



STUDENT HANDBOOK

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River Ridge Elementary School
 4109 Mullikin Rd. • Evans, Georgia 30809
 Phone-706-447-1016 Fax-706-447-1019
 Parent-Student Handbook
 Dr. Sandra Black – Principal
sblack@ccboe.net

Dr. Wanda Richardson – Assistant Principal
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**COLUMBIA COUNTY SCHOOL CALENDAR
 2005-2006**

July 21, 22, 25-27.....	Principals' Conference
July 28, 29, August 1, 2.....	Pre-Planning
August 3	First Day of School
September 1.....	Progress Report
September 5.....	Holiday/Labor Day
September 8.....	*Early Release/Parent Conferences
October 5	End of Nine Weeks
October 12	Report Card
October 21	Student Holiday/Teacher Staff Development
October 24-26.....	Holidays/Fall Break
November 10	Progress Report
November 23, 24, 25	Holidays/Thanksgiving
December 14, 15, 16	Semester Exams
December 16	End First Semester
December 19-January 1 (inclusive).....	Holidays
January 2	Student Holiday/Teacher Workday
January 3	First Day Second Semester
January 6	Report Cards
January 16	Holiday/Martin Luther King
February 3	Progress Report
February 9	Early Release/Parent Conferences
February 17, 20	Holidays/Mid-Winter Break
March 9.....	End Third Nine Weeks
March 10.....	Student Holiday/Teacher Staff Development
March 17.....	Report Cards
April 3-7	Holidays/Spring Holidays
April 18	Progress Report
May 17, 18, 19	Semester Exams
May 19.....	End Second Semester
May 20.....	Graduation
May 22-24	Post Planning
May 24.....	**Report Cards

River Ridge Elementary / Faculty and Staff

Administration

Dr. Sandra Black – Principal
Dr. Wanda Richardson – Asst. Principal

Pre-K Special Needs

H. Fullerton/S. McNeese

Pre-Kindergarten

Hust/Ford

Kindergarten

R. Masella/B. Schillings
B. Taylor/T. Hogue
F. Pike/A. Messex
A. Lowhorn/A. Harless
J. Gabryelski
T. Walker

First Grade

K. Phillips/N. Powell
T. Brennan/C. Harrison
A. Pond/P. Whitehurst

Second Grade

D. Mew/N. Anderson
K. Todd/D. Bury
A. Guley/ V. Franke
R. Masters/L. Tindall
L. Brandenburg/S. Fowers

Third Grade

K. Sabo
L. Tucker
M. Aylett
V. Stephens
R. Brown

Fourth Grade

A. Wingate
K. Garvin
L. Reeves
A. Nau

Fifth Grade

K. Elsey
B. Ryals
C. Martindale
A. McQuaig

Secretaries

S. Dieterich
E. Brown

Specials

D. Callan - Music
C. Curtis – P.E.
J. Fulbright – Guidance
B. Gertler – Guidance
C. Jackson – Speech
L. Johns – Resource
B. Zunde – Resource
H. Martin – Nurse
C. Owen – Art
S. Singh – Title II
D. Reed – Media Clerk
K. Rigdon – Media Specialist
– TSS
R. Vaught – P.E.
M. Wessner – P.E.
V. Woodlief – EIP

4th/5th Grade Clerical

P. Sneider

ACCIDENT INSURANCE

Standard Life and Casualty provides a student accident insurance program. It is an optional program that may be purchased by the parents. The school will distribute application envelopes. Emergency contact information must be provided for every student

ATTENDANCE REQUIREMENTS

Columbia County students are expected to attend school daily. In order to be counted present for the day, students must be present 3 and ½ hours. Parents should send to the teacher a written explanation of any absences. The note should include the date(s) for the absence(s).

Students may be excused from school for:

1. Personal illness
2. Serious illness or death in the immediate family.
3. Special and recognized religious holiday observed by their faith.
4. Mandated order of governmental agencies.
5. Emergencies which reasonably necessitate absences from school.

A parental or medical excuse will be required within two school days of return in order to be considered an excused absence, otherwise, the absence is unexcused and make up assignments will not be accepted. Only excused absences will allow the student the opportunity to make up class assignments. Students who have an unexcused absence will receive a zero for any graded assignments completed by the class that day. The school will require a doctor's excuse after 5 absences per semester. After 10 absences per semester a review will be made and may result in turning your child's name over to the Columbia County School System Social Worker. Parents must retain copies of all documentation of excuses for the duration of the school year and must be present to present them to the applicable agency or Court upon request. The principal may request an exception to the stated rules in extreme and unusual cases from the Assistant Superintendent for Student Services. Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day to be counted present.

BEFORE & AFTER SCHOOL PROGRAM

River Ridge offers a Before & After School program from 7:00 am to 6:00 pm on regularly scheduled school days, early release days, and teacher workdays. The cost of this program is \$10.00 for morning program per week and \$35.00 for afterschool program per week.

During the morning session students will be released to the classroom at 8:00 am. Students are welcome to bring a snack, but breakfast is not provided. The After School program begins with student dismissal at 3:30 pm. An afternoon drink and snack will be provided. Information packets containing format, guidelines, and payment schedule may be picked up in the front office.

BEHAVIOR/CONDUCT PROCEDURES

By their nature elementary age students are adventurous, spontaneous, and energetic. These characteristics can sometimes lead to behavioral problems in the confines of the classroom. Our discipline procedures are designed to teach two important concepts:

Certain behaviors are undesirable and should be avoided.

Certain behaviors are desirable and should be repeated.

In order to understand these concepts, students need very clear and firm limits. Each teacher establishes positive classroom guidelines that are posted, communicated to parents during orientation, and reinforced daily. All teachers are required to develop a formal classroom management plan which states behavior expectations and consequences for not following classroom rules. On-going communication with parents is one expectation of the school-wide discipline plan.

Students will be referred to the Assistant Principal if the classroom plan fails to resolve the problem, or in cases of disciplinary offenses outside of the classroom. Direct referrals will also be made in cases of extreme disruption such as fighting or incidents that result in injury to a student. When a student is sent to the Assistant Principal the parent will be contacted, and the student generally will be assigned an office detention, work activity or in-school suspension (ISS). Assignment to ISS requires that a student complete their classwork in an assigned location, under the supervision of an administrator. Subsequent referrals to the administrators may result in Out of School Suspension. Corporal punishment is not administered at River Ridge. Our philosophy is student-oriented, and centered around effective classroom management and development of individual growth and self-discipline.

COLUMBIA COUNTY SCHOOLS DEPARTMENT OF TRANSPORTATION **BUS RULES AND REGULATIONS**

The school bus is considered an extension of the classroom. Misconduct on the bus will be subject to the same disciplinary action as would be appropriate for the school setting.

School transportation is furnished by the Columbia County Board of Education to all eligible pupils. The following rules are published for the safety, health and welfare of all children who ride school buses.

BUS RULES AND PUPILS' RESPONSIBILITIES

1. The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully. You are now on school property.
2. Respect and obey the instructions of monitors or patrols on duty.
3. Ride only the bus assigned by school officials.
4. Be on time. The driver cannot wait beyond his or her regular schedule for those who are tardy.
5. Wait in an orderly line off of the street or road.
6. Cross in front of the bus after the bus comes to a complete stop and at a safe distance from the bus in order to be seen by the driver.

7. Pupils are requested to get on and off the bus in an orderly manner, find a seat quickly and remain seated while the bus is in motion. The bus driver will assign seats when necessary.
 8. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, fighting, pushing or similar offensive acts will not be tolerated.
 9. Do not engage in any activity, which might divert the driver's attention and cause an accident such as:
 - (a) Loud talking or laughing, or unnecessary confusion
 - (b) Unnecessary conversation with the driver
 - (c) Extending any part of the body out of the bus windows or doors.
 - (d) Opening or closing windows without permission
 10. The following activities are forbidden:
 - (a) Smoking, drinking or eating on the bus
 - (b) Throwing anything in or from the bus
 - (c) Possessing knives, glass, or sharp objects on the bus
 - (d) Bringing animals of any kind on the bus
 - (e) Tampering with mechanical equipment, accessories, or controls on the bus.
- "Safety" is our watchword! All pupils must be courteous to the driver and fellow passengers at all times.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation including radio, TV, and newspapers. Please be sure to update your home and emergency phone numbers as changes occur. Teachers will keep an emergency dismissal form for all students.

CELEBRATIONS

Schoolwide and classroom celebrations are held periodically throughout the year. These celebrations will be in keeping with our educational purpose and will reflect the themes taught in our classrooms. Birthday Celebrations: invitations brought to school must be distributed to the entire class or all girls/boys. These guidelines must be followed or invitations will be returned. Balloons and flowers sent to a student will not be accepted. We request your support in all these matters in order to prevent any child from being excluded.

CLASSROOM SUPPLIES

School supply lists will be sent home with report cards each year, and will be posted on the school website prior to the beginning of school. Supply lists will also be available from teachers at orientation sessions during the first several weeks of the school year. School supply packs may be purchased through PTO.

CONFERENCES

Parents are encouraged to set up a conference with their child's teacher(s) to discuss their progress whenever necessary. Parents should come by the office or call to arrange an appointment. Please **DO NOT** go to the classroom during class to request a conference. Also, teachers cannot be called out of class to accept phone calls. Simply call the office and leave a number where you can be reached. The teacher will gladly return your call during his/her planning period or after the school day. In an effort to protect your child's instructional time, other parents will not be allowed to distract or occupy your child's teacher's time from 8:00 a.m. to 4:00p.m. It is very important that teachers devote their full attention to supervising their children during the beginning and end of each day.

COUNSELING & GUIDANCE PROGRAM

The guidance counselors are available to students to help them develop their educational, social, career, and personal strengths and become responsible and productive citizens. Intervention may be provided through;

Classroom Guidance: large group instruction in the classroom focusing on the general needs, interests, concerns, and behaviors of all students.

Small Group Counseling: two or more students working with a counselor discussing a specific area of concern to develop positive relationships, solve problems, and work towards goals. Parental permission is required.

Individual Counseling: personal and private interaction between a counselor and a student in which they work together on a personal or academic concern. Parents will be notified if the concern affects the safety of the student or others. Parental permission is required.

A student can make a self referral for counseling by completing a Student Referral Form or indicating to a teacher, administrator, or counselor a desire for individual counseling. A parent has the right to sign a waiver form to deny a child's participation in guidance and counseling activities.

CURRICULUM

The curriculum in use at River Ridge Elementary is identified in the Columbia County Curriculum Guides. These guides have been developed by representatives of professional staffs at every level in the county and are correlated to the Georgia Performance Standards and Quality Core Curriculum objectives. These may be reviewed by contacting your child's teacher or the media specialist.

DRESS

River Ridge adheres to all dress codes set forth by the Columbia County Board of Education. Students are expected to come to school clean and neat, and dressed in manner that is in good taste for school. Clothing advertising alcohol, drugs or inappropriate language is not allowed in school. The school administration reserves the right to decide the suitability of any garment. Students who are not in compliance with

the dress code will be asked to return home to change, or have a change of clothing brought to them.

Some general guidelines are as follows;

- Skirts, shorts, and dresses should be at or below fingertip length when arms are extended by the student's side.
- Clothing which exposes the torso such as halters, spaghetti straps, tube tops, see-through garments, etc., are not permitted.
- Flip flops, stacked shoes and shoes with built in rollers are not permitted due to safety concerns. Tennis shoes are required for participation in P.E.
- Jewelry such as earrings, nose rings, and tongue rings are a safety concern during PE and recess and should not be worn at school.

Students are encouraged to purchase small hand-carried book bags. **Rolling book bags are allowed for 4th and 5th grade students.**

DROP-OFF/DISMISSAL PROCEDURES

Buses will load and unload off of Conn Rd. parking lot. Parents are to use the Mullikin Rd. entrance. Car riders are to be dropped off and picked up in the **front-loading** area only(off Mullikin Rd.). School staff will route parents during these times. Please do not park or exit your vehicle when in the lower parking lot. This will assist us in maintaining a safe and steady flow of traffic.

EMERGENCY DRILLS

Fire drills, emergency lock-down drills, and tornado drills are conducted throughout the year. Detailed escape plans are posted inside the door of each classroom, media center, cafeteria, gym and music rooms. Fire drills are held monthly in order to have students and staff practice quick evacuation of the building.

FIELD TRIPS

Various field trips may be taken during the year. Parent or guardian permission slips must be signed in advance. The cost of the field trips will vary depending upon the number of students attending, length of the field trip, and admission charges. Parents may be asked to attend and help the teacher with supervision; however, siblings or other children are not allowed to accompany parents.

HEALTH

Illness or Accident

Information cards will be distributed at the beginning of the year or at registration. The information will be used in the event a student becomes ill or is involved in an accident. It is very important that this information be accurate and kept up to date. **PLEASE IMMEDIATELY NOTIFY THE TEACHER OF ANY CHANGE.**

If an illness or accident occurs, the nurse will notify the student's parents by phone and ask the parent to come to school and take the child home. If we are unable to reach the student's parents, the emergency number will be used. If parents or designee cannot be reached and emergency medical care is deemed necessary by a school administrator, an emergency medical service will be called.

A parent/guardian must be notified if a child has an elevated temperature 100 degrees or higher. The child must be picked up from school and should not ride the school bus home. If a child's temperature is 103 degrees or higher and a parent/guardian or responsible person cannot be contacted and the child needs immediate care, the school will call 911 for emergency care.

Communicable Disease (pink eye, ring worm, normal childhood diseases such as chicken pox): It is very important that parents notify the school of any communicable disease at the earliest possible date. For health reasons, students should not return to school after an illness unless sufficiently recovered to participate in their regular school program as advised by your family physician. Please advise your child's teacher of any health related concerns you may have. We will need to develop an individual "Health Care Plan" should your child's situation be particularly critical. If a case of head lice is identified at home or at school, the student should not return to school until they have received treatment and the school nurse verifies that they are nit-free. The parent should provide evidence (used treatment package) that treatment has taken place.

Immunization: The State of Georgia Immunization Law, H.B. 427, requires an adequate Certificate of Immunization, Form 3231 (Rev. I-2000), and a Certificate of Eye, Ear, and Dental Examination, Form 3300 be on file for every student enrolled. If your child has not been previously enrolled in a Georgia school, a 30 day grace period is given in which to present these certificates. All Kindergarten, First, and Second Grade students must also present a Birth Certificate along with the above certificates. Both of the Health Certificates can be obtained at the Columbia County Health Department on Washington Road in Evans.

If a child requires medication (prescription or nonprescription) the following procedures must be followed:

1. Request to "Administer Medication" form from the student's parent must be on file in the school nurse's office. These forms are available in the nurse's office. Medication cannot be dispensed without a form on file. Please fill out and return to school nurse with medicine.
2. All medication must be kept in the clinic and administered by school nurse/clinic employees only.
3. Medication must be given immediately to the teacher or brought directly to the school nurse. It must be in the original container, appropriately labeled, stating the name of the medication, the dosage, time to be given, the student's name and the physician's name.

HOMWORK

Homework has been shown to be an effective instructional technique. It can have positive effects on learning and work habits, and can serve as a vital link between the school and family. It is the student's responsibility to write down all homework assignments, complete them carefully, and return them to school. Homework assignments are not complete until they are turned into the teacher. Quality parent/child time occurs when parents take the time to help their child with homework by helping them check for errors or explain areas they do not understand. Lack of homework should not be the sole factor in failure.

HONORS

Students at River Ridge Elementary strive to maintain a high standard of academic success each school year. At the end of each nine weeks, the following honors are given – Principal's Award, A and A B Honor Rolls, Highest Averages in content areas, and the Yearly Averages in content areas. Awards vary in each grade level.

It is also important to River Ridge that the students maintain expected behavior and conduct codes. Each 9 weeks Good Conduct and Citizenship Awards are given to those students who follow classroom and school standards of behavior.

Physical Education classes strive toward excellence in physical fitness. Awards are given as students meet requirements for the President's Physical Fitness Test as well as skill building endurance.

LUNCH / BREAKFAST PROGRAM

A nutritional, well-balanced, hot lunch is provided at a daily cost of \$1.50. We encourage at least a five day meal account be purchased. Reminders will be sent home to renew the account as needed. Charging a lunch is allowed only in extreme cases and for no longer than five days. It is very important to keep up with the amount of money remaining in your child's account.

Students may pay daily if they wish. No checks will be accepted in the lunch line. Meals must be paid for in the morning, before school or during homeroom. Jumbo meals are available upon request (entrée only for an additional dollar). Extra milk is \$.40.

The cost of lunch is deducted daily from the balance on your child's lunch account. Students learn their account number and enter it as meals are purchased.

Those students who normally bring lunch and purchase milk in the cafeteria may purchase milk daily or open an account.

Ice cream will be available for purchase at a cost of \$0.50. Students are not allowed to charge ice cream on their meal tickets but must pay in cash.

In fairness to all students, we ask that you do not bring "fast foods" to your child during lunch time. Students may bring a sack lunch from home but should not bring carbonated beverages. If you are bringing lunch to your child, it must be at the school prior to the time your child's class goes to lunch. Lunches cannot be delivered to the lunchroom once a class has gone through the lunch line.

MAKE-UP WORK

If your child misses more than one day of school due to an illness, make-up work may be picked up in the front office. In order for the teacher to have adequate time to prepare assignments and materials, make-up work should be requested prior to 10:00 am and picked up after 3:00 pm. Make-up work is accepted only for excused absences or prior approvals.

MEDIA CENTER

The mission of the media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished by:

1. Providing intellectual and physical access to materials in all formats.
2. Providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.
3. Working with other educators to design learning strategies to meet the needs of individual students.

River Ridge has flexible scheduling for student use of the media center which means that all student use of the media center is based on need. This system of management allows for the media center to function as an extension of the classroom with students scheduled as individuals, in small groups, or as an entire class. Students may check out two books at a time.

The media center is open before school and throughout the day for book checkout, return, and other services. When books are lost the full price must be paid. If a book is damaged an appropriate fee will be charged.

PARENT/TEACHER ORGANIZATION (PTO)

River Ridge Elementary has an active and supportive PTO. We hope every family will join and will be involved with the activities planned, as well as attend regularly scheduled PTO meetings during the year. You may join the PTO by making a donation at the regular level of \$25.00 and receive a directory and a t-shirt, or join the gold level at \$100.00 to receive a directory, t-shirt, water bottle and feel no obligation to participate in the gift wrap fund-raiser in August.

By joining the PTO you will be supporting the educational growth of your child as well as the growth of River Ridge.

The officers for the 2005-2006 school year are:

President	Carolyn Chase
Vice President	Janeabeth Wells
Treasurer	Lara Fort
Secretary	Diane Chiera

PARENT NOTIFICATION REGARDING STUDENTS

“The universal nature of the Internet makes it necessary to use care when identifying students on individual school and system web sites. Unless a parent objects in writing to the principal of the school where the child is enrolled, the Columbia County School System and individual schools may periodically acknowledge student work, activities, and/or achievements on their web sites. Such information about your child will be limited to photographs, student’s first name, school, grade level, and/or student work.”

PARENT VOLUNTEERS

There are many opportunities for parents to volunteer at River Ridge. Some possible ideas include:

- Serving as Room Parent
- Assisting in the Media Center
- Mentoring/Tutoring
- Assisting with PTO Activities (Carnival, Dinner on the Grounds, etc...)

If you would like to volunteer, please contact your PTO Volunteer Coordinator or one of the administrators. Please remember that all visitors must first sign in with the office and wear a visitor’s tag which identifies you as a registered visitor. This is a safety requirement mandated by the Columbia County Board of Education.

PICTURES

Individual student and class group pictures will be taken sometime during the year and will be available for purchase at the parent's option.

REGISTRATION

All children must have attained the age of five and six on or before September 1 for enrollment in kindergarten and first grade respectively. As an exception to this age requirement, a child who was a legal resident of one or more other states for a period of two or more years immediately prior to moving to this state and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment, if such child will attain the age of five (5) for kindergarten and six (6) for first grade by December 31 of the fiscal year.

River Ridge Elementary School has a Pre-Kindergarten Program funded by the Georgia Lottery for children who will be 4 years of age by Sept. 1. A drawing at the Pre-K meeting will make selection of these students for parents. Registration details and meeting items will be announced in the spring. For registration students will need:

- Certificate of Immunization, Form 3032
- Certificate of Eye, Ear, and Dental Examination, Form 3300
- Birth Certificate with raised seal
- Social Security card
- and proof of residency.

If you are transferring from another school, River ridge will need withdrawal papers and a copy of the most recent report card.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact your child's teacher if you have questions regarding grades. Parent or legal guardian signatures are required on the report card cover.

SCHOOL HOURS AND BELL SCHEDULE

8:00-First Bell

8:30-Instruction Begins-Tardy Bell

3:30-Dismissal Bell

Office Hours: 8:00-4:00

Breakfast Time: 8:00 - 8:20

Lunch Time: 10:30 - 1:15

The school will be open to receive students at 8:00 but we encourage arrival as close to 8:30 as possible unless students will be eating breakfast at school. A dismissal procedure is planned to help the buses make their runs on time. Car riders and walkers will be dismissed as quickly as possible. It is necessary that drivers of cars not leave them unless the cars are parked in a designated parking space. Please observe the guidance of the yellow lines.

STUDENT EARLY DISMISSAL

The safety of your child during this busy time of day is our primary concern. In order to keep your child safe and prevent confusion, please help us by adhering to the following school policies:

Students who are being released early for appointments should be signed out prior to 3:15. Parents arriving later than 3:15 will be required to wait in the car line for regular dismissal. Please be sure that anyone who picks up your child is aware of this policy. No children will be released early by telephone calls- we must have written permission of the parent.

Changes in the way your child is being transported should be made via a note from home to the homeroom teacher. No transportation changes can be made after 3:00 pm.

STUDENT RELEASE TO NONCUSTODIAL PARENTS

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission from parent/guardian except in emergency situations whereby the Principal at his/her discretion may release the student upon verbal request of the custodial parent. It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those on file in the child's record.

STUDENT SUPPORT TEAM (SST)

The purpose of the Student Support Team is to provide a means through which students, parents, teachers and other educators may work cooperatively toward developing appropriate educational alternatives for students experiencing problems in school. The SST is a school-based team that works with classroom teachers and parents to provide assistance in developing a plan to best meet a child's current educational needs. Please contact the Assistant Principal if your child is experiencing difficulty in school.

SUBSTITUTE TEACHERS

A substitute teacher will periodically teach students. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

TELEPHONE

The office telephone is a business phone and is not to be used by students. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another child's home after school.

TESTING

In the fall (September) nationally norm-referenced tests will be given to the students in Grades 3 and 5. The norm-referenced test compares the performance of our students to that of students in a large national sample of students. The Iowa Tests of Basic Skills measures student achievement. Grades 1-5 will be administered the CRCT, a criterion referenced test in April. Other grade levels may also be tested. The Georgia Writing Assessment will be given to 3rd (March-April) and 5th (January) grade students. The Georgia Kindergarten Assessment Program-Revised (GKAP-R) assesses a child's capabilities in five areas: communicative, logical-mathematical, physical, personal, and social. Standardized activities and recordings of behavior observations will provide the basis for evaluating a child's developmental status. There is no pass/fail score on the GKAP assessment, rather, it focuses on developmentally ready concepts. The results of student testing are reported to parents upon receipt by the school. School and county results are reported in the local newspaper.

TEXTBOOKS

All textbooks are loaned to students for use during the school year. Texts are to be kept clean and handled carefully. Fines will be levied against a student for abuse or loss of books. Concerns have been expressed that a student might deface or tear off the barcode and the book would become "unscannable." If this happens, the book will be considered lost to that student and that student will have to pay for the book. All hardback books are to be kept covered during the school year. Book covers are issued pending availability. Book covers must be non-adhesive. Book Sox will be sold in the office.

TRANSPORTATION

Parents should notify teachers at the beginning of the year whether their child will be a bus rider, car rider, or walker. When changes to the regular mode of transportation are needed, the school must receive a written statement from the parents indicating the specific dates and revised means of transportation. If a student regularly rides a particular bus home, he or she will not be allowed to ride a different bus without a written note from parents. A note is also required when students who are normally walkers or car riders take the bus home with a friend.

We encourage you to maintain a regular transportation schedule as much as possible, as frequent changes in transportation can be confusing to students and result in missed rides/safety concerns at dismissal time. Students will not be allowed to make changes in transportation via telephone.

If you have questions or concerns about bus discipline, pick-up and drop-off or bus routes, please contact the school.

VISITATION

We welcome visitors to the building but ask you help us maintain a safe environment for your children by following these procedures:

1. Please enter the building through the front doors only.
2. Sign in on our visitor registry located in the main office and indicate your destination.
3. Be sure to wear a visitor sticker at all times. Our faculty and staff are required to question anyone not wearing a visitor's badge.
4. Please avoid surprise visits as this may interfere with instructional time. All teacher conferences should be scheduled in advance.

WITHDRAWAL

If it becomes necessary for a student to withdraw from River Ridge Elementary during the school year, the child's teacher or the school office should be given at least 24 hours notice so papers can be processed.

Parental Expectations

We expect our parents to:

1. Support the school and its expectations for behavior of our students.
2. Remember that children also learn by the example their parents set.
3. See that their children arrive on time, attend school every day that they are well, and stay home when they are ill.
4. Communicate real concerns directly and immediately to the teacher by leaving a message with the school secretary. The teacher will return calls as soon as possible.
5. Read to their child on a regular basis, sign papers when requested to do so, and show genuine interest in their child's schoolwork.
6. Attend all conferences.

In summary, it is our belief that successful schools evolve from a partnership between home and school. One of the most effective ways to build this partnership is to communicate our expectations and services to students and parents. We hope you have found this book to be informative and useful.

Please fulfill your commitment to our partnership by reading and discussing with your child the guidelines and information presented in this handbook and the Columbia County Schools' Code of Conduct Book. The Columbia County Board of Education requires both you and your child sign and date below as an indication that you have done so, and return this form to your child's teacher.

We hope this book will serve as a reference throughout the school year. Please detach and return this page to school on or before the end of the first week of school.

Parent's Signature Date _____

Child's Signature Date _____

Teacher Signature Grade _____

NON -DISCRIMINATION NOTICE

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports, O.C.G.A. 20-2-315). Students are hereby notified that Columbia County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Charles Nagle, Associate Superintendent, P.O. Box 10, Appling, Georgia 30802 – 706-541-0650. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Gender Equity in Sports

It shall be the policy of the Columbia County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity Sports Act, it shall be the policy of the Board to understate all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity Sports Act, it shall also be the policy of the Board not to participate , sponsor, or provide coaching staff for interscholastic sports events, which are conducted under the authority of, conducted under the rules of, or scheduled by the athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

It shall be the policy of the Board to conduct ongoing assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders.

If it is determined that there are not equal athletic opportunities for members of both genders, the school system will conduct an athletic interest survey to determine student interest in various sports.

The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity Sports acts. The Superintendent, at his or her discretion, may also designate school-level coordinators to assist the sports equity coordinator. The school system shall annually notify all its students of the name, office address, and office telephone number of the sports equity coordinator. This notification shall be included in the student handbook. In addition, each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender.

The sports equity coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures for resolution of complaints regarding gender equity in sports, as adopted by the Board.

NOTICE TO Parents/Guardians of Rights Under FERPA/NCLB
(FERPA=Family Educational Rights and Privacy Act/
NCLB=No Child Left Behind)

Under the Family Education Rights and Privacy Act (20 USC S. 1232g), parents/guardians have a right to:

- (1) Inspect and review the student's education records of a student who is your child, or in the case of a student who is 18 years of age or older, your own education records.
- (2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except "Directory of Information", which may be released unless a parent objects in writing. Parents/guardians have the right to "opt out of participation" under the No Child Left Behind Act of 2001. The CCBOE has designated as "Directory of Information" the following:
 - Students name, address, and telephone number;
 - Student's date and place of birth;
 - Student's participation in official school clubs and sports;
 - Weight and height of student if member of an athletic team;
 - Dates of attendance at Columbia county Schools;
 - Awards received during the time enrolled in Columbia County Schools.
- (4) File a complaint with United States Dept. of Education under 20 C.F.R.99.64 Concerning the alleged failures by the CCBOE to comply with requirements of FERPA.
- (5) Obtain a copy of the Board of Education Policy JR-Student Records, which the CCBOE has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the Board of Education at 6430 Pollards Pond Road, Appling, Georgia 30802, or by the Internet at www.ccboe.net, click of BOE Policies.

