

# 2015-2016

# Student Handbook



## Ringgold Primary School

### MISSION STATEMENT

Ringgold Primary is the lens through which our students see the world.

### MOTTO

“From Crayons To Careers”

*340 Evitt Lane  
Ringgold, Georgia 30736  
706 937-KIDS  
FAX 706 937-8383  
<http://www.rps.catoosa.k12.ga.us/>*

Nancy Gurganus, Principal  
Leigh Ann Lane, Assistant Principal

## **SCHOOL HOURS:**

7:15 a.m.-3:30 p.m.

Regular office hours

7:15-7:45 a.m.

Breakfast served

**8:00 a.m.**

**Instruction begins—TARDY BELL**

2:25 p.m.

Dismissal begins

2:45-6:00 p.m.

Cub Care available

\*\*Teachers are at school from approximately 7:15 a.m. until 3:15 p.m. each day

## **Information, Policies and Procedures of Ringgold Primary School**

*Please note that any of the following information may change during the school year. You will be given updates throughout the year to reflect changes. RPS also abides by the Catoosa County Public Schools Student Handbook.*

**ACTIVITIES:** Along with the important academic work, there are numerous activities throughout the year to make being at school a fun and pleasant experience for the students. We have school pictures, yearbook sales, P.T.O. meetings, candy sales, parades, programs, educational movies, guest speakers, parent lunches, Field Day, Math/Science/Reading events, carnivals, festivals, and many, many more activities. Ringgold Primary is a busy place.

**AFTER SCHOOL CARE:** An after school child care service is available to you through Cub Care at RPS. If you are interested in enrolling your child or have questions, you may call Ringgold Primary School 937-5437. Enrollment forms are available in the office.

**ARRIVAL / DEPARTURE:** Doors will be unlocked for car riders at 7:15 a.m. Students **MAY NOT** arrive before that time. **Students are to be picked up no later than 2:45 p.m.** unless staying in Cub Care.

**If you bring your child to school in the mornings, he/she must be dropped off in the car rider line.** If your child arrives at school between 7:15 and 7:30 a.m. he/she must report to the cafeteria. After 7:30, students will be allowed to report to their classrooms. Children that are car riders who plan to eat breakfast, MUST be at school no later than 7:45 a.m. in order to be served breakfast. Students who arrive by bus will be accommodated regardless of the time.

If your child is an afternoon car rider, he/she will be given a name tag for the car. This must be presented at the time you pick up your child in car rider line. Be prepared to show proper identification at any time. **If your child is not picked up by 2:45, he/she will be sent to Cub Care and you will be responsible for the bill.**

**ARTICLES PROHIBITED AT SCHOOL:** Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Items such as cell phones, toys, knives, hard balls, radios, electronic games etc., are not allowed. The items will be kept by the school and will only be returned to the parent at the parent's request. Parents are requested to help children understand the necessity for such regulations.

**ATTENDANCE POLICIES & PROCEDURES:** School attendance is a joint effort of parents, students and the school. For a student to benefit most from a school education, the student must be in school. What happens in the classroom—including demonstrations, continuity of instruction, interaction among students and teachers cannot be reproduced in an after-school makeup session. Most of the learning that takes place is hands-on, not written. Please read & sign the RPS/Catoosa County Public Schools Attendance Policy.

### **Important Attendance Information:**

- **UPON RETURN TO SCHOOL, A NOTE FOR THE REASON OF THE ABSENCE IS REQUIRED. NO NOTE = UNEXCUSED ABSENCE.** Vacations are not excused.
- **After the 10th absence, a doctor's note is required or the absence is unexcused.**
- If student misses more than half of a day (over 3 hours), it shall be considered an absence.
- **5 unexcused absences or excessive tardies** = referral to Catoosa Attendance Review Team (members include Juvenile Justice, DFACS, Lookout Mountain Community Services, & others)
- **\*\*Over 5 unexcused absences can result in legal action required under GA law\*\***
- Students are expected to be on time for school (tardy bell rings at 8:00 am). A student who is tardy to school must check in at the office for an admission slip.

**BUS:** Bus loading begins at 2:25. **Behavior on the school bus should be the same as in the classroom.** The bus driver will not tolerate any misconduct on the bus and will be reported to the office by the driver. Continued misbehavior will result in discipline or bus suspension. Discipline on school buses is as important, if not more important than classroom discipline; therefore, please refer to the bus policy in the Catoosa County Public Schools Handbook.

**CHANGE OF ADDRESS / PHONE NUMBER:** It is **extremely** important that each student maintain an up-to-date address and telephone record in the school office. *The person who registered the child for school is the only person allowed to make changes.* Notify the school in writing immediately if you have any changes.

**CHANGE IN TRANSPORTATION:** It is the policy at Ringgold Primary School not to allow transportation changes over the telephone or by a student's word. Notification in a change of way to go home **MUST** be sent to the teacher in writing and signed by the legal guardian. **Phone call or email changes WILL NOT be accepted.** We will accept notification by fax with legal guardian's signature & a copy of the driver's license if the fax is received by 12:00 noon (please call RPS office to verify receipt of fax). Otherwise, students will be sent home their regular way.

**CAFETERIA:** Ringgold Primary School serves a nutritious breakfast and lunch each day. Students are encouraged to pay for their meals by the week, or even by the month. Students **will not** be allowed to 'charge' their meals. Parents will receive a letter or phone call from the cafeteria bookkeeper if the child does not bring in money for meals. You may also check your child's balance through the Parent Portal. Snack items may not be purchased during meal times. It is requested that food from fast food restaurants not be brought to the student.

**DISCIPLINE:** Please read the Catoosa County policies in the Catoosa County Student Handbook and go over it with your child. The disciplinary actions for certain offenses are listed in that handbook. We believe that the major role of parents in both academics and school discipline is to continually show interest and support for their child's learning at school. The child's knowledge that parents are actively interested and supportive of the school program almost always reduces school discipline problems. Please share with your child's teacher any helpful information about your child. We believe that communication between parents, students, and teachers is critical in teaching correct behavior. We want your child to be guaranteed his/her rights and live up to the responsibilities that we have set at RPS.

This year we are going to teach academics, cultures and life skills. We want our students to be able to identify their strengths and virtues, and help them find their niche where they can live these positive traits to the fullest.

We will be teaching **The 7 Habits of Happy Kids!** They are:

## **Habit 1 — Be Proactive**

### **You're in Charge**

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

## **Habit 2 — Begin with the End in Mind**

### **Have a Plan**

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

## **Habit 3 — Put First Things First**

### **Work First, Then Play**

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

## **Habit 4 — Think Win-Win**

### **Everyone Can Win**

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

## **Habit 5 — Seek First to Understand, Then to Be Understood**

### **Listen Before You Talk**

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

## **Habit 6 — Synergize**

### **Together Is Better**

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

## **Habit 7 — Sharpen The Saw**

### **Balance Feels Best**

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

## **RPS SCHOOL CODE**

**Love learning**

**Excel in all we do**

**Achieve goals together**

**Do what is right!**

**LEAD!**

The following is a layout of expectations for various areas of the campus.

Classroom	*Follow directions the 1 <sup>st</sup> time *Stay on task *Speak appropriately *Follow rules *Stay in assigned area	*Show eagerness to learn *Speak positively toward both teachers & students *Transition as directed	*Bring all needed materials *Be prepared *Complete all assignments on time *Keep classroom area clean	*Leave property of others alone *Respect personal space
Assemblies	*Be attentive to the program *Follow directions *Participate when asked	*Exhibit school pride & spirit *Use only positive responses	*Be on time *Keep hands & feet to yourself *Move orderly & quietly *Stay in assigned areas	*Listen/focus on speaker *Follow directions *Respect other's space
Field Trips	*Be on time *Be ready to participate & enjoy the field trip *Stay with the group	*Show school pride in community *Show self-respect by being clean & dressing neatly	*Turn in paperwork on time *Follow all bus rules	*Follow directions the 1 <sup>st</sup> time *Keep hands, feet, & objects to self *Be attentive when someone is speaking
Gym	*Participate daily	*Keep hands to yourself	*Use & take care of equipment as intended *Wear tennis shoes on gym days	*Follow directions the 1 <sup>st</sup> time *Leave property of other's alone *Encourage peer participation
Cafeteria	*Stay in line *Chew food with mouth closed *Food goes from plate to fork to mouth	*Use quiet voices *Clean your area *Choose healthy foods	*Keep area clean *Keep food & drinks in the cafeteria *Know your number	*Quickly & quietly through the line *Leave area neat & clean *Take & eat only your food *Stay in your assigned area *Eat only in assigned area
Restroom	*Dispose of paper towels in trash container *Choose it, use it, flush it *Wash hands	*Mind your own business *Return to learn *Report acts of vandalism	*Have a hall pass *Keep restroom clean & floor dry *Walk to class ASAP	*Leave others alone *Be quick & quiet
Media Center	*Use quiet voice *Have a media center pass to go	*Have a purpose *Wait patiently for assistance	*Bring a media center pass *Return books on time *Bring needed items *Ask for help if needed	*Sign in & out *Take care of all materials *Use appropriate language *Follow directions the 1 <sup>st</sup> time
Hallway	*Keep hands, feet, & objects to yourself *Leave room for others to pass	*Keep hallway clean *Keep walls clean	*Have a hall pass during class time *Stay in designated area	*Keep hands, feet, & objects away from others, walls & displays *Silent voices *Walk on right side of hallway
Office	*State purpose politely *Exit when business is completed	*State purpose politely *Wait patiently	*Have signed permission to come to office/nurse *Walk directly to the office	*Wait your turn *Be polite to office staff
Arrival/Dismissal For Car & Bus	*Walk directly to designated area *Follow directions the 1 <sup>st</sup> time *Keep hands, feet, & objects to yourself	*Be courteous to others *Follow directions the 1 <sup>st</sup> time	*Stay in designated area *Stay seated at all times *Follow bus rules *When late to school, an adult must sign you in at the office	*Use quiet voices *Keep hands, feet, & objects to yourself *Have permission to leave the assigned area
Playground	*Dispose of garbage in cans *Line up quickly when called	*Keep playground clean *Report emergencies	*Stay in designated area *Use equipment properly *Be responsible for self	*Take turns *Keep hands, feet & objects to yourself
Bus	*Use quiet voice *Listen to bus driver	*Be courteous of others *Follow bus rules	*Stay in your seat *Follow bus rules	*Respect other's space *Keep hands, feet, & objects to yourself *Follow directions the 1 <sup>st</sup> time
Music	*Participate daily *Stay in assigned area *Follow rules	*Enter & Exit the Music room quickly & quietly.	*Remember your assigned square/area. *Use & take care of musical equipment as intended	*Respect other's space *Keep hands, feet, & objects to yourself *Follow directions the 1 <sup>st</sup> time

**DONATIONS:** The school does not require, but will request a donation of \$25 for classroom supplies. Information on what your child's teacher needs will be sent home to you. Please make checks payable to "Ringgold Primary School."

**DRESS:** Students must dress appropriately for the weather and school. Mohawks or faux hawks, strappy tank

tops, shirts with inappropriate logos or wording will NOT be allowed. Tennis shoes MUST be worn on PE days.

**FIELD TRIPS:** Throughout the school year, your child will be given the opportunity to go on various field trips with his/her class to supplement learning. The cost of the trips will vary, depending upon the destination of the trip, admission fees, student transportation, insurance costs, and bus driver's wages. Several days before a trip, you will receive a letter from the teacher requesting that you voluntarily contribute the amount of money necessary to cover your child's portion of the expenses, and will require the signature of the legal guardian giving permission for the child to go. No student will be denied or penalized for failure to contribute. It will, however, be necessary to cancel the trip without adequate funds or attendance.

**FIRE, TERRORIST, TORNADO DRILLS OR ALERTS:** Drills are practiced regularly to insure the safety of each child. Evacuation maps are posted at the exit of each classroom. We work closely with the local fire department and they often assist us with practice drills which encourage children to THINK and not panic in emergency situations.

**HOMEWORK:** We at RPS consider homework a valuable extension of your child's education. Primary aged children can benefit from study at home, but also need to have time for play and other childhood activities. Homework assignments vary by grade level but most include reading, sight word recognition, spelling and math practice. Assignments will be given Monday-Thursday and should take less than 30 minutes to complete.

**ILLNESS OR INJURY AT SCHOOL:** Ringgold Primary School has nurses on campus to help with minor injuries, immunization records and other health related needs. In case of a serious accident or sudden illness, a parent will be contacted. If a parent cannot be reached, the school will notify those listed on the student's Emergency List (or 911 if necessary). *It is very important that information on the Emergency List be accurate and up-to-date.* If there are changes in the home or work phone numbers or addresses, please notify the school office immediately. No aspirin, Tylenol or other over-the-counter medications will be dispensed from the office. Medication may be dispensed if the following procedures are observed:

- A written, signed, and dated medical release form must be completed in the office prior to administration of medication.
- Medication must be in original bottle or package with directions and brought to the teacher/nurse by the parent.

**INCLEMENT WEATHER:** In the event of inclement weather, it may be necessary to dismiss school early. This will always be announced by the media and text messages will be sent to those who have chosen to be included in this service.

**INTERNET USE:** Catoosa County Public Schools has set forth the Terms and Conditions for Student Use of Internet Services. Due to the nature of the Internet, the Catoosa County Public School System realizes that it is neither practical nor possible to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be expected to make independent decisions and use good judgment in their use of the Internet services provided by the school networks. Therefore, parents should participate in the decision whether to allow their children access to the Internet and should communicate their own expectations to their children. Parents and students should understand that Catoosa County Public Schools provide Internet access for educational purposes. The school system will attempt to discourage access to objectionable material and communications that are intended to exploit, harass, or abuse others. Please see the Catoosa County Schools Handbook for more details.

**LEAVING THE CAMPUS:** If there is a need for a child to leave the campus during school hours, the student MUST be checked out in the school office by someone on the child's check-out list. The office staff will check ID & call the classroom to have the student report to the office for dismissal. If the person is not on your child's "current" check-out list, we will not allow the child to leave with them.

**LOST AND FOUND:** Found articles are turned in to the office. All unclaimed articles are available daily for examination and will be displayed from time to time. Articles not claimed will be sold or given to charity.

Please label (first & last name) clothing, lunch boxes, book bags, etc. for easy identification.

**MEDIA CENTER:** The Media Center is one of the best places to go to get information. Students are encouraged to use the Media Center at every opportunity and assistance will be given to students by the Media Specialist. All items removed from the center must be checked out and given proper care. All rules concerning the Center must be observed. Any lost or damaged books must be paid for before records can be released.

**MOVIES/VIDEOS:** Movies and videos are used for instructional purposes and/or for classroom rewards. Students may not bring movies from home without the consent of the administration. Only “G rated will be considered. No copied/reproduced movies are allowed under any circumstance as this is a violation of copyright.

**PARENT CONFERENCES:** Parents are welcomed and encouraged to talk with teachers and/or principals. Appointments must be made to coincide with schedules. To make an appointment, call 706-937-5437. Someone will return your call to confirm a time that will be best for all involved.

**PARENTAL INVOLVEMENT:** We have a fantastic parent volunteer program at Ringgold Primary! P.T.O. is very active and has many programs and events throughout the school year. “Room mothers” (or “dads”) are very important for each classroom. We encourage you to talk with your child’s teacher if you are interested in helping out. RPS has a Title I sponsored family center located in room 608. This is a great place to obtain information concerning issues related to your child. The parent center is also the place to go to get involved and volunteer your time at RPS.

**PARENT PORTAL:** This site has information about your child including grades, cafeteria balance, emergency contacts and attendance. Please see your child’s teacher for more information. It is not necessary to sign up each year or when siblings start school. Once you are in the system for one, you are in for all.

**REPORT CARDS:** Report cards are sent home every nine weeks. Please sign stating that you have reviewed the information and return to the teacher the following day. Folders are sent home for your review in lieu of a progress report.

**SNACKS:** Juice, snacks and ice cream are available for student purchase. Students may also bring snacks from home. We do have students with food allergies. Therefore, we request that you do not send in homemade snacks. The teacher must be able to show medical personnel a list of ingredients. Please check with your child’s teacher for more information.

**STUDENT INSURANCE:** You may purchase optional insurance for your child. Each student is given this form to take home the first day of school. Please be aware that the school **does not** carry insurance on your child in the event of an accident.

**STUDENT RECOGNITION:** All of our students are special! We engage in several ways to recognize and celebrate this fact. We have a Renaissance program in which we reward/recognize students for some of their great accomplishments--attendance, behavior, birthdays, academics, etc.

**TEXT ALERT PROGRAM:** Catoosa County Schools and RPS have a text alert program in which you may participate. Text messages are sent to your mobile phone to alert you of upcoming events & school closures. Information about this program is available in the office.

**VISITORS:** Any visitors to the school must report to the office, sign in & **MUST WEAR A VISITOR’S STICKER WHILE ON THE RPS CAMPUS.** If you are asked to report to the office for failure to check-in, it is strictly for the safety of all students in the building.

*If you have a question or concern, please contact the RPS office at (706) 937-5437*