

TABLE OF CONTENTS

	Page		Page
Letter	2	Hall Monitors	
R.C.B.E. Calendar	3	Lost & Found	
Welcome/Contact Numbers	4		
Mission	5	ACADEMICS	21
Beliefs		Promotion Policy	
International Baccalaureate Primary		Lang. Arts, Science, Health, Soc. St.	
Years Programme Information	6	Mathematics	
		Physical Education	
School Day	7	Art Program	22
Moment of Silent Reflection		Spanish Model Program	
Attendance		Character Education	
K-8 Attendance Policy		Family Dynamics	
Tardies	8	<i>Internet Access Policy</i>	
Early Dismissal	9	Bilingual Program	23
Other Dismissal Information	10	Field Trips	
School Cancellation		Math Team	
Withdrawals	11	Parental Involvement	
Daily Schedule		Homework	24
Drills		Report Card Grades/Periods	
Interruptions	12	Textbooks	25
Parties		RC Testing Program	
School Store		Gifted Program	26
STUDENT RECORDS	13	DISCIPLINE/DRESS CODE	27
Legal Custody Rights		Citizenship	
School Records-Parent Rights		School Wide Discipline/Behavior	
Registration		RC Student Code of Conduct	27
Registration Requirements	14	Electronic Devices, Toys, etc.	
Change of Address/Phone #		Hitting	
TRANSPORTATION	15	Bullying	
Bus Information		Chewing Gum/Candy	28
Children Brought by Parent		RC Dress Code	
Bicycles		STUDENT AWARDS (Yearly)	29
PM Carpool	16	SCHOOL COMMUNITY	30
LUNCHROOM INFORMATION		Visiting Classrooms	
Breakfast		Parent Teacher Conferences	
Lunch	17	School Council	
School Menus		PTA	
Lunchroom Rules		<u>Splash</u> Newsletter	31
STUDENT SUPPORT		Volunteers	
Illness or Injury		Notices from School	
Medicine/Medication Policy	18	General Suggestions to Parents	32
Student Insurance			
Response to Intervention			
Elementary Guidance Program	20		
Media			

Dear Parents and Students,

Welcome! The 2018-2019 school year is going to be one of our best ever! We are so happy you are here with us and we look forward to getting to know you personally as we interact at all of the functions we will enjoy together as well as the daily classroom routines and special events.

We are very excited to be the only FULLY AUTHORIZED International Baccalaureate Primary Years Programme School (IB PYP) in over 100 miles in any direction. You will learn more about what this looks like by the words your children use and hopefully by their actions. We love seeing our students transformed into global citizens.

As always, we invite our parents and other interested persons to become volunteers for our school. This can be done by contacting our school and making arrangements to attend a county-required training session at LFH (or off-campus offered by our Board of Education.)

We need and appreciate tax-deductible contributions to our Lake Forest Hills Endowment Fund that goes directly to the IB program we are pursuing. We urge parents, relatives, friends, and community members to become active participants in our Parent Teacher Organization (PTO). Through PTO, you can help to provide materials to supplement our programs for our present and future students.

Please continue to help us with safe carpool procedures in the **BACK** during drop-off and pick up times. The front is reserved for buses **ONLY**. It tends to get congested easily. **Please do not park along the front driveway from 7:30 – 8:30 am or 2:30 – 3:45 pm.**

We're proud of our tradition of high academic achievement and this year will be no exception. Let's get ready and work together to ensure that your child has a happy and successful school year.

Sincerely,

Dr. Driggers

Principal

Welcome

The administration and staff would like to take this opportunity to welcome you to Lake Forest Hills Elementary School. **The information in this handbook has been compiled to help you succeed at Lake Forest Hills. It is as accurate as possible at the time of printing but things do change—you will be given/sent notices of changes via materials at open house, notes sent home with your child, or in the SPLASH. (Please check your child's book bag daily!)** The entire staff is here to assist you with your child's education. Come and share in our vision and excitement!

Here to Serve You

Communication is a two-way street. Please feel free to contact us on any problem or concern and we will do likewise. We are grateful for the positive attitudes so many of you share regarding our school. Listed below are the phone numbers to the school and county offices:

Lake Forest Hills:	737-7317
Fax:	737-7318
Lunchroom:	737-7317 x1
Media	737-7317 x4
Guidance	737-7317 x3
Gifted	737-7317 x5

District Office	826-1000
Curriculum	826-1102
Guidance and Testing	826-1129
Psychological Services	826-1131
Special Education	826-1132
School Food Services	826-1122
Transportation	796-4777
School Social Work	826-1139

The International Baccalaureate Primary Years Program and Lake Forest Hills

Mission and Beliefs

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

Beliefs:

The learning community at Lake Forest Hills believes:

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

What is the Primary Years Programme (PYP)?

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

What is the curriculum framework?

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

The curriculum framework is further structured around three interrelated questions.

- What do we want to learn? *The written curriculum.*
- How best will we learn? *The taught curriculum.*
- How will we know what we have learned? *The assessed curriculum*

What is the IB Learner Profile?

The aim of all IB programmes is to develop internationally minded people. IB learners strive to be:

- inquirers
- thinkers
- principled
- caring
- balanced
- knowledgeable
- communicators
- open-minded
- risk-takers
- reflective

What are the three phases towards authorization?

· **Consideration phase: feasibility study and identification of resources**

The school makes an in-depth analysis of the philosophy and curriculum, and identifies the resources needed to deliver it.

· **Candidate phase: trial implementation period**

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

· **Final phase: school visit by an IB visiting team**

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

What are the Five Essential Elements of PYP?

Knowledge

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

Concepts

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

Skills

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

Attitudes

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

Action

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

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

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

SCHOOL DAY

Moment Of Silent Reflection

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

Attendance

Research shows that the single greatest factor contributing to student achievement is attendance in school. While a student who is absent may be able to cover a missed chapter, copy missed notes, or complete some written assignments, other very important aspects of a lesson are gone forever. Children who are sick should stay home because they will not be able to attend to learning tasks when they're not well. However, many times students are absent for less than avoidable reasons. Tardy or students who are dismissed early also interrupt instruction.

The RCBOE attendance policy allows no unexcused absences or tardies/early releases. It can be found in the Code of Conduct and should be read carefully. Please expect your child's teacher to call on the second consecutive absence each time your child is not in school. **A written excuse is required of each student when returning to school after an absence** (even though the teacher may have called you). It must be from the doctor or an official third party. It is the student's responsibility to make up all assignments, projects, and tests s/he missed during his/her absence. Class work missed due to an unexcused absence/early dismissal cannot be made up.

If a student has an appointment during school time, it is desired that the child report to school at the regular time and be picked up by the parent later for the appointment. Students arriving after 11:45 OR leaving school before 11:55 a.m. will not be counted present. The student must come to school and remain for at least one-half day in order to be counted present. As partners, we can make a difference in students' lives by guarding instructional time.

Attendance of non-school activities or functions must be authorized by the superintendent or associate superintendent to be excused. Call or write the Superintendent at the central office (826-1000).

K-8 Attendance Policy

Any student in grades K-8 who accumulates five unexcused absences shall be referred to the school social worker regarding attendance interventions and implementing truancy prevention strategies. In an effort to improve student attendance, RCBOE has developed a procedure with Juvenile Court officials. Referrals

will be made to them if a child has 8 unexcused absences and will meet monthly. We appreciate the effort you put into having your child at school and on time.

Suspensions shall be included, but suspended students shall have the opportunity to make-up the missed work. An absence is either lawful or unlawful. Absences that are lawful and therefore excusable shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and local policy. Lawful excuses shall include personal illness of a student, serious illness or death in the student's immediate family reasonably necessitating absence, special and recognized religious holidays observed by student's faith mandate or order of government agency and school related functions previously approved by the principal or other appropriate official. Parents may keep their child out for other reasons, but such an absence shall be deemed unlawful. Class work missed due to unlawful absences cannot be made up. For any absence beyond five (5), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence. If a child leaves school before (or signs in after) 11:55 a.m., s/he is considered absent for the entire day. This is in accordance with Georgia Public Attendance laws. The school shall not allow a student to participate in any extra-curricular, co-curricular activities or cooperative work experience, if the student was not counted present for the school day or is suspended.

Tardies

At 8:10 a.m. the first bell of the day rings for the children to go to their classrooms. The next bell sounds at 8:15 a.m. **Children not in their classroom at the sound of the second bell are marked tardy.** When your child is late for school, time is spent by the teacher changing records, etc. This takes valuable learning time away from all students.

Tardies also apply to the breakfast program. Students who walk or are driven to school must be in the cafeteria no later than 8:05 in order to participate. When a student is tardy, his/her parent/guardian must come into the school and sign in the student to get a late pass to class. We depend on you to see that your child is at school on time and urge you to support our tardy policy. **Early dismissals, also, count as tardies.** Please refer to The Uniform Code of Student Conduct and Discipline, which gives explicit information about tardies. This booklet is given to parents. ***A student will not be recognized for perfect attendance after ten (10) tardies (even if present each day). Being aware of the policy will help your child avoid late passes and will help you avoid having to come sign your child in at the office or come for conferences. Ten unexcused tardies or early dismissals will result in one day of suspension.***

Mornings

The **earliest** your child can be dropped off in the morning is 7:45 a.m. **There is no one to supervise your child before that time, and as you know, it would be unlawful for you to leave your child unsupervised at a public facility.** No students are allowed to sit on the benches to wait for the doors to open unless

there is a parent with him/her. Our safety patrol and supervising teachers start their duty at 7:45 every morning, so please wait until they are on duty before you release your child. This rule is solely for the protection of your children!

The **latest** your child should report to school is 8:10 (8:05 if eating breakfast). Any child entering the classroom after 8:15 is considered tardy. Your help is needed since your child held responsible for being on time. We are on such a tight schedule that we need every minute we can get to ensure that your child is getting the best education possible.

7:45-8:15 is NOT a good time to talk with a teacher—she/he is either on duty or preparing for class. Please plan to discuss your child/share information at a time when the teacher does not have *any* students (and after these times)—send a note or call and your child's teacher will be happy to talk with you during one of his/her free times or after students are dismissed.

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

Early Dismissal

The new Richmond County Board of Education attendance policy treats tardies and early dismissal the same. Ten unexcused tardies or early dismissals equal one unexcused absence.

Teachers have your children busy until the very last teachable moment and your children are re-checking homework assignments and organizing books/papers needed at home. Students who are picked up early from school miss valuable instructional time. Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If your child is to be dismissed early, please **send a note to the teacher** stating the time and the reason. When you come to pick up your child, please come by the office and sign him/her out—**your child will not be called from class until you have arrived to sign him/her out**. Only the child's legal guardian (or designee as specified on the registration card) will be allowed to sign a student out. *We will not release your child to anyone else unless you have given us prior written approval or it's noted on his/her registration card.* **Students will not be released to any person whose name does not appear at the bottom of the registration card.** Please make sure we have the names of everyone who is authorized to pick up your child listed on the card—it's important to keep this information updated—particularly your contact numbers.

Disrupting instruction while preparing to go home has become a problem. **No child's classroom will be called after the 3:00 pm dismissal process has been started.**

Without a note from the parent, we cannot monitor the way a student goes home after school. If the registration form indicates bus, daycare, Prime Time, carpool, or walker, we will honor only those. Fax (737-7318) changes or drop off a note prior to 2:30 pm daily.

For the safety of your child, we cannot honor phone requests and MUST have a written request. This applies to after-school clubs and activities, also—pick-up must be determined before a child stays for the activity. We must have a paper trail--no phone calls will be honored.

Other Dismissal Information

- Bus students begin dismissal at 3:10 pm in the order they arrive.

Walkers and those picked up by parents/day cares are dismissed at 3:00-3:30 pm from the back parking lot. Because of the congestion, **please drive 5mph without lingering so the line can move forward** and be diligent in arriving to pick your child up at 3:00 (talk with your day care provider about this, if needed).

Arrangements must be made with Boys & Girls Club or a day care facility if your child cannot be picked up by 3:30 daily!

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

- On rainy days, parents are expected to pick up students who walk home. It is not possible to allow each one to telephone home for the parent to pick them up.
- Only school buses and daycare vans are to use the front drive between 2:45-3:30 pm.
- Boys & Girls Club children should be picked up from the back of the school.

School Cancellation

Our superintendent will normally make the decision by 5:30 AM or earlier in order to notify radio and TV stations and post the decision on Richmond County School System's website. Tune to WJBF-TV, WAGT-TV, WRDW-TV news, WGAC-AM radio or read the Augusta Chronicle for up-to-date information on school closings. You may also view the school system's website at www.rcboe.org. There will also be a mass phone call through Global Connect to contact you if an emergency arises.

Incident weather: Keep in mind that, even if weather conditions worsen during the day, we are reluctant to reverse our decision or close school early due to the possibility of endangering students. Once we make the decision to open the schools, many parents rely on it and leave for work. If we then send students back home, many will return to unsupervised bus stops and empty homes. **If conditions continue to get worse during the school day, we may need to have an early dismissal.** If school is cancelled after students have arrived, transportation home will remain the same unless a parent (or person designated on the registration card) comes into the school to sign the child out before their regular transportation arrives. There is no Boys & Girls Club when school is cancelled and parents must make arrangements to have their child picked up.

Withdrawals

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

Daily Schedule

Pre-Kindergarten - Fifth Grade: 8:15 a.m. - 3:00 p.m.

Do not bring your child to school before 7:45 am, as there is no supervision until then. Use only the carpool zone in the back to drop students off, not the front flag pole area or the road by the side of school.

The daily schedule:

Instruction	5 1/2 hours academics
Recess	15 minutes (optional)
Lunch	30 minutes
PE	45 minutes 3 X's per week
Total	6 hours, 45 minutes

7:45	Cafeteria Opens for Breakfast
8:05	Cafeteria Line Closes
7:45 - 8:10	Students not eating breakfast arrive and read silently in designated area (Have your child bring a book to read daily)
8:10	Warning bell -students go to class
8:15	Tardy Bell - School Begins
8:20	Moment of Silent Reflection & Announcements
8:30-9:15	School-wide Intervention Block
11:55	Midpoint for Attendance
3:00	Bus Students Dismissed as Buses Arrive
3:00	Dismissal for Walkers, Car Riders, Prime Time, Day Cares
3:30 - 4:00	Teachers Planning Time

Safety Plan/Drills

All classrooms have a Safety Manual of procedures for our staff to follow in case of emergencies at LFH.

Fire drills are held once a month and are an important safety precaution. When the alarm is sounded, it is essential that everyone promptly exit the building by the

prescribed route. Students should refrain from talking and are to remain outside the building until a signal is given to re-enter.

One statewide tornado drill and one evacuation will be conducted during the school year. The teacher will give the students directions and they must listen quietly and obey quickly.

We stress the need for orderly drills with our students.

Interruptions

Instructional time for our major subjects is quite limited. Every time we have to call a classroom to tell a student his/her lunch, or violin has been delivered, or call a student out of class before dismissal time, there is an interruption of instruction and student attention is disrupted. For students having difficulty, this is quite serious. Please do not ask us to release students early, if it can be avoided. Have your child dismissed with walkers, rather than signing him/her out early. As partners, we can make a difference in students' lives by guarding instructional time. We know that we can count on your cooperation in this regard.

Parties

If students want to have a birthday party and invite all classmates, they will be permitted to pass invitations out at school. If they only want to invite a few, the parent is responsible to get invitations to those students but they cannot be passed out in the classroom. **Birthday cupcakes MUST be sent by lunchtime and eaten in the cafeteria.** There are **NO EXCEPTIONS**. Two classroom parties are allowed yearly: A December Holiday and end-of-the-year. *DO NOT send flowers or balloon bouquets to a child at school.*

STUDENT RECORDS

Legal Custody Rights

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

Student Records-Parent Rights

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

Registration *(All children must have proof of residence!)*

Registration will be ONLINE only.

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

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

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

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

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

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

***current lease and utility bills (water, electric, gas only) in parent/guardian name with service address listed*

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

- Pre-Kindergarten: Students must be (4) four years of age on or before September 1.
- Kindergarten: Students must be (5) five years of age on or before September 1.
- First Grade: Students must be (6) six years of age on or before September 1.

Children who are eligible to attend Pre-K, kindergarten or first grade in the Richmond County School System must enroll by the end of the first six-weeks grading period. Any child who is eligible to enroll and has not enrolled by that time must wait until the next school year to enroll. No exceptions to the policy shall be made.

Birth Certificate--A student registering for school for Pre-K, Kindergarten or First Grade must present a **CERTIFIED COPY** (not the one issued by the hospital) of his/her birth certificate to be left at school. (A copy will be made for the permanent record).

Students needing records may go to:

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

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

Any parent who cannot get a birth certificate at the local level for a child born in the state of Georgia should send the child's full name at birth, place of birth, father's full name and mother's maiden name along with a money order for \$10.00 to:

The Vital Records Unit
Room 217-H
47 Trinity Ave. S.W.
Atlanta, GA 30334

Change Of Address Or Phone Number

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

TRANSPORTATION

Bus Information

School bus transportation is a **PRIVILEGE - NOT A RIGHT**. Students who misbehave on the bus may be denied transportation privileges. A student is to ride the bus to which s/he is assigned. **Any emergency request to ride a different bus must be requested in writing by the parent/guardian and submitted to the office.** Requests are made through the school office and are approved by the school principal in advance by 9:30 on the day of the change.

Students will be allowed off the bus only at school, assigned bus stops, home, and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the request of the driver. Bus rules are being sent for parent/guardian signature. Please go over the rules with the students who will be riding the bus. This is very important because consequences for violating any of these rules are very strict.

1st offense: Verbal warning by bus driver, followed by:

1st write-up: written warning to parent from Principal/Designee

2nd write-up 1 day suspension from bus;

3rd write-up: 1 week suspension from bus;

4th write-up: suspension for the remainder of the school year

Fighting/other serious offenses: Automatic 3 day suspension (if no other referrals)

Children Brought to School by a Parent

Do not bring your child to school before 7:45 a.m., as there is no supervision. **Use only the carpool zone in the back to drop students off** (doors in this area will only be open between 7:45 and 8:15 a.m.) and have your child remain in the car until the school is open if you should arrive before 7:45.

Please allow your child to walk to class without you **after the first day** of school. The sooner this independence is begun, the quicker your child will master other important preliminary steps in learning and develop independence and self-confidence.

Bicycles

Students who ride bikes to Lake Forest Hills Elementary School are to park them in the bike rack located in front of the building. Bicycles are not to be ridden during the school day except as transportation for those students leaving early with the permission of the principal, parent or principal's designee. All bicycles should be locked when they are parked in the bike rack. The school cannot be responsible for any lost or damaged bicycles.

P. M. Carpool

Keeping students, parents, and faculty safe from injury is first priority. During carpool, all drivers need to be considerate and aware of all persons on the school property. The faculty members on duty during carpool are there to protect and help. Please share the following procedures with all persons (grandparents, neighbors) that may drop off or pick up any student.

- Afternoon carpool begins at 3:00 and ends at 3:30.
- All carpool riders are picked up in designated carpool area at the **rear of the building** (not in the side teacher's parking lot, or in the front of the school) **by 3:30.**
- Remain in your vehicle patiently.
- Pull your vehicle forward as close to the next one to create more space for those behind you and follow directions given by school staff.
- Remain in the line and wait until directed to move or until it is completely safe to move forward.
- Remember that the speed limit on Lake Forest Drive is only 25 m. p. h.

LUNCHROOM INFORMATION

Parents will be given breakfast and lunch information in a packet at Open House. This brochure contains all policies and procedures of the Richmond County Board of Education School Nutrition Program, which applies to all schools. All menus are standardized for the entire school system and will be given to students at the beginning of each month.

Breakfast

Breakfast is served daily from 7:45 - 8:05 a.m. Walkers, daycare van riders, or those brought by parents must be in the lunchroom by 8:05 a.m. Students not eating breakfast will arrive after 7:45 and will report to their classroom hallways—to sit quietly with the book they have brought. Only breakfast eaters will be admitted in to the cafeteria.

Prices

Student Breakfast	FREE
Student Lunch	FREE
Extra milk	\$.50
Adult Breakfast	\$2.00
Adults/children not enrolled at LFH	\$3.50

Lunch

Students must remember the last four digits of their social security number to punch in their numbers on the computer at breakfast and lunch. For sanitary conditions, the Georgia School Food Service prohibits the students from giving or accepting food in the cafeteria. It will be assumed that a child can drink milk unless the school is given a note signed by a doctor stating the medical reason why the child cannot drink milk. **No soft drink containers are allowed.** However, students who cannot drink milk may bring something to drink in a thermos or water or juice will be provided, upon request. **Please do not bring fast food lunches to your child in the original packaging. We do not want to upset other students that do not have that treat.**

Students don't have to eat on consecutive days. Students are the only ones who are allowed to punch in their social security number. That is how breakfast and lunch is tabulated for each student.

School Menus

The menu is sent home each month. Each child is offered the choice of main entrees and either hot or cold choices for breakfast. This is also available on our website.

Lunchroom Rules

- While music is playing the students must eat silently; they may talk when the music goes off. Use school tone 1 or 2.
- Lunch is free for all students. Students are given choices as they go through the line.
- Students wishing to purchase a second lunch may do so but must pay adult lunch price (\$3.50; breakfast is \$2.00).
- NO CANS
- No swapping food or taking food from lunchroom
- Each person is responsible for removing the food or paper around his/her tray and seat and putting up the tray carefully.
- Children are to be in an orderly line entering and exiting the lunchroom.
- Children returning from appointments should not bring fast food into the lunchroom in its original packaging.

Student Support

Illness Or Injury

Instruct your child to report to the teacher any injuries that occur at school or on the way to and from school. If your child is injured at school, we will clean and bandage. If the injury is major or there is any doubt in our minds, we will call the parent, guardian or other designated person for consultation. **This makes it very important that we have numbers listed where we may reach you in case of an injury.** There will be no dispensing of over-the-counter drugs such as aspirin, Tylenol, etc., although we do provide for minor injuries and first aid. All students who are injured or become ill must check out through the office before leaving school.

If a serious injury should occur, and the parent cannot be reached, an ambulance will be summoned and the child sent to a hospital. If your child is subject to occasional, unpredictable spells such as asthma attacks, seizures or fainting for which a doctor prescribed medicine, we recommend that you leave such medication with the name of the child and the prescribed dosage with the school nurse where it will be available for emergency use.

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

Medicines/Medications Policy

The Richmond County Board of Education has a written policy for the administration of medications in schools. Due to the large amount of medication given in school, we request that medications be given at home, if possible. This includes medicines given three times a day or less. Remember, it is necessary that we know where to reach you at all times at home and at work. Please give as many emergency numbers as possible. If your child will need medication during the school day, please help us by complying with the following guidelines:

- **LONG TERM OR DAILY MEDICATIONS:** Parents are asked to bring a bottle of medication to keep at school, correctly labeled by the pharmacy, with student's name, medication name, dosage, frequency of medication along with a completed medication form with parent and physician's signature. Any change in dosage of medication during the school year needs to be in writing by the physician and sent to the office. Fax number: (706) 737-7318. Refills need to be brought to school by a parent/guardian --*not sent on the school bus.*

- **SHORT TERM MEDICATION (10 DAYS OR LESS):** Requirements are the same as above **except** medication forms or note from parent, signed by parent will be accepted.
 - **OVER THE COUNTER MEDICATIONS:** All medications must be in the original container with a note from parent giving dosage and times to be given.
- *All medications will be kept in the clinic. Medication forms are available in the office from the school nurse.**

Student Insurance

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

Response to Intervention (RTI)

Lake Forest Hills Elementary utilizes a student support team to help parents and teachers meet the needs of individual students. This is a regular education function. The RTI is composed of professionals and the student's parents to identify, plan, and recommend instructional strategies to help the student in the school setting.

Elementary Guidance Program

The Elementary Guidance Program seeks to understand each child as a person and as a student. The following aspects will be used throughout the year to help the child move through his/her various phases of life:

- early identification of needs
- parent and school communication
- a developmental classroom guidance program to help the child gain skills to help him/her to be successful in life
- planned group activities to develop inter/intrapersonal skills
- preventive as well as developmental guidance

Counseling services are available for every student in the school and are provided in a confidential manner. Requests for counseling can be made by administrators, teachers, parents, and students. Services include individual and group counseling, as well as parent consultations. Parental permission is required for continual counseling.

Media

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

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

Hall Monitors

Fifth grade students, who model high expectations and citizenship qualities, are recommended by their teachers to participate as deputies starting at 7:45 a.m. These students help with traffic control inside the school. Our deputies serve a valuable service to parents and students, especially when they help students find their place in the mornings.

Lost And Found

Articles lost or found should be reported to the homeroom teacher or the office and may be claimed by proper identification. **Sums of money and expensive items should not be brought to school.** A clothes rack in the cafeteria will display unclaimed articles and all students and parents are invited to search for any missing possessions. On the 1st day of each month, unclaimed clothing is given to a charitable organization. It is a good idea to clearly mark all removable clothing, lunch boxes, textbooks covers, etc with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Please label all items with your child's name.

ACADEMICS

Promotion Policy

You will receive a copy of the RCBOE Elementary Promotion Policy during registration or Open House. Briefly, it requires that all students must master state (grade 3 must pass the Georgia Milestones reading, Grade 5 must pass the Georgia Milestones reading and math) **and** local grade level standards (receive a passing grade in three of the four areas of study, which must include a passing grade in Language Arts and Mathematics). **PLEASE READ THE POLICY CAREFULLY.**

Language Arts, Science, Health, Social Studies

Our teaching philosophy at Lake Forest Hills integrates reading, writing, listening and speaking skills throughout all subject areas in the elementary curriculum. Our balanced language arts approach teaches phonics, spelling, reading, writing, speaking, and listening skills daily through the use of good children's literature and meets the needs of all students by ensuring success through a wide variety of assessments. We strive to meet the technological (especially in the science, math, and social studies areas) and character building needs of our students.

All homework assignments will involve reading. Without well-developed reading skills, there is little that a student can do, even at the elementary level.

Mathematics

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

Physical Education

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

Art Program

The art program will be provided again this year for our students. The success of this program has been evident by the fact that Lake Forest Hills students have received local, state, and national honors for the past several years. Funding for the program is now through our local Board of Education. We are very proud to have Mrs. Ivey Coleman and look forward to the art work our students will produce under her leadership.

Georgia Elementary School Foreign Language Model Program

The Spanish program in our school has been a successful program for the past six years. The GESFL Model Program at Lake Forest Hills began in the 2000-2001 school year. It was partially funded by a grant through the Georgia Department of Education and is now fully funded by the Richmond County Board of Education. Students in kindergarten through fifth grade receive instruction for 30 minutes daily by certified Spanish-speaking teachers. The curriculum follows the National Standards for Foreign Language and the state-mandated QCC objectives for foreign languages. Students have the opportunity to participate in foreign language competitions locally and statewide. They also participate in extracurricular activities. In 2001, the Center for Applied Linguistics in Washington, D. C. evaluated Georgia's ESFL Model Program as the best in the country. Our students are asked to participate in community activities. **We appreciate the support from our BOE!!!**

Character Education

Lake Forest Hills has a comprehensive character education program to increase the safety of our school. It focuses on the students' development of 27 character traits. We will focus on one word each month to explore those character qualities. Students will have opportunities to practice values and character traits that range from role-playing and decision making exercises to actual community service.

Family Dynamics

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

Student Internet Access Policy

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

Richmond County Procedures for Access to the Internet

Access to the Internet provides teachers and students with educational opportunities and resources that are unsurpassed by any other means. It brings worldwide multimedia resources (articles, books, maps, photographs, etc.) to the classroom, provides extensive research tools and methods for global communications. Internet access will increase the information and resources to classrooms, aid students in becoming more responsible and independent learners.

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

It is the policy of the Richmond County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other

forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Supervision and Monitoring

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Educational Media and Technology or designated representatives.

(From RCBOE Website, August 2006)

English Language Learners

Students who qualify may attend the ESOL program will be served at Lake Forest Hills if they qualify. Interested persons may call the Curriculum Center or our guidance counselor. The Home Language Survey will be completed at registration.

Field Trips

Field trips are a part of the total instructional program and are planned with specific objectives in mind. Funding by parents is voluntary but without financial parent support, field trips may need to be cancelled. When a field trip is to be taken, your child will bring home a permission form giving the designation, date and times. **This form MUST be returned with the parent/guardian signature before your child will be allowed to go on the trip—no exceptions!** While all field trips are a support to our instructional program, students that miss the trip (due to safety or discipline reasons only) will be given assignments related to the overall theme.

Math Club/Team

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

Parental Involvement

Nearly all children who succeed in school do so because their parents take the time to stay involved in their children's education from the very first day to the final graduation.

The Parent Involvement Program, with scheduled parent conferences, will again be implemented this school year. **The early release dates are October 12 & 13, March 22 & 23.** Students will be released at 12:45 pm. We request that you do not bring pre-school children to the conference.

HOMEWORK *This is the student's job—not that of a parent!*

Students will have homework each day Monday through Thursday. Homework will be an extension or practice of the work that is being taught in the classroom. It will be checked and returned to the student.

Homework for kindergarten through grade three should take only 15-40 minutes. Grades four and five should take only 30-60 minutes. You will receive the RC Homework Position Statement at registration or Open House.

Report Card Grades

Richmond County Elementary Schools operate on a nine- week reporting system. The parent copy should be kept at home and the jacket should be signed and returned to the school on the following day. Test papers and other significant work by students will be sent home regularly. Students will be asked to return these papers signed by the parent. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss the child's progress or lack of progress. The report card and daily papers are the means by which we inform you of your child's progress in school. **If you are not receiving weekly reports, check with your child's teacher to find out why!**

The grading system used on the report cards (grades 4-5) is the following:

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

Kindergarten-Third Grade: Standards Based Report Cards

Pre-Kindergarten: C = Consistently, S = Sometimes, N = Not at this time

Textbooks

Textbooks are on loan and are issued free of charge by the school district. Children and parents are held responsible for their proper care and use. They are to be covered as soon as possible and remain covered the entire school year. **Lost books must be paid for before another textbook can be issued.** Restitution must be made

prior to withdrawal or records cannot be sent to the new school. Refunds will be made if the book is found at a later date. The care of books is one of the most important responsibilities that a child has the opportunity to learn in school.

Richmond County Elementary Testing Program 2016-2017

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

Below are the tests given during each school year.

GKAP: The Georgia Kindergarten Assessment Program is a hands-on developmentally appropriate assessment administered individually throughout the year in such a way that students usually do not know they are taking a test. Tests should be completed prior to May.

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

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

Gifted Program

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievement or on three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

An automatic referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals or counselors of the student may also refer students. Referrals are solicited in May for August testing and in November for testing in January. Gifted Program personnel notify parents of students referred of test dates two or more weeks in advance.

Students entering the system who had prior placement in a gifted program will be placed at once if they meet Georgia Department of Education eligibility. Gifted Program staff will evaluate those who do not have the required eligibility documentation.

Written parental consent must be on file before students are evaluated. Parents receive a written report of evaluation results and are offered an opportunity to discuss the results with program personnel.

Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Qualifying students in K-8 are enrolled in a five-hour per week resource program that provides thematic units of study. Parents receive a progress report twice a year.

Parents are invited to an annual review to evaluate the student's progress in the program and are provided curriculum information for the coming year.

Continuation in the program will be dependent upon maintenance of an overall 3.5 GPA in academic classes, satisfactory performance in both regular and gifted classes, motivation and behavior, attendance, attitude and completion of all assigned tasks. Students who meet these conditions will automatically continue in the program. Students who do not meet these terms at any time during the school year will be allowed a six weeks probationary period. If satisfactory improvement is not shown, the student will be removed from the program. Parents will be notified by letter at the beginning and end of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry.

For further information, you may call the Gifted Program Consultant at 826-1132.

Discipline/Dress Code

School-Wide Discipline

Lake Forest Hills has developed school-wide policies and procedures for all common areas. Our goal is to provide a safe and orderly environment with clear expectations for all students and staff. Our policy will be firm, consistent and persistent, but positive and fair. *Students are responsible for the behaviors they exhibit at school.*

Behavior

Please help us by instilling in your child the need for appropriate behavior in school and respect for teachers and classmates. Having an atmosphere that is conducive to a desirable learning situation is necessary if we are to relate to our students.

From time to time some students behave in such a manner in the classroom and other areas as to be a direct hindrance to the learning process and, therefore, prevent the other students from the benefits or experiences that they might have received. They will be sent to the principal when stronger measures are warranted.

Richmond County Code of Student Conduct and Discipline

The Code of Student Conduct and Discipline handbook will be issued to all students at registration or Open House. Please keep this booklet as a reference so that you and your child will fully understand its contents as it relates to student behavior (see rules regarding knives, beepers, fighting, etc.). Your child is expected to follow these policies and the school is expected to enforce them.

Electronic Devices, Toys, etc.

No student shall possess beepers, cell phones, toys, tape/disc players, radios, other electronic device/games, laser device, or any other device or item which disrupts or interferes with any lawful mission, process or function of the school unless the

classroom teacher requests the device for lessons. See the Code of Student Conduct and Discipline for specific details.

Hitting—DON'T do it!

Hitting, pushing, bumping, biting, or other physical assault is NOT allowed at LFH!!!!!! Students will be held responsible for their actions against others.

In our ongoing effort to provide a safe school environment, parents can help by advising their child to seek an adult for help whenever someone is hurting or threatening to hurt them. School staff can take a potentially explosive situation and turn it around.

Bullying

A student shall not BULLY any person on or off the school grounds at any time or on the way to and from school. Bullying is defined as any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or to perceive or expect immediate bodily harm. If the office receives a report of bullying, a bullying investigation will begin and the Code of Conduct followed for the punishments if the child is found to be guilty of bullying. All parents will be contacted during this process. **NO BULLYING, IT'S THE LAW!**

Chewing Gum/ Candy

Students are not allowed to chew gum at any location on the school campus. Students who bring their lunch from home may have candy as part of their lunch (only in the lunchroom and only during their regular lunch period). Students will not be allowed to buy, sell, or trade gum, candy or drinks at school or on the school bus unless authorized by the principal or a PTO function.

Richmond County Dress Code

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

RCBOE Dress and Grooming Policy

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

Students shall at all times adhere to the following guidelines:

LFH Parent/Student Handbook for 2018-2019

- A. Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.
- **Body Piercing** - No earrings (male) or body piercing (male or female).
 - **Hair** - Extreme hair color and/or styles that may cause a disruption to the learning environment or school program will not be allowed.
- B. Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Head dress (hats, sweat bands and scarves which are meant to be worn outside) is not to be worn inside the school building.
- **Coats and Jackets** - Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school. Coats and jackets should only be worn, in weather appropriate for the garment and generally should be removed and not worn while the student is in the classroom or in the school building. When not being worn, the garment should be stored or hung in a manner and place reasonably determined at each school.
 - **Shirts or Blouses** – **All shirts or blouses designed to be tucked in, including all T-shirts, must be tucked into the waistband of the pants, shorts or skirt.** Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist.
 - **Skirts, Shorts, Skorts and Dresses** – Skirts, shorts and skorts must be fitted at the waist and should be at the knee area in length. The school board deems miniskirts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the knee area designation. Note: As a rule of thumb parents may use a dollar bill, held sideways, for a measurement of no more than 2 1/2 inches from the crease at the back of the knee.
 - **Pants and Shorts** – All pants, including jeans, must be of traditional style without cutouts or holes and without excessive ornamentation. They must be fitted at the waist and must not be baggy or oversized and not sagging or frayed at the bottom. Pants must not drag the floor. Sweatpants and wind suits are not allowed. Unacceptable shorts include, but are not limited to, athletic shorts, spandex-style "bicycle" shorts, cut off jeans, cut-off sweat pants, short-shorts, running shorts, and boxer-type shorts or any see-through garment.
 - **Belts and Straps** - Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. **Excessively large belt buckles are prohibited.**
 - **Shoes** - Shoes should have a back or a heel strap. Shoelaces should be tied. No shower shoes, flip flops, thong shoes or house slippers are allowed. At all times student safety should be considered in shoe selection.
 - **Hats** - No hats or head covers may be worn in the building.
 - **Bandannas** - No bandannas of any type will be allowed.
- C. Fraternity and sorority insignias on clothing are forbidden.
- D. Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- E. Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.
- F. Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.
- G. **Any symbol or article of clothing that is gang related as defined in Rule 22, is prohibited.**
- H. **"Grills" or metallic caps on the teeth are prohibited.**

Uniforms - Athletic, Jr. ROTC, and other school approved uniforms (**scouting**) must meet the guidelines of the county dress code.

CONSEQUENCES FOR POLICY VIOLATIONS

Grades K – 5 Students who fail to follow the mandatory Rule 14 of the Code of Student Conduct and Discipline or to follow reasonable directions given by authorized school personnel in connection therewith shall be subject to the following disciplinary actions:

First Offense An approved reminder form will be sent by the school to the parent reminding them of the Dress Code Policy.

Second Offense Written notification to parent using an approved reminder form will be sent by the school and the parent will be required to sign such acknowledgment of the violation and promptly return the signed acknowledgment to the school.

Third Offense The teacher will telephone the parent to discuss the matter and seek to resolve the failure of the student to follow the policy. Also, a discipline referral form will be sent home, to be signed by the parent and promptly returned to the school.

Fourth Offense There will be a parent conference required before the student may return to school, which shall be held within 2 school days. If the parent fails to respond and participate, the principal may proceed to the punishment outlined for the fifth offense.

Fifth Offense Student may receive discipline, up and including a period of suspension. A parent conference will be required at which time a Social Worker and/or DFACS may be involved.

**The Superintendent of Schools shall prepare and send home to all parents at the beginning of each school year, a letter explaining the mandatory Dress Code Policy and the discipline connected therewith.*

Nothing in this code shall exclude provision for reasonable necessary dress and grooming regulations for special classrooms and extra-curricular activities. This policy applies to all school activities. The principal of each school shall be responsible to carefully monitor this necessary modification.

Student Awards (Yearly)

Lake Forest Hills Elementary Academic Honors for Grades 1-3

- **Outstanding Math Student** – Awarded to the student in each class who has met or exceeded all standards (Scoring 3s and 4s) during the school year and who has shown that he/she is knowledgeable, a thinker, and an inquirer in the area of Mathematics.
- **Math Achievement Award** – Awarded to the student in each class with the highest growth percentage in the area of Mathematics in I-Ready.
- **First in Math Top Player** – Awarded to the student in each class with the highest number of stickers in First in Math.
- **Outstanding Language Arts Student** – Awarded to the student in each class who has met or exceeded all standards (Scoring 3s and 4s) during the school year and who has shown that he/she is knowledgeable, a thinker, and an inquirer in the area of Language Arts.
- **Top Accelerated Reader** – Awarded to the student in each class with the highest number of points in Accelerated Reader.
- **Reading Achievement Award** – Awarded to the student in each class with the highest growth percentage in the area of Reading in I-Ready.
- **Writing Excellence Award** - Awarded to the student or students in each class who have demonstrated the attributes of confidence, creativity, and reflection while effectively communicating their ideas.
- **Outstanding Science Student** - Awarded to the student in each class who has met or exceeded all standards(Scoring 3s and 4s) during the school year and who has shown that he/she is knowledgeable, a thinker, and an inquirer in the area of Science.
- **Science Achievement Award** – Awarded to the student in each class who has demonstrated a commitment to learning and enthusiasm for Science.
- **Outstanding Social Studies Student** - Awarded to the student in each class who has met or exceeded all standards (Scoring 3s and 4s) during the school year and who has shown that he/she is knowledgeable, a thinker, and an inquirer in the area of Science.
- **Social Studies Achievement Award** - Awarded to the student in each class who has demonstrated a commitment to learning and enthusiasm for Social Studies.
- **IB Learner Profile Award** – Awarded to the boy and girl in each class who have consistently demonstrated all the IB Learner Profile Attributes and Attitudes.
- **Outstanding Conduct** – Awarded to students who have mastered the standards for behavior for the entire year.
- **Best Spanish Performance** - Awarded to the student with the best performance in Spanish for the year.
- **Most Improved in Spanish** – Awarded to the student who has shown the most improvement in Spanish from the beginning to the end of the year.

Grades 4-5

Distinguished Scholar*	Most Improved in Reading
All A Academic Achievement Honor Roll*	Most Improved in Math
All A-B Academic Achievement Honor Roll*	County Level Awards
"A" Average*	Accelerated Reader Awards
Conduct	Physical Education
Perfect Attendance	
IB Learner Profile Award (Citizenship)	

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

County Approved Awards

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

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

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

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

Others:

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

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

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

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

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

5th Grade (only) Awards

Principal's Award - given to a strong academic student with leadership abilities, able to get along with his/her peers, and respected by students and adults alike.

The Dynamic Dolphin Award - given to the student who perhaps has overcome certain obstacles this year or is new to the school and made a concentrated effort to contribute to the academic, emotional, or social well-being of his/her classmates or has made outstanding academic gains and shown much maturity.

Kelsey Gates Accelerated Reader Award (AR) -given to the 5th grade student who has accumulated the most points in the AR reading program for the school year.

The Brian Kuhlke Art Award- given to the student who has shown the most talent, devotion, and interest in art.

Dolphin Media Award - given to the student who has excelled on the morning show, The Daily Dolphin.

School Community

Visiting Classrooms

All visitors to Lake Forest Hills must sign in at the school office and obtain a visitor's pass that is to be visible when in the building—*don't forget to turn your cell phone off.* Please do not interact with your child or the teacher unless you are part of the lesson. This is their time. Visitors will not be permitted to loiter on the school campus or in the school building.

Parent-Teacher Conferences

If the teacher or parent desires conferences, indicate on the "comment" space on the report card where you sign it each grading period, or call the office (737-7317) for an appointment. These conferences should be scheduled in advance at times convenient to both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. The beginning of class and dismissal are not good times—too much is going on and the teacher needs to give her full attention to the class.

School Council

School Councils were established by the A+ Education Reform Act to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. Our council members meet quarterly at the school at 5:00 p.m. Meeting dates will be announced later. You are welcome to attend these meetings.

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

Parent Teacher Organization

PTO membership is vital because the support and commitment of our wonderfully active PTO contributes much to the success to LFH. Your membership, attendance, interest, and personal contributions are valuable components when it comes to the education of all children and especially your child. You will be provided with a PTO handbook for all needed information when you join. **The dates and times of meetings will be announced later.**

SPLASH Newsletter

A monthly newsletter of activities in our school periodically during the school year. Student recognition for various awards is usually mentioned in these newsletters. Please look for these each month. They come home with your child. We hope this will provide you with some insight into "what's happening" and what is coming up.

Volunteers

Parental involvement is a most important aspect at Lake Forest Hills School. Any parent who wishes to be a new volunteer worker in our school in various capacities, such as readers, office workers, teacher helpers, Friday popcorn poppers, etc., should sign up at registration, or contact the office. **Your time and involvement will be greatly appreciated!** Volunteers who have supervision over students and or may be working in small groups or one on one will be required to attend a two-hour, school-system sponsored volunteer basic training. This training is required every two years. Volunteer basic training will be available at the central office

Recycling

LFH is active in recycling as we collect Box tops for Education and Campbell's soup labels. Watch The Splash for details of how you can help.

GENERAL SUGGESTIONS TO PARENTS

1. Please do not phone your child during school hours unless there is an emergency. Students will not be allowed to take calls. Messages will be passed on if there is an emergency.
2. Your child is not to bring dangerous or distracting articles to school such as guns, play guns, water guns, laser guns, pocketknives, kitchen knives, matches, toys, gameboys, i-pods, CD's, cell phones, (or other electronics) or expensive jewelry. Your child should not bring large amounts of money to school.
3. Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, etc. We donate a large amount of clothing to charities each year that is *not marked*. The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.

4. Your child must have plenty of sleep each night for him/her to do their best work.
5. To leave the school grounds during school hours, your child must have permission from the principal's office.
6. If there is something you want to know about school, if something has happened at school that worries you or your child, you feel there has been a misunderstanding, or you need more information for any reason, call or make an appointment to see the teacher and/or principal.
7. Visit your school. You are welcome to visit or observe in your child's classroom. **(Please obtain a pass from the office first and do not expect your child or the teacher to talk with you during your visit—it's *their* school time!).** It is highly desirable that you attend the various meetings arranged by the teacher or the principal.
8. You will want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment. We ask that you do not take student class time to discuss an individual problem with your child's teacher.