

J. T. REDDICK ELEMENTARY SCHOOL
Home of the Raiders

STUDENT / PARENT
HANDBOOK
2007-2008

**J. T. Reddick Elementary School
Faculty & Staff
2007-2008**

Administration

Mickey Weldon, Principal
Mike Duck, Assistant Principal
Traci Hill, Counselor

Fourth Grade

Regina Bradford
Carol Belk
Julie Gunn
Wendy Soles
Pam Thompson
Shawna Taylor
Hope Vance
Adriane Webb

Fifth Grade

Tina Garrick
Brandi Huffman
Bobbie Keeter
Anne Little
Katrina Mayweather
Vicki Swain
Gloria Truelove
Ann Winter
Cindy Wright
Susan Yody

Sixth Grade

Kathy Betts
Ernie Carter
Gloria Coney
Brenda Douce
Corey Holland
Danny Hoover
Tabatha Jones
Rhonda White

Special Education

Kim Czerepinski
Kathy Fitzgerald
Ellen Norman
Lisa Snow

Support Staff

Dorothy Funnye
Sheri Grabowski
Jasmine McMillan
Sherri Youngblood

Learning Focus CO

Shannon Yawn

Administrative Asst.

Vera Goodemote

Office Staff

Geneva McWhorter
Marcia Pierce
Kay Saylor

Paraprofessionals

Marshal Adaway
Grace Braswell
Gail Kearce
Rebecca Kitchens
Nancy Walker

Principal's Message

Dear Students & Parents,

The faculty and staff at J.T. Reddick are excited about having you as a member of our school.

The purpose of this handbook is to help create a clear line of communication between the school, the student, and parent/guardian. Please read and keep this handbook throughout the year and share appropriate information with your child.

School attendance, effort, and attitude are very important to the success of our students. Please support our students by getting them to school, helping with homework, and teaching them proper character traits every day. We would also like to invite you to be a part of our Parent Teacher Organization (PTO). The sole purpose of the PTO is to make our students' experience at J.T. Reddick more fulfilling.

Please understand that rules at home are different from rules at school. We respect the rules you have in your home and ask that you respect the rules that we have for all students at school.

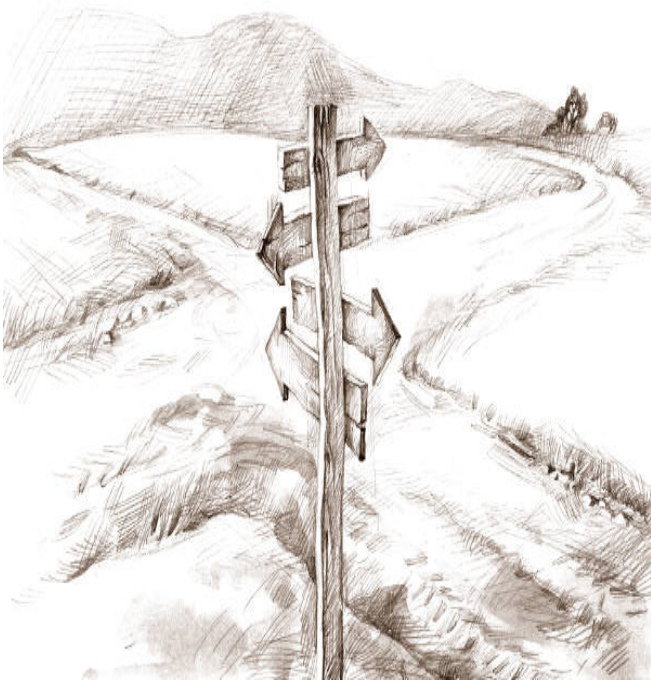
Again, welcome to J. T. Reddick Elementary School.

Respectfully,

Mickey Weldon

MISSION STATEMENT

Our mission is to assist students in developing academic and social skills needed to become productive members of society by providing an environment that is positive, supportive, and safe.



ACADEMIC GOALS FOR 2007-2008:

- By Spring of 2008, 90% of students will meet or exceed state standards in Reading, Language Arts and Mathematics
- By Spring of 2008, discipline referrals will decrease by 20%
- Implement activities that encourage all parents to visit our school at least once each month

BELL SCHEDULE

7:45 am	Breakfast begins
8:00 am	Teachers sign in
8:10 am	School begins
8:15 am	Tardy bell
3:05 pm	Buses load
3:10 pm	Walkers
3:15 pm	Car Riders

MOMENT OF SILENCE

Each morning during the televised broadcast, we ask students to pause for a moment of silence. All students may or may not decide to participate. Students who choose not to participate may not interfere with those who wish to do so.

ATTENDANCE/TARDIES/LEAVING SCHOOL EARLY

Regular and prompt attendance is important for a child to maintain excellent progress. Excessive absences and tardiness from school are detrimental to the educational process. Parents should plan vacations and trips, which do not impede the progress of their child's learning. When students arrive late or leave early, they miss important information and are at a disadvantage.

Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When

possible, please try to schedule appointments so they do not conflict with the mission and vision of our school. Also, please make certain your child knows how he/she is getting home prior to arriving at school.

LATE ARRIVAL

Students arriving at school late must report to the office to be counted in attendance before going to class. A note from the parent explaining the reason for late arrival is required or an adult must sign the child in at the attendance office. Please see tardy discipline procedure on page 16.

EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

When leaving school prior to dismissal, students must report to the office to be signed out by a parent/guardian or an adult the parent/guardian designates.

STUDENT TRANSFERS

Parents of students withdrawing from school should contact the office at least two days prior to the last day of attendance. This allows time for records, return of books, and typing of the transfer form. Parents may pick up the transfer form from the office on the student's last day or it may be sent home with the student upon request. All accounts with the school should be settled prior to the transfer.

LUNCHROOM BEHAVIOR

Every student is expected to eat a quality lunch every day. Quality lunch also means maintaining a pleasant atmosphere. Too much noise can present our school with a negative image.

On Fridays, we have what we call a "lunch with a book". Students are expected to eat silently and read until their teacher returns. While eating lunch, all

students are expected to follow lunchroom guidelines. For those students who fail to follow guidelines, we will have scheduled lunch detention Monday thru Thursday from 3:15 to 3:45. Paraprofessional will be responsible for managing the lunchroom and assigning lunch detention.

Guidelines:

- ✓ Practice good manners and socialize quietly.
- ✓ Leave the table and surrounding area clean and orderly.
- ✓ Return trays and utensils to wash area.
- ✓ Put trash in proper containers.
- ✓ Do not share food.
- ✓ Remain seated until lunch is completed.
- ✓ No can snacks, candy, soda or other beverages unless eating lunch with your parent.

BREAKFAST AND LUNCH PRICES

Breakfast	\$.50
Reduced Breakfast	\$.15
Adult Breakfast	\$ 1.40
Student Lunch	\$.60
Reduced Lunch	\$.20
Adult Lunch	\$ 2.30
Tea or Extra Milk	\$.30

DRESS CODE

The following guidelines are designed to promote a standard of appearance, which enhances the learning environment while allowing for reasonable comfort and individuality of all students. We want our students to dress for success, not attention.

Students are expected to wear clothing appropriate to the school setting: extreme or outrageous apparel or appearance is to be avoided. Current fads involving appearance or clothing that disrupt the instructional

process will not be allowed. Below are guidelines for proper dress:

- ❑ Appropriate shoes are required; either hard-soled or tennis shoes are acceptable.
- ❑ Shoes must be properly secured.
- ❑ House slippers and roller shoes/Heelys are not allowed.
- ❑ Clothing which overexposes the body is unacceptable.
- ❑ Apparel or jewelry which advertises, glorifies, or symbolizes violence, weapons, gang affiliation, sex, profanity, drug use, alcohol, tobacco, intimidation, bullying, self-destructive behavior, or negative/inappropriate messages are strictly prohibited.
- ❑ All headwear including sunglasses inside the building are not allowed.
- ❑ Hair bands and hair pins designed to secure hair from the eyes are allowed.
- ❑ Hair dyed inappropriate or odd colors, excessive and distractive hair styles are not allowed.
- ❑ Any item of jewelry or clothing that might create a hazard to a student's safety.
- ❑ Earrings and pierced jewelry may only be worn on the ears.
- ❑ Earrings on males or exposed body piercing are not allowed.
- ❑ All shirts and tops must have sleeves and be appropriately sized.
- ❑ A dress jacket, blazer, shirt or sweater may be worn to cover a sleeveless top.
- ❑ Un-tucked shirts must be hemmed and may not exceed the length of the hips or must be tucked in.
- ❑ Pants, skirts, shorts, and dresses must be knee length or longer and fasten securely at the waist.

- ❑ Sagging and oversized pants are strictly prohibited.
- ❑ Athletic sweat or sheer silky pants, pajama pants, biker pants, leggings without a skirt or dress at knee length or longer length is not allowed.
- ❑ Any questions regarding “appropriateness” will be determined by the principal.

HOMEWORK

Homework is a vital part of the total learning process. Homework should be given Monday through Thursday. Grade-level practices are communicated to the students during the first week of school. The following list serves as a reminder about the importance of homework:

- Provide essential practice in needed skills
- Trains students in good work habits
- Affords opportunities for increasing self-direction
- Enriches and extends school experience
- Helps students learn to budget time
- Promotes growth in responsibility
- Brings students into contact with out-of-school learning resources

HONOR ROLL

In keeping with the philosophy of the school system and its commitment to excellence, academic achievement is recognized through the establishment of a merit roll and honor roll for all grades. Each grading period, students will be recognized for their effort during our Pride Program.

Honor roll: A student must make an “A” in all subjects.

Merit roll: A student must make a “B” or higher in all subjects.

AFTER-SCHOOL PROGRAM

Students not being successful will be encouraged to participate in an after school program for remediation.

PARENT-TEACHER CONFERENCE

Parents are encouraged to have periodic conferences with teachers. However, we expect our teachers not to take away any instructional time for an unscheduled conference. For a conference at any time other than on a regularly scheduled school conference date, please contact the office for arrangements to meet with the teacher. The use of e-mail is an excellent way to stay in touch with your child's teacher.

PROMOTION GUIDELINES

REQUIREMENTS FOR GRADES 3, 5, AND 8

A) In accordance with State Board policy, promotion requirements for grades 3, 5, and 8 shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and meet promotion standards established by the Tift County Board of Education.
2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics and meet promotion standards established by the Tift County Board of Education.

3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics and meet promotion standards established by the Tift County Board of Education.

4. Requirements shall apply to students in the following grade levels:

- i. The third grade beginning with the 2003-2004 school year
- ii. The fifth grade beginning with the 2004-2005 school year
- iii. The eighth grade beginning with the 2005-2006 school year

REQUIREMENTS FOR THE OFF-GRADES GRADES K, 1, 2, 4, 6, AND 7

Recommendation concerning instructional placement and progress of students in the off-grades shall be the responsibility of the principal, teacher, and other professional staff in accordance with the established Performance Standards established by the Tift County Board of Education and the State Board of Education. Performance Standards are based on applicable grade level State Standards (Georgia Performance Standards, (Quality Core Curriculum, QCC); Criterion-Referenced Test objectives; Georgia Kindergarten Assessment Program (GKAP) objectives; and established local benchmarks. The final decision concerning placement, however, rest with the principal.

SCHOOL COUNCIL

Each school has a school council consisting of staff, parents, and community members who meet four times a year. The council's mission is to develop and

assess school improvement initiatives. We encourage parents to connect to this program.

STUDENT COUNCIL

J.T. Reddick's student council is an active part of our school. Officers are sixth graders, and they are elected at the beginning of the school year. Each homeroom teacher will appoint a homeroom representative. Student council members will participate in after school meetings and fundraisers.

BANKING PROGRAM

J.T.Reddick students will have an opportunity to participate in a school-banking program that is being sponsored by Citizens Security Bank. Students will be able to make deposits at scheduled times and earn interest on the money at a predetermined rate. Students will receive a check for all funds deposited plus interest at the end of the year; however, no withdrawals will be allowed during the school year once funds are deposited. The purpose of this program is to teach students the importance of saving money for future use.

SCHOOL VISITORS AND EMPLOYEES

J. T Reddick is a community school; visitors are welcome. All persons entering the school must sign in at the school office and wear an ID badge while in the school. Our children safety is first. School buildings and grounds are smoke-free at all times.

Parent-Principal Conference

Parents/Guardians are welcome to meet with Mr. Weldon. Please contact Mrs. Kay Saylor to set up a conference. Conferences will be held after 9:00. To ensure that the beginning of the school day is started in good fashion, Mr. Weldon will be working throughout the building with teachers until 9:00.

DISCIPLINE

We are extremely proud of the way our students behave overall. We thank parents for supporting behavior in and out of the school setting. However, disruptive students who interfere with the educational process and/or do not comply with regulations and procedures are subject to administrative action. Please refer to the Tift County Board of Education Code of Conduct for detail information.

GOALS

J.T. Reddick Elementary School is committed to establishing and maintaining appropriate student behavior. We believe that students need to be taught appropriate behavior, what the school and classroom rules are and how to follow them. One of our goals is to have in place a school-wide discipline plan that holds everyone accountable for their actions. Teachers in cooperation with their students will develop classroom management plans that will offer limits, promote self-esteem, and involve students in the process.

Responsibility and appropriate behavior are learned traits and involve the parent and the school working together to ensure that these characteristics are developed. Our policy is to ensure all rules are administered equally with all consequences outlined. Rules and consequences will be followed consistently.

It is necessary that children learn to develop self-discipline in order to advance their learning. We ask that you discuss with your children the importance and need for good behavior and a positive attitude while in school.

DISCIPLINE PROCEDURES

Each teacher is expected to have a Teacher/Student orientation that includes the following:

- ❖ A course overview (purpose of learning)
- ❖ General information about self
- ❖ Establishment of rules that governs teacher and student behavior (involve students)
- ❖ Discussion of Parent/Teacher handbook with students (Have the students to sign indicating they have received a handbook).

Below is a list of steps the teacher *must* have implemented before referring a student to an administrator. These efforts must be documented and maintained in a student discipline folder as each step is completed.

1. Low profile intervention
2. Student/Teacher Conference
 - a. Student/Teacher Conference
 - b. Student/Teacher Conference (parent contact documented)
 - c. Administrator/Student/Teacher Conference (parent contact documented)
3. Time-out (in the classroom)
4. Automatic referral from this point forward

When a student is referred to the office for inappropriate behavior, he/she will be given the opportunity to present his/her view of the situation.

Consequences for infractions are given in the following progressive manner.

Office Referrals for Discipline (18 total days in ISS)

1st referral – Conference with student
2nd referral - Detention hall
3rd referral – Time out
4th referral – 1-5 days ISS or corporal punishment
5th referral – 3-5 days ISS
6th referral – 5-10 days ISS
7th referral – 5-10 days ISS
8th referral – 3-5 days home suspension
9th referral – 5-10 days home suspension
10th referral – 10 days home suspension and a recommendation for expulsion for the remainder of the semester or year or placement at 6th Street Academy upon acceptance

Bus Discipline Sequence

1. First reported offense – Discretion of Administration upon severity of student conduct
2. Second reported offense – 2 days suspension of riding privileges
3. Third reported offense – 3 days suspension of riding privileges
4. Fourth reported offense – 4 days suspension of riding privileges
5. Fifth reported offense – 5 days suspension of riding privileges
6. Sixth reported offense – 10 days suspension of riding privileges. (Every other reported offense thereafter will result in 10 days suspension of riding privileges)

Fighting

1st offense – 3 days ISS or corporal punishment
2nd offense – 4 or 5 days ISS
3rd offense – 10 days ISS
4th offense – 10 days home suspension and a recommendation for expulsion of the remainder of the semester or placement at 6th Street Academy upon acceptance

Bullying

1st offense – Parent contact – Detention hall
2nd – ISS 5-10 days and parent contact
3rd offense – Placement at 6th Street Academy upon acceptance

Minor infractions include but are not limited to write-ups from the classroom teacher. **Major** infractions include but are not limited to fighting, disrespect toward a teacher, etc.

NOTE: ALL STUDENTS WHO FIGHT OR ATTEMPT TO FIGHT WILL BE SENT HOME IMMEDIATELY FOR THE REMAINDER OF THE DAY. PARENTS MUST MEET WITH ADMINISTRATION THE FOLLOWING SCHOOL DAY AT 9:00 AM.

IN SCHOOL SUSPENSION (ISS)

The ISS center is located on campus. We have a full time staff member to run this program. If a student is assigned, he/she is expected and required to complete all work assigned by the teachers. Students may receive a maximum of nine days before home suspension applies.

OUT-OF-SCHOOL SUSPENSION (OSS)

At times, it is necessary to assign out-of-school suspension to students. When students are given this punishment, they will not be allowed to return to class until the assigned number of days has been served at home.

NOTE: ALL ISS AND OSS WILL FOLLOW WITH A PARENT CONFERENCE WITH AN ADMINISTRATOR. NO STUDENT WILL BE ALLOWED TO RETURN TO CLASS UNTIL THE CONFERENCE IS HELD. ALSO, STUDENTS WILL ATTEND A MANDATORY

**CONFERENCE WITH THE SCHOOL
COUNSELOR AFTER ALL ISS AND OSS
ASSIGNMENTS.**

Attempts will be made to notify parents of In-School Suspension (ISS) and Out-of-School Suspension (OSS).

Students will be given a copy of their office or bus referral upon their placement in In-School Suspension (ISS) or upon being suspended from school or bus. If contact cannot be made with the parent, it is the student's responsibility to give referrals to his/her parent.

Placement in ISS or suspensions from school or bus can only be assigned by the Principal or Assistant Principal.

***CORPORAL PUNISHMENT MAY BE
ADMINISTERED AT THE DISCRETION OF
THE ADMINISTRATOR WITH SIGNED
PERMISSION FROM PARENT.***

Tardy

Students who arrive after 8:15 will be considered tardy (late). The following steps will be followed for tardies:

- 1) 1st tardy—Warning; Notify parent
- 2) 2nd tardy—Warning; Notify parent
- 3) 3rd tardy---Equals one (1) unexcused absence; Notify parent/social worker
- 4) 4th tardy---Time-out; notify parent/social worker
- 5) 5th tardy---Time-out; notify parent/social worker
- 6) 6th tardy---1 day ISS; Notify parent/social worker

- 7) 7th tardy---2 days ISS; Notify parent/social worker
- 8) 8th tardy---3 days ISS; Notify parent/social worker
- 9) 9th tardy---Administrative discretion; Notify parent/social worker

DETENTION HALL

Sometimes it is necessary for teachers and staff to keep students in detention after school. If necessary, it will be held in the teacher's room immediately after school. Parents will be notified a day prior to detention.

HALL TRAFFIC

It is very important that our school environment is conducive to learning. The way we conduct ourselves during movement throughout the building says a lot about who we are. The following rules and procedures will help us in producing a positive environment:

- ❖ Whisper only in the hallways.
- ❖ Use your inside voice during lunch, assemblies, etc.
- ❖ No running in the hallways.
- ❖ Walk to the right side of halls at all times.
- ❖ No horseplay or loud talking anywhere on campus.

FOOD AND DRINKS

Students must not bring seeds, candy, or gum to school. Canned drinks are permitted for those who bring their lunch and must be consumed in the lunchroom. By controlling our food and drinks, we can keep our school cleaner.

RADIOS, ELECTRONIC EQUIPMENT, CARDS, AND OTHER UNWANTED ITEMS

These items are not permitted on campus for any reason. In addition, computer disks/CDs must be approved by the teacher.

CLASS PARTIES

Appreciation to teachers, students, or groups may be expressed orally or written. Students should not plan parties during the school day, nor pass out private party invitations at school. School parties are limited to two per year after 2:00 pm. Parties must be organized by the teacher and approved in advance by the principal.

FIRE DRILL

Assigned areas will be posted in each classroom for fire drills. Drills will be held monthly. Teachers will call roll or take account of each student for whom they are responsible. All students should take fire drills seriously and leave the building in a safe orderly fashion under the teacher's direction.

TORNADO DRILL/SEVERE WEATHER

In cases of tornado or severe weather, instructions will be given to move to the hallways. Sit on the floor as near to the wall as possible and place your head between your knees.
Do not leave the building.

MEDIA CENTER

According to our new Georgia Performance Standards, all students are required to read at least 25 books or the equivalent of one million words. All students will receive time each week for fifty minutes during their media activity class. It is your responsibility to take care of library books and pay for damaged books. Report cards will be held for lost or damaged books.

GUIDANCE COUNSELING

Guidance services are available for every student. They include educational planning and/or social etiquette. We want to have major impact in teaching the whole child. If needed, please ask for permission to see the counselor or place a message in the counselor mailbox.

SCHOOL NURSE

Each school in Tift County Schools has a school nurse. They provide first aid for school-related injuries. School clinic staff is available to consult with parents as needed, regarding health concerns of students. If a student has special health needs, the parent is to schedule a time to meet with the school nurse to arrange for these needs to be taken care of during the school day. Treatments require both a written physician's order and a parent signature. The school nurse will assist the parent in formulating a plan of care for their student.

TIPS FOR A SUCCESSFUL SCHOOL YEAR:

- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.
- Help your child learn to follow directions. Give one-and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Help your child learn his/her multiplication facts through twelve.

- Guide and monitor your child's television viewing and music.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work but do not expect more than your child is capable of doing.
- Involve your child with reading, math, and writing activities.
- See that your child gets a good night's sleep and has a nutritious breakfast.
- Write your child's name on all personal items brought to school.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This will help preserve the health of other children. Please telephone the school when your child will be absent.
- Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of physical condition.
- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.
- Refrain from discussing negative remarks concerning the school in the presence of your child. Children must see school and home working very close together for their academic success.