

2010-2011

Dear Parents,

We are *Diving Into Learning* this year at Taylors Creek and looking forward to a “FIN-TASTIC” year! Our students continue to get smarter as we work as a team to make the impossible – possible, and the ordinary – extraordinary. There is no limit to what we can achieve.

In 2006, the Governor’s Office of Student Achievement recognized Taylors Creek as the winner of the *Silver Award* for the high academic performance of students. In 2009, Taylors Creek was honored to win the *Gold Award* for making the greatest gains in student achievement. Our next goal is to win the Platinum Award, and our smart students are on their way.

I am so excited to be a part of this winning team of students, parents, and staff. You inspire me to dive into the deep waters of learning to strive and do my best. I know our students are going to give their best as well as we provide them with rigorous learning opportunities, set high expectations, and work hard each day.

My dream is that 100% of our students will meet grade level standards and be intelligent, responsible, and productive citizens. It is definitely hard work, but it is so rewarding to see the positive results in the end. Teachers, support staff, and I are devoted to you and your child in doing whatever it takes to help your child be successful. What better place to be – than learning “Under The Sea” at Taylors Creek!

Your Principal,

Debbie Rodriguez  
Principal

## SCHOOL HOURS

7:15	Teachers and paraprofessionals arrive
7:20 - 7:40	Students arrive. There is no one to supervise the children any earlier. <b>For your child's safety, please do not drop off your child earlier than 7:20 a.m.</b>
7:20	Buses begin to unload
7:40	School begins
7:41	Tardy (Parent/guardian needs to accompany child into office to sign in.)
2:30	Daycare students are dismissed. Daycare students will report to G Wing for pick up.  Parent pick up students are dismissed. Students report to the front porch of the school. <b>Children will be escorted to the parent's car by a staff member.</b> Parents are to stay in their cars to allow pick-up time to move quickly and smoothly for everyone.

Pryme Tyme before and after school day care, offered by the YMCA, is available daily for a fee, beginning at 6:30 a.m. and ending at 6:30 p.m. (phone 368-9622).

## PARENT PICK UPS

To insure that your child has a safe year entering and leaving school grounds, please read and discuss the following information with your child.

### MORNING DROP OFF

**Students are not allowed in the building before 7:20 a.m.** Vehicles should stay in single formation when entering the driveway. Students should not be allowed to stand on the porch or be dropped off and left on the porch. **Please do not park in the driveway or the grass. Parking spaces in the front are reserved for parking just for parents who want to walk their child to class or visit the school. Parking the car in a parking space will be safer and alleviate cars from stopping for parents and students to walk across the driveway.**

A staff member will be standing on the front porch to greet you and signal students to come in at 7:20 a.m. Students are to remain in their vehicles until signaled by the staff member.

**Students are not allowed to cross the driveway unattended.**

Vehicles should stay in line and not cut across in front of other vehicles.

### ATERNOON PICK UP

Day care vans will report to G Wing to load day care students.

There will be three lanes of traffic for parents to pick ~~up~~ students. Staff members will escort students to the vehicle for the parents. It is important for parents to remember to **stay in their vehicles and not get out to get the student.** Leaving the vehicle unattended causes traffic to backup. If there is a problem, we ask that parents pull into the parking area for assistance.

Students being picked up will sit in the front foyer in assigned areas. Horseplaying, loud talking, and removing items from book bags are not allowed.

Students are not allowed to leave the porch without adult supervision. Parents, please do not call your child to come to you. Students running unexpectedly could get injured.

**Please pick your child up on time.** This can be very upsetting to the children when they are left waiting to be picked up. It is also unfair to the staff member who is left waiting and responsible for tracking down a parent.

Send a note to the teacher if someone new is picking up your child. Also, a note should be sent to the teacher if the child is riding a bus or a cab. **All transportation changes should be made before 1:30 p.m.**

### SCHOOL BUS

School bus transportation will be furnished to eligible students. Students are held responsible by the school at all times while on the bus and when loading or unloading the bus at school. Only school personnel and students are allowed on the bus. Any other adult, parent, guardian, or person who boards the bus without authorization of the school may be charged with a misdemeanor.

Misconduct on the part of the student will be reported to the principal/assistant principal, who will send a written notice to the parent. Continued misbehavior on the bus will be cause for suspension of the student's Liberty County School System bus riding privilege. Neither the bus driver nor the principal may change a bus route or bus stop. The telephone number for the Liberty County Department of Transportation is 369-6654.

**A child may not ride another bus without a note from his parent/guardian. The note must have an address and a contact number of the person to whom the child will be transported. The note must receive administrative approval.**

### ATTENDANCE

As you know, Georgia has a strict attendance policy, and we look to our parents to help us stress that "School Is Important". I know that you realize that students' habits in school become their work habits as adults. We want our children to have a good work ethic.

Ten days absent from school is considered "excessive". When a student has missed 15 days or more, then the school becomes in danger of not making Adequate Yearly Progress. We have a school social worker, Mrs. Vanessa Parker, who helps us monitor attendance on a weekly basis. Studies show that children who make great progress in school are the students who are present and on time for their classes. We will begin instruction at 7:40 a.m. and end the day at 2:30 p.m. so it is imperative that children arrive ~~at~~ school on time and stay the full day if at all possible.

Students may temporarily be excused from school: (1) -who are personally ill and whose attendance in school would endanger their health or the health of others; (2) when serious illness or death occurs in the immediate family (parents, siblings, grandparents) ~~could reasonably necessitate absence from school~~; (3) on special and recognized religious holidays observed by their faith.

Students who arrive before 11:00 a.m. are marked present (but tardy if arrival is after 7:40 a.m.). Those students who arrive after 11:00 are therefore considered absent for the day and students who leave before 11:00 are marked absent. Students who are absent from school should bring a written excuse signed by the child's parent or guardian stating the reason for the absence. **The written excuse should be received by the teacher within three days of the student's absence.**

### UNEXCUSED ABSENCES

**Parents should write a letter to the principal if extenuating circumstances arise that require the student to miss three unexcused days.**

Students who have accrued up to **three unexcused absences** throughout the year will be referred to our **school social worker, Mrs. Vanessa Parker**, who will check attendance each week at Taylors Creek. Mrs. Parker will contact the parents and discuss the absences.

Below are the steps the school follows in accordance with the Georgia Compulsory Attendance Law:

**Step One** – Upon the **3<sup>rd</sup> unexcused absence**, a social worker referral is completed. The school social worker contacts the parent/guardian and makes arrangement to discuss the absences. During the conference, the amount of

instructional time the student has missed, the importance of attending school, possible interventions, and the Georgia Compulsory Attendance Law are explained. The parent is asked to sign a signature page confirming that the law was explained and that he/she received a copy of the law. The parent/guardian is also informed that medical documentation is required for any further absences. In addition, an application may be filed with the Magistrate's office resulting in a warrant directing the parent/guardian to appear in court.

**Step Two** – Upon the 5<sup>th</sup> **unexcused absence**, a social worker referral is completed. The social worker informs the parent/guardian verbally and by letter that medical documentation is required for all future absences. At this time the parent is asked to sign a letter and the parent is given a copy of the signed letter.

**Step Three** – Upon the 7<sup>th</sup> **unexcused absence**, a social worker referral is completed. The social worker proceeds with the filing process with the Magistrate Court for violation of the school attendance policy.

### **UNEXCUSED TARDIES**

Below are the steps the school takes for unexcused tardies:

Upon the 5<sup>th</sup> **unexcused tardy**, a social worker referral is completed. The school social worker will contact the parent/guardian at this time to discuss the importance of being on time and the Georgia Compulsory Attendance Law.

A social worker referral is completed for any future unexcused tardies. Upon the 11<sup>th</sup> **unexcused tardy**, the teacher is required to submit a social worker referral. The school social worker will proceed with the filing process with the Magistrate Court.

### **SCHOOL VOLUNTEERS**

We encourage school volunteers. We call them TEAM members because **T**ogether **E**veryone **A**chieves **M**ore. Please contact your child's teacher if you would like to help out in the classroom. **School volunteers should not bring siblings to school.**

### **DISMISSAL FROM SCHOOL**

School officials will only release children to persons listed on the child's registration card. The office staff may ask for identification before a child is released. Please let your child's teacher know how your child will get home. The office staff should be notified if there are custody problems that might result in the school mistakenly releasing your child to an inappropriate person. Your child should have a thorough understanding about persons with whom he/she should not leave the school. Parents need to come into the office to sign their child out if he/she is leaving before 2:30 p.m.

Students are not allowed to go home via another method from their norm without a note from home. Please make your afternoon plans before your child leaves in the morning for school. **Children will go home by their normal mode of transportation if the office is not notified before 1:50 p.m.**

Please make certain that, for the safety of your child, the person who picks up your child has his/her name on the emergency card and/or we have your permission in writing. We ask that **parents/parent pick-ups** wait in the car for the child to be dismissed from school. School personnel will walk your child to the vehicle. **Early dismissal of a child on a regular basis is a classroom interruption.**

If your child has a doctor's appointment or other necessary responsibility that cannot be scheduled outside the instructional day and he/she must be signed out early, please write a note in the morning to the teacher. Your child will not be released from class until you arrive and sign him/her out. If the teacher is forewarned by note, it should not take long for your child to arrive in the office.

### **CHANGE OF PHONE AND/OR ADDRESS**

If you change your address or telephone number at work or at home, please notify the school immediately. **Our office must be able to get in touch with you in the event that your child has an accident or becomes ill at school.** We cannot stress enough the importance of a telephone number where parents may be reached during the day.

## **WITHDRAWALS**

If a student is to be withdrawn from school, **parents should call or notify the office in writing at least a week** (preferably sooner) prior to the student's last day of school. The note should include the last day of attendance and location of new school. Parents may pick up the records on the child's last day. This will be all that is needed to enter another school. Please see that your child turns in all school property and money owed.

## **SCHOOL VISITATION**

You may be asked to submit some form of identification when you arrive. You are encouraged to visit the school and be an active member in your child's educational experiences. Please communicate with your child's teacher and decide on the most beneficial time for your visit. Upon entering the building, we ask that you **REPORT TO THE SCHOOL OFFICE FOR A PASS AND SIGN IN**. This is asked of all visitors in the interest of protecting children against persons who might come into the building illegally. Please enter through the front doors and report to the administrative area before going to any other area of the building.

Visiting the school often will help you to know first hand what is going on; however, **YOU SHOULD NOT EXPECT TO BE ABLE TO CONFERENCE WITH A TEACHER ABOUT YOUR CHILD DURING VISITS THAT TAKE PLACE DURING THE INSTRUCTIONAL DAY.**

## **LEARNING TIME**

Learning comes first at TCE, and it is our goal to use every moment of the day for learning. Instructional time is protected with as few interruptions as possible. We encourage parents to visit the classroom to see the wonderful learning taking place. This observation visit should be a time that the parent sits quietly for a maximum of 30 minutes to view the teachers and students in action. Parents will be required to fill out an observation form to state the purpose and the amount of time for the visit in the classroom. It is important that we work together so there are no distractions or interruptions during instructional time.

As you know with the economic crisis, the school year has been shortened six days. We usually have 180 days of learning time and now the number of days have been cut to 174 days. We want to make the most of the learning time, and you being mindful of the importance of school and minimizing interruptions in the day will help us reach our goals.

## **SCHOOL CONFERENCES**

We encourage parent-teacher conferences and communication with you is essential. You may request a conference with the teacher by simply emailing the teacher or calling the school office and setting up an appointment (912-369-0378) or by writing a note to the teacher. If a conference is requested by the teacher, please respond as quickly as possible.

## **TAYLORS CREEK WEBSITE AND EMAIL**

Staying connected with parents is a top priority for our school. You may log onto the TCE website at <http://www.liberty.k12.ga.us/tce/>. Each teacher has an email that is located under the heading of FACULTY & STAFF. We will be working very hard to communicate with you to ensure success for every child. Please give us your email so we can have a two-way communication system.

## **BLOGS**

Classroom teachers also have blogs located on the TCE website to involve parents in student learning. Simply click on **Blogs**. The blogs capture students at work and gives parents a firsthand view of the classroom. The name of the principal's blog for Taylors Creek is located at <http://taylorscreekelementaryschool.blogspot.com/>

## **POWER SCHOOL**

**Parents can access student's attendance and grades on the internet through a student information system called Power School.** The web address is <http://lcssis.liberty.k12.ga.us/public>

Taylor's Creek will provide the student's ID number and Password to parents. Parents must physically come to the school and present a proper identification such as a Driver's License to receive the confidential student ID and Password information.

### **WTCE NEWS**

WTCE is Taylor's Creek's television broadcasting program produced by a team of students. Student tryouts for the news team will be conducted the first month of school. Each morning the broadcasting team will highlight important news, conduct the pledge, moment of silence, and announce the breakfast and lunch menus.

### **ASSEMBLIES**

Each grade level will participate in a production sometime during the school year. Mrs. Kathryn Blackmon is our music teacher who will direct the programs. **All programs will begin at 1:00 p.m.** Your attendance is encouraged. Students, teachers, and staff love sharing this special time with parents. Below are the dates for the programs:

Second Grade	October 7, 2010
Fourth Grade	November 5, 2010
First Grade	December 16, 2010
Fifth Grade	January 28, 2011
Kindergarten	March 18, 2011
Third Grade	April 26, 2011

### **TEXTBOOKS**

Textbooks are provided by the State of Georgia and the Liberty County Board of Education. When state textbooks, library books, or school property are damaged, the student will be charged a replacement fee designated by the State of Georgia. If new books are damaged, full price will be assessed. This must be paid before report cards may be issued, another book can be issued, or transfers to other schools can be made. All textbooks and library books may go home for study.

### **HOMEWORK**

Homework is assigned in each classroom (Grades K-5) each night. Parents should designate a special place and time for the child to work quietly each day at home. It is important to assist the child, but not to do the work for the child. Helping your child each night will ensure that he/she has a better school day. Reading together each night will increase your child's achievement in school.

### **ACCELERATED READER PROGRAM and READING COUNTS**

Students in grades K through 5 have the opportunity to participate in the Accelerated Reader (AR) and Reading Counts program. Students read selected books from the Media Center collection and then take a computerized test on what they have read. Points are earned for tests that are passed. Grade levels and students set reading goals. Students participate in a celebration each nine weeks if their reading goals are met. This program will help students become better readers by improving their reading comprehension skills and by encouraging them to read more. Parents may log onto the website called Renaissance Home Connect at <http://www.renlearn.com/ar/overview/homeconnect.aspx>. Parents will receive a Renaissance Home Connect letter which gives each student an access code to log into the website to:

- Check progress toward reading goals.
- Conduct book searches using AR Bookfinder.
- Review results on AR quizzes.
- View number of books read, words read, and quizzes passed.
- And much, much more.

**BREAKFAST AND LUNCH**

Students will pay Mrs. Hood, the lunch clerk, for their breakfast and lunch when they arrive at school each morning. Parents may also pay for TCE cafeteria food at [www.myLunchMoney.com](http://www.myLunchMoney.com). **We encourage parents and students to pay for breakfast and lunch in advance, preferably a week or month ahead of time. The money should be in an envelope with the amount, student’s name, and teacher’s name.** Please let your child’s teacher know if you do not want your child to eat breakfast. Charges go up quickly when a child eats breakfast and lunch. Below are the individual meal prices:

	<b>Regular</b>	<b>Reduced</b>
Student Breakfast	1.00	.30
Student Lunch	1.50	.40
Adult Breakfast	1.75	N/A
Adult Lunch	3.00	N/A

Families can apply to receive free and reduced lunch prices. Forms will be sent home. The Food Service district office will be approving all forms. This does not take place at the school site.

Students get their breakfast cards each morning as soon as they arrive (7:20 a.m.) so they may go to the cafeteria to eat breakfast. Students will have choices for breakfast. Each student will hand the breakfast card to the lunch clerk who scans each card from the student’s account after the student presents his/her tray of food to the clerk. The lunch clerk will place the cards in each teacher’s box at the end of breakfast time for students to use the cards for lunch as well.

**LUNCH PROCEDURES – OFFER VS. SERVE**

Students may choose between a hot or a cold lunch. The hot lunch allows a choice between two entrees. The cold lunch allows a choice between a pre-plated salad or a grab-and-go sandwich meal. **Teachers will get a lunch count for each choice and send the count to Mrs. Futch by 8:15 a.m.**

Students will line up according to their entrée choice. The choices will be color coded:

- Entrée 1 – hot meal (yellow)
- Entrée 2 – hot meal (red)
- Entrée 3 – salad (green)
- Entrée 4 – sandwich (white)

It is important for students to enter the serving line in a quiet and orderly fashion. After students exit the serving line, the student stops at the desk of the lunch clerk (located right outside the serving room) so the clerk can scan the child’s lunch card.

A lunch schedule allows for two classes to be served at the same time. This schedule lists the beginning and ending time of each class eating lunch. It is most important that everyone adheres to the lunch schedule.

Manager.....Sybil Futch (912) 369-3278  
Clerk.....Virginia Hood (912) 369-3296

**We will encourage students to clean their table area after eating. There will be two areas for classes to take their tray when finished eating.**

If a student chooses to purchase a second lunch in the same day, the cost will be \$3.00. A well-balanced lunch, including milk and juice, is served each day. If a child brings lunch from home, milk or juice may be purchased. However, the child will need to bring \$.50 each day he/she plans to have the extra milk or juice. No carbonated drinks or commercially bought food are allowed in the cafeteria. A menu is posted in each classroom, printed in the local paper, and a copy is sent home with each child.

Students are expected to display good manners in the lunchroom. Students are not allowed to exchange or give away food in the lunchroom. Please do not bring a fast food lunch to your child; it is disruptive because other students wish for the same meal.

Money is deducted for breakfast and/or lunch each time the child eats in the cafeteria. Unused money will be refunded to you.

**\*Cafeteria privileges will be discontinued if a child owes \$5.00 or more. Parents will need to feed the child breakfast at home. A bag lunch will be provided for lunch until the lunch money is paid. A receipt will go home each day there is a negative balance.**

### **CHEWING GUM/CANDY**

Chewing gum is not allowed on campus at any time. There is no need for students to bring candy on campus.

### **LIBERTY COUNTY STUDENT DRESS CODE FOR ELEMENTARY (K-5)**

In the interest of improved student performance, school safety, a reduction in student disruptions, and improved student self esteem, the Liberty County Board of Education has enacted a mandatory uniform dress code policy for all students in kindergarten through grade twelve. School administrators will be responsible for making final determinations as to whether a student's attire or appearance is in conflict with the written procedures.

### **STUDENT DRESS CODE PROCEDURES**

The following clothing styles and colors will be considered appropriate:

1. Solid navy or khaki pants, skirts, jumpers with approved tops, skorts (skirts with shorts), and shorts are allowed. Shorts, skirts, jumpers, and skorts must not be more than three inches above the top of the knee cap.
2. Only solid white or navy polo shirts(no ruffles, lace, elastic, or smocking) will be allowed. Blouses and button down shirts are no longer allowed. One additional color has been chosen by each school

### **SCHOOL COLORS**

**Red:** Button Gwinnett Elementary, Joseph Martin Elementary, Lyman Hall Elementary

**Burgundy:** Frank Long Elementary

**Hunter Green:** Jordye Bacon Elementary

**Gold:** Liberty Elementary, Waldo Pafford Elementary,

**Baby/Light Blue:** Taylors Creek Elementary

Please contact the school for the exact shade of each color.

### **STUDENTS MUST ABIDE BY THE FOLLOWING UNIFORM GUIDELINES**

1. Shirts may have a school insignia, but no other ornamentation, including labels, are allowed on any clothing; (Buttons and tabs that are part of the garment when purchased are not considered ornamentation);
2. Shirts must be tucked into pants/shorts;
3. No denim, knit pants, jogging or cargo pants, or leggings;
4. Uniforms must be made of a standard uniform material such as cotton or twill;
5. No zippers on pockets or pant legs;
6. Shorts and pants cannot have pockets on the legs; and
7. Uniforms must be worn at the natural waist. They can not be poorly fitted or oversized and baggy, so as to allow sagging of the pants. Belts must be worn if pants, skirts, or shorts have belt loops. If belts have buckles, they must not be oversized nor have any writing that is considered offensive.

### **STUDENT UNIFORM ACCESSORIES**

1. Shoes must be enclosed and fastened/tied properly;
2. Solid color sweaters or sweatshirts without hoods and without an insignia (color appropriate to the school) may be worn over uniform shirts;
3. Coats and jackets must be worn open in the building;
4. White T-shirts may be worn under uniform shirts. Solid colored turtlenecks (white or a color appropriate to the school) may be worn under uniform shirts;
5. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others by the school's administrators;
6. Hats, caps, sweatbands, bandanas, sunglasses, and other head coverings inside the building are not permitted;
7. Pierced earrings are permissible when worn in the earlobes as designed. Tattoos and other body piercing are not permitted to be visible at school. Students may not wear at school items such as nose rings, nose pins, tongue rings, tongue pins, or any jewelry to accessorize facial or body piercings;
8. Extreme color/hairstyles, make-up, etc. must not be a distraction, immodest, inflammatory, or offensive;
9. Chains, wallet chains, and spiked jewelry are not allowed on campus or at school related activities;
10. Only tights, hose, or socks may be worn. Tights and socks must be solid navy, black, or white. No hose with designs may be worn; and
11. Students enrolled in the STAR program or JROTC will be permitted to wear approved uniforms.

### **STUDENT DRESS DOWN DAYS**

School administrators will be able to allow "Dress Down Days" occasionally as a motivator or reward. Dress on these days should follow the Liberty County Dress Policy for dress down days as listed in the Code of Conduct. "Dress Down Days" should not be held during the first nine weeks of the school year (with the exception of school picture day). School administrators will also have the authority to allow groups to modify their dress on given days to allow for special programs and/or situations. This could include cheerleaders, sports teams, Boy Scouts, Girl Scouts, etc.

### **STUDENT DRESS CODE REQUIREMENTS FOR DRESS DOWN DAYS**

1. Shoes must be worn at all times for health and safety reasons. The following are not permitted: shoes which damage the carpet or floors, bedroom shoes, flip flops, shoes with wheels, or shoes with heels over 1 ½ inch in length;
2. Hats, caps, sweatbands, and sunglasses worn inside the building are not permitted except on specified days or particular situations as determined by the school's administrators;
3. Halter tops, midriffs, muscle shirts, net shirts, cutaways, pajamas, lounging pants, clothing with words across the seat, or any garment that shows the stomach or waistline in the back are not permitted;
4. Sleeveless tops must have a strap of at least two (2) inches in width across the shoulders. Revealing necklines are not permitted;
5. Spandex clothing and sheer garments worn as the primary garments are not permitted;

6. Pants must be worn at the natural waist. They cannot be poorly fitted or oversized and baggy, so as to allow sagging of the pants. Belts must be worn if pants, skirts, or shorts have belt loops. Belt buckles must not be oversized nor have any writing that is considered offensive;
7. Clothing with suggestive words or pictures is not permitted;
8. Overalls must be fastened;
9. Bicycle shorts are not permitted;
10. Shorts and skirts must not be more than three inches above the top of the kneecap.
11. Shorts must be worn under skirts when the child is participating in rigorous physical activity;
12. Clothing that is torn, ripped, or unhemmed either by accident or style is not permitted;
13. Extreme color/hairstyles, make-up, etc., must not be a distraction, immodest, inflammatory, or offensive;
14. Pierced earrings are permissible when worn in the earlobes as designed. Tattoos and other body piercings are not permitted to be visible at school. Students may not wear at school items such as nose rings, nose pins, tongue rings, tongue pins, or any jewelry to accessorize facial or body piercings; and,
15. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others by the school's administrators.

#### **SCHOOL DRESS CODE CLOSETS**

Each school will maintain a uniform dress closet. This closet will contain a variety of sizes of uniforms for students who are newly enrolled or are noncompliant.

#### **DRESS CODE AND NEWLY ENROLLED STUDENTS**

Students newly enrolled in the school system will be given twenty school days to adequately prepare for the dress code policy. Until that time they may borrow uniforms from the Uniform Dress Closet without penalty.

#### **DRESS CODE AND NONCOMPLIANCE PROCEDURES**

Each school will strive to achieve full compliance within the guidelines of the Uniformed Dress Code Policy. Since noncompliance interferes with the smooth operation of the school, the plan listed below has been developed to address students who do not comply with the required dress code procedures. If a student comes to school out of uniform, the following measures will be taken. A uniform will be provided to the student which will be returned at the end of the day as well as:

**1st Occurrence** ~ The teacher will send home a letter from the administration.

**2nd Occurrence** ~ The teacher will send home a letter from the administration and call the parent or guardian.

**3rd Occurrence** ~ A conference will be set up between an administrator and the parent to address the problem and develop a solution.

**4th Occurrence** ~ School officials will administer punishments as set up under Level I in the Code of Conduct.

**5th & Additional Occurrences** ~ School officials will administer punishments as set up under Levels I or II in the Code of Conduct.

#### **SCHOOL TELEPHONES**

Because school office phones are for business purposes, students will be allowed to use them only in cases of emergency. We also request parents not call the office to leave messages for children unless it is an emergency.

## **SCHOOL HEALTH**

Our school nurse is Mrs. Robin Kincade. The nurse can be reached at 912-369-2996. To ensure that your child is physically, mentally, and emotionally healthy, it is important that students get a nutritious breakfast and at least 8 - 10 hours of sleep each night. It is very important that parents provide the school with pertinent health information if problems or illnesses develop. Telephone numbers and contact persons need to be current so that the parent or designee can be reached at all times. All information is kept confidential.

## **MEDICATION**

All medications must be taken by the parent or guardian to the school nurse immediately upon arrival at school and must be in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and times for dosage. School District employees will administer only those medications which are essential maintenance or anti-convulsive type drugs, which must be administered at specifically designated times and are required for students to function and benefit from school.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and glucagon for diabetes. Students authorized to self-administer such **medications** shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her **medication** and shall be informed that violations of such instructions will be dealt with in accordance with the student Code of Conduct.

In order for the student to carry and self-administer such **medications**, the parent/guardian must complete the required school forms which include a written statement from a licensed physician confirming that the student is able to self-administer the **medication** and written permission from the parent/guardian for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the **medication**. Such permission shall release the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such **medication**. Parents are encouraged to provide to the schools duplicate **medication** and supplies in the event a student is unable to self-administer or fails to bring the **medication** or equipment to school.

## **LICE**

Head lice sometimes become a problem in schools. Students who have head lice will not be permitted to stay in school or return until they have been properly treated. Liberty County schools have a nit free policy.

## **SCHOOLWIDE DISCIPLINE PLAN**

A School wide Discipline Plan involves the students, teachers, and parents participating in school wide standards and expectations so that the learning is optimized. The plan follows the Liberty County Code of Conduct, Due Process, and the state guidelines for a Progressive Discipline Process. Progressive discipline processes are designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;

## **RULES AND PROCEDURES**

General rules and procedures for elementary school students are:

- being polite and helpful when dealing with others,
- respecting the property of others,
- not interrupting the teacher or others, nor
- hitting or shoving others.

A list of misbehaviors for which rules and procedures are commonly address include:

- bullying,
- disobedience/disrespect,
- verbal harassment,

- obscene language and gestures,
- sexual harassment,
- repeated classroom disruptions,
- disregarding others' safety, fighting, and
- theft.

## **BULLYING**

Bullying is when someone keeps doing or saying things to have power over another person. Ways people bully others are by:

- Calling them names.
- Saying or writing nasty things about them.
- Leaving them out of activities.
- Not talking to them.
- Threatening them, and/
- Making them feel uncomfortable or scared

Some people think bullying is just part of growing up and a way students learn to stick up for themselves. Bullying is wrong and makes people feel lonely, unhappy, and frightened. It is harmful to others because it makes people feel unsafe and think there must be something wrong with them. They lose confidence in themselves.

Students can cope with bullies by:

- Spending time with friends. Bullies hardly ever pick on people if they're with others in a group.
- Telling them to stop and walk away when the bullying starts.
- Always telling an adult you can trust.

Students have a right to be safe and adults can do things to get the bullying stopped. Encourage your child to do the following if he/she sees someone else being bullied:

- Always try to stop it.
- If you do nothing, you're saying that bullying is okay with you.
- Tell an adult.
- If you are sometimes a bully, try to find other ways to make yourself feel good.

## **DISCIPLINE REFERRALS**

Teachers are encouraged to handle discipline problems that they reasonably can in the classroom. However, when a teacher has contacted the parent, tried a number of interventions and consequences, and the behavior is not improving, then the student may be sent to the office with a discipline referral. All referrals have to be coded for a computerized report for the Georgia Department of Education. Teachers will seek the immediate attention of the principal or assistant for extreme behaviors which threaten the safety and order of the school. A child's actions may result in immediate severe consequences such as suspension. If a child is suspended, a behavior correction plan may be developed with the parent before the child is readmitted to the classroom.

## **CONSEQUENCES**

Consequences from the administration are based on the type of problem, the frequency, and severity of the behavior. Consequences given by teachers and/or administrators may include:

- a note home or call to parents,
- conference with parent and/or teacher,
- low citizenship grade (Needs to Improve or Unsatisfactory),
- restriction from school activity,
- in school suspension,

- out of school suspension,
- after school detention,
- Student Support Team Referral,
- conference with counselor,
- referral to law enforcement,
- taken off Honor Roll, and/or
- not being eligible for prizes and awards each nine weeks and at the End of the Year Award's Day.

Students who have good citizenship will receive positive rewards. Students who have difficulty following school rules will have a low grade in citizenship on the report card, and the low grade will result in limited rewards in the classroom. In addition, the low citizenship grade will affect the student's opportunity to receive awards at the end of the year.

### **STAR**

STAR is a type of boot camp where a sergeant gives rigorous drill exercises. Parents may request STAR as a consequence for students. STAR officers may be reached at (912) 368-4326.

### **TOYS**

Students may bring only items or supplies which are utilized for school purposes. Any games or toys, such as headphones, radios, playing balls or **any other personal items used for recreation**, will be collected by the teacher or school official.

### **LOST AND FOUND**

All lost and found articles and moneys are turned in to the office. All unclaimed clothing is turned over to an appropriate agency for the use of underprivileged children on a monthly basis. **All articles students bring to school should be clearly labeled with the student's name.**

### **PARTIES**

There will be two parties planned during the school term. These will be before the Winter and Spring breaks. Light refreshments may be provided for Valentine's Day.

### **BIRTHDAYS**

Parents may bring or send cupcakes or cookies and/or clear juice on their child's birthday. Parents should coordinate the activity with the teacher. Parents may bring the food to the office early in the day so that it will be available for the class during recess break or at lunch.

### **FIELD TRIPS**

Educational field trips are planned as part of the school program. Permission slips **MUST BE SIGNED AND RETURNED** to school prior to each trip. Children will not be allowed to attend without signed permission slips. Parents may not transport a student on the field trip. Riding the bus is part of the field trip. **Siblings are not allowed to attend the field trip with the parent.**

### **ICE CREAM AND SLUSHIES**

Each grade level has a schedule for students to purchase ice cream and slushies. The cost of ice cream is \$.50 this year. Slushies are \$1.00. This activity is optional, and classes will not be interrupted to deliver ice cream or slushie money.

### **PLEDGE OF ALLEGIANCE**

All homeroom teachers are required by a Liberty County Board of Education policy statement to have the Pledge of

Allegiance to the flag of the United States of America each morning. A child shall be excused from this activity only if it conflicts with his/her religious beliefs.

### **MOMENT OF SILENCE**

All students shall have the opportunity for a short period of quiet reflection each morning during the morning announcement time. Students will have a time to silently reflect on the anticipated activities of the day.

### **INSURANCE**

Accident insurance is available to school students at a moderate cost. Please contact the office if you are interested.

### **PHYSICAL EDUCATION**

Coach Robert Brennan is the physical education teacher. The school is required by the State of Georgia to provide your child with health and/or physical education. Unless your child has some physical problem serious enough for your doctor to request that your child be excused, we will expect the student to participate in this program. Excuses to be excluded from these activities must be in writing by a medical doctor or you may write an excuse if it is requesting exclusion only for a day or two. **A parent should immediately notify the teacher if a child has an existing medical condition that would interfere with physical education class.** Please do not assume that the school knows about the condition.

### **MEDIA CENTER**

The Media Center is open to students during the instructional day to check out books or conduct research. Parents will be responsible for any books that are lost or damaged. A book fair will be held in the fall and again in the spring.

Encyclopedias and other reference books may be checked out by the students overnight. They must be checked out by 1:50 p.m. and returned during homeroom the next day. Special activities planned for the Media Center this year include:

- **Children's Book Week** - In November, many exciting activities will encourage students to read.
- **Young Georgia Author's Exposition**
- **Georgia Student Media Festival** - To stimulate student interest and involvement in media production; students are encouraged to submit entries in March. Media Festival projects may be viewed on the TCE website.

The media center is open as a **Curiosity Shop** for parents and students to check out books, take Accelerated Reader and Reading Count tests, participate in tutoring, workshops, homework, or work on projects on Tuesday and Thursday evenings from 2:30 p.m. to 5:00 p.m. Parents may check out up to ten books.

### **SCHOOL PICTURES**

*Leonard's Photography* is the photography provider. Individual school pictures will be taken in the fall on **August 18**. Fall picture retakes will be **September 27**. Spring pictures will be **March 3, 2011**. **Picture Day will be a DRESS DOWN DAY for students.**

### **AWARD CEREMONIES**

Awards assemblies for each grade level will be held during the school day the last week of the school year. Awards in categories such as attendance, citizenship, subject areas, physical fitness, music, and so forth will be presented. Parents and guests are encouraged to come. **Students have to meet the following criteria to receive an award on Award's Day:**

1. Perfect Attendance - A student must be present 174 days. Five tardies will equal one absence. This does not include excused tardies.
2. Good Attendance - A student can miss one or 2 days of school and should be present at least 172 days.

3. Citizenship - Any student that has an S or E in Citizenship on their report card each nine week period.
4. Most Improved - A student who has made the most progress.
5. Honor Roll - Any student who has been on the Honor Roll each of the nine weeks (grades 3-5) and has had no discipline issues.
6. The student with the highest average will receive an award in one of the following subjects: (reading, math, social studies, science, language arts, and health). Students in kindergarten do not receive subject achievement awards.
7. Music, P.E., Computer Lab, and Art awards will be given by the teachers who teach these ~~classes, specials.~~
8. School Bell Award - An all around good student who has consistently demonstrated his/her -best effort throughout the year.
9. Physical Fitness and Presidential Physical Fitness - Students in grades 3 - 5 will be given a series of physical fitness tests. The students who pass a certain percentage of the tests will be awarded.

### **SOAR**

Students are recognized throughout the year for their uniqueness through **Students Outstandingly Achieving Recognition (SOAR)** program. SOAR students are selected and recognized for their outstanding citizenship and academic work. SOAR students receive a free ice cream, a SOAR name tag, their picture displayed on the SOAR board, and an opportunity to eat with a buddy at a table especially decorated for SOAR students.

### **WEAPONS**

**Any weapon or object construed to be a weapon will not be tolerated.** Punishment, including suspension, and possibly expulsion, will result from possession of the above. Please check your child's book bag to make sure toy guns, play knives, and so forth are not in the book bag. Serious consequences may result from toys that look like weapons.

### **REPORT CARDS**

Report cards are sent home every nine weeks and computer generated in grades 1 – 5. Please sign and return to the classroom teacher the following school day.

**Students who receive a discipline referral should receive an N or U on the report card for citizenship.**

Students receive numerical grades in the core subjects of Social Studies, Science, Reading, Language Arts, and Mathematics. Students receive a grade of E, S, NI, or U in P.E., Art, Music, Computers, Health, and Citizenship.

Report cards are not given out early on the last day of school due to the final check on monies owed for breakfast/lunch, books, etc.

### **HONOR ROLL**

The honor roll student must have a minimum of 4 As and 1 B with no Cs, Ns, or Us in any area.

### **PRINCIPAL'S AWARD LIST**

A student who receives all A's and B's on his/her report card each nine weeks will receive a Principal's Award ribbon for academic excellence.

### **PROMOTION AND RETENTION**

A careful educational evaluation will be made based on the child's school performance, age, social maturity, emotional factors, number of years in school, physical size, and support services. *Promotion in doubt* will be

checked on the report card as soon as the teacher sees the possibility of retention. A desired result for promotion is that a child earns a yearly average of 70 for each subject. The Liberty County Promotion/Retention Policy provides a full explanation of the requirements. Below is a description of the criteria for each grade level: Any student who does not achieve the prescribed criteria in each grade (K-8) may be referred to an administrative placement team which will consider the student's potential for success and make recommendations for placement in non-routine **promotion-retention** cases. Parents are to be invited to participate in this process. The recommendation of the administrative placement team must be documented on a designated form and placed in the student's permanent record.

In some cases, the decision is made to place students from an elementary school to a middle school. This decision must be made with the agreement of both the receiving and sending principals.

- a. Kindergarten: Kindergarten students will be promoted or retained based on data collected throughout the school year on educational evaluations to include performance ability measures, achievement test data on the Georgia Kindergarten Inventory of Developing Skills (GKIDS) and the student's academic history, family background, and attendance. Additional information to be considered may include age, social maturity, emotional factors, number of years in school, presence of support services, and physical size.
- b. Grades One and Two: Promotion from one grade to the next higher grade is dependent upon mastering the local and state mandated grade level curriculum objectives. These objectives are incorporated into the curriculum for the subjects listed on the report card. Mastery of these objectives is indicated by a yearly average of 70 or above. Students should earn a final passing report card grade in reading and math to be promoted to the next grade
- c. Grades Three, Four, and Five: Promotion from one grade to the next higher grade is dependent upon mastering the local and state mandated grade level curriculum objectives. These objectives are incorporated into the curriculum for the subjects listed on the report card. Mastery of these objectives is indicated by a yearly average of 70 or above. Students should earn a final passing report card grade in reading and math plus three (3) of the following: language arts, science, health, and social studies.

#### **STATE REQUIREMENTS FOR GRADES 1-8**

- a. Each school principal shall distribute student data from the Criterion-Referenced Competency Test (CRCT) to teachers prior to the beginning of each school year as made available by the Georgia Department of Education for each student. Each teacher shall use this data to focus instruction on identified student academic needs/performance in grades 1-8.
- b. Each school principal or designee shall establish a written plan for each student in grades 1, 2, 4, 6, and 7 who does not achieve grade level on reading and/or mathematics sections of the CRCT. The plan shall:
  1. determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's CRCT performance;
  2. develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level on the reading and/or mathematics sections of the CRCT; and
  3. develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- c. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.
- d. The school principal or designee shall annually notify the parent(s) or guardian(s) of the placement or promotion of a student into a grade, class, or program based on the academic achievement of the student on the criterion-referenced assessments and other criteria established in this policy.

#### **STATE REQUIREMENTS FOR GRADES 3, 5, AND 8**

- a. Promotion of a student 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 CRCT in reading/English language arts and meet promotion standards and criteria established in this policy for the school that the student attends.
  2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the CRCT in reading/English language arts and the CRCT in mathematics and meet local promotion standards and criteria established in this policy for the school that the student attends.
  3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the CRCT in reading/English language arts and the CRCT in mathematics and meet local promotion standards and criteria established in this policy for the school that the student attends.
  4. The school principal or designee may retain a student who performs satisfactorily on the CRCT but who does not meet local promotion standards and criteria established in this policy.
- b. When a student does not perform at grade level in grades 3, 5, or 8 on the CRCT specified in section (a) above, then the following shall occur:
1. Within ten calendar days, excluding weekends and holidays, of receipt of the CRCT individual test scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
    - i. the student's below-grade-level performance on the CRCT;
    - ii. the specific retest(s) to be given to the student and the testing date(s);
    - iii. the opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the CRCT; and
    - iv. the possibility that the student might be retained at the same grade level for the next school year.
  2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
  3. The student shall be retested with appropriate section(s) of the CRCT.
- c. When a student does not perform at grade level on the CRCT in grades 3, 5, and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:
1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
  2. The school principal or designee shall notify in writing by first-class mail the parent(s) or guardian(s) of the student and the teacher(s) regarding the decision to retain the student.
    - i. The notice shall describe the option of the parent(s) or guardian(s) or teacher(s) to appeal the decision to retain the student;
    - ii. The notice shall describe the composition and functions of the placement committee; and
    - iii. The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent(s) or guardian(s), teacher(s), and principal or designee.
  3. If the parent(s) or guardian(s) or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
    - i. The placement committee shall be comprised of the principal or designee, the student's parent(s) or guardian(s), and the teacher(s) of the subject(s) of the CRCT.

- ii. The principal or designee shall notify in writing by first-class mail the parent(s) or guardian(s) and teacher(s) of the time and place for convening the placement committee.
  - iii. The placement committee shall review the overall academic achievement of the student in light of performance on the CRCT.
  - iv. The decision to promote must be the unanimous decision of the placement committee. The committee must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
  - v. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
  - vi. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the CRCT specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
  5. A student who is absent or otherwise unable to take the CRCT in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the CRCT in reading and/or mathematics on the second administration day(s). Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
  6. A student's failure to take the CRCT in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) shall result in the student being retained. The option of the parent(s) or guardian(s) or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
  7. For students receiving special education or related services, the Individualized Education Plan (IEP) committee shall serve as the placement committee.

**PARENT INFORMATION**

From time to time, we will ask parents to respond to a survey or other types of forms that will provide information so that TCE can customize ~~its~~ our school program to meet the individual needs of students and families. We would like to thank you in advance for providing TCE with this information so that we can serve your child and family in the most positive way.

**TESTING PROGRAM**

Each year Liberty County students participate in the Georgia student assessment program. Teachers can individualize instruction and help students increase their achievement level when various assessment instruments are given to show the student's strengths and weaknesses. It; also; helps the community see how well the school is measuring up to standards. Here are some of the tests

- 1) **Criterion Reference Competency Tests (CRCT)** developed by the Georgia State Department of Education will also be given in grades one through five. Funding may be cut to test grades one and two. The CRCT test is based on the skills from the Georgia Performance Standards that are taught at each grade level. A student must make a score of 800 to meet the standard. There are three performance levels: Level 1 (799 or below - Does Not Meet the Standard), Level 2 (800 - 849 - Meets the Standard), Level 3 (above 850 - Exceeds the Standard). Students who perform at Level 1 in reading, language, or math may need some additional instructional support and could be retained in that grade. *Georgia mandates that third graders must make a passing score of 800 in reading to be promoted to fourth grade. The state requires fifth graders to make a passing score of 800 in reading and math to be promoted to sixth grade.*

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- 2) **GKIDS (Georgia Kindergarten Inventory of Developing Skills (GKIDS))** - The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a year-long, performance-based assessment. The goal of the assessment program is to provide teachers with information about the level of instructional support needed by individual students entering kindergarten and first grade. GKIDS will allow teachers to assess student performance during instruction, record student performance in an on-line database, and generate reports for instructional planning, progress reports, report cards, Student Support Team Meetings, and/or parent conferences.
- 3) **Curriculum Based Assessment (Writing Assessment)** - In the past, the Georgia State Department analyzed and reported the results of writing samples in grades three and five. State funds for this testing program may be cut. We will continue to analyze our own student writing samples and score the writing samples as a) met the standard or b) did not meet the standard. Writing samples are collected and placed in a portfolio four times a year in all grades.
- 4) **Iowa Test of Basic Skills** may be given to students in grades 4 and 7 in the fall. A norm-reference test shows the student's level of achievement in reading, language, math, science, and social studies. The norm-reference test, also, gives parents and teachers a picture of how the student's achievement level compares with other children in the nation. Parents and teachers can track the achievement gains from year to year.

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#### **TESTING DATES**

<b><u>Test</u></b>	<b><u>Grade Level(s)</u></b>	<b><u>Date</u></b>
GKIDS	Kindergarten	Ongoing
ITBS	Grades 4 and 7	September 20 – 27
Writing Assessment	Fifth Grade	March 2
Writing Assessment	Third Grade	March 21 – April 1
CRCT	Grades 1 – 8	April 11-19

#### **ADEQUATE YEARLY PROGRESS (AYP)**

The Georgia State Department of Education determines the Adequate Yearly Progress of each school using three measures: 1) test participation, 2) academic performance, and 3) second indicator (attendance). Firstly, schools are required to test at least 95% of their students to meet the testing participation objective. Secondly, a certain percentage of students in grades 3 – 5 must make a passing score of 800 on the Criterion Reference Competency Test (CRCT) to meet the academic performance requirement. The third measure is attendance, and schools do not make Adequate Yearly Progress (AYP) if 15% of students in the school miss 15 days.

#### **ACADEMIC PERFORMANCE**

The annual performance is measured from the data of grades 3, 4, and 5 in the reading, language arts, and math sections of the CRCT. Reading and language are averaged together. The goal is for 100% of students to meet the minimum score of 800 on the CRCT. The data of the CRCT results are disaggregated into subgroups which are 1) All Students, 2) Asian/Pacific, 3) Black, 4) Hispanic, 5) White, 6) Multi-Racial, 7) Students With Disabilities, 8) Limited English Proficiency, and 9) Economically Disadvantaged. The data for each subgroup only count if the group has 40 or more students. The students also have to attend the school for a Full Academic Year (FAY) to count. The FAY is from October to April.

The percentages for each group to make the performance standard of 800 or higher are as follows:

<b>Reading/Language Arts CRCT (Target Year)</b>	<b>Percent of Students to be Proficient</b>	<b>Math CRCT (Target Year)</b>	<b>Percent of Students to be Proficient</b>
2002 – 2003	60	2002 – 2003	50
2003 – 2004	60	2003 – 2004	50
2004 – 2005	66.7	2004 – 2005	58.3
2005 – 2006	66.7	2005 – 2006	58.3
2006 – 2007	66.7	2006 – 2009	59.5 Amended in 08
2007 – 2010	73.3	2009 - 2010	67.6

2010 – 2011	80	2010 – 2011	75.7
2011 – 2012	86.7	2011 – 2012	83.3
2012 – 2013	93.3	2012 – 2013	91.9
2013 – 2014	100	2013 – 2014	100

Schools can make AYP in the area of academic performance in the following ways:

- 1) Absolute Bar – students meet target percentage for each year.
- 2) Confidence Intervals – subgroups make improvement each year.
- 3) Multi-year averaging – subgroups improve over a two year period.
- 4) Safe Harbor – a subgroup meets requirement if there is a 10% reduction in the percentage of students in the Did Not Meet (DNM) category from the previous year’s data.

**CONSEQUENCES FOR SCHOOLS**

Local school systems and all public schools that do not meet AYP for two consecutive years in the same subject will receive assistance, interventions, or other actions. A school is removed from a Needs Improvement status by making AYP for two consecutive years. Below are the consequences for a school not making AYP in the same subject:

**Year 1 Not Meeting AYP = No Consequences**

**Year 2 Not Meeting AYP = Needs Improvement Year 1**

- a. Public Notice: The school must notify parents of its Needs Improvement status.
- b. Public School Choice: Parents will have the option to transfer their children to a higher performing public school in the local system.
- c. School Improvement Plan: Schools must identify the specific areas that need improvement and work with parents, teachers, and outside experts to develop a plan to raise student achievement.

**Year 3 Not Meeting AYP = Needs Improvement Year 2**

- d. Supplemental Educational Services: Parents have the option of taking advantage of free tutoring and other supplemental educational services in addition to consequences listed in years 1 – 2.

**Year 4 Not Meeting AYP = Needs Improvement Year 3**

- e. A Corrective Action Plan and all consequences as listed in years 1 – 3.

**Year 5 Not Meeting AYP = Needs Improvement Year 4**

- f. Restructuring the school and all consequences in years 1 – 4.

**ADEQUATE YEARLY PROGRESS (AYP) FOR TCE**

Taylor's Creek Elementary School students made awesome gains in 2010. We are so proud of the TCE Team. Thank you parents and students for your great work! Below is a chart showing academic progress of students over the years.

**ADEQUATE YEARLY PROGRESS (Percentage of TCE students who met the standard on the CRCT)**

Subjects	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
Reading/ Language	96%	95%	90.3%	93%	92%	88%	90%	87%	85%	71%
Math	91%	88%	78.6%	91.7%	95%	88%	85%	78%	73%	62%

Let's make sure students come to school each day as we work together to bring up our reading and math achievement.

**GRADE LEVEL ACHIEVEMENT SCORES**

Here are the percentages of students who met the standard in each grade level:

*Dream~Believe~Give~Expect 100%*

	Reading		LA		Math	
	2010	2009	2010	2009	2010	2009
Gr. 1	97%	99%	92%	99%	86%	98%
Gr. 2	98%	99%	96%	96%	97%	96%
Gr. 3	98%	94%	96%	96%	93%	88%
Gr. 4	98%	91%	96%	94%	88%	76%
Gr. 5	90%	96%	98%	94%	91%	91%

**SCHOOL COUNCIL**

Taylor's Creek has a School Council in accordance with ~~to~~ House Bill 1187. The majority of members must be parent members and the chairperson must be a parent member. The members of the school council are accountable to the constituents they serve and shall:

- (1) Maintain a school-wide perspective on issues;
- (2) Regularly participate in council meetings;
- (3) Participate in information and training programs;
- (4) Act as a link between the school council and the community;
- (5) Encourage the participation of parents and others within the school community; and
- (6) Work to improve student achievement and performance.

The Taylor's Creek School Council meets four times a year at 9:00 a.m. We will seeking additional parent, business, and teacher members for the 2010-2011 school year. The General Assembly believes that parent and community support is very important to improve schools. Each member of the council is elected. The members include: parents or guardians of students enrolled in the school, two business persons, one of whom shall be selected by the board of education and one of whom shall be selected by the school, two certified teachers, and the school principal. The members currently serving are:

- Cherrise R. Johnson (Parent) - President**
- Gwen Starr (Parent)**
- Shannon Mason (Parent)**
- Candace Burnett (Parent)**
- Mary Lewis (Teacher)**
- Athena R. Ryan (Parent)**
- Debbie Rodriguez (Principal)**

**SCHOOL COUNCIL MEETINGS**

Below are the dates of the council meetings. The public is invited to attend.

<b>October 18 @ 9:00 a.m.</b>	<b>December 13 @ 9:00 a.m.</b>	<b>February 7 @ 9:00 a.m.</b>	<b>May 9 @ 9:00 a.m.</b>
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**BOARD POLICIES- LIBERTY COUNTY SCHOOL SYSTEM (LCSS) E-BOARD**

An electronic Liberty County School System Policy Book is available as a reference on the Liberty County website at <http://www.liberty.k12.ga.us>. School board policies may be viewed at <https://eboard.eboardsolutions.com/Index.aspx?S=4103>. This website provides information if you have questions about student registration, attendance, school zones, dress code, visitation to schools, medication etc.. All Liberty County School System board policies are posted at this site.

**STUDENT COUNCIL AND CLUBS**

Students are selected for the student council by responses from a written application and teacher recommendation. Student council members will have the opportunity to sign up for two clubs. Teachers and administrators will serve as advisors to meet with the club at least one time a year to involve the students in various jobs in the school and community. Below is a list of the clubs:

<b>Club Name</b>	<b>Advisor</b>	<b>Description of Club</b>
<b>Media Center/ Technology Club</b>	<i>Mary Lewis Danielle Sliepka</i>	Students will meet to discuss types of media and technology and how to make an effective media festival project. Students will take digital pictures and video important events in the school to download on the school website and blog.
<b>Earth Day/ Recycling Club</b>	<i>Janet Lyle</i>	Students will sponsor and organize Earth Day and recycling activities. Students will promote the contest to Recycle 4 Liberty and collect recycling materials.
<b>School Wellness Council</b>	<i>Bob Brennan</i>	Students will participate on the School Wellness Council and discuss ways to fight obesity in school.
<b>Mentoring Club</b>	<i>Dr. Jennifer Walts</i>	Students will be assigned a student to mentor and encourage other students throughout the year.
<b>School Ambassadors (Greeters) Club</b>	<i>Dr. Debbie Rodriguez</i>	Students will represent the school in various activities and greet visitors.
<b>Dance/Music Club</b>	<i>Kathryn Blackmon Kathy Moody</i>	Students will learn music and dances in other cultures and perform the musical and dance to parents. Students will also organize a school dance during the year.
<b>Art Club</b>	<i>Beverly Wulforst</i>	Students will learn about different types of art and help organize the annual Art Fair.
<b>Dress Down Spirit Day Club</b>	<i>Melissa Aspinwall</i>	Students will meet to discuss and determine Dress Down Days and Spirit Days for staff and students.
<b>History Club</b>	<i>Kristen Stone Jessica Parks</i>	Students will meet and help organize the Wax Museum. They will greet parents and help students set up for this event. They will also learn about historical events.
<b>Math Club</b>	<i>Sasha Quarles Kelly Edgington Dr. Melanie Spradley</i>	Students will meet and help organize Career Day. They will greet and help parents set up for this event. They will assist with Market Day.
<b>Gardening Club/Outdoor Classroom</b>	<i>Maureen Jenkinson</i>	Students will meet and plant a garden of flowers and vegetables that will involve the entire school. They will take care for the garden during the year.
<b>Parent Involvement Club</b>	<i>Dr. Jennifer Walts</i>	Students will meet and discuss ways to involve parents in the school. They will participate in parent involvement activities.
<b>School</b>	<i>Dr. Debbie Rodriguez</i>	Students will meet with the principal and Better Seeking Team to discuss

<b>Improvement</b>	ways to improve the school.
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**SCHOOL COUNCIL FORM FOR PARENTS**

**Please fill out this form if you are interested in serving on the school council.**

**I am interested in serving on the School Council and realize that there are four meetings that I would be required to attend at Taylors Creek Elementary School. There is also a mandatory training that each member will have to attend in the evening before serving on the School Council. An election will be held at Open House on September 21, 2010. Please return this form to school by August 13, 2010.**

**SCHOOL COUNCIL MEETINGS**

October 18 @ 9:00 a.m.

December 13 @ 9:00 a.m.

February 7 @ 9:00 a.m.

May 9 @ 9:00 a.m.

**Please check each blank that applies to you, fill out the information below, and return to your child’s teacher.**

\_\_\_\_\_ **Yes, I am interested in serving on the TCE SCHOOL COUNCIL.**

\_\_\_\_\_ **Yes, I have a child who attends Taylors Creek Elementary School.**

\_\_\_\_\_ **Yes, I am available to meet four times a year for the School Council meetings.**

\_\_\_\_\_ **Yes, I am interested in serving as an officer of the TCE SCHOOL COUNCIL.**

\_\_\_\_\_ **Yes, I am comfortable with email, Microsoft Word, and basic skills with the computer.**

**Parent’s Name:** \_\_\_\_\_ **Child’s Name:** \_\_\_\_\_

**Name of Child’s Teacher:** \_\_\_\_\_ **Grade of Student:** \_\_\_\_\_

**Parent’s Email:** \_\_\_\_\_

**Parent’s Phone Number:** \_\_\_\_\_

**EXPLAIN WHY YOU WOULD LIKE TO BE ON THE TCE SCHOOL COUNCIL:**

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**STUDENT COUNCIL APPLICATION FORM**

The **TCE STUDENT COUNCIL** is an opportunity for students to share ways to improve student learning and to make our school, community, and world a better place. Students will meet to discuss ways they can support students, staff, and the community. Student Council members will participate in two clubs during the year.

We are looking for role model students who share the TCE vision, communicate clearly, and have a desire to improve our school and community. **Students should complete the application below if they are interested in serving as a TCE STUDENT COUNCIL MEMBER.** Student council members will be selected by their handwritten responses on why they would like to be a council member and teacher recommendation.

**Students should complete the application below and return to the homeroom teacher by August 20, 2010.**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Were you a council member last year? \_\_\_\_\_

Explain why you would like to be a Student Council Member on the lines below: (You may also use the space on the back of this page.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List two friends and two teachers who think YOU would be a great student council member.

Friends	Teachers

Check the two clubs (see a description of the clubs on page 24) you would be interested in joining if selected as a TCE Student Council Member:

PUT A CHECK <input type="checkbox"/> beside the <b>Two Clubs</b> you would like to join if selected as a Student Council Member.	CLUB NAME
	<b>Media Center/Technology Club</b>
	<b>Earth Day/Recycling Club</b>
	<b>School Wellness Council</b>
	<b>Mentoring Club</b>
	<b>School Ambassadors (Greeters) Club</b>
	<b>Dance/Music Club</b>
	<b>Art Club</b>
	<b>Dress Down Spirit Day Club</b>
	<b>History Club</b>
	<b>Math Club</b>
	<b>Gardening Club/Outdoor Classroom</b>
	<b>Parent Involvement Club</b>

	<b>School Improvement</b>
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Does your parent give you permission to be a TCE Student Council Member? \_\_\_\_\_ (Yes or No)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_