Grade 5: Content Mastery Assessments, i-Ready diagnostics and progress monitoring, and GMAS.

The state assessment program requires that students in kindergarten take GKIDS and students in Grades 3-5 will take the Georgia Milestones Assessment (GMAS). Individual test results will be provided to parents as soon as possible after the results are returned to the school. GA Milestones results will be used to guide and direct us in our instructional planning and a part of the Richmond County School System's Promotion/Retention policy. Students in grades 1-5 will take local benchmark assessments. The CogAT assessments provides information about how students learn and think.

The school Principal or Assistant Principal(s) shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student via several data sources to include GMAS, i-Ready, Grades, etc.

EXTRA CURRICULAR ACTIVITIES, CLUBS & PROGRAMS

LMES offers the following extra-curricular activities/clubs/programs for students:

Stem Class: Students work together with a retired engineer, on projects surrounding Science, Technology, Engineering, and Math. This program is under the direction of Tamara Samuels.

Technology Team: Students receive additional training in technology and serve as student leaders to help support other students concerning technology. This program is under the direction of Briauna Franklin.

Girls Who Code: Female students are chosen to work with teachers and learn basic coding skills. This program is under the direction of Briauna Franklin.

Robotics Team: Students work together to building robots, work with 3D printers, and compete concerning concepts with basic robotics. This program is under the direction of Briuana Franklin.

Christian Release: Students in grades 3-5 walk to the church on Crawford Avenue on Mondays to learn concepts surrounding biblical teachings based on consent from parents.

Hydroponics Team: 3rd-5th grade Students maintain the Hydroponics garden. They discuss concepts surrounding PH Balance of water, growing things in a water environment, how lighting effects the growth of plants, temperature balance, cycles of plant life and growth, and growing indoors. This program is under the direction of Eric Berge, Trovaris Tremble, and Kevin Marken.

Track Team: Students ages 7-14 practice and compete in a local elementary track meet. Being part of this team requires practices before and/or after school, dedication, and passion for running and having fun. This group is under the direction of our P.E. teacher, Coach Eric Berge.

Flag Patrol: Responsible students are selected to raise and lower the flags in front of the school each day. They are taught proper flag etiquette and serve in rotation so many students can participate. Being chosen to serve on this committee is a privilege. Students on this committee must be well-behaved, respectful and be in good academic standing. This program is under the direction of Willie Streetman and Johnathan Sapp.

Safety Patrol: 1st-5th Grade students are selected to serve as safety monitors in the hallways before school and after school during dismissal. They assist in keeping the noise levels at an acceptable volume, remind students of school rules (no running in the halls, keeping hands and feet to themselves, walking in a line on the right-hand side of the hall, etc.), escort groups of students to buses and daycare vans, etc. Being chosen to serve on this committee is a privilege. Students on this committee must be well-behaved, respectful and be in good academic standing. Ms. Marcy Bradley supervises this group of students.

Helen Ruffin Reading Bowl: This is for students in Grades 4 and 5 at LMES. Students in grades 4-12 across the state read and are quizzed on the 20 Georgia Book Award Nominees, while high school students read and are quizzed on the 20 Georgia Peach Teen Book Award Nominees. The books change yearly. This group is under the direction of our Media Specialist, Ms. Alexandria Daniels.

Challenge 24 Math Team: Students in grades 1-8 practice, who are excited about and interested in math, compete in math competitions to demonstrate math knowledge and skills. This is for students in Grades 3-5 at LMES. This group is under the direction of Mrs. Sara Boozer and Ms. Ingrid Stokes.

Student Council/Ambassadors: Student council/ambassadors are those selected who display leadership qualities who will assist visitors during various school events. This committee is under the direction of the school counselor Dedra Rollins.

C.H.A.M.P.S. (Choosing Healthy Activities and Methods Promoting Safety): 5th grade students participate in an educational program for Georgia's youth which provides guidance and the skills, ability and knowledge to be safe, healthy, and happy in preparation for a successful life. This program is provided and administered by the Richmond County Sheriff's Department.

Chorus: Students demonstrating vocal talents may audition and be selected to represent LMES at various functions and performances. Being part of the LMES Chorus will require afterschool practice and performances (including but not limited to nights and weekends), and will require some parent transport.

Orchestra/Strings: Students in Grades 4 and 5 may choose to participate in Orchestra/Strings for approximately one (1) instructional hour (during the school day) each week. Being part of this group requires dedication to practice on the chosen instrument, local travel and afterschool (including nights and weekends) performances. This group is under the direction of Mr. Chris Connolly.

GIFTED EDUCATION

Richmond County Schools provide 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 Department of Education. Students may qualify based on mental abilities and achievement or on three (3) of four (4) components including mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

An automatic referral process requires all schools to screen intelligences and achievement test scores on their students twice annually. Students may also be referred by parents, peers, teachers, principals or counselors. Referrals are solicited in May for August testing and in November for January testing. Parents of students referred are notified of test dates two or more weeks in advance by Gifted Program personnel. Students entering the system who had prior placement in a gifted program will be placed at once if they meet the Georgia Department of Education eligibility requirements. Gifted Program personnel will evaluate those who do not have the required eligibility documentation.

Qualifying students in K-8 are enrolled in a five to six (5-6) hours per week resource program which provides thematic units of study. Parents receive a progress report three (3) times per year. Parents are invited to an annual review to evaluate student's progress in the program and are provided with the Curriculum Focus for the upcoming year. Continuation in the program is 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 (6) 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 ending of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry.

CHARACTER EDUCATION

The Character Education Calendar will allow schools to focus on a single quality and provide opportunities to include related traits as a unit of study. The items in parentheses are related characteristics that will be studied during each given month. Each school will determine how best to emphasize, study, and practice the character quality for each month. Our school counselor will provide lessons and activities for students in support of lessons and activities provided by classroom teachers. A complete list of character traits can be found in the *RCSS Code of Conduct*.

SCHOOL COUNCIL

School councils are designed to provide advice, recommendations and assistance, and represent the community of parents and businesses. The Council must consist of at least seven (7) members. The Principal, two (2) teachers, and four (4) parents will serve on the Council.

FIELD TRIPS

The purpose of field trips is to afford students the ability to learn in the real world and even extend and apply learning. Students **MUST** have a signed permission slip (for each field trip) in order to participate in a field trip. Costs associated with field trips are expected to be paid by the parents/guardians. Students who demonstrate repeated or chronic misbehavior or earn an "F" in Conduct will be required to have a parent chaperone on field trips. Students may also lose the privilege of attending a Field Trip based on behavior and school referral(s). Parents will be notified if this occurs.

PROGRAMS & OPPORTUNITIES TO ENHANCE STUDENT LEARNING

In addition to a structured curriculum in all content areas, WRES offers the following supplemental instructional programs and opportunities to assist students in learning:

- **iReady**---An adaptive computer-based program designed for individual students needs in Reading and Math. This program is used at school to support instruction and enhance students' knowledge and skills; as it monitors students' performance and makes adjustments to instruction based on students' performance.
- **Accelerated Reader**---A program used as an incentive for students to read and to increase student comprehension for students in grades K-5.
- **Content Mastery Assessments**---Tests administered two or three times each school year in order to monitor student progress and inform teachers of student performance and needs.
- **MyOn**---A state of the art personalized literacy program that incorporates enhanced digital reading content, daily news articles written for students, The Lexile® Framework for Reading, Cutting-edge literacy tools, embedded metrics to monitors activity and growth.

MEDIA CENTER

Books are available for checkout daily from 8:00 a.m. until 2:00 p.m. Students may go to the Media Center before and after school, at recess (with a pass from the teacher), and at other times as the individual teachers allow.

Lost or damaged books or magazines are the responsibility of the student who checks them out. *ALL* lost or damaged books/magazines must be paid for by the student/parent who checked the items out of the Media Center. Elementary school students who fail to or refuse to pay for lost or damaged textbooks, library books, or media materials at the replacement cost shall be denied the issuing of additional textbooks, library books, or media materials, as well as report cards, diplomas, or certificates until full restitution is made.

Honors Program and Awards

Student recognition is a valuable part of the school program at WRES. Honors and awards will be presented to students throughout the school year and include:

- **Accelerated Reader Awards** – recognizes students who meet their AR goal with 85% average and one (1) student per homeroom with the most AR points.
- **“A” Honor Roll** – recognizes students working on grade level who earned all A's or S's in all subjects except conduct. This only applies to students in Grades 4 and 5.
- **“AB” Honor Roll** – recognizes students working on grade level who earned an 80.0 overall average except conduct. This only applies to students in Grades 4 and 5.
- **Distinguished Scholar Award** – recognizes students working on grade level who earned all A's in every subject including conduct. This only applies to students in Grades 4 and 5.
- **Grand Slam Award** – recognizes students who meet the Distinguished Scholar Award and Perfect Attendance Award requirements.
- **First in Math Award** –recognizes one (1) student per grade level for achieving the most points in First in Math.
- **Special Recognitions** – awards for miscellaneous outstanding accomplishments.
- **Perfect Attendance Awards** – recognizes students who miss 0 days of school.

TECHNOLOGY

Please reference the Internet Acceptable Use Policy on the board website. In addition, below are conditions for parents and students who may check out technology for student use.

Check-out Conditions:

- Use of this technology equipment is governed by and subject to the rules and conditions contained in RCSS Board Policy-Richmond County Internet Acceptable Use Policy.
- All policies and procedures listed in RCSS Employee Handbook must be observed.
- All users shall not make any permanent personally identifying marks on the technology equipment.
- In the event of damage, loss or theft of the electronic equipment, I shall immediately notify my Principal or designee.
- There will be no attempt to bypass the RCSS network filter or network security.
- The technology equipment or technology device(s) shall be transported and stored carefully so it is not susceptible to damage, including excessive temperatures.
- Any data corruption or configuration errors caused by installation of unauthorized or illegal software may result in a loss of all data on the technology equipment and/ or system due to the need for complete reimaging.
- The school system has the right to collect and examine any device that is suspected of causing problems on the network.
- If the technology equipment is lost, stolen, or not returned due to my intentional act, neglect or abuse of the technology equipment, or because of my failure to follow board policies, rules or guidelines, including this agreement, I shall be responsible for reimbursing the Richmond County School System for the replacement cost of the electronic equipment.

SCHOOL ACTIVITIES

Emergency Drills: Regular monthly emergency drills will be held throughout the school year so students will be trained and prepared to respond properly in the case of an emergency (ex: fire drill).

Field Day: The P.E. teacher may organize and conduct a school-wide field day, by grades, during the month of May involving students and teachers in outdoor physical activities.

Field Trips: Field trips for all classes are encouraged and scheduled in order to enrich the curriculum and to provide first-hand experiences for the students. Students must bring permission slips, signed by the parent/guardian, in order to participate in these activities.

School Parties:

- PreK – 2nd Grade will be allowed to have parties to celebrate Christmas, Valentines, Easter, and the end-of-the-year.
- Grades 3 – 5 will be allowed to have parties at Christmas and the end-of-the-year. • Valentines may be exchanged in Grades 3-5.
- Student Birthday Parties: If parents plan to provide refreshments for their child's birthday, this should be discussed and arranged with the child's teacher ahead of time and may only take place during the last 30-60 minutes of the school day.
- Balloons and flowers are NOT allowed at school.
- Food items should NOT be homemade.
- Be sure to inquire about food allergies PRIOR to bringing food to share with your child's classmates.

- Birthday party invitations will NOT be distributed at school unless everyone in the class is receiving an invitation.

Fundraising

During the course of the school year, students will have opportunities to participate in fundraising activities. These activities are sponsored by the school and PTA. Participation is optional. We do **not** encourage students to sell items door-to-door.

Title I Program

Title I is a federally funded program designed to provide additional educational services in designated schools to students in core curriculum. There are two types of Title I programs: Targeted Assistance and School-wide. WRES has carefully developed an instructional plan to provide a research-based, well sequenced, and timely improvement program. Parents are encouraged to become involved in parent activities held throughout the year. Questions regarding Title I program services may be directed to the Principal, Assistant Principal or to the Program Director at the RCSS Board Office 706-860-1000.

Student Support Team (SST) & Response to Intervention (RTI)

The Student Support Team (SST) is a regular education, problem-solving process at Warren Road Elementary School. Student Support Team committees are established to review referrals of students who are experiencing academic and/or behavioral difficulties. The purpose is to provide support to students, parents, and teachers with the outcome being improved student performance. SST committees may include an administrator, counselor, regular education teacher, special education teacher, school social worker, parent, school psychologist, and others, as appropriate for the case under review. The Student Support Team seeks to identify specific needs of individual students and plan alternative instructional strategies for children prior to or in lieu of referral for special services.

Response to Intervention (RTI) is the process of aligning appropriate assessment with purposeful instruction for all students. It is a tiered approach that provides layers of intervention for students needing support requires a school wide common understanding of the Common Core Georgia Performance Standards (CCGPS), assessment practices, and instructional pedagogy. WRES's RTI process includes several key components:

- A 4-Tier delivery model designed to provide support matched to student need through the implementation of standards-based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of a variety of on-going assessment data to determine which students are not meeting success academically and/or behaviorally.

Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process.

GUIDANCE AND COUNSELING DEPARTMENT

Lamar-Milledge Elementary School has a comprehensive developmental guidance and counseling program with many components. Our school counselor, Marcy Bradley, is available as a support system to help students experience educational success. Individual counseling, small group counseling, and classroom guidance opportunities are services provided to improve student performance, self-awareness, and interpersonal skills. In addition, the school counselors provide information on careers, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents and community resources, our counselor assists with guiding students through their educational experience to ensure positive results.

SCHOOL SOCIAL WORKER

School social work services are offered to all Richmond County students and families. Requests for services may be made by referral. School social workers assist both parents and students with problems related to attendance, health, behavior, economic or social problems and hospital/homebound activities. Social workers coordinate referrals to other community agencies when necessary.

SCHOOL FOOD SERVICES

All students will eat breakfast and lunch at no cost to parents/guardians at LMES. Breakfast will be served from 7:00a.m. - 7:30 a.m. each morning for students in Grades PK-5. Lunch is served daily from 10:30 a.m. - 1:00 p.m. Classes are scheduled individually. Parents are welcome to eat with their child in the cafeteria as their schedule(s) allows. Commercially prepared foods should not be brought to the school by parents for a student's meal. ***"Fast food" is NOT allowed in the Cafeteria.*** Beverages brought into the lunchroom must be in a plastic container or can. ***No glass containers!*** Students are expected to use good table manners at all times and to assist with keeping the lunchroom clean. Ice cream is available for purchase by students. Lunches will be prepared for ALL field trips.

EMERGENCY DRILLS AND INCLEMENT WEATHER

Fire drills will be held throughout the year. When the fire alarm is activated, students should quickly walk to the exit as directed by their teacher. Once outside the building, students should assemble in the area as directed by their teacher. Once the drill has been completed, teachers will be given a signal indicating when to return to the building.

Tornado drills will also be conducted. The administrative staff will provide instructions for this emergency procedure.

In the event that school is canceled due to other inclement weather, school closure announcements may be made in the following manner:

- **HOW IS THE PUBLIC NOTIFIED?**

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.

- **WHEN IS THE DECISION MADE?**

We will normally make the decision by 5:00 AM or earlier so we can notify radio and TV stations and post the decision on Richmond County School System's website.

Inclement Weather

Our district staff understands that our decision to open or close schools early in bad weather has a big effect on families, during the inclement season. We also understand that our students are better served – both academically and socially – by being in school. But as always, our top priority is the safety of our students.

MEDICAL CARE (SCHOOL CLINIC & NURSE)

A certified nurse, Ms. Gwendolyn Dorsey, has been assigned to Lamar-Milledge Elementary. The purpose of the clinic is to care for students who become ill or receives injuries at school.

1. A standard consent form must be complete on any medication including non-prescription medicines that will be dispensed at school. Written permission from parents will be accepted only on the first day of medicating; students will be required to return the completed consent form before any more medicine will be dispensed at school
2. No Tylenol or any other medications will be given at school unless it is sent from home with a standard consent form including instructions for dispensing the medication. The school cannot receive permission to give medicine over the telephone.
3. Medicines must be in the original container when brought to the clinic. Bring only the exact amount to be dispensed at school.
4. Medicines that have to be taken three (3) times a day should not be brought to school **UNLESS** specific times are prescribed. These medicines may be taken before school, after school and at bedtime.
5. A student with a temperature over 100 will not be allowed to stay at school. Please be sure that the office has an emergency contact number listed.
6. In case of illness during the school day, the student must report to the clinic and/or office **BEFORE** leaving the building. The school will contact parents so that arrangements can be made for the student to leave.

According to Georgia State Laws:

1. Students attending a Richmond County school must prove that they have been immunized against seven childhood diseases (polio, mumps, measles, diphtheria, Whooping cough, rubella, and tetanus).
2. Any student entering a Georgia school for the first time or entering Kindergarten or First grade must have a dental, hearing, vision, and nutrition certificate.

The immunization Certificate and the Dental, Hearing, Vision and Nutrition Certificate may be obtained at the Richmond County Health Department or from a private physician or a physician from Fort Gordon. Please note that any immunization record from another state must be transferred to the appropriate Georgia form. Please send the immunization record to the school nurse. According to existing laws and policies, students who do not have proof of the required immunization will be removed from school and school roll until this record is submitted.

Health Concerns and Issues:

Parents should inform their child's teacher of any health problems that the student has. These health problems include, but are not limited to, asthma, blood disorders, seizures, food allergies, substance allergies, medication allergies, reaction to bee stings, etc. If a child is on any daily medication for a certain medical

condition or has special medication for an emergency-type situation, the school, especially the child's teacher(s), needs to be aware of these conditions and provided with the appropriate medication(s).

Covid-19, Chicken Pox, Mumps, Measles, Head Lice, Scabies and Ringworm are just some of the extremely contagious diseases that appear at school from time to time. If your child contracts one of these contagious diseases, we would ask that the child remain out of school until he/she is free of the disease and fever before returning to school. If your child is found to have one of these diseases while at school or the child returns to school before the disease runs its course, you will be contacted and asked to pick up your child from school.

Health and Immunization Records:

State law requires that each student have proof of proper immunization of childhood and/or other diseases. All students must present a statement from the Health Department or a doctor, which indicates that all immunizations are up-to-date. Students whose immunization records are not current will be unable to enter school until this situation is rectified. All children entering the 6th Grade will be required to have the chicken pox vaccination or proof of immunity. For more information or to get *Form 3189*, contact the local Health Department or your doctor.

Using Prescription Auto-Injectable Epinephrine:

Like asthma medication, a student may carry or possess and self-administer a prescription auto-injectable epinephrine while in school, at a school-sponsored activity, while under the supervision of school personnel, or while in before school or after school care on school operated property. Under Georgia law, however, a student is only permitted to do so if the student's parents or guardians fulfill the following:

- (a) Provide the school with a written statement from a physician appropriately licensed under Georgia law detailing the name of the medication, method, amount, and time schedule by which the medication needs to be taken, and confirming that the student is able to self-administer the auto-injectable epinephrine; and
- (b) Provide the school with a written statement by the parent or guardian consenting to the self-administration, and
- (c) Providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering auto-injectable epinephrine.

Notwithstanding the foregoing, a student may be subject to disciplinary action if he or she uses auto-injectable epinephrine other than as prescribed or violates any of the other provisions in this handbook which apply to the possession, use, transfer, or sale of prescription drugs with the auto-injectable epinephrine.

HEALTH ISSUES

Early in the morning it is often difficult to make a decision about whether or not your child is sick enough to stay home from school. With minor symptoms, you often cannot tell whether he/she is going to get better or worse during the course of the day.

The main reasons for keeping your child home are:

- If he/she has a fever
- If he/she is too sick to be comfortable at school; and/or
- If he/she might spread a contagious disease to other children.

As a rule of thumb, a child should stay home if there is: • A fever over 100.4° F;

- Vomiting more than once; • Diarrhea;
- A very frequent cough;
- Persistent pain (ear, stomach, etc.); and/or • A widespread rash.

If any of these symptoms occur during the school day, you will be notified and required to take your child home. If the parent cannot be contacted, the emergency number provided will be called. If no contact can be made, the student will be kept in class or in the nurse's station until contact is made or until dismissal time. Home, work, and emergency telephone numbers should be kept up to date with the school office and the homeroom teacher. This is for the safety of your child!

Most of the above listed problems need to be discussed with your child's pediatrician to determine if an office visit is needed. On the other hand, children who don't have a fever and only have a mild cough, runny nose, or other cold symptoms can usually be sent to school without harm to themselves or others.

The following guidelines apply:

- Minor cold or allergy symptoms should not be a reason to miss school.
- If your child's cough is worse than you might expect with a common cold, you may need to consult your child's doctor.
- A single episode of vomiting, without any other symptoms, may not be reason enough for the child to miss school, but be sure the school can reach you, if symptoms continue that day.
- A single episode of watery diarrhea probably warrants not going to school.
- Children with a fever (generally over 100.4°) should stay home until there is no fever for 24 hours without the use of fever reducing medications such as Tylenol or Motrin.
- Children diagnosed with strep throat or scarlet fever should remain out of school until they are without fever and have been on antibiotics for 24 hours.
- Children with pinkeye should see their doctor. If diagnosed, children should remain home until they have been on antibiotic eye drops at least 24 hours or until their doctor recommends their return.
- Middle ear infections are not contagious to others. Children should stay home if they have fever or pain.
- Children who have been diagnosed with the flu should stay home until symptoms improve (usually 5 to 7 days) or until the doctor recommends returning.
- Impetigo is contagious and is passed by direct contact. The child's physician will recommend the length of time to be out of school.
- Chickenpox is highly contagious. Children with chickenpox must stay home until all bumps are scabbed and no new bumps have appeared for 2 days. Your child is contagious at least 2 days before the rash started, so you need to notify the school and classmates.
- Ringworm is a contagious fungal infection. It may be treated with anti-fungal creams and should be covered during school hours.
- Scabies should be treated immediately.
- Head Lice: It is the policy of this administration that no child should have to endure or cause another child to endure public school nuisances such as head lice. Because this human parasitic insect can cause great annoyance to its host (children and adults), school medical personnel will routinely check students for infestation. If the school health professional determines that a student is infected, the student's parents or guardians will be contacted and requested to come to the school for a conference, and to remove the child from school for treatment and remediation of the condition. A student will be

checked upon returning to school. The child will not be allowed to return to school until he/she is nit and/or bug free.

Whenever there is doubt about sending your child to school, consult your child's doctor before doing so. A phone conversation may be all that is necessary. You may also call the Children's Healthcare of Atlanta 24-hour nurse advice line at 1-404-250-5437 for advice when your child's doctor's office is not open. ****Remember to send a written excuse when your child is absent due to illness per the Attendance Policy.*

CONTACT & EMERGENCY INFORMATION

It is critical for the school to know where parents work, how to reach them or who to call in the case of an emergency. Any change in the status of the aforementioned should be reported to the child's teacher or the school office as soon as change occurs.

**** At least one (1) emergency telephone number is REQUIRED for every student.**

Infinite Campus

Infinite Campus is the student information system used in Richmond County. Educators and parents have access. Parents can use Parent Portal to view your child's grades, attendance, and disciplinary actions. In order to gain access, you must be issued a number from the school Data Clerk. You may call the office and speak to the data clerk for assistance in setting up an account.

Family Changes

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the school of the new address and contact phone numbers. Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. Accurate student information, to include a current address and phone number on every student is imperative. In the event that you move, change employment, change phone numbers or contact people, please notify the office and your child's teacher in writing immediately.

SAFETY

A sincere effort has been put forth to make our school as safe as possible. Protective measures and procedures have been established with the safety of each child in mind. In order to enhance safety, everyone must abide by the following:

1. All exterior, classroom and lobby doors are locked.
2. To enter the building, visitors must buzz the office and ask for admittance. From there, visitors may enter the Front Office to sign in and receive a Visitor's Pass.
3. Students will not be released to persons who are not listed on the student's information sheet. Persons picking up students will need to be prepared to show ID.
4. Tornado drills, fire drills and other safety activities are conducted frequently to enhance safety.
5. Blocking the bus area, driveways and fire lanes is restricted.

DFCS/IRS Forms

Parents/Legal Guardian requesting forms for DFCS or IRS will receive a copy of your child's registration form. Parent/Legal Guardian *must* come to the school to pick up the copy.

GENERAL SUGGESTIONS TO PARENTS

1. Please do not allow your child is not to bring dangerous or distracting articles to school, such as toy guns and knives, water guns, toys, radios, jewelry, etc.

2. Place names on all articles of outer clothing (coats, gloves, hats, sweaters, raincoats, etc.)
3. The school maintains a lost and found box. Please feel free to investigate if your child loses or misplaces something.
4. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
5. Your child must have plenty of sleep (8 hours or more) each night for him/her to do good school work.
6. If there is something that you want to know about school, if something happened at school that worried you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's principal.
7. Visit your child's school. You, as a parent, are not only welcome at school, you are urged to visit. It is highly desirable that you attend the various meetings.
8. You will also want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment. You should not take his/her class time to discuss an individual problem.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk/table, lights, and supplies).
3. Reserve a time for homework. Turn off the television and cell phones. 4. Encourage your children, but avoid undue pressure.
5. Show interest in what your children are doing, but do not do the work for them. 6. Understand that the school expects homework to be completed and returned.

Children will improve their study habits by observing the following:

1. Study conditions should include good lighting, ventilation, and quiet.
2. Be sure you understand each assignment.
3. Form the habit of using a certain time and place for study.
4. Try to develop the skill of working independently.
5. Have necessary materials at hand.
6. Spend enough, but not too much time on each subject.

EFFECT OF STUDENT HANDBOOK

The policies, rules, and regulations shown in the Warren Road Elementary School Handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the Superintendent, and the Principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The ultimate administrative responsibility for the school is vested in the Principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing education mission of the school and of the Richmond County School System.