



J.T. Reddick
Elementary School

STUDENT INFORMATION SHEETS
2018-2019

Dear Parents and Students,

Welcome to the start of something great!

The total realignment of the Tift County Charter School System has finally become a reality. For all the right reasons and following exhaustive research and planning, the Tift system is now organized into eight K-5 elementary schools, two 6-8 middle schools and a single 9-12 high school. Today's kindergarteners, Tift County's Class of 2031, will attend three schools instead of six and will transition with their friends from elementary to middle, to high school gaining new friends along the way.

J.T. Reddick has been completely transformed in this process. Last year Reddick was a sixth grade only school with the entire Class of 2024 under one roof. We have transitioned from a student body of 630 sixth graders to a student body of just under 400 kindergartners through 5th graders. Our faculty has been transformed, too. Nearly everyone is new!

With all of that change, this handbook could be the key to your family and ours getting off to a great start. This handbook provides general information concerning our rules and procedures. It is designed to give parents and students answers to questions and serve as a reference throughout the year. It should answer most questions, but please feel free to contact us in any way for clarity or more information.

Jim Torell

Principal, J.T. Reddick Elementary

WELCOME TO YOUR SCHOOL!!

Our Mission

One School, One Mission; Student Success

Our Vision

J. T. Reddick will strive to become a school of excellence for all students focusing on a challenging curriculum through the use of measurable data-driven goals.

Students, parents, teachers and community, working together will set high expectations. Utilizing advanced technology in standards-based classrooms, we will provide challenging and relevant learning activities that prepare students for college and/or careers, responsibility, and service.

J. T. Reddick will encourage daily attendance of students and teachers in a positive, well-disciplined, and safe environment.

Faculty & Staff

Kindergarten

Room	Teacher
103	Jill Coogle
104	Treci Morrow
105	Kim Simmons
106	Amy Brooks Grade Chair

First Grade

Room	Teacher
201	Marilyn Ring Grade Chair
203	Lisa McMillan
204	Vicki Waldschlager

Second Grade

Room	Teacher
206	Anona Arroyo
206	Brooke Hancock
207	Becky Harper Grade Chair
208	Carolyn Bowden

Third Grade

Room	Teacher
303	Maria Hamill
305	Caroline Bostick Grade Chair
306	Karin Brown

Fourth Grade

Room	Teacher
307	Stacey Bailey Grade Chair
309	Kathy Fitzgerald
312	Rhonda White

Fifth Grade

Room	Teacher
403	Kelly Miller
404	Brandi Diers
405	Vicki Swain Grade Chair

Connections

Room	Subject	Teacher
409	Music	Katelyn Gibson
Gym	PE/Health	Will Koran

Special Education

Room	Area	Teacher
308	SpEd	Rachael Martin, Dept. Chair
308	SpEd	Kimberly Wright
Media Conference Room	Speech	Jenna Ganas
302	Gifted	Julie Gunn
410	EL	Meg Matthews
410	Interventionist	Donna Hobby

Administration

Principal	Jim Torell
Assistant Principal	Jennifer Howell
Counselor	Sebrina Towns
Registrar/Bookkeeper	Martha Mike
Receptionist	Korri Jones

Nurse

Room	Teacher
Clinic/100	Cindy Sparrow

Academic Coaches

Room	Subject	Teacher
301	Literacy	Amy Lever
406	Math	Karen Sumner

Paraprofessionals Assignment

Bozeman, Jellesa	Lab
Bush, Charlene	3rd
Cavazos, Ramona	K - Morrow
Cobb, Getoya	PE
Ellis, Ken	5th
Hill, Donna	Media Center / Lab
Goode, Miranda	4th
Kearce, Gail	1st
Kimble, DeShonta	2nd
Parker, Erica	Special Ed
Mendoza, Reveca	K - Coogle
Roberts, Teresa	K - Simmons
White, Stephanie	K - Brooks
Donna White	Permanent Substitute

Lunchroom Staff

Davis, Anna - Mgr.
Mercer, Francine, Asst. Mgr.
Collier, Frankie
Drummond, Loretta
Paulhill, Marian
Mobley, Debra
Holley, Tia

Building Hours of School Operation

The school office is open from 7:15 a.m. until 4:00 p.m. each school day. Teacher hours are from 7:45 a.m. until 3:45 p.m. unless there are scheduled meetings or extra duties.

BELL SCHEDULE

7:00	Drop Off at Gym Begins & First Bus arrives
7:15	Front Office Opens
7:20	Breakfast begins
7:35	Students dismissed from lunchroom to hallways
7:45	Teacher Tardy Bell
7:55	Student Tardy Bell / Homeroom Begins
8:05	Blue Devil Block Begins
8:35	Blue Devil Block Ends
8:40	First Period Begins
11:00	Lunch
	<i>11:00-11:30 Third Grade Lunch</i>
	<i>11:10-11:40 First Grade Lunch</i>
	<i>11:30-12:00 Fourth Grade Lunch</i>
	<i>11:45-12:15 Second Grade Lunch</i>
	<i>11:55-12:25 Fifth Grade Lunch</i>
	<i>12:15-12:45 Kindergarten Lunch</i>
3:05	Afternoon Dismissal Begins
3:45	Afternoon Dismissal Ends/KAC Begins

Arrival to and Dismissal from School

Car Riders

Parents dropping off and picking up students will enter and exit campus from the College Street entrance by the playground. **Because of buses and student safety reasons, no cars will be allowed to enter the parking lot and front entrance of the school from 7:00-8:00 and from 2:45-3:15.** Students checking into school at any time and for any reason must be escorted into the building's main office and signed in by an adult on the student's safe list.

AM – Students dropped off between 7:00-7:15 will be supervised in the gym with bus riders until 7:15 when they will be escorted to the cafeteria by Mr. Torell and Ms. Howell. Students arriving after 7:15 will walk through the gym and up the 200 hall to the cafeteria. Several adults will be posted along this route for safety and order.

PM – Students will be released from class at 3:05. Car riders will walk down the hallways to the breezeway and into the gym where they will sit “criss cross” in a single-file line by homeroom. Beginning at 3:15, when students hear their name called by an adult over the loudspeaker, they will stand, move to the door and be escorted down the ramp or stairs.

Bus Riders

AM – Bus riders exit their bus, walk through the bus gate and onto the breezeway in between the school and the gym. All bus riders will walk down the breezeway and be seated in the gym until escorted to the cafeteria by Ms. Howell and Mr. Torell.

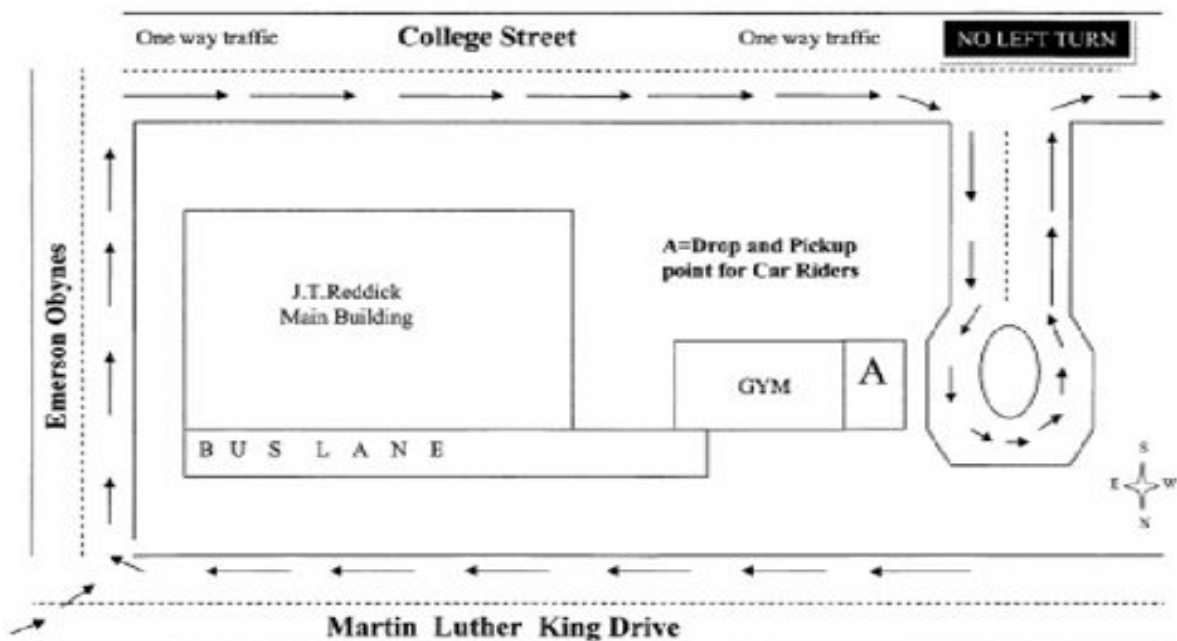
PM – Teachers will dismiss the bus riders at 3:15. All bus riders will walk up their hall to the main hallway and report to the lunchroom where they will be seated according to their bus. As soon as the buses are ready to board, students will be escorted out the front doors.

Walkers

AM – In the morning, walkers will report to the gym before 7:15 and to the cafeteria after 7:15. Walkers may enter through the school's main entrance.

PM – In the afternoon, ALL walkers will report to the short hallway by Rooms 301 & 302 at the 3:10 bell and wait to be escorted off campus by adults.

J.T. Reddick Car Rider Traffic Flow



Traffic Flow Car Riders Parent(s)/Guardian(s) please follow the traffic pattern above when dropping off and picking up your student(s). You will enter the school from the backside of the campus off of College Street. Drop/Pickup your student on the side of the gym. Continue around the drive and exit to the West (turn right) back onto College Street. ****The gate to the drive will be locked at 8:15 in the morning and will be opened for pickup at 2:45 in the afternoon. **Traffic on College Street will be one way traveling WEST from 7:30 AM to 8:15 AM in the morning and 2:45 PM to 3:30 PM in the afternoon.**

Visitors

All visitors must check in at the front office and obtain a visitor's pass. This policy is for the protection of all students. Please help us keep your children safe by setting a good example for others.

Teachers will not be able to meet with you during the school day, except during their planning period. Please contact your child's teacher if you need to set up an appointment.

After the first week of school, we expect all students to go to their classrooms alone. The teacher and the students will be ready to start their day at 7:55 am. The exception will be kindergarten students who will be allowed two weeks.

Visitor Attire

While on campus, or at any school sponsored event, all visitors shall be dressed in a manner which reflects good taste and decency. All dress must be modest, neat, and consistent with legal provisions. Shoes must be worn at all times.

Check In Procedures

All students arriving after the 7:55 a.m. tardy bell must report to the office. A parent/guardian must enter the front office to sign in an elementary student. The parent or guardian will be required to state the reason for the student's tardiness. Our goal is to begin instruction at 8:05 a.m. after roll is taken and announcements are made. Please make every effort to have your student prepared to begin the school day on time. Parents of students who are consistently tardy will be referred to the Attendance/Truancy Committee.

Check Out Procedures

All students must be signed out through the main office. Teachers will not be allowed to release students. All checkouts must be documented by the receptionist. While Reddick understands it is occasionally necessary for children to be checked out before the end of the day, we strongly encourage parents to make dental, medical, and other appointments for their children after school hours.

Parents must provide written authorization for other family members or friends to pick their children up from school. Please be advised that the office may request to see identification before releasing a child to a parent, family member, or friend. We have many new students and may not know everyone. Please remember that if we request identification we are only doing it for the protection of your child.

Students who are checked out early on a continual basis - like students who are chronically tardy - will be referred to the Attendance/Truancy Committee. Please make every effort to have your child in school for the entire school day.

Breakfast and Lunchroom Procedures

We are pleased to inform you that Tift County School System is participating in an option available to schools as part of the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for the School Year 2018-2019.

The GREAT NEWS is that ALL students enrolled at our school are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day of the school year. If a student wants to purchase additional items outside of their reimbursable meal, there will be a cost and he/she will be allowed to purchase those items only if they have cash in their account or in hand.

Students/parents are encouraged not to bring food items into the school from outside vendors, such as McDonald's, Subway, Pizza Hut, etc. If those items are brought on campus, a separate dining space will be made available.

Parents are always welcome to come enjoy a school lunch with their children.

Honor & Merit Roll Policy

Each nine weeks the name of students who have earned honor and merit roll will be published in the newspaper and on social media.

Honor Roll – No grade below an “A” (90-100)

Merit Roll – No academic grade below “B” (80.0-89.9)

Fourth and Fifth Grade Honors Day Requirements

Students with a cumulative average of 95.0 and above at the end of the third nine weeks will be recognized as Superior Honor students at the annual Honors Program.

Students with cumulative averages between 90.0 and 94.9 will be recognized as Honor Students.

Students with cumulative averages between 80.0 and 89.9 will be recognized as Merit Students.

The only grades considered in this average will be the five content area subjects: reading, ELA, math, social studies and science. Grades will not be rounded.

Departmental awards are given to those students on each team who have excelled in a particular subject area based on academic and overall participation. To obtain more information on any of the Academic Recognition Programs contact the Guidance department.

Testing Program

Reddick students will be required to participate in a variety of local and state administered tests. Kindergarten students are administered the GKIDS at various times throughout the term. Students in 3rd, 4th and 5th grade will participate in the spring administration of the Georgia Milestones Assessment System (GMAS) test. English Language Learners (ELL) students participate in the ACCESS assessment. Students in grades 2-5 will participate in the Write Score Assessment.

Academic Regulations

Grading

Report cards will be issued at the end of each nine weeks. For the first nine weeks, report cards will be issued only during the October 23 parent/teacher conferences. A midquarter progress report is issued at the four-and-a-half-week mark during each nine weeks. There will be no midquarter report during the first nine weeks. Each mid-quarter must be signed by a parent and returned to school.

The grade policy for Tift County is as follows:

Grades K-3

4 – Extending 3 – Achieving 2 – Developing 1 – Beginning

Grades 4-5

A – 90-100 B - 80-89 C – 70–79 F – Below 70 (failing)

Parent Conferences

The faculty welcomes the opportunity to discuss classroom performance and behavior with parents and guardians. Please contact the school to set up a conference. Unless there are severely extenuating circumstances, conferences will not be scheduled during a time that interferes with instructional activities, but we will make every attempt to schedule a time that works well with your schedule. Please note that if you come without a scheduled conference time you will not be allowed to visit with the teacher because teachers are not allowed to conduct hallway conferences while their students are in the classroom.

Promotion/Placement/Retention

If a student makes sufficient progress mastering the state's standards for each grade level, that student will be promoted to the next grade. Students not demonstrating sufficient progress will be monitored carefully. If it is determined by a committee comprised of grade level teachers, academic coaches, speech teachers and administrators that a student is not meeting standards with Tier I interventions and needs to be referred to Tier II, parents will receive notification. Once in Tier II, families will be part of a specific and mandated communication process. Regardless of tiers, if a student is in any danger of failing a grade at mid-year, a Placement/Retention Conference will be scheduled. If necessary, a second Placement/Retention Conference will be scheduled in the spring.

Clinic

Reddick provides a school clinic for our students, and Ms. Cindy Sparrow is our registered nurse. Each student will be requested to complete a personal data sheet that will be placed on file. Please indicate if your child has a specific medical concern that we need to be aware of even if your child does not take medicine at school for this condition. All prescription and non-prescription drugs must be properly labeled with instructions for use and must be in the original container. No medication will be given to students without prior parental consent. All medication should be turned into the clinic upon arrival to school. No medication will be dispensed in the classroom.

Please make sure to provide Nurse Sparrow with an inhaler if your child has been diagnosed with asthma and provided one by your family doctor. We strongly recommend that we have an available inhaler even if your child has not had an attack in some time. We cannot allow your child to use another person's inhaler even in the case of an emergency.

Health Records & Admission Procedures

Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school.

Transfer students have 30 days to furnish the school with the appropriate Certificate of Immunization. Vaccinations and vaccination records may be obtained from the Tift County Health Department or from a private physician. Please note that the vaccination record must be on an official form provided by the Georgia Department of Human Resources. In addition, those students entering this Georgia public school for the first time must provide an eye, ear, and dental certificate.

JTR reserves the right to deny admission to any student that does not provide the above information. Students may also be denied admission until a certified discipline record is received from the school that a student last attended. Parents may also be asked to provide proof of residency in Tift County.

Accidents

All student accidents should be reported to the nearest staff member who will then notify the school nurse and administration if necessary. Physical education classes and recess involve running and playing, so the opportunity for an accident exists. It is important that students notify their teacher or a staff member if they have been involved in an accident. We also request that students wear appropriate shoes since they will attend PE and recess.

Guidance Program

Our Guidance Counselor is Ms. Sebrina Towns. The Guidance Program provides numerous services to our students. The counselor meets with all of our classes to discuss topics such as peer relations, academic achievement, and family relationships. Our counselor coordinates our Pyramid of Interventions. Ms. Towns will be available for scheduled conference sessions with parents and students.

Hospital Homebound

Hospital/homebound instruction is provided to students who have medically diagnosed conditions preventing school attendance for ten days or longer. Please contact the school immediately if you feel your child may need these services.

Lost and Found

Please place your child's name on all coats, jackets, and lunchboxes. All lost and found items will be kept in the gymnasium. Each year, we have a large number of unclaimed jackets and coats. At the end of each semester, coats are donated to a local charity organization.

Media Center

The Media Center is one of the most important places at our school. It contains books, magazines, reference materials, and student computers that are available to staff and students. All materials should be checked out and returned in the designated time. Parents will be required to pay for lost and/or damaged books.

Local School Governance Team (LSGT)

The LSGT is comprised of the two certified teachers, one non-certified staff member, two parents, a community member and a business leader. The principal is a member and chairman of the LSGT but cannot vote. The team meets a minimum of six times throughout the school year to discuss school issues, allocate funds and provide input on various school functions.

Field Trips

Field trips will occur throughout the school term and are planned to coincide with curriculum. Students will ride to field trips on buses with their class, as opportunities for discussion and learning may occur on the bus. Parents will be allowed to take their child home after the field trip but must sign them out first.. Since field trips extend your child's educational experience, make this a shared time with your child - siblings, friends, or extended family are strongly discouraged.

If there is a cost to the field trip, money can only be refunded if the school cancels the trip. Many trips have to be paid in advance. As soon as the money is received it is deposited.

Birthday Parties

Families that want to celebrate student birthdays at school are welcome, but those celebrations must be scheduled in advance with the child's teacher – no exceptions. Deliveries of balloons, gifts, flowers etc. must be made prior to 2:30. Deliveries may be stored in the front office until the appropriate time. Please keep in mind that if your child rides a Tift County bus, they will not be permitted to bring balloons/flowers on the bus.

Book bags

Book bags are allowed at Reddick. The student's name should be clearly marked on the book bag. Rolling book bags are not encouraged but are allowed.

Bullying

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at related functions or activities, or by use of data or software that is accessed through a computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm or visible bodily harm;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school?

J.T. Reddick Elementary School encourages students, parents, guardians, or other persons who have control or charge of a student, either anonymously or in the person's name, at the person's option to report or otherwise provide information on bullying activity. Any retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Reports will be investigated by the school administration based on the nature of the complaint. Upon a finding by the administrator that a student has committed an act of bullying or is a victim of bullying, the administrator shall notify the parent or guardian of the student.

Acts of bullying shall be punished by a range of consequences. Such consequences shall include, at a minimum and without limitation, disciplinary action, as appropriate under the circumstances.

Dress Code

School uniforms are required for all K-5 students. Students will wear solid white, gray or navy/dark blue collared shirts and khaki, navy/dark blue or gray bottoms. Jeans will not be allowed. Refer to the Tift County Schools Code of Student Conduct for more details.

Electronic Communication Devices

During the school day at J.T. Reddick, all electronic devices must be turned off and stored out of sight. Devices with earbuds may be used before and after school from 7:00-7:45 in the cafeteria and the gym and again at 3:05 at Car Riders and in the cafeteria. All sounds and speakers must be turned off at all times. The use of cameras is also not allowed on campus at any time.

Responsibility to keep devices secure rests with the individual owner. Neither the school system nor its staff or employees, are liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that serial numbers be recorded and that skins (decals) and other custom touches are used to physically identify your device from others. Serial numbers will be used to identify “found” items. Additionally, protective devices are encouraged.

PTO

The mission of the PTO is to strengthen the bond between the school and the home. We strongly encourage parents to become members of our PTO and to actively attend all meetings. An active PTO can make a tremendous difference in the success of a school. If you are interested, please contact the school, and we will get you contact information.

Withdrawal Procedures

All library books and textbooks must be returned prior to withdrawal. Failure to return books and other school materials will result in delay of student records being sent to your new school. Student records will be transferred to the new school upon a written request from the new school.

Ice Cream

Ice cream will be sold on a daily basis during homeroom. Teachers will distribute ice cream during planned recess.

**PLEASE DETACH THIS BACK PAGE
AND RETURN THIS FORM
TO THE CLASSROOM TEACHER
BY August 31, 2018**

My child and I have read and understand the STUDENT HANDBOOK.

TEACHER NAME _____ **GRADE** _____

Signature _____
Student

Signature _____
Student

Date