



2020-2021
Richmond Hill Primary School
Parent Handbook

Facebook: @RHPrimarySchool
Twitter: @RichmondHill_PS

Richmond Hill Primary School
471 Frances Meeks Way
Richmond Hill, GA 31324
Ph. (912) 459-5080
Fax (912) 756-5131

This handbook highlights RHPS procedures, but it is important for parents and/or guardians to read and explain the [Bryan County Student Handbook](#) to their child.

SCHOOL DAY

RHPS students may be dropped off at 8:30 AM. All students report to classrooms. Students must arrive by 8:45 to eat breakfast at school. Students should be in their class by 9:00 AM or they are considered tardy for the day. The exception will be students who arrive on a late bus.

ATTENDANCE/REQUIREMENTS

We believe that attendance is an essential component to your child's academic success. It is our goal to partner with you to ensure that your child views school attendance as an important part of being a successful student, as an absence means that your child has lost an opportunity to learn.

In the event of an extended school closure, reference the eLearning handbook for attendance information. Refer to the Bryan County Schools Handbook for full attendance policy.

SCHOOL LUNCH PROGRAM

Lunch is served each day. Prices will be \$2.85 for lunch and \$1.85 for breakfast. Students qualifying for free and reduced meals are not charged for meals. At this time, we will not have lunch visitors.

SNACK TIME

Every class enjoys a snack time during the school day, some in the morning and some in the afternoon. Snacks should be a small, healthy snack. Snacks should be sent with your child daily. Snacks dropped off at the front office may not reach your child by their scheduled snack time since the snack time varies from class to class.

Snacks will not be shared due to concerns for student allergies. Teachers will notify parents of the specific allergies in their classrooms.

MEDICINE

All medication is to be taken to the office **by a parent and/or guardian** to be accepted by the school nurse. Prescription medication will be logged in, and an inventory will be updated as medication is taken. While students are at school, medications will be kept and administered in the office or clinic, including lotions and lozenges. While at school, students may be administered prescription medications that have been prescribed for them. Medications must be kept in the original container and must clearly show that the medicine has been prescribed for the student. Non-prescription medicine must also be delivered by a parent or guardian and include a note from the parent.

TRANSPORTATION

CAR RIDER LINE

- Dismissal - Car riders have an assigned number. Parents may pick-up their children by driving through the car rider line with the child's car tag displayed on the driver's side dashboard. Please keep this card visible until the student is loaded in the vehicle. Car rider tags are distributed before the school year begins. We can not release any students without a car tag. If you have lost/misplaced your tag, please go directly to the front office to obtain a temporary tag prior to entering the car line.
- Morning drop-off for students will take place along the back of RHPS. We will use the entire sidewalk to unload students on the driver's side of the car. Please do not park your car in the parking lot and allow your child to walk unattended to the building. If you need to enter the building, please enter through the front doors of the school.
- **Please do not drop your child off before 8:30 AM as we cannot guarantee adult supervision until that time.**
- If your child would like to eat breakfast at school, they must be dropped off in the car line prior to 8:45.
- The car rider line will close at 8:55. Students will be marked tardy if they are not in their classrooms at 9:00. If you arrive after 8:55, please bring your child into the front office to sign-in.
- At the end of the school day, children will remain in a supervised area until someone picks them up from school. To pick-up your child, you must enter the car rider line. Refrain from cell phone use while in the car line.
- Your car must be totally stopped and placed in PARK before your child will be permitted to step out to enter your vehicle.
- For the safety of your child and staff members, we will load on the driver's side only. Please work with your child to practice buckling and unbuckling themselves to allow for timely loading and unloading of cars. For your safety and convenience, we have a buckle zone that allows you to pull over and assist your child buckle up, if needed.
- Please follow the established traffic flow to keep the line moving.
- Transportation changes will be submitted by email before 2 PM each day.

WALKERS/BIKE-RIDERS

All walkers and bike-riders will complete a Walker/Bike-rider application. Once approved, you will receive a walker pick-up tag and your child will be in the walker pick-up area at dismissal. If your child is normally a walker/bike-rider and there is inclement weather, please use the car line. Walkers and bike-riders are limited to students who live within a 1 ½ miles of RHPS. Bus transportation is available for all other students. Due to safety concerns, please do not park and walk up to get your child.

BUS ROUTES

Please see the BCS website for information about bus routes.

TRANSPORTATION CHANGES

Student dismissal is based on information provided by the parent or guardian. Every morning the teacher records how each child in her class is going home. If there is a change in transportation, **please send in a note the morning of the change or send an email to your child's teacher by 2 PM, please include the dates for the change and a phone number for verification purposes.** If a change is necessary after 2 PM, it will be considered an emergency change and should be requested by calling the office at 459-5080.

Frequent changes in transportation can be confusing and stressful for young children. Please do not make changes except in emergency situations.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Every parent or guardian should update their child's information in PowerSchool via the parent portal each school year. An email with directions will be sent to the parent/guardian email used to register or in PowerSchool. This is the information the office will refer to when releasing your child. For student safety, our office staff is extremely cautious when releasing students to other adults. Please keep this information updated with current phone numbers and adults we can contact in case of emergencies.

We only release students to the adults listed in the student information if/when a parent/guardian sends a note, dated and signed, instructing us to do so. We require a picture ID for anyone picking up a student at RHPS.

Teachers and students begin moving to dismissal areas at 3:30. Early dismissal after 3:30 should only occur in emergency situations.

CONFERENCES/MEETINGS

Your child's teacher will be happy to meet with you during the school year. In order to maximize instructional time, meeting times during the school day are limited. Teachers will encourage the use of virtual meetings at this time.

VISITORS/VOLUNTEERS - COVID19 Protocols

Due to COVID19, visitors must have an appointment 24 hours prior to any face to face meeting with faculty and staff. All visitors will have their temperature checked and are required to wear a mask for face to face meetings.

At this time volunteers are not able to assist in classrooms with students. Volunteer training and opportunities will be shared, if circumstances permit at a later date.

PARTIES AND TREATS AND BIRTHDAYS

For birthdays, parents can choose to send in a store-bought special snack to be enjoyed during the regular snack time. Parents may send this snack (cupcakes, cookies, fruit, etc.) to school that morning. Students may not receive deliveries at school, including balloons, flowers, etc. **All treats should be store-bought in the original package with ingredients listed. Homemade treats will not be accepted by the office.**

Please consider student allergies when sending in snacks and treats for special events. Your child's teacher will share a list of the different types of allergies in the classroom.

You will be provided with the opportunity to share your contact information with your child's classmates. The teacher will compile this information and send home only with students of parents that granted permission for their information to be shared with others.

ADDITIONAL STUDENT SERVICES AND PROGRAMS

EXCEPTIONAL STUDENT SERVICES

From BCS Student Handbook - The Exceptional Student Services Department meets the individual needs of students ages three through twenty-one who are eligible for services according to the Individuals with Disabilities Education Act (IDEA). A full continuum of services is available, ranging from the least restrictive to more restrictive environments, depending on the specific needs of the student. The department also supports schools in ensuring students with disabilities appropriately access the curriculum and provide specialized instruction as determined necessary by the Individualized Education Program (IEP). In collaboration with students, schools, families, and the community, the Exceptional Student Services Department assists students with disabilities in increasing academic performance and enhancing postsecondary options

EARLY INTERVENTION PROGRAM

From Georgia Department of Education website - Children start school at a designated chronological age, but differ greatly in their intellectual development and experience base. The Early Intervention Program (EIP) is designed to serve students in Kindergarten through grade five who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

EIP Eligibility for Placement Criteria: Students are placed into the EIP program based on a variety of indicators, which includes results from local and/or State assessments in English language arts/reading and mathematics, EIP Rubrics, and/or portfolios, and/or local school checklists.

GIFTED SERVICES

Gifted Student – A student who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. For more information see State Board of Education Rule 160-4-2-.38

There are three steps in the process of identifying and placing gifted students: *referral, evaluation, and eligibility.*

- Referral- Students are referred automatically as a result of system-wide testing or they can be nominated. Three referral windows, Fall, Winter, and Spring are available. Referrals are reviewed by the school's local eligibility team. The team determines which students will be formally evaluated.
- Eligibility -The eligibility team reviews the relevant information about the referred student. A decision is made by the team regarding eligibility or the need for further assessment.
- Evaluation- Following parental consent, the local school evaluates the student's mental ability, achievement, creativity, and motivation through the use of nationally normed tests, instruments, performances, and standardized assessments.

WHAT IS PBIS?

The Positive Behavior Interventions and Supports program is based upon a philosophy of recognizing positive contributions of students. Our goal is to help each child develop self-discipline. The home and school share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe and positive learning environment.

As a part of PBIS, teachers, administrators, counselors and support staff will have responsibility to TEACH positive behavior expectations to students.

PBIS means students will know exactly what is expected of them. Students who take responsibility to behave positively will be recognized and rewarded in a variety of ways. Students will also know the consequences that will result when they choose NOT to meet the school-wide expectations.

PBIS School-Wide Expectations

Be Respectful: Use Manners, Wait your turn

Be Helpful: Clean up after yourself, Say please and thank you

Be Positive: Be kind, Set a good example

Be Safe: Keep hands, feet and objects to self, Listen to adults and follow directions

Students will receive on-going instruction from staff on our school-wide expectations in all areas of our school. The classroom, bathroom, cafeteria, hallways, bus, computer lab, media center, playground and at assemblies are all settings where students will be expected to act in a safe, respectful and responsible manner.

PBIS at Home

I am Respectful

- I speak nicely to others
- I am truthful
- I listen to my family

I am Helpful

- I help around the house
- I clean up after myself
- I go to bed when I am told

I am Positive

- I use nice words
- I treat others the way I want to be treated
- I have a good attitude

I am Safe

- I play safely with others
- I avoid strangers
- I stay in designated areas

Richmond Hill Primary staff in collaboration with parents:

- Ask your child to tell you the four school expectations for behavior.
- Ask your child to discuss examples of ways that he or she can use these expectations to help them learn and participate in school.
- Discuss ways that these expectations can be used at home and in the community.
- For more information on PBIS visit: www.pbis.org

In conjunction with PBIS, we will be using the 7 Mindsets as our social emotional learning foundation.

The 7 Mindsets

To Live Your Ultimate Life

Introduction

The 7 Mindsets are based on a three year research effort that began with the simple question: What do the world's happiest and most successful people have in common? In search of the answer, we studied many of the happiest and most successful people who've ever lived. We reviewed the most extensive and important studies on personal achievement ever conducted. And we personally interviewed 400 leading experts, some of the most successful men and women of the 20th and 21st centuries.

Our research revealed that the answer wasn't related to gender, ethnicity, or where they lived in the world. It had nothing to do with being raised in a loving home or a broken one. It didn't matter if their families were rich, middle class, or impoverished. It wasn't even connected to how far they advanced in school or the skills they acquired along the way. In fact, it turns out that the game- changing commonalities of happiness and success are based on how the world's most successful people think.

What emerged from our research was a set of seven mental habits foundational to an enriched life. The 7 Mindsets are a comprehensive blueprint for happiness, intentionality and success, written in simple, powerful language to teach and activate success strategies for people to live the lives of their dreams.

In the following pages, you will find a brief description of each of the 7 Mindsets, along with a section with one immediate action you can take as parents to help instill a 7 Mindsets culture in your home. These will change the dynamic of daily life by invigorating children to tap into their unlimited potential.

The **Everything is Possible** mindset provides an understanding that we are all capable of extraordinary lives. We learn that everything in existence was once just an idea, until someone believed it was possible and turned it into a reality. Embracing this fact allows one to envision a wonderful life, expect greatness, and effectively execute the process of making dreams come true.

Don't be a dream snatcher! Resist the urge to give your children reality checks, no matter what their dreams are. Dreams are precious, and represent the hopes and expectations we have for our lives. So every dream and positive vision of the future that your children have should be encouraged. Their dreams will inevitably change, but what matters is that they're dreaming and believing. Constantly push your children to dream bigger, and never be the doubter or pessimist.

The **Passion First** mindset teaches us that we are each a unique expression of human life, and that our lives should be focused on finding our unique genius and sharing it with the world to the maximum extent possible. You will learn to make your dreams authentic, and of such critical importance that you'll find the fuel to overcome any obstacles you face on the way to achieving them.

Teach your children to find validation within. We live in an extrinsically driven world where it's easy to be led by the goals and expectations others have for us. It's typical to assess ourselves based on outside standards, and on what others have or can do. Instead, we must look inward for direction and fulfillment. Every experience in your child's life should be about growth. Constantly focus your attention toward helping them understand the skills they're building, the knowledge they're gaining, and the relationships they're forming along the way. It is crucial that they find validation in who they are becoming, not in what they are accumulating.

The **We Are Connected** mindset helps us to understand that everyone who comes into our lives can help us live our dreams. Through this mindset, we learn to constantly explore synergies with others, embrace diversity, and relish competition that will allow us to maximize our potential with and through others.

We all have belief systems that help define who we are. Where it can go wrong is when we separate ourselves from others because of these beliefs. Some individuals create walls of anger and even hatred to isolate themselves from large segments of people who could actually help and benefit them. We must instill values in our children, along a strong sense of self, but also cultivate curiosity and open-mindedness towards all people, regardless of differences in beliefs.

The **100% Accountable** mindset teaches us that we are not victims of our past, that our futures are not predetermined, and that our lives are what we choose them to be at this moment and each moment forward. With a focus on recognizing fears and excuses, this mindset helps us to break down barriers, freeing our minds and focusing our energy on taking critical steps toward our goals.

Do not enable; empower! The greatest gift you can give your children is the confidence to fail, face adversity, and overcome challenges. As educators, we sometimes connect our own ego to our child's

successes and accomplishments. Unfortunately, this sacrifices the most important thing, which is giving them the ability to survive and thrive without us. Celebrate failure by teaching your children that it may be the most important ingredient to their ultimate success.

The **Attitude of Gratitude** mindset teaches us that we build our lives on either positive or negative foundations. Choose the positives, and you are on your way toward extraordinary success. Choose the negatives, and you will likely start on a downward spiral.

Practice gratitude regularly. We live in a largely pessimistic society where criticism is over-valued. This concept might have merit in some places, but not in your classroom. If you want your children to be happy, teach them to focus their energy and attention on the good things in their life. And when bad things do happen, work with them to understand the good that can come from such experiences.

The **Live to Give** mindset teaches that abundance in one's life is a cycle. To receive love, respect, and financial security, one must first learn to give those things. This mindset also teaches that the greatest gift you can ever give is finding and leveraging your unique genius to maximize your positive impact on the world, knowing that good things will be returned to you in kind.

Get your children involved in service projects early. This helps create self-worth, and allows your children to help others while feeling the great satisfaction of making a difference. Create real life moments of service and giving in your school and celebrate them. Then explain to your children that giving doesn't have to be reserved for special occasions or only be done when you achieve a certain level of success. Ideally, giving is connected to causes you are passionate about and integrated into your daily life.

The **Time is Now** mindset teaches that all your power exists in the moment. You cannot change the past and the future has not happened, so the only thing to do is take purposeful action in the present to create the ultimate life of your dreams.

Create a vision board and develop an action plan with your children. Teach them how to prioritize, and encourage them to take positive and purposeful action toward their dreams. Sometimes, small steps can make the biggest difference, simply by taking action. It's okay to plan, but while many people wait for the perfect plan or moment in time before they act, the happiest and most successful individuals take action all the time... even (and especially) when their plans aren't perfect.

To learn more or ask questions about the **7 Mindsets**, please email us at info@7Mindsets.com and we will be happy to share more and support your efforts as a parent. Learn more on our web site at www.7Mindsets.com.