

# Wilkinson Gardens Elementary School

1925 Kratha Street

Augusta, Georgia 30906

Phone (706) 737-7219

## Student and Parent Handbook 2018 – 2019



Ca'Vana Lambert, Principal

## PRINCIPAL'S WELCOME MESSAGE

Welcome to Wilkinson Gardens Elementary School. I feel extremely honored to serve as the Principal of Wilkinson Gardens Elementary School. As the Principal of Wilkinson Gardens Elementary School, I am privileged to have the opportunity to interact daily with students, parents, faculty, and members of our staff. Our mission at **Wilkinson Gardens Elementary School is to give our students the tools they need to become active, lifelong learners and contributing citizens in their communities and their ever growing global world.**

I look forward to another exciting, meaningful, and successful year for everyone that is part of the Wilkinson Gardens family and community. I extend a warm welcome for you to visit with us to see the wonderful things that are happening at Wilkinson Gardens Elementary School! Please don't hesitate to contact us if you have any questions about our school.

Best Regards,  
Ca'Vana Lambert

This Parent and Student handbook has been prepared to provide important information to the students who attend Wilkinson Gardens Elementary School and their parents. We would appreciate it very much if you would take just a few minutes to review the contents of this handbook with your child.

## **MISSION STATEMENT**

**The mission of Wilkinson Gardens Elementary School is to give students the tools they need to be active, lifelong learners and contributing citizens in their community and the world.**

## **VISION STATEMENT**

### **LEARNERS TODAY . . . LEADERS TOMORROW**

We believe. . .

- Through the shared responsibility of our Teachers, Parents, Students, and community, our students will be able to successfully compete academically and socially in a global society.
- Our students will be proficient in the use of computers to include the internet, e-mail, and word processors.
- Our students will develop Language Arts skills including reading comprehension and writing that are necessary to be on or above grade level.
- Our students will be proficient in critical thinking skills across the curriculum to include problem solving, decision making, and predicting outcomes.
- Our students will demonstrate an awareness and knowledge of Civics, Economics, History, and Geography.
- Our students will demonstrate knowledge of scientific process skills through experience and participate in hands-on scientific learning that encompasses life, space, earth, physical, and natural science.
- Our students will demonstrate appropriate behavior in a wide variety of school and social situations.
- Our students will make responsible personal choices which demonstrate good citizenship, self-discipline, good manners, and respect for others.
- Our students will demonstrate a basic knowledge of Fine Arts to include music, theater, and visual arts.
- Our students will display good sportsmanship while gaining knowledge of a variety of competitive and individual sports.
- Our students, when engaged in everyday conversation, will be able to communicate effectively.

# Schoolwide Discipline Plan

Wilkinson Gardens students and staff participate in a school-wide positive behavior plan that reinforces good character. The R.O.A.R acronym stands for the four components of the program. We expect Wilkerson Gardens Wildcats to exhibit “R.O.A.R.”ing behavior.



## WILKINSON GARDENS ELEMENTARY “WILDCATS ROAR”



|  | Bus   | Hallway   | Lunchroom   | Playground  | Bathroom  |
|--|---|---|---|---|---|
| <b>R</b><br><b>Respectful to others</b>        | <ul style="list-style-type: none"> <li>🐾 Follow directions of all adults</li> <li>🐾 Listen quietly for your bus number to be called</li> </ul>  | <ul style="list-style-type: none"> <li>🐾 Make sure you are listening to the adults in the hallway</li> </ul>  | <ul style="list-style-type: none"> <li>🐾 Speak in a quiet voice</li> <li>🐾 Use good table manners</li> <li>🐾 Listen respectfully to adults</li> </ul>                       | <ul style="list-style-type: none"> <li>🐾 Be polite</li> <li>🐾 Treat others as you would want to be treated</li> </ul>   | <ul style="list-style-type: none"> <li>🐾 Stay in your area</li> <li>🐾 Wait your turn</li> <li>🐾 Respect others’ privacy</li> <li>🐾 Allow “emergencies” to go first</li> </ul>   |
| <b>O</b><br><b>Orderly at all times</b>        | <ul style="list-style-type: none"> <li>🐾 Go directly to your bus</li> <li>🐾 Report problems to an adult</li> <li>🐾 Keep your hands and feet to yourself</li> <li>🐾 Remain seated until you reach your stop</li> </ul> | <ul style="list-style-type: none"> <li>🐾 Respect others’ space</li> <li>🐾 Face forward</li> <li>🐾 Walk directly behind the person in front of you</li> <li>🐾 Walk quietly to allow others to learn</li> </ul> | <ul style="list-style-type: none"> <li>🐾 Clean up after yourself</li> <li>🐾 Leave your area cleaner than you found it</li> <li>🐾 Speak in a quiet voice</li> </ul>          | <ul style="list-style-type: none"> <li>🐾 Keeps hands and feet to yourself</li> <li>🐾 Report any incidents to your teacher immediately</li> <li>🐾 Listen for your teacher’s instructions</li> <li>🐾 Line up on time</li> </ul> | <ul style="list-style-type: none"> <li>🐾 Report any problems to a teacher</li> <li>🐾 Use the soap dispenser and dryer responsibly</li> <li>🐾 Use the bathroom quickly and accurately</li> <li>🐾 Act responsibly (flush and wash your hands)</li> <li>🐾 Use a quiet voice</li> </ul> |
| <b>A</b><br><b>Always putting safety first</b> | <ul style="list-style-type: none"> <li>🐾 Walk quietly in the hall</li> <li>🐾 Wait your turn to board the bus</li> <li>🐾 Remain Seated</li> <li>🐾 Keep your hands and feet to yourself</li> </ul>                      | <ul style="list-style-type: none"> <li>🐾 Walk to the right</li> <li>🐾 Keep hands and feet to yourself</li> <li>🐾 Move quickly and safely to be on time</li> </ul>   | <ul style="list-style-type: none"> <li>🐾 Walk in the lunchroom at ALL times</li> <li>🐾 Stand quietly in the food line and clean up line</li> <li>🐾 Remain seated</li> </ul> | <ul style="list-style-type: none"> <li>🐾 Be aware of your surroundings</li> <li>🐾 When time is called, walk to line up quickly and quietly</li> <li>🐾 Never leave the designated play area</li> </ul>                         | <ul style="list-style-type: none"> <li>🐾 Respect others’ privacy</li> <li>🐾 Maintain self-control (avoid horseplay)</li> </ul>  |
| <b>R</b><br><b>Ready for success</b>           | <ul style="list-style-type: none"> <li>🐾 Use kind words</li> <li>🐾 Share seats</li> <li>🐾 Help others</li> </ul>  | <ul style="list-style-type: none"> <li>🐾 Smile and wave</li> <li>🐾 Hold doors for others</li> <li>🐾 Be helpful and kind</li> <li>🐾 Stop at hall crossways</li> </ul>  | <ul style="list-style-type: none"> <li>🐾 Know your lunch number and say your name</li> <li>🐾 Clean up quickly after lunch</li> <li>🐾 Say please and thank you</li> </ul>    | <ul style="list-style-type: none"> <li>🐾 Be a good sport</li> <li>🐾 Include others in your game</li> <li>🐾 Apologize for mistakes</li> </ul>  | <ul style="list-style-type: none"> <li>🐾 Allow “emergencies” to go first</li> <li>🐾 Wait your turn quietly</li> <li>🐾 Knock on doors before opening</li> </ul>  |

## Wilkinson Gardens Elementary School Hours

School Building opens at 8:00 am

Lunchroom opens at 7:45 am for students eating breakfast (students enter at the side cafeteria entrance or from the bus loading zone as they exit their buses) **Adults may only enter through the front door of the school at 8:00 am.**

Breakfast is served from 7:45 am -8:15 am

Class begins at 8:15 am

Dismissal is at 3:15 pm

ALL PARENTS AND VISTORS MUST STOP BY THE FRONT OFFICE BEFORE PROCEEDING ANYWHERE IN OR OUTSIDE OF THE SCHOOL. PLEASE DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM. THANKS IN ADVANCE FOR YOUR SUPPORT IN THIS SECURITY MEASURE FOR YOUR CHILD'S SAFETY.

### STUDENTS REPORTING TO SCHOOL

**Students should not arrive at school prior to 7:45 a.m.** and must enter through the side cafeteria entrance if they arrive at 7:45. All students should be in their classes by 8:15 a.m. **Students who are not inside the classroom at 8:15 a.m. WILL be counted tardy.**

Parents who bring their students to school are asked to have their children ready to get out of the car and enter the school building. Students should have their belongings ready to immediately get out of the car and come into the school. **Additionally, we ask parents to allow the students to find their own way to their class after the third week of school. This allows them to become independent.**

### STUDENTS WHO DO NOT RIDE THE BUS HOME

Our students are dismissed at 3:15. **All parents must remain in their cars during dismissal. Parents cannot enter the school at dismissal to get their children as this causes confusion and may create an unsafe situation.**

**\*\*\*All registration information is now completed online and any changes and updates must be done by the parent or legal guardian in Infinite Campus through the Parent Portal on a computer. If any of your contacts or the names of persons who you want to pick up your children have changed, or phone numbers, you must update this information in Infinite**

Campus on a computer. If you need assistance with creating an online Infinite Campus parent portal account or using the computer to update your information, the school has computers available in the Parent Center at the school that you use. Our data specialist Mrs. Glover and others are available to assist you.

## **AGE AND BIRTH CERTIFICATE REQUIREMENTS**

Pre-Kindergarten-four years on or before September 1

Kindergarten-five years on or before September 1

First Grade-six years on or before September 1

## **ABSENCES**

When a student is absent from school, a note signed by the parent or guardian stating the reason for the absence must be presented on the first day the student returns to school. If the absence has been legally excused, all work missed must be made up. It is the students' responsibility to ask the teacher about make-up work. A student is absent after 11:00 am. For extended absences, a homebound teacher is available to you should you miss 10 consecutive days or more because of illness or a serious accident. Parents must contact the school as soon as they are aware that their child's illness will necessitate missing 10 or more days of school.

## **ATTENDANCE**

Each student is expected to attend school daily. Excused absences are permissible for illness of the student, serious illness or death in the student's immediate family, special and recognized religious holidays observed by the student's faith, or order of governmental agency and school related functions previously approved by the Principal or other appropriate officials. Parents may keep their child out for other reasons, but such absence shall be deemed unexcused. Class work missed due to an unexcused absence cannot be made up. Refer to rule #10 Attendance of the Code of Student Conduct and Discipline. Richmond County School District Attendance Policy is on the RCBOE website.

## **BIRTH CERTIFICATE**

Required for each child who registers for Pre-Kindergarten and/or Kindergarten

And is also required for each child who registers for the first grade who did not attend a public Kindergarten school in Richmond County.

A copy of the birth certificate **must** be given to the school for retention in the student's cumulative record. **If the child's birth certificate is not presented to the school at the time of registration, the child will not be enrolled. It is the parent's responsibility to obtain and present to school authorities proof that the child meets the requirements for enrollment under the above rules or expectations.** Certified birth certificates with a raised state seal are required as proof of ages. Visit [www.rcboe.org](http://www.rcboe.org) for more information.

## **BUS INFORMATION**

Riding a school bus is a privilege extended to students. This privilege may be taken away at any time for disruptive behavior. Information about the bus assignment and route is provided at registration. Bus students are given a copy of the transportation rules. Please do not allow your child to arrive at the bus stop more than a few minutes before the scheduled pick-up time. Your cooperation in this matter will help prevent problems that arise at the bus stops when children are unsupervised. Parents are responsible for the supervision of students at the bus stop. Students may ride assigned buses only. Requests to ride

different busses to different locations although seldom approved, must be made in writing by the parent or guardian. Upon arrival, the note should be shown to the teacher and the student allowed to bring the note to the office to be verified and approved by the Principal. After a copy is made, the student will be given the note to take to the bus driver.

### **BUS DISCIPLINE**

Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the Principal, Principal's Designee or Director of Transportation may suspend or revoke riding privileges. In most situations the first offense will result in a verbal warning. The second offense will result in a written warning stating that further offense will result in suspension or revocation of riding privileges. The third offense will result in revocation of riding privileges up to three days. The fourth offense will result in revocation of riding privileges for one week. The fifth offense will result in a longer period if warranted.

The foregoing steps are not mandatory, and in extreme cases, or to protect life and/or property, any one or all steps may be skipped and riding privileges may be revoked before the fifth offense. Students misbehaving at the bus stop or to & from the bus stop will be disciplined by the Principal or his/her designee.

### **CAR RIDERS**

All car riders will be dismissed for parent pick-up in the gym (Pre-K-5) at 3:15p.m. No students will be dismissed in the front of the school. Parents are asked to remain in their cars in the car pick-up lanes adjacent to the curb rather than parking and coming inside or waiting on the walk way. Students are expected to remain in their classrooms until they are dismissed at the assigned time as announced on the intercom. The school's Dismissal Procedure will be sent home with your child the first day of school and is also posted on the school's website.

### **CLASS PARTIES**

Only two class parties are allowed each year, one at the winter break and one at the end of the year. Parties are scheduled for the last hour of the school day. Parents may bring cupcakes to celebrate their child's birthday during that student's lunchtime only, cupcakes must be provided for the entire class. No other type of food or drink is permitted. Parents should **not** send or bring **flowers, balloons or presents to school**. Items brought to school will be confiscated. Any invitations to private parties' off-campus will not be distributed at school unless everyone in the class is invited.

### **COUNSELING SERVICES**

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

### **CURRENT ADDRESS/ZONE ADHERENCE**

To be enrolled in a particular school, a pupil must reside with a parent or legal guardian in the attendance area of the school. Post office box addresses are not acceptable. Parent/Guardians must certify when they register or verify their information online that the address given is true and correct. In addition, proof of residence must be provided for new students entering the school. The following documents, containing name and address are acceptable: sales lease contract, utility bill or rent receipt. If there is a change of address, parents must update their information in their Parent Portal in Infinite Campus. If you don't have an Infinite Campus account or don't know how to create an account, please contact the school. The school's Data Specialist, Mrs. Glover will assist you. If a student address is found to be out of the school zone, the student will be withdrawn from Wilkinson Gardens Elementary School. The student will be required to attend their legally zoned school.

## DRESS CODE

WGES adheres to the RCSS dress code policy. Clothes that show good taste, avoiding extreme designs and colors are always encouraged. No too short, too tight clothing for girls. Advertising on students' clothing must be appropriate. Parents use your discretion. NO profanity, drug/alcohol, tobacco or weapons should be displayed on clothing. Extreme hairstyles by both boys and girls must be avoided. Sunshades must not be worn inside the school building unless prescribed by a physician. Boys' shirts will be tucked into the pants. Pants will not sag below the waist. In general, all students must dress in a manner that one might reasonably expect of a child who is attending school for the purpose of learning. Male nor female students are not allowed to have body piercings.

## EARLY DISMISSAL

The expectation is that students remain at school for the full instructional day. Valuable instruction is missed when students leave for a portion of the day. In addition, the teacher and class must be interrupted to call the student to the office. If it becomes necessary for a student to leave school before the regular time, they must bring a note from a parent or guardian to the office. A telephone number must be listed so dismissal can be confirmed. A parent must come to pick up the student and must sign them out in the office. **Early dismissals will be made from the office only.** A student must be in school 3-5 hours to be counted present for the day. Students should be picked up prior to 2:45p.m. when leaving school early for the day. Students should be picked up by **3:30 p.m.** each day for regular dismissal. **No dismissals between 2:45 and 3:15!** If a parent or legal guardian wants their child released to someone else or picked up by someone else, they must write a note to their child's teacher that morning. The parent or guardian must list these individuals in Infinite Campus with working updated phone numbers and any other information required. The individual that is picking up your child must also present their driver's license. All registration information is now completed online and any changes and updates must be done by the parent or legal guardian in Infinite Campus through the Parent Portal on a computer. If you need assistance with creating an online Infinite Campus parent portal account or using the computer to update your information, the school has computers available in the Parent Center at the school. Our data specialist Mrs. Glover is also available to assist you. **A student leaving early will be given a tardy.**

## EMERGENCIES

An emergency telephone number must be listed on each child's registration information. If a child gets sick at school or if the school needs to get in touch with the parent due to an emergency; there must be a means of communication. Telephone numbers of relatives, friends, or neighbors who can be contacted in the event of an emergency are required in order to complete registration. **When no available numbers can be found, a referral to the school social worker and/or DFACS will be made.**

## ENTRANCE

Please only use the main office entrance door on Kratha Drive, and stop by the main office before proceeding any further in the school building. This is for the safety of all our stakeholders. Entering through any other door creates a danger for everyone.

## EYE/EAR/DENTAL EXAM CERTIFICATE AND IMMUNIZATION

All students are required to have a certificate of eye, ear, and dental examination on file at school. This certificate may be obtained from the local health department office, a private physician, or Fort Gordon health officials. Parents are given forty-five (45) calendar days to provide the proper documents to the school. Students will be withdrawn from school on the 46th day if the documents are not on file.

All students entering school must prove that they have been immunized against seven childhood diseases - polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus. Proof of hepatitis B vaccination and Varicella (chicken pox) is also required to enter kindergarten. All certificates of immunization must be on the Georgia form, which may be obtained from the local health department office, a private physician, or the Fort Gordon health department. Parents are given thirty-five (35) calendar days to provide the proper documents to the school. Students will be withdrawn from school



after 35 days from the registration date if the completed Georgia immunization form has not been provided.

### **FIELD TRIPS**

During the school year, parents may be asked to give permission for their child to go on a class field trip. A form will be sent home for the legal guardian's signature before a student will be permitted to go on a field trip. Any student who has not returned the signed permission form to participate will remain at school under the supervision of another classroom teacher. NO siblings are allowed to attend the school sponsored activity of their brother or sister. Parents who wish to chaperone a trip must have a current volunteer card/status on file (see Volunteer Policy). For voluntary out-of-town field trips that utilize a bus service, complete support of parents will be required. When a trip of this nature is planned, the cost will be the same for all students regardless of the mode of transportation used. If a parent opts to drive instead of riding the bus, the cost will be the same. Also, if a parent drives, other siblings are not allowed to attend the school sponsored trip. Remember, all field trips are classroom activities and are not intended to be family trips or fun days.

### **FIRE DRILLS**

Fire drills will be once a month at regular intervals. They are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the designated route as quickly as possible. The teacher in the classroom will give the students instructions as to their exit route and line up area. It is important that students realize that fire drills are serious business and not an extra recess. Parents should emphasize this with their child.

### **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 and the Richmond County School System Gifted Policy. All students placed in the Richmond County Gifted Program must meet the mandated Georgia Department of Education eligibility requirements. Referrals are solicited from all system schools twice annually for testing students. Students may be referred by parents, peers, school personnel, and self. 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 documents. Students are enrolled in a resource program and are served five hours per week. Mini-units integrating the academic areas form the basis of the curriculum. Units for each grade level include the basic skills areas basic to gifted education:

- Developing cognitive skills
- Communication skills
- Creative thinking skills
- Metacognition and learning skills
- Research and Reference Skills

### **GRADES**

Students' grades will be based on daily classroom participation, projects, and progress tests (usually on a weekly basis), summative exam, and homework. Teachers will send home papers and update Infinite Campus Parent Portal on a consistent basis. Parents are encouraged to check students' grades in Parent Internet Viewer (PIV) often. Parents who have questions regarding grades and/or the grading procedure should contact the child's teacher. All students except kindergarten students will receive a numerical grade for PE. This will be a part of the Honor Roll criteria. Each teacher is responsible for sending papers home to be signed each week with specific information on your child's conduct and academics. Please sign in

the designated area and return to your child's teacher the next day. A progress report is given at the mid nine-week period to indicate how your child is progressing thus far at this particular period and if the child is in danger of failing a particular subject(s). Each nine weeks a report card is sent home. It is sent following the end of the reporting period. Please sign the cover and return to your child's teacher the following day.

### **HOMEWORK**

Daily homework is prescribed by Richmond County Board of Education policy. Homework is school work of any type completed outside the regular classroom that is directly related to the course. The homework is assigned at the student's independent level. Homework should offer follow-up practice activities with explicit directions given. Homework reinforces, enriches, and expands the student's understanding of concepts taught in the course. It also provides opportunities for following instructions. Often, a natural outcome is parental involvement as a member of the educational team. For teachers, homework offers assistance in identifying individual and class needs and helps the teacher determine needed lesson plan adjustments. Homework will be assigned Monday-Thursday. These are the times we suggest your child spend on his/her homework: Grade K-2 15-45 minutes Grade 3-5 30-60 minutes. Parents are requested to review these assignments each Monday through Thursday evening to be certain they are completed.

### **ILLNESS OR ACCIDENTS AT SCHOOL**

All accidents are to be reported to the office. Parents will be notified immediately in case of a student's illness or injury. The teacher will refer the ill or injured students to the clinic or office. Only emergency first aid will be rendered at school. There is no dispensing of drugs and no treatment for chronic ailments. The school is responsible for emergency handling of sudden illnesses or accidents but is not responsible for subsequent treatment. If your child has medicine to take at school, it is to be brought to the office with written permission from the doctor to take the medicine. We feel this is a necessary step for protection of all students.

Parents should discuss with the teacher and Principal concerns pertaining to the health of the student. Such information should be recorded on the back of the health card in case an emergency situation should arise. Parents must list all necessary telephone numbers in order to insure contact in case of an emergency. Telephone numbers of relatives, friends, or neighbors, who can be contacted in an emergency are required in order to complete registration. When no available number can be found, a referral to the school social worker and/or DFACS will be made.

### **IMMUNIZATION AND HEALTH RECORDS**

Georgia law requires that each student entering Georgia public schools for the first time, present the school with a Certificate of Adequate Immunizations, Form 3043 (Revised 1-97). This certificate must be presented to school officials at the time of registration or the child will not be enrolled. The certificate will be retained by the school and placed in the child's cumulative record. The certificate may be obtained from any branch of the Richmond County Health Department, or from the Outpatient Pediatric Clinic. According to state law, eye, ear, and dental examinations are required for all students who enter Georgia public schools for the first time. These examinations and certificates are also available through the local health department. This certificate will also be retained by the school and placed in the student's cumulative record. Parents are given forty-five (45) calendar days to provide certificate of eye, ear, and dental examination documentation to the school. Students will be withdrawn on the forty-sixth (46th) day if there is no documentation. Parents are given thirty-five (35) calendar days to provide documentation of immunization against polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus. Proof of hepatitis B vaccination and varicella (chickenpox) is also required to enter kindergarten. Students will be withdrawn from school after thirty-five (35) days from the registration date if the completed immunization form has not been provided.

### **INSURANCE**

The Richmond County Board of Education does not carry insurance for students; however, student insurance is offered to parents on an optional basis. Parents are strongly advised to consider coverage for their children. Medical payments are the responsibility of parents.

## **INTERNET**

All precautions are taken to insure that students do not access web sites that are inappropriate for students. Parents/guardians will be required to sign an Internet use form to grant permission for their child to use the computer to search the web for academic research.

## **LOST AND FOUND**

Lost and found items are placed in the gym. If your child has lost an article of clothing, you may come and check through the items turned in. As a precaution, we ask that you label all outer wear with your child's name. All items not claimed after the Christmas holidays and at the end of the school year will be donated to charity.

## **LUNCH PROGRAM**

The Richmond County School System has received a grant from the government which allows all students to receive lunch at no cost. Students are required to key in their number and move through the lunch line. We urge you to encourage your child to eat in the lunchroom. Students may bring lunch from home, if desired. Students may bring a thermos, but flavored beverages in cans or bottles are prohibited in the lunchroom. This is a county policy and it **DOES PROHIBIT SOFT DRINKS**. We cannot allow parents to bring restaurant food to their child in the cafeteria. Fast food bags/containers are never allowed to be brought into the cafeteria.

## **MEDICINES**

It is the policy of the Richmond County Board of Education that all children's medicine and/or medication be administered by a parent at home. Under exceptional circumstances, medicine and medication may be administered by the school nurse or the Principal's designee in compliance with the following administrative regulations:

### **I. LONG TERM PRESCRIPTION MEDICINES**

A completed form shall be on file for each child requiring long term medication or medicine. Such form shall include:

- a. Name of child, address and phone number
- b. Name of medicine and medication
- c. Purpose of medicine and medication
- d. An official label must be on the container of medicine or medication
- e. Physician's requirements specifying frequency (dosage) and method of administration
- f. Physician's description of anticipated reactions of child to medicine or medication
- g. Instructions for school personnel to follow in the event of side effects
- h. Termination date for administering medicine or a medication statement that medicine is to be given for an indefinite period of time
- i. Parent(s) or legal guardian(s) signature approving the administration of the medicine or medication
- j. Physician's signature

Long term medication will not be administered to students unless the above conditions are followed.

### **II. SHORT TERM PRESCRIPTION MEDICINES (10 OR LESS SCHOOL DAYS)**

Short term medication will not be given unless a completed form obtained from the school office is on file for each child requiring medication or medicine or unless the information received in writing by the school contains the following:

- a. All medicine must be in its appropriate bottle or container.
- b. Such bottle shall have a label with the name of the student, name of the medicine, doctor's requirement for how to administer, frequency of dosage, and termination date.
- c. In addition, there shall be a note signed by the parent giving permission for the medicine to be administered and a phone number where the parent could be reached.
- d. All inhalers brought by students shall be considered short-term medicine and shall be kept in the office and not in the classroom, unless authorized by a doctor as necessary (they may not be carried on the bus).

### III. OVER THE COUNTER MEDICATION

1. Before over the counter medication can be administered to students, there must be a signed note from the parent authorizing such administration; setting forth the dosage; the frequency; and the termination date.
2. All such over the counter medicines must be in the original containers with the child's name taped to the bottle.
3. Such medicines shall be administered school nurse and/or the Principal's designee. The Principal may designate for the counter medicines to be administered by the classroom teacher or office personnel, depending on what would be appropriate under circumstances. This applies to over the counter medicines only.
4. All medication, including inhalers, should be brought to and picked up from school by a parent, not sent on the bus with the student.

### IV. Asthma

All students with asthma must have an asthma action plan filled out by their doctor. Parents may obtain the asthma action plan from the school nurse.

### PARENT MESSAGES

Calling students out of class interrupts the learning process. Parents are requested to leave any messages with the secretary/office personnel and he/she will deliver the message to your child. However, when possible inform your child of afternoon transportation plans, (i.e. ride the bus, walk, be picked up) before he/she leaves home. Don't forget to send a change of transportation note to your child's teacher with a phone number for verification purposes. **We will not accept transportation changes over the phone or changes about who is authorized to pick up your child.**

### PARENT-TEACHER CONFERENCES

Early release will be scheduled during the months of September or October and February or March for the purpose of conducting parent/teacher conferences. Teachers are available to meet with parents on a continuing basis throughout the year. Conferences may be initiated by teachers, parents, Principal, or Assistant Principal. Parents are asked to contact the teacher or call the school office to schedule conferences. Teachers are unable to hold conferences while they are teaching or supervising students.

### PARKING/STUDENT PICKUP & DELIVERY

Parking lots are available in the front of the school to include marked visitors parking in the driveway. Parking should not occur in the yellow curb areas or bus drop off areas. In the morning, students arriving before 8:15 should be dropped off at the side entrance of the cafeteria and students who are late after arriving after 8:15 should be dropped off at the covered walkway at the front in the lane adjacent to the school. Please be courteous of others and have your child ready for drop-off when it's your turn. Cars should pull forward as far as possible. Pedestrians should use the crosswalk and wait for permission to

pass safely across. All car riders should be picked up in the afternoon at the side gym entrance (grades Pre-K-5) ON Tubman Home Road. There shouldn't be any cars parked in the front parking lot in afternoon for any reason, there will not be any students dismissed in the afternoon from the front of the building. In the morning parents who are arriving late after 8:15 and visitors should not block in cars by parking behind them in the parking lot, even for a short time. When it has to be announced for someone to move his or her car, it delays other parents and staff from leaving. PLEASE REMEMBER STUDENTS CAN'T BE DROPPED OFF AT SCHOOL BEFORE 7:45 AND MUST BE PICKED UP IN THE AFTERNOON BY 3:15 PM.

### PERSONAL PROPERTY

No student shall possess radios, electronic games, cellular phones, or any other device or items which disrupt or interfere with any lawful mission, process, or function of the school. Confiscation and punishment as outlined in the *Richmond County Uniform Code of Student Conduct and Discipline Handbook* will be followed. In addition, cameras, expensive watches or jewelry, toys, videos, games, candy gum and/or large sums of money should not be brought to school. If such items are brought without authorized permission, parents will be called to pick up the item. The school is not responsible for personal items brought to school.

### PUPIL RECORDS

Students' records are treated as confidential information. They are discussed with the teacher, the student and his/her parents or legal guardians only.

### RELEASE OF STUDENTS/CUSTODIAL 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. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. Only the legal guardian(s) are allowed access to any knowledge of the student's academic achievement or any other pertinent information. **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.

### REPORT CARDS

Report cards are sent home at the end of each nine-week grading period. Parents should sign and return one copy of the report card and the outer envelope to their child's teacher.

### SAFETY

Every effort is made to assure that your child is safe at school. All staff members have been given instructions on procedures related to fire drills, natural disasters and external violence. Please make note that the only door that will be open after the 8:15 bell; that will be the front door located on Kratha Drive. All parents and visitors must stop by the front office to get a visitor's pass upon entering the building.

### SCHOOL HOURS

School opens and breakfast begins for students at 7:45 a.m. and ends at 8:15 a.m. The instructional school day begins at 8:15 a.m. When entering the building, students will proceed to the cafeteria or to their grade area or the gym. PreK & Kindergarten students report to Kindergarten Hall, 1<sup>st</sup>-5<sup>th</sup> grade students proceed to the gym. **DO NOT DROP STUDENTS OFF IN THE REAR CAFETERIA OR BUS AREA.** Bus Riders, Tubman Home Walkers, and Daycare Vans only will enter the school on the Tubman Home Road door closest to the cafeteria. Proceed to the cafeteria or to their designated area. Students will be

monitored in the building as they go to the cafeteria or designated area. To gain independence, parents are to allow their children to walk to breakfast. At 8:15, students will report to their classrooms. Breakfast ends at 8:15 p.m. If needed late bus arrivals will be allowed entrance to the cafeteria for breakfast. Students should never be dropped off or sent to school before 7:45 a.m. Please do not allow your child to arrive on school property before 7:50 a.m. Prior to 7:50 am the building will not be open, and no one will be on duty to supervise them. Accidents happen when children are left unattended.

### **SMOKE FREE ENVIRONMENT**

Staff and all visitors are prohibited from smoking or using tobacco or smokeless tobacco products to include e-cigarettes while on school board property during the regular school day or while attending any school sponsored function.

### **SOCIAL SECURITY NUMBERS**

Social Security numbers are requested to be used for identification purposes. The child's social security card should be presented at registration. A copy will be made and the card returned. Every safeguard will be used to protect and secure this information.

### **SPECIAL EVENTS**

There will be several opportunities during the school year in which we solicit your participation and cooperation. These include but are not limited to: Open House, Honors Day, Field Day, Science Fair, Spelling Bee, 25 Book Rock and other parent engagement activities.

### **SPECIAL PROGRAMS**

Special education programs are provided for students who qualify in the areas of speech/language, emotionally/behavioral, learning disabled, or gifted.

### **STUDENT DELIVERIES**

Students **may not receive flowers, balloons, presents or other deliveries** of this nature at school. Parents are requested to celebrate special occasions and holidays in the home.

### **TARDINESS**

Any student not in class by 8:20 am is considered tardy. When tardy, a student must report directly to the main office with a note from the parent or guardian explaining the reason. After presenting the note from the parent or guardian explaining the reason to the office personnel, the student will be given the approval to report to class. Excessive tardiness will necessitate a parental conference with the Principal. If the problem is not corrected, necessary action will be taken by a referral to our school social worker that will visit your home. Oversleeping is not a legal excuse for tardiness. Please refer to the Code of Student Conduct and Discipline.

### **TELEPHONE**

The school telephone is for business calls and for emergency use only. Students are not encouraged to use the telephone for personal calls such as keys left at home, pets left out/not fed, forgotten lunch money or other non-emergency reasons. Teaching student's responsibility is an important factor in everyday growth and development. If a student is ill and needs a parent to pick him/ her up, it is the responsibility of the school to call parents. For emergency purposes, please keep your contact information updated. It is imperative that we are able to contact you in case of an emergency involving

your child. Cell phones are not allowed for use here at school, if students bring them to school they will be taken and returned to parents according to RCSS Code of Conduct. procedures.

### **TESTING PROGRAM**

Each school year, standardized tests are given at specified grade levels. Parents will be notified when students are scheduled to take one of these tests. A copy of test scores will be sent home, and parents will be offered an opportunity to schedule a conference for discussion of test results.

### **TEXTBOOKS**

Textbooks are issued at no charge. Students are expected to take reasonable care of textbooks and return the books upon withdrawal or at the end of the school year. Each child is held totally responsible for his/her textbooks. Students who damage, lose, or deface, through willful intention or neglect, textbooks, library books, or media materials **MUST** replace these items at replacement costs. Students are encouraged to keep books covered. Simple book covers can be made from brown paper grocery bags.

### **TOBACCO/ DRUGS**

Tobacco, and unauthorized drugs to include alcohol are prohibited while on school property during the regular school day or while attending any school sponsored function.

### **VISITORS**

Upon entering the school during the day, all visitors are required to go directly to the office. Other than students, faculty, and staff members, no other person is permitted in the school building without the permission of the Principal or her designee. Please observe this necessary rule and refrain from going directly to your child's classroom.

All visitors to our school must check in at the office upon arrival at the school. Please do not stop to visit with the teacher, class, other students, or staff members without receiving authorization at the office. This includes all school areas, both in and out of the building and refers to all parents and visitors. Your cooperation in this matter will help us ensure the safety of the children and cause fewer disruptions of school routine.

Visitors are not allowed to question other students or staff members concerning events that happened at the school. Students come to school to learn and should not be forced to mediate for other children. Parents are asked to drop their children at the front door and not walk their children to class after the third week. If you decide to come to school at the close of the day to pick up your child, please do not go to the child's classroom. To eliminate disruptions, we prefer that you wait in front of the school until school is dismissed. Thank you very much for your cooperation and understanding.

### **VOLUNTEERS**

Volunteers are needed. A volunteer is one that comes to the school to assist as classroom helpers. If you would like to read stories, create art, work with the classroom, office, library, lunchroom, clinic, or any other area, we solicit you to come out and will be most appreciative of your help. Your expertise, service, and time are important. Those who are able to help are asked to contact the school office.

All volunteers in the school are **required** to attend a training workshop provided by the county or at school. Adults without a current approved volunteer status cannot attend or supervise school field trips or class activities.

### **WALKERS**

Walkers will be dismissed at 3:15p.m. Students must walk directly from the school and not loiter on the campus. All walkers must cross at the designated cross walk with guards. Walkers will be dismissed after car riders, daycare vans, and buses. All walkers will be dismissed via the side 2<sup>nd</sup>



grade hallway SIDE exit door. Pre-K and Kindergarten students will wait in a second grade room for their older siblings.

## **WELLNESS POLICY**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

**Goal:** All students in the Richmond County Board of Education School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Richmond County School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Richmond County Board of Education School District adopts this school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, other school-based activities and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

### **Component 1: Nutrition Education**

- Students in grades preK-12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Students receive consistent nutrition messages throughout the school, classroom, cafeteria, home, community and media.
- Nutrition is integrated into the health education curricula or core curriculum (e.g., math, science, language arts).
- Schools are Team Nutrition Schools and they conduct nutrition education activities and promotions that involve parents, students, teachers and the community.

### **Component 2: Physical Activity**

- Physical activity or recess is not used as reward or punishment.
- Patterns of physical activity are encouraged in students' lives outside of physical education and take into consideration the need for energy balance.
- Physical education includes instruction in individual activities as well as competitive and non-competitive team sports.
- The school environment provides for a safe and enjoyable activity for all students including those who are not athletically gifted.
- Schools work with families and communities to assist them in incorporating safe physical activity into their daily lives and community infrastructure, respectively.
- Students participate in periodic fitness assessments.

### **Component 3: Nutrition Standards for all foods available on campus during the school day**

- School staff shall not use food as a reward for student accomplishment or withheld as a form of punishment.
- No food or beverages other than those provided through the school food service department may be made available to elementary school students at any time. Foods and beverages other than those



provided through the school food service department may not be available to middle school students until the end of the regular school day, and may not be available to high school students until the end of the last lunch period. \*

- The school district will provide nutritional information to parents that will encourage parents to provide safe and nutritious foods for their children.
- Organizations shall only use non-food items or foods designed for delivery and consumption after school hours as fund-raisers.

\*Two days will be exempt from this standard -The last day before the winter break and the last day of school.

#### **Component 4: Other school-based activities designed to promote student wellness**

- Schools sponsor a school health committee/council for the purpose of evaluating the school □ environment.
- Classroom teachers and appropriate school staff are provided with assistance in detecting student health problems that may impact learning.
- Schools provide for a safe, clean and hygienic environment.

#### **Withdrawal**

At least one day's notice (24 hours) is required to withdraw a student from school. Parents are asked to notify the school as soon as possible of the student's expected withdrawal date. All textbooks and library books must be returned and any outstanding debts to the school must be cleared before the withdrawal can be completed.

*" Learning Today...Leading Tomorrow"*

*The Mission of the Richmond County School System is to educate students to become lifelong learners and productive citizens.*



