

# *Blythe Elementary School*

290 Church Street  
Blythe, Georgia 30805

*Pamela Ward, Principal*

Office (706)592-4090  
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Dear Blythe Families,

Welcome to a new year at Blythe. It is with pleasure that I begin my seventh year as principal of this great school. We have a great deal to celebrate as we get started, and we have a few new procedures that we will be putting in place.

We work hard to provide information to our families regarding workshops for parents, informational activities, parent/child activities, and volunteer training. Volunteers are invited to help our teachers in the classroom or in other areas, but must first be approved by the Richmond County School System. Our school social worker, Ms Angela Salifu will provide information for parents as well as Title I information. If you have questions regarding our parent program, or Title I you may contact her at 706-592-4090 ext. 114.

I look forward to working with parents, students, staff and community throughout the school year in order to maintain the high standards that have been set for each child. Our gains from last year must continue into the new school year in order to make sure our students are ready for the next grade level. The teachers are working hard to provide rigorous instruction to make sure students understand the concepts as well as being able to explain them. If you are ever unclear about what your child is doing in class, we will be glad to set a time for you to come in and observe the instruction.

Always feel free to contact me if you have any concerns regarding Blythe Elementary School. I know this will be an awesome year as we move forward with our great expectations.

Sincerely,

Pamela Ward

## OUR SCHOOL'S HISTORY

The first school to serve the Blythe community was built in 1894. Called the "Old Hood House," it is located at the corner of Church Street and Highway 88. This school was a three room, frame building with an enrollment of 35 students. The largest room was for elementary students, and one of the smaller rooms was the high school. A wing was added to the rear of the building and was used to teach home economics.

In 1917, Mrs. Elsie Wright Murphy, then teacher and principal of the school, decided Blythe needed a new school. She collected contributions from neighbors and friends, and in 1920, the sum of \$13,500.00 was turned over to the Richmond County Board of Education and a new, larger school was constructed. This school served the community until it burned on August 18, 1975.

The present Blythe Elementary School was opened on August 25, 1977 with grades K-7. Mr. Frank Boulineau was principal with a faculty of 20 teachers.

...Taken from notes by  
Emily Templeton Welch

## MISSION STATEMENT



*Mission: Building a world-class school system through education, collaboration and innovation.*

*Vision: RCSS will create a world-class, globally competitive school system where all students will graduate and are college/career ready.*

*Goal Areas: High Academic Achievement and Success, Community Engagement, Communication, High Performing Culture and Workforce, and Operational Effectiveness*

Blythe Elementary strives to work collaboratively with the Richmond County School System by focusing on the same Mission, Vision, and Goals.

## 2018/2019 SCHOOL CALENDAR

<i>Holiday (Independence Day)</i>	Wednesday, July 4, 2018
<i>Preplanning</i>	Tuesday, July 31 - Friday, August 3, 2018
<i>First Day of School</i>	<i>Monday, August 6, 2018</i>
<i>District Wide Early Release and School Based PL</i>	<i>Wednesday, August 22, 2018</i>
<i>Labor Day (School Closed)</i>	Monday, September 3, 2018
<i>Progress Reports</i>	Thursday, September 6, 2018
<i>District Wide Early Release and School Base PL</i>	Wednesday, September 19, 2018
<i>Columbus Day Holiday (School Closed)</i>	Monday, October 8, 2017
<i>Student Holiday/Professional Learning</i>	Tuesday, October 9, 2018
<i>End of 1<sup>st</sup> Nine Weeks</i>	Thursday, October 11, 2018
<i>Beginning of 2<sup>nd</sup> Nine Weeks</i>	Friday, October 12, 2018
<i>Elementary Early Release/Conferences</i>	Wednesday, October 17 – Thursday, October 18, 2018
<i>Report Cards</i>	Thursday, October 18, 2018
<i>Veteran's Day</i>	Monday, November 12, 2018
<i>Progress Reports</i>	Thursday, November 15, 2018
<i>Thanksgiving Holiday (School Closed)</i>	Monday, November 19 - Friday, November 23, 2018
<i>End of 2nd Nine Weeks</i>	Thursday, December 20, 2018
<i>Christmas/ Winter Break (School Closed)</i>	Friday, December 21, 2018 - Friday, January 4, 2019
<i>School Based Prof. Learning (Student Holiday)</i>	Monday, January 4, 2019
<i>Beginning of 3rd Nine Weeks</i>	Monday, January 7, 2019
<i>Report Cards</i>	Thursday, January 10, 2019
<i>MLK Holiday</i>	Monday, January 21, 2019
<i>Progress Reports</i>	Friday, February 7, 2019
<i>District Professional Learning (Student Holiday)</i>	Friday, February 15, 2019
<i>President's Day Holiday</i>	Monday, February 18, 2018
<i>End of 3rd Nine Weeks</i>	Wednesday, March 13, 2019
<i>Beginning of 4th Nine Weeks</i>	Thursday, March 14, 2019
<i>District Wide Early Release/School Based PL</i>	Wednesday, March 13, 2019
<i>Elementary Early Release/Parent Conferences</i>	Wednesday, March 20, 2019 – Thursday, March 21, 2019
<i>Report Cards</i>	Thursday, March 21, 2019
<i>Spring Break (School Closed)</i>	Monday, April 8, 2019 - Monday, April 15, 2019
<i>Easter Holiday</i>	Friday, April 19, 2019
<i>Progress Reports</i>	Thursday, April 25, 2019
<i>Exams</i>	Monday, May 20 – Thursday, May 23, 2019
<i>Last Day of School (High School)</i>	Thursday, May 23, 2019
<i>Last Day of School for Elem. and Middle School</i>	Friday, May 24, 2019
<i>Memorial Day</i>	Monday, May 27, 2019
<i>Post Planning</i>	Tuesday, May 28 - Thursday, May 30, 2019
<i>Graduation</i>	Wednesday, May 28, 2019 Thursday, May 30, 2019
<i>Report Cards (Pick Up)</i>	Wednesday, May 29, 2019
<i>Report Cards (Mail Out)</i>	Thursday, May 30, 2019
<i>Total Student/Teacher Days</i>	180/190

## **PTO OFFICERS**

President – Dan MacEachern

V. President – Krystle Cripe

Secretary – Linda Kumpf

Treasurer – Daisy Price

**PTO Membership-- \$5.00 per family (household)**  
Membership includes **free admission** to PTO sponsored dances  
for all children in that household.

The PTO encourages all adult family members to volunteer at our activities. Our activities will include fundraising projects, talent show, student dances, staff luncheons, field day, and other projects. Your time and talent will be greatly appreciated. For our students to truly succeed, it takes a group effort.

## **REPORT CARD DATES**

October 18, 2018

January 10, 2019

March 21, 2019

May 30, 2019

## **EARLY RELEASE/PARENT CONFERENCE DAYS/ PROFESSIONAL LEARNING**

Early Release August 22, 2018, September 19, 2018

Professional Learning October 9, 2018

October 17, 2017 and October 18, 2018 (conferences/early release)

Professional Learning January 4, 2019

Early Release February 15, 2019, March 13, 2019

March 20, 2019 and March 21, 2019 (conferences/early release)

## **Communication Between School and Home**

Each student in grades PK – 2 will be given a communication folder provided by the PTO. Please check this daily and address any messages. Please use this folder to send messages to the teacher as the teacher will be checking these daily as well.

Students in grades 3-5 will be provided an agenda by the PTO that will be used for writing down homework and bringing home messages. It is the child's responsibility to write down the homework in the agenda, time is given in the classroom for copying the assignments.

Teachers may also choose to contact you through 'Remind' or 'Class Dojo'. They will send out an invitation for you to sign up. The school will use the ShoutPoint that will use current phone numbers we have on file. You may update your contact information online through the **Parent Portal** or by sending a message to the front office with the new information.

## **GRADING**

K through Fifth grade children receive a report card each nine-week period. Progress Reports are distributed at the mid-point of each nine-week period.

The Richmond County School System uses the following grading system for all students in grades 4-12.

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

Standards Based Report Cards are used in grades K-3 and use the following grading system:

1 – Beginning Learner; 2. Developing Learner; 3. Proficient Learner; 4 Distinguished Learner

## **DRESS CODE POLICY**

Blythe Elementary strongly enforces the RCSS Dress Code Policy as found in **Rule 14 Dress and Grooming** found in the **RCSS Code of Conduct**. This publication is distributed at the beginning of the school year to each child and it is also accessible on the RCSS website. Blythe Elementary will also post this on our own website for your information. Please follow policy in order to reduce time spent on reminders for inappropriate student attire.

## **ATTENDANCE AND TARDINESS POLICY**

**School Hours are 7:30 – 2:15. Arriving late or leaving early results in a tardy.**

**Grades Pre-K - 5: As stated in RCSS Code of Conduct**

### **1st Tardy**

Letter sent home to parents explaining the Tardy Policy.

### **5th Tardy**

The parent must bring the student to school the next school day for a conference with the principal where the Tardy Policy will be explained and parents will sign a letter stating they understand the policy.

### **8th Tardy**

A second letter will be sent home, requiring the parent to bring the student to school the next day and for a conference with the principal. A Social Worker and/or DFACS will be contacted and requested to contact the parent.

**10th Tardy**

Discipline of a one day suspension shall result with a letter sent home to so inform the parent.

**15th Tardy**

Discipline of a two day suspension shall result with a letter sent home to so inform the parent. A Social Worker will be sent to the home.

**20th Tardy**

Discipline of a three day suspension with a letter sent home to so inform the parent.

If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

**NOTE: Before any student can receive a long term suspension or be expelled from school, the principal must follow procedural due process.**

**Morning Arrival**

Students may enter the building at 7:00 AM. Bus riders will unload at 7:00AM at the front of the school and move immediately to the lunchroom. Breakfast is served from 7:00 AM until 7:20 AM and later if there is a late arriving bus. Car riders may begin unloading at 7:00AM at the side parking lot. There will be a staff member on duty at the car line to help with unloading. These students will also go directly to the lunchroom for breakfast or to the hallway outside their classroom until time for entering classroom. Students are welcomed into their classroom by the teacher at 7:20 and will be considered tardy at 7:30 AM. Students will be marked tardy by the teacher until 7:45. Students must come to office for tardy slip after 7:45.

**Teachers are not available for conferences before school unless the conference is scheduled ahead of time.**

**DISMISSAL POLICIES**

If at any time during the year your child is to be picked up during school or after school by someone other than parents, **please send a note to his/her teacher so that the teacher will be aware of the change. This is done for your child's safety.** If your child is going home with another child or is to ride a different bus home, he/she must bring a written note from home. The note is sent to the office to be authorized by the principal in the morning and given to the bus driver in the afternoon. If your child has to go home during the school day, please come to the office to sign him/her out on the computer. This will count as a tardy.

No students will be called for early dismissal after 1:45. This is a safety issue for teachers and students.

**PARENTS ARE NOT ALLOWED TO GO DIRECTLY TO THE CLASSROOM.**

**They should remain in the car line until dismissal begins. Please do not wait for student in hallway.**

**CAR RIDER PROCEDURE**

Dismissal for our car riders will be the same as last year. For those of you who are new to our school, all car riders and walkers are dismissed through the lobby doors on the parking lot side of the school. The procedure is as follows:

- All car riders are assigned a vehicle number. Families will have the same number.
- A card with the vehicle number will be given to the parent/guardian.
- The card needs to be placed on the passenger side of the cars dashboard, or attached to the passenger side visor for easy visibility.
- Each child(ren) being picked up by that car will be listed under that number.
- Cars will line up around the side parking lot, and we will call students that go with that vehicle.
- Students will be brought to the vehicle by a staff member and loaded into the car on the passenger side which is parallel to the curb.

- It is imperative that you remain in your vehicle so that as soon as your child is loaded, we may move to the next vehicle.
- You will see that cars move very quickly once we get started.
- Students will be seated in the lunchroom with supervision until they are called for their vehicle.
- **NO STUDENTS WILL BE DISMISSED FROM THE CAR RIDER AREA EXCEPT BY THIS PROCEDURE.**

If you need to change the way your child is going home at any time, all information is to be in writing and sent to your child's teacher. Otherwise, they will be going home by their normal routine.

If you have any questions or concerns, please feel free to contact Coach Mac at (706)592-4090 ext. 106

### **WITHDRAWAL PROCEDURES**

If it becomes necessary for your children to leave our school during the year, you must notify the child's teacher and school secretary as soon as possible so we can help make your transfer speedy and efficient. **Please inform us at least a day in advance. The teacher cannot use instructional time to prepare this paperwork. Library books and textbooks need to be returned and any debts paid before withdrawal papers are released.**

### **TELEPHONE NUMBERS AND ADDRESSES**

Please keep us informed of your current home and business telephone numbers and your street name and street number. If you do not have a telephone in your home, then please arrange to use a neighbor's or relative's telephone for this purpose. **It is imperative** that we are able to contact you in case of an emergency involving your child. **Please notify the school of change of address or telephone number.** These changes may be made through the Parent Portal of Infinite Campus along with access to student information regarding grades and attendance.

### **CURRICULUM**

Students in grades Kindergarten through Fifth grade are instructed in the following subjects: English Language Arts, Mathematics, Science/Health, Social Studies, Music, and P.E.

Students are assessed throughout the year to determine progress. Teachers will be communicating regularly regarding the student's progress. The Parent Portal of Infinite Campus will also be available so that you may keep up-to-date on your child's classroom grades.

### **MIDDLE SCHOOL ORIENTATION**

In preparation for middle school, all fifth grade students participate in an orientation session toward the end of the fifth grade year. Students are transported to Hephzibah Middle school by school bus, and they are given a tour of the middle school as a part of the orientation. Fifth grade teachers accompany these students to the

middle school. Fifth graders leaving Blythe going to Hephzibah Middle School must have their second MMR shot (Measles-Mumps-Rubella). Additional shots could be required.

### **PHYSICAL EDUCATION REQUIREMENT**

Each student in grades K-5 is required to have a total of 60 hours of physical education during the school year. Participation is required in order to get physical education credit. The physical education program will consist of exercise, building of motor skills, sportsmanship, individual sports and team sports. Students must abide by all P.E. class rules.

In order for students to get the most out of our structured physical education program, students are required to dress appropriately. **Tennis shoes or sneakers must be worn** in order to prevent foot injury and floor damage in the gym. **NO sandals, heels or hard soled shoes will be allowed.** Students are encouraged to bring a change of shoes with them if needed. Girls should wear shorts under their dresses/skirts or they may change into the appropriate clothing.

A note from home is required if your child is unable to participate on a particular day. If your child is unable to participate for more than 3 days, a medical excuse is required. In the event that your child has a medical problem that could hinder their participation, a note explaining this is required at the beginning of the year. If your child is unable to participate in PE because of illness or injury, they will not participate in recess for that day.

If your child does not participate in PE due to behavior, the PE grade will reflect this.

We also have a state wide “Fitness Gram” that will monitor students throughout the school year for height, weight and activity level. This information is compiled two times yearly, and results are sent home at the end of the school year.

### **FIELD DAY**

Each year, Blythe Elementary hosts an all-day field day. Pre-K through fifth grade students have the opportunity to participate in all field day activities. Class competitions in track and field events as well as many other fun activities are encouraged. Parents are welcome and encouraged to attend and may assist in the supervision of some of the activities. Appropriate behavior during the school year must be maintained by students in order to participate in Field Day.

### **BUS RIDERS**

At the beginning of the school year your child is assigned to ride a specific bus. If at any time during the school year your child needs to ride a different bus a note **must** be sent to school and given to the Coach Mac. The note must state the child’s name, teacher and the reason for the bus change. If your child does not have a note from home explaining the change, your child will be put on their regular bus. If your child receives a discipline note for misbehavior on the bus it must be signed and returned the next day to Coach Mac. If your child



accumulates 2 discipline notes a conference will be required and on the third discipline note your child may be suspended from the bus. You would then be required to transport your child to and from school for the period of the suspension. Serious discipline problems may result in immediate bus suspension. Chronic behavior problems may result in loss of bus privileges for the remainder of the school year. If your child has problems on the bus you should contact Coach Mac or Mrs. Ward.

If no one is at home when the bus comes by in the afternoon, your child will be returned to school. If this happens regularly, a report may be made to the school social worker. Bus rules are part of the RCSS Code of Conduct and will be enforced accordingly.

The bus driver is the person in authority and each driver is responsible for the safety of all students. It is the responsibility of each child to maintain proper behavior and self-control while boarding, exiting and riding the bus.

### **LIBRARY/MEDIA CENTER**

The Media Center is open all day every school day from 7:30 AM until 2:30 PM for use by students, teachers, and parents for checkout and research. The Media Center remains open for use by teachers until 3:30 PM.

Students in grades PK and Kindergarten may check out only 1 book. Students in grades 1<sup>st</sup> – 5<sup>th</sup> grade may check out 2 books at a time. A check out period is 15 days then the books will be overdue. Students are encouraged to return their books on time. Books that are checked out will be given the option of renewal. If a library book is lost or damaged, the student must pay the cost for replacing the book or a fine for damages. To support the community, books may be checked out by parents for reading to their children at home. The Augusta Public Library System is another resource for books and materials for the community.

During registration, all parents or guardians are asked to submit a signed Internet Usage Permission form in order for the Internet to be used by the student.

### **TEXTBOOKS/LIBRARY BOOKS**

Parents are responsible for textbooks and library books issued to the students and are expected to pay for lost or damaged books. The cost of replacing these books has become a costly burden that can be prevented. Once a student incurs a fine for damage or loss of a library or text book, it will remain in the system until fees are paid. Additional books are not checked out to the child until fees are paid. This is RCSS board policy. Book covers can be made using paper bags or other paper products. Help us protect your tax dollars.

## **GENERAL CONCERNS**

Any money sent to school should be placed in a sealed envelope with the child's name and teacher's name on the front of the envelope. Please include a note inside explaining what the money is for (e.g. lunch).

Tag all personal items your child brings to school. Many children have the same type items such as; clothing, lunchboxes, notebooks, book bags, etc. We have a lost and found area by our lunchroom where found items are stored.

Please label all sweaters, jackets and other clothing items that may be removed during the school day. Students may leave them on playground or in gym or lunchroom and it is easier if we know who owns it.

## **VISITING THE SCHOOL**

Anyone visiting Blythe Elementary School must first go by the main office. As a visitor, you will be given a visitor's pass. The pass will show your name, the date, and location of your visit. Teachers are asked not to allow persons into their room without a pass. This is for your child's safety as well as the safety of others. There is a dress code for visitors in the building. Visitors are expected to be appropriately and modestly dressed and to display respect for activities in progress at the school.

A new entry procedure has been put in place and we are required to keep all doors locked at all times. The buzzer that is on the wall to the right of the front door should be pressed in order to gain entrance. We have camera that is on at all times. This is not intended to keep you, as parents, out of the school but to maintain safety and security at all times of the day.

## **BREAKFAST PROGRAM**

Breakfast and lunch will be free for all students in our lunchroom every day. Students that eat breakfast at school are responsible for getting to class on time. Tardies are excused from breakfast only if student arrives on a late bus.

## **LUNCH POLICIES**

We urge you to encourage your child to eat the meals prepared by our school food service staff. They provide a well-balanced, nutritious meal. Menus will be sent home monthly. Please do not send food to be heated up in the microwave or that needs to be refrigerated. Students do have the option to choose items from those available.

All students must learn the required code needed to be entered at the lunchline. This is necessary in order for our lunchroom to operate efficiently. Students will be required to enter this number as they participate in our lunchroom program.

Money may be deposited for a student's account to be used for additional meal items, ice cream, or chips. Since all meals are provided at no cost to the families, no charges will be allowed.

### **NO CANNED OR BOTTLED DRINKS.**

### **HEALTH SERVICES**

A nurse is assigned to Blythe Elementary for a half day every day of the week.

Health services are organized around the health and emotional needs of the students. The program is developed at the system level with the cooperation of community agencies such as the Board of Health, personnel from the Emergency Room at University Hospital and local physicians. It is administered by either the school's on-call or assigned nurse, individuals trained to administer CPR and First Aid, or school administrators, secretary, and classroom teachers.

Specific health services offered include:

Vision Screenings

Lice Screenings (we do have cases of head lice from time to time)

Hearing Screenings

Instruction in personal hygiene, child abuse, identification, and good health practices

First Aid and emergency care

If your child needs to consume medicine at school, it must to be brought to the office and a medication form must be filled out before the school can administer medication. Medication must be provided in its original container. Your child's medicine will be given to him/her, in the office, by the nurse or the secretary.

Lice is a problem that we have at Blythe. If you are called to pick your child up because he or she has lice, it is imperative that he/she be treated immediately before returning to school. Other safeguards should be made in the home as well. If you need guidance with this, our school nurse will provide this for you.

If your child has food or other allergies, please ask your doctor to submit this to our school office so that we can have it on file. Food allergies will be entered into the lunchroom computer so that students will be offered alternative items if needed. This must be documented by doctor before we can make substitutions.

## **IMMUNIZATION AND REGISTRATION REQUIREMENTS**

All students attending a Richmond County Public School this fall must prove they have been immunized against seven childhood diseases (chicken pox, polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus) according to the law passed by the Georgia general Assembly. **The law states, “On September 1, 1982, all children, Grades Kindergarten through Twelve must have adequate Certificates of Immunization before being admitted to school.” This law continues to be in effect.**

Also required are a Dental, Hearing, Vision, and Nutrition Certificate for students entering Kindergarten, first grade or a Georgia school for the first time and a birth certificate for Kindergarten and first grade students entering school for the first time.

The certificates of immunization and dental, hearing, vision, and nutrition must be on a Georgia School form and may be obtained at the Richmond County Health Department.

The birth certificate can be obtained from the health department in the area where your child was born. Any parent who cannot obtain a birth certificate from the local Department of Health (for a child born in Georgia) should do the following: Send the child’s full name, date and place of birth, father’s full name and mother’s full maiden name to:

**Vitals Records Service  
Room 217-H  
47 Trinity Avenue, S.W.  
Atlanta, Ga. 30334**

Certificates for foreign born students may be obtained by writing to:

**Authentication Officer  
Department of State  
Washington, DC 20025**

Local Health Department:

**Health Department  
1916 North Leg Rd.  
Augusta, Ga. 30904  
721-5800**

Any student new to the state with immunization records from another state should be taken to the Health Department to request a required Georgia Form.

Any student new to the state for less than sixty days and without proof of a certificate of Immunization

- a. must begin the immunization process immediately and show proof that the process has begun prior to being enrolled in school.

- b. must withdraw from school if he/she does not show proof that the series of shots are completed on the expected date of completion.

Due dates begin on the day of enrollment.

1. \_\_\_\_\_ a certificate of immunization will be due in 30 calendar days.
2. \_\_\_\_\_ a birth certificate will be due in 45 calendar days.
3. \_\_\_\_\_ a dental, hearing, vision certificate will be due in 45 calendar days
4. \_\_\_\_\_ Social Security Numbers.
5. \_\_\_\_\_ Proof of address.

If your form is not submitted by the given day, your child will be withdrawn from school.

### **PRE-K REQUIREMENTS**

1. A Certificate of Immunization (Form #3221) will be due on or before the first day of school.
2. A Dental, Hearing, Vision, and Nutrition Certificate (Form #3300) will be due on or before the first day of school.
3. A Birth Certificate will be due on or before the first day of school.
4. Copy of Social Security Card.
5. Proof of Residence is needed.

### **KINDERGARTEN AND FIRST GRADE AGE REQUIREMENTS**

A student entering Kindergarten must be five years of age on or before September 1<sup>st</sup>; first grade students must be six years of age on or before September 1.

### **DISCIPLINE**

All students are issued Richmond County Board of Education's Uniform Code of Student Conduct and Discipline Handbook at the beginning of the school term. It assures due process and fair treatment for every student, assuring each an opportunity to be heard.

Blythe has a schoolwide discipline program called "Pawsitively Amazing". Each classroom has the same procedures in the class and a daily report is sent home. Parents should sign and respond if necessary. Please keep in mind that inappropriate behavior disrupts instruction and learning. Repeated reports of disruptive behavior could mean loss of privileges, counseling, timeout, phone calls home, and/or suspension. Children are expected to accept responsibility for their actions as well as carry-out consequences for the infractions.

## **Response To Intervention (RTI)**

The Response to Intervention (RTI) model provides support for children experiencing difficulty in academic, behavior, speech, health, social and emotional development. The RTI team meets to discuss student progress usually in the general education classroom, and scientific, research-based interventions are considered and recommended based on student need. These interventions are then used to further guide instruction providing data for future instructional decisions.

### **SPEECH**

The speech program is for students whose speech impairment interferes with communication, academics or social adjustment.

The program is designed to:

1. Develop and strengthen listening skills.
2. Correct articulation.
3. Improve voice disorders.
4. Modify stuttering.
5. Develop receptive and expressive language.

### **STRING INSTRUMENT PROGRAM**

The string instrument program is available for fourth and fifth grade students. Information will be distributed at the beginning of the school-year. The classes require missing some of the regular class instruction and it will be the responsibility of each student to make-up any missed work.

### **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.

## HONOR ROLL

### I. ANNUAL HONORS

#### A. Academic

**All “A” Academic Achievement Honor Roll** - A grade of “A” is required in all subjects does not include conduct for the first through fourth grading periods.

**All “A/B” Academic Achievement Honor Roll** - criteria met first through third grading period: “A” or “B” in each subject and “S” in all categories using a grade of “S” or “U”. This does not include conduct.

**Distinguished Scholars**- A grade of “A” is required in all subjects including conduct for the first through fourth grading periods.

**Perfect Attendance** – Students who have not missed a day of school.

**Principal’s Award** – (fifth grade only) to be considered, student must have:

- High Academic Average
- Portray exceptional citizenship and leadership qualities
- Have no more than five absences and five tardies

Grading Scale: A: 90 – 100

B: 80 – 89

**Standards Based Report Cards** have caused us to make changes for our K-3 students. At this time we are using the iReady Reports that show growth and grade level. Individual grade level will address the specific awards that will be given.

## HOMEWORK POLICY

### HOMEWORK POSITION STATEMENT-

1. What is homework?

Homework is school work of any type completed outside of the regular classroom that is directly related to the course. The homework is assigned at the student’s respective level.

2. What are the purposes of homework?

In grades K-6, homework should offer follow-up practice activities with explicit directions given.

Homework reinforces, enriches, and expands the student’s understanding of concepts taught in the course. It also provides opportunities for the student to improve study skills, to assume responsibility, and to follow instructions. Often, a natural outcome is parental involvement as a member of the educational team.

For teachers, homework offers assistance in identifying individual and class needs and helps the teacher to determine needed lesson plan adjustments.

3. How often should homework be assigned and how much should be assigned?

**GRADE** Daily Minutes per Child (total amount assigned by all teachers if departmentalized.)

K – 3	15 – 40
4 - 5	30 – 60

At the elementary and middle school levels, the following guidelines will be used in Grading homework:

- a. Routine homework may be assigned a letter grade or numerical grade. Teachers will develop a system for weighing routine homework such as assigning at the beginning of the nine weeks 100 points to each student. For each assignment not completed, 5 points are deducted. The grade at the end of the nine weeks may count as one test grade.

## **PRIVACY ACT**

### MISCELLANEOUS INFORMATION

- A. The Richmond County Board of Education, in compliance with the Privacy Act concerning personnel files, will release as directory information without the consent of the employee or student the following information.
  1. Name of the employee or student
  2. Address of the employee or student
  3. How long employed or where enrolled
  4. The date and place of birth
  5. The height and weight
  6. The grade level of the student

Any employee, student, or parent who objects to the release of the directory information may file an objection in writing to the Assistant Superintendent for Personnel, Richmond County Board of Education, and 2083 Heckle Street, Augusta, Ga. 30910-2999, clearly stating what directory information they do not wish to have released. If a student or parent wishes to file an objection, please indicate in which school the student is presently enrolled.

Upon written consent of the employee or student, specific information not listed above may be released provided the signed consent form is on file in the employee's or student's personnel file.



In accordance with the Privacy Act certain governmental institutions have access to students and/or employees personnel files without prior consent for disclosure. The Board of Education will notify any employee or student of the release of any information to any agency for which prior consent is not required.

B. Title IX of the Education Amendments of 1972

The Richmond County Board of Education is an Equal Opportunity Employer.; It does not and will not practice sex discrimination in any of its educational or employment practices according to the rules and regulations for the administration of Title IX of the Education Amendments of administration of 1972, P.L. 92-318, as amended by Section 3 of P.L. 93-568.

The following named person has been designated as the coordinator of the Board of Education's effort to comply with and carry out its responsibilities under Title IX including the investigation of any complaint communicated to Title IX, or alleging any action which would be prohibited by this part.

Richmond County Board of Education  
864 Broad St. – Augusta, Ga. 30901

C. Title IX Grievance Procedure

The following procedure is to be used in reporting and settling grievances under Title IX.

1. Complaints are to be forwarded, in writing, to the person designated as coordinator. A complete description of the alleged violation is required.
2. The coordinator shall, within 15 days, investigate and report results of the investigation, in writing, to the complainants.
3. The decision of the coordinator may be appealed to the Regional Director of the Office for Civil Rights, 50 Seventh Street, NE, Room 404, and Atlanta, Georgia 30323.

**PROCEDURE FOR SPEAKING BEFORE THE BOARD OF EDUCATION**

**THIS IS THE PROCEDURE SHOULD ANYONE DESIRE TO BE PLACED ON THE BOARD'S AGENDA FOR ANY UP-COMING BOARD MEETING.**

Individuals must write a letter to the board president or the superintendent requesting permission to speak to the board. The request should include the individual's name and subject that is to be discussed, and it should be sent to the Board of Education Offices three days before the meeting.

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