



**GLENN HILLS ELEMENTARY SCHOOL
STUDENT HANDBOOK
2023-2024**

GATORS are **Goal Setters, Always Kind, Time Managers, Observers, Really Helpful, and Successful!**

*Dr. Alfreda Howard, Principal
Mrs. Tomekia Darrisaw, Assistant Principal*

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

NOTICE OF NON-DISCRIMINATION FOR STUDENTS

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

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

NOTICE OF NON-DISCRIMINATION

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

Inquiries can be directed to:
Chief Human Resources Officer, 864 Broad Street, Augusta, GA 30901, 706-826-1000

Dear Parent(s) and Student(s):

On behalf of the faculty and staff of Glenn Hills Elementary, I would like to welcome you to our school for the 2023-2024 school year. It is truly an honor and a privilege to serve as your principal. Each of us at GHES appreciates you entrusting us with your children, and I sincerely hope that you are excited about the upcoming school year and the many possibilities and adventures it offers.

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 makes it easier for us to work together in creating conditions for every child to learn in a safe and positive environment. In addition, this handbook has been prepared to help keep you informed about important dates and activities at Glenn Hills Elementary. If you have any questions or need further clarification on anything contained in this handbook, please contact me at the school at 706-796-4942.

Here at Glenn Hills Elementary School we offer quality educational experiences in all content areas (Reading, English Language Arts, Science, Health, Social Studies, and Writing). Students participate in Art, Drama, Music, Physical Education, and Computer Literacy. I sincerely hope that you are excited about the upcoming school year, just as I am, and the many possibilities and adventures it offers. I find myself blessed with the best faculty and staff in the world. I am honored to work with you again this year as we make a difference in the lives of our students and reach new milestones.

Sincerely,

Dr. Alfreda Howard

Dr. Alfreda Howard
Principal

Glenn Hills Elementary School

GHES Motto:

“Excellence on the Hill.”

GHES Mission:

The mission of Glenn Hills Elementary School is to create a world-class school where students can flourish academically while developing character traits that will prepare them to become lifelong learners.

GHES Vision:

GHES will educate all students at his or her maximum potential to ensure that they are self-sufficient, responsible, cooperative and caring members of society.

GHES Philosophy:

We, the faculty and staff of Glenn Hills Elementary, believe that elementary education is the foundation on which all other education is built. Education is a continuous life process, and it is our responsibility to help each child develop to his/her fullest potential. We further believe it is our responsibility to provide an educational program which will aid the children of this community to grow physically, intellectually, morally, and emotionally, that they may become self-disciplined, adult citizens of a democratic society, realizing the most complete life possible within the limits of their individual needs, interests, and abilities. We believe that education is enhanced through collaborative efforts between home, school, and community.

GHES Beliefs and Values:

- Every student deserves an opportunity for a quality education.
- All students can learn and achieve personal goals.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Awareness and understanding of individual and cultural differences contribute to a positive learning environment.
- High expectations encourage students to reach high levels of achievement in physical, emotional, social, and academic development.
- A variety of teaching methods is imperative to meeting diverse learning styles.
- Teamwork among school personnel, home, and community enhances learning.
- It is the responsibility of the home, school, and community to model and encourage good character.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.

“Excellence in education is when we do everything that we can to make sure they become everything that they can.”—Carol Ann Tomlinson

“Children must be taught how to think, not what to think.”—Margaret Mead

“Education is the key to unlock the golden door of freedom.”—George Washington



2023-2024

Richmond County School System School Calendar

July '23						
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September '23						
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October '23						
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December '23						
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Jul 04	Independence Day Holiday
Jul 27-Aug 2	Preplanning Days
Aug 01	Elementary and K-8 Open House (noon-6:00pm)
Aug 02	Middle and High Open House (noon-6:00pm)
Aug 03	First Day of School for Elementary
Aug 07	First Day of School for K-8, Middle, and High Schools
Sep 04	Labor Day Holiday
Sep 05	PowerUp Asynchronous Learning Day
Sep 15	Fall Semester Progress Report #1
Sep 18-Oct 06	Fall Parent Conference Window
Oct 05	Student Holiday/Professional Learning Day
Oct 06	PowerUp Asynchronous Learning Day
Oct 09-10	Student/Teacher Fall Break
Oct 27	Fall Semester Progress Report #2
Nov 10	Veterans Day Holiday
Nov 20-24	Thanksgiving Holiday
Dec 14-19	Semester Exams
Dec 19	End of 1st Semester/Early Release (all grades)
Dec 20-Jan 01	Christmas/Winter Break
Jan 02-03	Student Holiday/Professional Learning Day
Jan 04	Beginning of Second Semester
Jan 09	Report Cards
Jan 15	Martin Luther King, Jr. Holiday
Feb 15	Spring Semester Progress Report #1
Feb 16	Student Holiday/Professional Learning Day
Feb 19	Student/Teacher Holiday
Feb 20	PowerUp Asynchronous Learning Day
Feb 20-Mar 08	Spring Parent Conference Window
Mar 08	PowerUp Asynchronous Learning Day
Mar 28	Spring Semester Progress Report #2
Mar 29	Student/Teacher Holiday
Apr 08-15	Spring Break
May 17-22	Semester Exams
May 22	Last Day of School/Early Release (all grades)
May 23-24	Post Planning Days
May 22-24	Graduation
May 27	Memorial Day Holiday
May 28	Report Cards
Jun 03-28	Summer School (5 days a week)
Jun 19	Juneteenth Holiday

- Teacher Planning Days
- Early Release
- Holidays
- PowerUp Asynchronous Learning Day
- First Day of School
- Progress Reports
- Report Cards

Weather-Related School Closings
For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDII-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. In the event of inclement weather or school closure, the school system will use PowerUp Asynchronous Learning Days.

Note: The Richmond County School System will operate 5 days a week throughout the

January '24						
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April '24						
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June '24						
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ADMISSION/REGISTRATION REQUIREMENTS

1. **Certified Birth Certificate** - A child must be age five (5) on or before September 1 to enroll in kindergarten, or age four (4) on or before September 1 to enroll in pre-kindergarten.
2. **Student's Social Security Number** or copy of student's Social Security Card (optional)
3. **Current Georgia Immunization Certificate** - GA Form 3231
4. **Certificate of Eye, Ear, Dental, and Nutrition Examination** – GA Form 3300
5. **Documentation of withdrawal from previous school** (if applicable)
6. **Legal Custody Papers** (if appropriate)
7. **Current Proof of Residence** (must contain physical address of the property & must be within past 30 days)

ATTENDANCE

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*. ******Many incentives will be in place for good attendance such as attendance parties, perfect attendance certificates, public recognition, prizes, etc.***

Regular, punctual attendance is extremely important for school success. Early sign-outs should be limited to doctor or dental appointments or other unavoidable obligations. Students checking out before 10:30 a.m. or arriving after 10:30 a.m. will be considered absent. A student's yearly attendance is recorded as part of his/her permanent school record. When your child is absent, please send a note (from parent or doctor) with the child upon his/her return to school. Teachers are not required to allow makeup work for unexcused absences or frequent tardies.

Tardies:

Students who arrive at school after 7:25 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. If a student who is a car-rider is tardy, the person bringing the child to school **MUST COME INTO THE OFFICE AND SIGN THE CHILD IN.**

Early student dismissal and procedures:

On the rare occasion when a child needs to be signed out before the regularly scheduled dismissal time, parents/guardians must come into the office, sign the student out on the computer at the front desk, and an office worker will call the child to the office for dismissal. Students will **not** be called to the office ahead of time so they can "be ready" when the parent/guardian arrives. Students will **not** be sent out to vehicles. Early dismissals count as tardies as part of the attendance protocol. Any student leaving school before the official dismissal time must be signed out by a parent, guardian, or designated person. Students will only be released to the persons indicated on the information sheet. School absence due to early dismissal is treated as all other absences when considering credit for schoolwork and awards.

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 Principal shall have exclusive jurisdiction in classifying excuses.

*****Please note that students must be picked up before 2:25 p.m. If not, RCSS Public Safety will be contacted. DFACS may also be contacted if we are unable to reach someone.**

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

MAKEUP ASSIGNMENTS

Upon returning to school following an absence, it is the student's responsibility to contact the teacher(s) to request makeup work. The teacher may courteously and promptly allow the students to make up the missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time limit specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. The parent will be able to pick up the work at the end of the day following the request. Classwork and tests missed due to unexcused absences may be subject to a 10% grade reduction.

Any student who serves a short-term out-of-school suspension may be allowed to make up missed assignments and tests. It shall be the student's responsibility to obtain the missed work from the teacher(s) and complete the work within one week of returning to school. The teacher(s) may promptly and courteously allow students the opportunity to make up missed assignments and tests.

DROP OFF AND PICK-UP PROCEDURES

Morning Drop-Off:

Please enter the drop-off line in front of the school. Pull up and stop in the front half-circle as directed by the on-duty staff members. Please wait until your child has completely exited your vehicle and made it onto the front walkway before driving away. Always be sure to check for children crossing the lanes before driving away. DO NOT drop your child off in any area other than the drop-off line. Students are not allowed to cross lanes of traffic or parked cars. If you plan to come into the school with your child, please park in one of the designated parking spots and escort your child(ren) into the building.

If you arrive after 7:25 a.m. you will need to park your vehicle and walk your child into the main office, sign him/her in as tardy, and pick up a tardy slip for admittance to class.

Afternoon Pick-Up:

Please do *not* come into the school to wait for your child(ren) to be dismissed prior to dismissal time. Parents/guardians should not go to the classrooms to get their child(ren). All car riders will be dismissed at 2:25 p.m. Large numbers of parents coming into the school and waiting for dismissal creates additional noise, distractions, and safety concerns. This is *not* an appropriate time to visit friends or relatives who may be employed at the school.

In an effort to create a safe and efficient dismissal process, all parents/guardians are encouraged to use the drive-thru pick-up procedure. Two lines may be formed in front of the school. Please be sure your car-rider ID card is displayed in your windshield on the passenger side. A faculty/staff member will call inside for your child and will then arrange for your child to safely get to your vehicle. Students MUST wait for a school

employee to tell them when to go to their vehicle. This is a matter of safety for everyone! Students will **not** be allowed to cross the traffic lanes unescorted.

TRANSPORTATION

Parents should instruct students before they leave home as to where to go in the afternoon and should refrain from calling the school office to make arrangements unless it is an emergency. ***Transportation changes must be provided to the school office in written form. Written, signed notes may be sent with the student, delivered to the school office during the day (before 2:00 p.m.), or faxed to the school office at 706-796-4701.*** Emails or text messages to your child's homeroom teacher are also acceptable. ***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 will **not** be removed from buses after they are loaded or have left the school.

Car 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.

Bus Rider Tags

All students in grade K-3 will receive a bus tag to attach to their book bags. 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.

EMERGENCY CONTACT 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 above-mentioned 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.**

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.

The school must have a current address and phone number on every student. In the event that you move, change employment, change phone numbers or contact people, you must notify the office and your child's teacher in writing immediately.

CONDUCT AND DISCIPLINE

One of the most important lessons education should teach is ***discipline***. At Glenn Hills Elementary, we believe it is the shared responsibility of the home and the school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. ***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.

Glenn Hills 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. Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures.

Conduct Rules

Good student conduct sets the tone for other positive things to happen in school. As a result, a positive school climate plan has been developed and will be implemented. Parents will be an integral part of the plan and will be directly involved with its 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.

Our method of discipline shows the student three things that include:

- 1) What they have done wrong;
- 2) How to solve the problems they created; and
- 3) How to assume responsibility for their own actions.

This method uses logical and realistic consequences and leaves the student's dignity intact. Self-discipline by students is the ultimate goal of the discipline program at GHES.

The following are general rules of conduct for all students at Glenn Hills Elementary School during school hours, on a school campus whether or not during school hours, at school activities, whether at home or away, on a school bus, or at school bus stops:

1. Disturbances that disrupt the learning opportunities for others in class are prohibited.
2. Students are expected to obey reasonable commands 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, roughing, 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 the office.
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 is prohibited.
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.

Bus Discipline Policy

Riding the bus is a privilege, and students can be removed at any time for disruptive and unsatisfactory conduct. If bus rules are broken, the student will be subject to the same disciplinary action that would be taken if the behavior had happened on school grounds. All pupils being transported are under the authority of the bus driver and must obey his/her requests.

All school rules, as described in the *RCSS Code of Student Conduct and Discipline*, apply to students riding the bus. The following is a list of general expectations for our students:

1. Students are to be seated at all times while the bus is in motion. At no time should students have heads, hands, arms, or feet outside the bus.
2. Students will maintain a low noise level. The bus driver needs to be able to hear while driving.
3. Abusive or obscene language will not be tolerated. Bus drivers will report any student who uses curse words.
4. Students shall not cause or attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to a school employee or other students.
5. Students shall not cause or attempt to cause damage to buses. Costs for the damages will be payable by the student and parent.
6. Use or possession of alcoholic beverages, drugs, weapons, or other objects (including toys) which can endanger other passengers is prohibited.
7. Eating, drinking, and chewing gum on buses are prohibited.
8. Students should show respect for bus drivers and other students on the bus.
9. Students should be at bus stop on time, load quickly and quietly in an orderly manner, and move away from the bus stop after exiting/unloading the bus.
10. Students are expected to obey the bus rules while waiting for and riding the bus and at the bus stops in the afternoon. Students who do not meet expectations will be referred to the appropriate school administrators.
11. The bus driver is in charge and may assign seats.
12. Students are videotaped while riding the bus in order to promote safety and to enforce good behavior.

STUDENT DRESS CODE

Students are expected to dress and groom themselves in a neat, clean, and tasteful manner. All students shall maintain their appearance so as not to unreasonably distract, disrupt, or interfere with the instructional process or the orderly operation of the school. Children should come to school in clothing that is comfortable and suitable for all school activities. In the selection of clothes, parents are urged to use good judgment and select clothes that are appropriate for school.

The following *are* acceptable and expected:

- Appropriate shoes must be worn at all times; tennis shoes should be worn when participating in the school's physical education (PE) program.
- Shoelaces should be 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 following are *NOT* acceptable:

- Clothing or accessories advertising alcoholic beverages, drugs, tobacco, profanity, slang or inappropriate language, 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 or dyed hair that causes a disruption to the instructional process in the classroom.

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.**

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, corrective actions may be necessary for the benefit of that individual 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, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be charged as an adult. 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 considered.

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; do not talk).
4. Show appreciation at the appropriate time by applause only.

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

1. Listen to and follow all directions given by the teacher.
2. Control unnecessary movement.
3. Do not disrupt class.
4. Be prepared with necessary materials and assignments.

HALL RULES

1. Walk only. Do not run.
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. Stand in a straight line, not leaning on the wall.
2. Use quiet voices only.
3. Do not play with food.

4. Clean your personal space before you leave.
5. Place trays in the window one at a time.
6. Walk only.
7. All food must remain in the cafeteria.
8. All students are required to get a tray or bring a lunch from home.
9. Students are not allowed to bring fast food items in their original containers.
10. 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.
11. Student lunches cannot be warmed at school.

PLAYGROUND RULES

1. Use equipment properly and safely.
2. Wait for your turn.
3. Do not throw rocks.
4. Put all trash in trash cans. No littering!
5. Always walk on sidewalks.
6. Play only in your designated area.

RESTROOM RULES

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

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 cell phone or other electronic device to engage in 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, to engage in academic cheating in any form, to invade anyone's privacy in a locker room, restroom or other place on a school campus or at a school activity or to engage in academic cheating in any form.

If a student uses a cell phone or other device of this nature at school without permission from an authorized staff member, it will be taken from him/her, and turned in to the office with a note containing the student's name, date, and time along with the teacher's name. The device will be held in the Principal's office until a parent has been contacted and comes to the school and picks up the device. After the second offense of this nature, disciplinary consequences will apply and the device will be 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.

Notwithstanding the foregoing, 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 cell phone or other electronic device to engage in 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, to invade anyone's privacy in a locker room, restroom or other place on a school campus or at a school activity or to engage in academic cheating in any form. Please refer to the *RCSS Code of Student Conduct and Discipline* for more details.

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.

Lost and Found

Articles 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.

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 GHES. If the problem is not solved at this time, contacting the appropriate Central Office personnel, such as the Area Assistant Superintendent, would be the next appropriate step.

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 on page 4.

INSTRUCTIONAL TIME

Research indicates that one of the factors affecting student achievement is uninterrupted instructional time. Teachers have prepared a full day of instruction for your child. If your child arrives late or leaves early, he/she will miss part of that instruction. If a parent interrupts a class during instructional time, the entire class loses instruction. For this reason, all conferences must be scheduled before school, after school, or during the teacher's planning period.

All visitors must check in at the main office before going to any other area of the school. If a parent/guardian wish to observe in the classroom, arrangements must be with the school 24 hours in advance. Siblings and other small children are not allowed in the classroom while a parent visits, observes, or volunteers.

It is imperative that instructional time be protected, and it is the intent of the administrators and office staff of GHES to do so.

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 meeting standards. Parents will be more aware of what their children should know and be able to do by the end of each grading period. Progress is measured as follows:

Report cards for grades K-3 will include a grading scale (1-4).

- 1 – Not Met:** The student does not demonstrate knowledge of the standard.
- 2 - Progressing:** The student demonstrates some knowledge of the standard.
- 3 – Meets:** The student demonstrates knowledge of the standard.
- 4 – Exceed:** The student demonstrates knowledge beyond the standard.

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

How are standards-based report cards different from traditional report cards?

On traditional report cards, students receive one grade for each subject. 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.

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 calendar on page 5 of this handbook for 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 for 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 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 who 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 who 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 through 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 should 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.

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 GHES during the 2020-2021 school year unless deemed otherwise by the RCBOE or GADOE:

Kindergarten: GKIDS Readiness Check
Kindergarten - 5: iReady Academic Screener
Grades 2 : CogAT (Cognitive Abilities Test)
Grades 3 – 5: Georgia Milestones Assessment
Content Mastery
Assessment
Pre-K – 5: SEL Screeners: Panorama

The state assessment program requires that students in kindergarten take the GKIDS and students in Grades 3-5 take the Georgia Milestones Assessment. 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 as part of the Richmond County School System's Promotion/Retention policy.

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 on criterion-referenced assessments and other criteria established by the school, to include district assessments (iReady grades K-5 and Benchmark Assessments).

EXTRA CURRICULAR ACTIVITIES, CLUBS & PROGRAMS

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

4-H CLUB: To assist youth in acquiring knowledge, developing life skills, and forming attitudes that will help them become self-directing, productive, and contributing citizens. 4-H provides events, classes, activities, and forums at local, state, and national levels. 4-H and Georgia schools have been partners for more than 100 years. All events are planned to enhance positive youth development and education. A full listing of state events can be found at: www.georgia4h.org

C.H.A.M.P.S. (Choosing Healthy Activities and Methods Promoting Safety): Fifth 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 GHES at various functions and performances. Being part of the GHES Chorus will require afterschool practice and performances, including but not limited to nights and weekends, and will require some parent transport, etc. This group is under the direction of our music teacher, Mrs. Gordon-Hall.

Step Team: Students that are selected to participate in the step team based on their interests will work with the arts, dance, drama, etc. to enhance their skills in the different areas of the arts. This group is under the direction of Ms. Shanice Greene.

Flag Patrol: Fifth grade students are selected to raise and lower the flags in front of the school each day. They are taught proper flag etiquette. Students serve on a rotation basis. 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 group is under the direction of Mrs. Satu Davis.

Helen Ruffin Reading Bowl: This is for students in grades 4 and 5 at GHES. 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, Mrs. Donielle Hooks.

Math Team: Students in grades 4-5, who are excited about and interested in math, practice and compete in math competitions to demonstrate math knowledge and skills at GHES. This group is under the direction of Mrs. Valencia Archie and Ms. Nadia Samuels.

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.

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

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, then 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

Students who demonstrate repeated or chronic misbehavior or earn an "F" in Conduct will be required to have a parent chaperone on field trips. Parents will be notified if this occurs. 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.

PROGRAMS & OPPORTUNITIES TO ENHANCE STUDENT LEARNING

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

- **iReady** - A 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. It is also available for use at home. This program monitors students' performance and makes adjustments to instruction based on students' performance.
- **Locally developed benchmarks** - 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 personalized literacy environment that incorporates:
 - a. A state-of-the art learning platform
 - b. Enhanced digital reading content
 - c. Daily news articles written for students
 - d. The Lexile® Framework for Reading
 - e. Cutting-edge literacy tools
 - f. Embedded metrics to monitor activity and growth

Honors Program and Awards

Student recognition is a valuable part of the school program at GHES. 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 80% average, and one (1) student per homeroom with the most AR points.
- **“A” Honor Roll (4 & 5 only)** – Recognizes students working on grade level who earned all A’s or S’s in all subjects except conduct and/or special classes. This only applies to students in grades 4 and 5.
- **“AB” Honor Roll (4 & 5 only)** – Recognizes students working on grade level who earned an 80.0 overall average except conduct and/or special classes. 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.
- **“Scholar” Award (K-3)** – Recognizes students *meeting* all standards, scoring “proficient/score of 3 on standards based report card” in all content areas.
- **“Honor Scholar” Award (K-3)** – Recognizes students *meeting* and *exceeding* all standards, scoring “proficient or exceeding; 3 or > on standards based report card,” (not including conduct or special classes).
- **Conduct Award** – Recognizes students who have exhibited good character all year, earning at least a 90% or all 3’s in conduct throughout the year.
- **Great Strides Award** – Recognizes one (1) student per class who has achieved great personal gains in conduct throughout the year.
- **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.
- **iReady Abundant Growth Award** – Recognizes students gaining 1.5 years growth in points using iReady this year in Reading and/or Mathematics.
- **iReady Improvement Award** – Recognizes two (2) students per class showing the greatest growth in Reading & Math using iReady.
- **iReady STAR Award** – Recognizes two (2) students per class with the highest number of lessons *PASSED & COMPLETED* in Reading and Math using iReady.
- **Perfect Attendance Awards** - Award presented to students with excellent attendance. Students who have zero absences and less than 10 tardies receive this award.
- **Citizenship** – Recognizes two (2) students per class displaying exemplary citizenship and character throughout the year, serving as a model for others.
- **Class Highest Average (4 & 5 only)** - Recognizes four (4) students in each class earning the highest GPA in Reading, Mathematics, Science, and Social Studies. Averages are calculated to the thousandth place.
- **Grade Level Highest Average (4 & 5 only)** – Recognizes four (4) students in each grade level earning the highest GPA in Reading, Mathematics, Science, and Social Studies. Averages are calculated to the thousandth place.

MEDIA CENTER

Books are available for checkout daily from 9:00 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.

GUIDANCE AND COUNSELING DEPARTMENT

Glenn Hills Elementary School has a comprehensive developmental guidance and counseling program with many components. Our school counselor, Ms. Satu Davis, is available as a support 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 counselor provides 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 are provided breakfast and lunch at no cost to parents/guardians at GHES.
- Breakfast will be served from 7:00 until 7:25 a.m. each morning for students in grades PK-5.
- Lunch is served daily from 10:00 a.m. until 12:15 p.m. Class lunches are scheduled individually.
- Parents are welcome to eat with their child in the cafeteria as their schedule(s) allow.
- 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 will not be served tea from the cafeteria.
- 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.

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.

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 participating 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:

- All PreK -5th Grade will be allowed to have parties to celebrate Christmas, Valentines, Easter, and the end-of-the-year.
- Valentines may be exchanged in Grades Pre-K-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 at lunch, recess, or during the last 30-60 minutes of the school day.
 - Balloons and flowers are NOT allowed in the classrooms.
 - 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.

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.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

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 school regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

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.

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 or 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.

Parent Teacher Organization (PTO)

PTO Meetings are scheduled throughout the school year. The PTO offers parents a regular opportunity to communicate with teachers and become actively involved in school improvement. Meetings usually begin around 5:00 p.m. in the GHES school cafeteria. There is an annual membership fee. Our PTO supports our school in numerous ways and through many programs and activities.

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 PTO. 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. GHES 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 706-862-1000.

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

The Student Support Team (SST) is a regular education, problem-solving process at Glenn Hills 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. GHES's RTI process includes several key components:

- A 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.

Volunteers/Visitors

Volunteers are invaluable in helping to meet the needs of students and staff. They offer positive influences to promote character and well-being. They assist our school in many ways, such as reading to students, working with student classroom activities, coordinating school-wide student activities, and assisting with media center materials. Parents/guardians are encouraged to be active participants at GHES.

All volunteers and visitors **must** report to the main office upon arrival on campus and entering the building. Visitors will be allowed to conduct business or visit classrooms as authorized by the Principal. Visitors must sign in using the computer in the main office and obtain a visitor's pass before going to any area other than the main office.

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. As a courtesy to the teacher, please make a prior appointment for visitation. 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. To reiterate, if you become aware or have a reasonable suspicion that a case of child abuse exists within the school and you fail to report your suspicions, your observations or any written or oral communication you receive, etc., directly to the principal or her designee immediately, then you can be exposed to criminal liability.

EMERGENCY DRILLS AND INCLEMENT WEATHER

Fire drills will be held once a month 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 and Lockdown procedures will also be conducted. The administrative staff will provide instructions for these emergency procedures.

In the event that school is canceled due to other inclement weather, school closure announcements will be broadcast or announced on the following stations:

- **Television: WRDW, Channel 12 News (Augusta)**
- **Television: WJBF, Channel 6 News (Augusta)**
- **Local radio stations**

MEDICAL CARE (SCHOOL CLINIC & NURSE)

There will be a school nurse on duty for several hours each day. All prescription medications should be sent to school in the original prescription bottle that has the doctor's name and pharmacy, the name of the student, the name of the medication, and dosage directions on it. Over-the-counter medications such as Tums or Tylenol need to be sent in the original container as well. The school nurse needs a note from the parent giving permission and instructions for all medications to be administered at school. An *Authorization of Medication Administration* form must be completed for those children receiving daily medications. Students should report to the clinic at the proper time to receive their medication.

The first dose of any new medication should be given to the child by the parent/guardian at home before sending it to the school. We want to make sure the child has no adverse or allergic reaction(s) to any new medication(s).

The school nurse will maintain first aid supplies at the school. Tylenol **WILL NOT** be administered to any student unless the student has a Permission Form on file with the nurse. If your child is not able to swallow a caplet or tablet, you will need to send either a liquid or chewable form of the medication for the nurse to administer.

If your child suffers from asthma and requires an inhaler or special medication, parents are required to provide the Principal or Principal's designee a statement or copy of the prescription from the student's physician specifying the name of the medication and its purpose in order for the student to have this medication on his/her person at school while participating in school-sponsored activities, while under the supervision of school faculty/staff members, or while participating in before or after-school activities and to administer the medication to him/herself.

It is the responsibility of the parent or guardian of a student to inform the school of any changes in dosage, time of dispensing, etc. If a question arises about the medication, the parent and/or physician whose name appears on the prescription will be called for clarification.

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).

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 will 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 sixth grade will be required to have the chicken pox vaccination or proof of immunity. For more information or to get **Form 3231**, 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

If your child is sick, please keep them at home. The main reasons for keeping your child home are:

- 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!

- 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, COVID-19 should remain out of school until they are without fever and have been cleared by a physician to return.
- 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 a doctor gives clearance for 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 two (2) days. Your child is contagious at least two (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 pediculus capitis (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. ****Remember to send a written excuse when your child is absent due to illness per the Attendance Policy.*

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 main 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.

GENERAL SUGGESTIONS TO PARENTS

1. Please do not allow your child 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 well in school.
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 held throughout the year.

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 no noise.
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 Glenn Hills 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.