STUDENT HANDBOOK 2016-2017

Welcome to Bleckley County Elementary…

This agenda contains the Student Handbook with rules and procedures for BCES. This agenda will go home each day. It provides a place for homework, special projects, and upcoming events. If there are problems, concerns or needs, your child's teacher will document this in the agenda. Please acknowledge all teacher comments. Teachers will respond as you have needs. Together, we will be the BEST!

Bleckley
Elementary
Succeeds
Together

Address:
470 Ga Highway 26 East
Cochran, GA 31014

TELEPHONE DIRECTORY

Main Office 478-934-3600

BELL SCHEDULE

Class Bell . . . . . 7:30 AM
Tardy Bell . . . . . 7:45 AM
Dismissal Bell . . . . . 2:55 PM

MORNING PROCEDURES

- Car riders should not arrive at school before 7:20 AM. Bleckley County Primary provides Early Morning Child Care for a nominal fee for students who must arrive at school before 7:20 AM.
- Bus riders who arrive before 7:30 will report to the gymnasium to wait for the bell or go to the cafeteria for breakfast.
- Students who arrive after the 7:30 bell may go to the cafeteria for breakfast. Students who do not eat breakfast are to go to their homeroom.
- Students who plan to eat breakfast at school need to be in the cafeteria by 7:40 AM.
- The tardy bell will ring at 7:45 and classroom attendance is taken at that time. Any student who arrives after the 7:45 bell must stop in the office to get a tardy slip.

VISITORS

For the protection of students, ALL visitors, parents, friends, relatives, mentors, and volunteers must check in at the office immediately upon entering and provide a reason for visiting.

MINUTE OF REFLECTION AND PLEDGE OF ALLEGIANCE

Each day, immediately following the tardy bell, a minute of quiet reflection will be announced over the intercom. All students and faculty will remain quiet during this time. Following the minute of reflection, students will be led in the Pledge of Allegiance to the Flag. Students who object to the Pledge of Allegiance may sit quietly during this time.

ILLNESS AND INJURIES

A student with a temperature of 100 degrees or higher should not attend school. If a student at school has a temperature of 100 degrees or higher, a parent will be contacted to take the child home.

Students who must leave school during the school day must be 'signed out' in the office by a parent or guardian. If someone other than the parent or guardian will pick up the student, the person's name MUST be on the student's information card on file in the front office.

Clinic Health forms are sent home for information on children's health. Parents should complete the form to make the school aware of any allergies, seizures, or other health related conditions their child may have and provide written emergency procedures to follow. Parents may also give permission for the school nurse to give over-the-counter medication. This form should be completed and returned to the school so that the school nurse can treat students accordingly. If no form is on file for the student, parents will be contacted by the Parent Worker.

Following a visit to the school nurse, a Clinic Visit Form is sent home for the parents' information. First aid will be administered only in minor cases. In case of a serious injury or illness at school, an attempt will be made to notify emergency contacts listed on the student information sheet. If the parents or emergency contacts cannot be reached in emergency situations, an ambulance may be called to transport the student to the Bleckley County Hospital or other health care facility if designated by the parent/guardian. Parents or guardians will be responsible for the charges of the doctor/hospital.

HEAD LICE

Periodic checks will be made for head lice. Any child found with lice or nits will be sent home. Students should be treated for lice the day they are sent home. ALL LIVE NITS must be removed from the

hair before the child returns to school. This policy is for the protection of all children. The child should return to school the following day. Students will receive an unexcused absence if absent more than one day for treatment of lice.

STUDENT TRANSPORTATION

- Students are provided transportation to/from school by the Bleckley County Board of Education.
- Student safety requires that students act in an orderly and respectful manner while on the bus.
- Students who misbehave on the school bus will be referred to the school administration and may be suspended from riding the bus. The parent/guardian will then be responsible for providing transportation to and from school.
- Students may not ride another bus or get off the bus on the route between school and home without a note from the parents or a school official.
- A student will return home from school in his/her usual way unless the school has received instruction otherwise. Any student not riding his/her usual way must bring a note from the parent/guardian to be initialed by the teacher.
- Parents are encouraged to make all arrangements for transportation before the child comes to school. <u>If a call is necessary, please call the school by 12:00 noon.</u>
- Car riding students are to be dropped off and picked up in front of the building.
- Students should not be transported by a school staff member unless approved by administration.

<u>Requirements for student codes of conduct on public school buses have been expanded (refer to Student Code of Conduct book given to each student enrolled in the Bleckley County School System)</u>.

INCLEMENT WEATHER

The primary consideration regarding whether to have school on bad weather days will be the safety of our children. Heavy rain and sometimes snow and ice, cause some of our primary and secondary roads to become unsafe. If a threat to health and safety exists school will be dismissed. The decision will be made by the local superintendent. Once the decision is made the local radio station 96.7 WDXQ, TV stations and the Crisis Communication System will be used to communicate the decision.

ATTENDANCE

Regular school attendance is directly related to student success in school. After one or more days' absence, students are required to bring a note signed by the parent or guardian giving a reason for the absence. <u>If no excuse has been brought, the absence will be considered unexcused</u>.

The Data Clerk will make a telephone call to the home or parent's place of work of a student who has 2 consecutive absences.

Following is a list of legal (excused) absences from school in Georgia:

- Personal illness
- Serious illness in immediate family
- Death in immediate family
- Religious observances
- Conditions making school attendance impossible or hazardous to health or safety of the student.

All other absences are unexcused.

- The Data Clerk and/or Resource Officer will call the parents of students who have had three unexcused absences or have developed a pattern of absences over time.
- At 5 unexcused absences the parent/student will be sent a certified letter requesting a meeting.
- At 7 unexcused absences the parent/student will be submitted to Bleckley County DFACS.

TARDIES/EARLY RELEASE VIOLATIONS

- Telephone contact will be made with the parent at 5 tardies.
- Written contact will be made with the parent at 8 tardies.
- A certified letter will be mailed to the parent at 10 tardies requesting a meeting regarding tardies/early dismissals.
- At 15 tardies/early dismissals, the parent/student will be submitted to the System-level Attendance Officer.

The Bleckley County School System's Attendance Protocol establishes penalties & procedures for enforcing excessive tardies, early releases, and absences. Violation with the court sanctioned attendance protocol may result in referrals to the Department of Family & Children Services, Department of Juvenile Justice, and/or the Superior Court. A complete copy of the protocol is available on the school district's website or may be reviewed at each school of the Bleckley County Board of Education.

"Help us support student achievement by supporting student attendance."

PERFECT ATTENDANCE

In order for a student to be awarded a 'Certificate of Perfect Attendance' the student must meet all local and state attendance policies. The student must be marked present on school records each school day during the school year to be considered for a perfect attendance certificate for that school year.

In order for a student to be marked present, one-half of the school day. In addition to being marked present by attending one-half of the school day, the other portion of the school day must be 'excused.' Leaving school early for unexcused reasons and/or unexcused tardies will keep a student from having perfect attendance.

AFTER SCHOOL DETENTION POLICY

An After School Detention policy is in place at BCES for students who do not follow the school rules and expectations.

- After School Detention will be held on Tuesdays, Wednesdays and Thursdays from 3:00 – 4:00. It will be monitored by a certified teacher.
- Parents will be given a full day's notice prior to a child serving in After School Detention.
- The parent is responsible for transportation home for his/her child at 4:00 PM.

Our purpose is to deter students from continually making bad decisions or being irresponsible after many efforts made by the teacher, counselor, and other support team personnel. We need parent support.

BCES STUDENT EXPECTATIONS

- Be prepared for class
- Keep hands, feet, and objects to yourself
- Respect people and property
- Follow the dress code

Discipline Procedures

1. A behavior mark will be placed in the behavior book when an expectation has not been made and recorded in the student's agenda.
2. After-school detention will be used when 3 marks have been accumulated for failing to meet the expectations.
3. Parent conference will be requested when necessary
4. Severe offenses will be directed to the principal or assistant principal and further actions will occur and/or automatic detention will be given.

Conduct Policy

- One after-school detention = "N" in conduct
- Two or three after-school detentions = "U" in conduct
- Paddling or Suspension = "U" in conduct

MAKE-UP WORK

Students must make up work missed due to any absence. On the day a student returns to school, the teacher will inform the student of the work to be made up and when the work is due. Based on the length of the absence, the student will be given a reasonable length of time to complete make-up work. It is the student's responsibility to make up any work missed. Work not made up will result in a zero for each assignment.

HOMEWORK

The purpose of homework is to reinforce the skills taught in the classroom and to increase the child's knowledge.

CHEATING

Any student cheating or helping another student cheat will receive a zero (0) on the assignment or test and detention will be served.

GRADE REPORTING

Report cards will be issued at the end of each nine weeks. Students who are absent or sign out early on the last day of school may pick up their report cards during post planning.

Report cards will be held from students who owe for meals, lost, or damaged books.

GRADING SYSTEM

Numeric grades will be given in English Language Arts, Mathematics, Science and Social Studies. The grading system is: 90-100=A; 80-89=B; 70-79=C; 69 and below=F.

For all other areas and conduct, the grading system will be:
S (satisfactory)
N (needs improvement)
U (unsatisfactory)
NT (not taught)
There are four evaluation periods of nine weeks each. The yearly grade will consist of an average of all grades in each subject not the nine-week average. This will be recorded on the Permanent Record. Grades will be in PowerSchool three days after the assignment is administered for evaluation.

HONOR ROLL

Students may earn Honor Roll recognition each nine weeks. Students who earn a grade of 90 or above in each academic subject and receive an S in subjects which receive grades of S, N or U will be recognized on the Honor Roll.

PROMOTION & RETENTION POLICY

Students failing any two of the academic subjects listed below are not eligible for promotion and will be considered for retention in the same grade:

English Language Arts
Mathematics
Science
Social Studies

Students failing English Language Arts or Mathematics for two consecutive years are not eligible for promotion and will be considered for retention in the same grade.

STUDENT DRESS

Bleckley County Elementary has three basic restrictions on dress and grooming. Students' dress or grooming must not:

1. Adversely affect the health of students.
2. Adversely affect the safety of students.
3. Be interpreted as disruptive or indecent.

In keeping with these basic restrictions the following are not appropriate for school:

- Hats, bandanas, or other head coverings worn in the building
- Tank shirts, halter tops, fishnet shirts, or midriff shirts
- Apparel with suggestive lettering, suggestive pictures, or profane language
- Apparel picturing weapons
- Lettering on the seat of pants
- Clothing advertising or with symbols of alcoholic products, tobacco products, or drugs
- Gang related colors, symbols or articles of clothing (included but not limited to: armbands, skulls, shirts with cash or $ signs).
- Any clothing deemed inappropriate by the administration.

In keeping with the three basic restrictions:

- Shoes must be worn at all times.
- Shorts and skirts must be longer than fingertip length when arms are extended by the side.
- Pants should be worn at waist, straps fastened, shirts that are long enough to tuck in should be tucked in, pants that have belt loops should have a belt.
- Pants and blue jeans with large holes do not need to be worn to school.
- Shirts worn with leggings must be long enough to cover the entire buttocks.
- Students may not have fake nails, acrylic nails, nor feathers in their hair.
- Shoes higher than 1" heels are not allowed at school.
- Shirts worn un-tucked should not come below the buttocks.
- Tennis shoes are required and should be worn (not brought) for physical education.
- No retractable roller shoe skates or cleats are allowed.
- Make-up is not allowed for elementary children.
- Students may not wear oversized, loose/baggy, extremely tight, or low-cut clothing.
- Students should dress in a manner that covers the body in the appropriate areas.
- Students should wear stud earrings only.
- Pocketbooks must be kept in the student's book bag.

Students will be asked to correct dress code violations. Parents may be contacted to bring a change of clothing or a behavior mark will be given.

GENERAL INFORMATION

- Students may not receive balloons or flowers in a glass container.
- Party invitations may not be given out at school.
- Students may not bring gifts to exchange.
- Ear piercing is the only type of body piercing allowed at school.
- All items and jackets should be marked with some identification.
- Students should not bring a large amount of money to school.
- Radios, tape recorders, cameras, video games, pagers, Ipods, MP3 players, and cellular phones should not be brought to school.
- Items which disrupt classroom instruction may be taken up and held by a teacher or administrator until a parent or guardian picks them up.
- Chewing gum is not permitted.
- Students should not wear any hair style that would interrupt learning, such as blue, purple, or un-natural colored hair, or extreme Mohawks. Haircuts need be groomed and kept out of the eyes.

- Birthday parties will not be held at school. Students will receive a school treat for this special day.
- Students will be asked to purchase a school agenda and home folder to be used for signed papers. Signed paper folders will go home each Wednesday.
- Large book bags and rolling book bags have become a safety hazard in the classrooms. Only small book bags will be allowed.
- Please arrange to have your child picked up from BCES by 3:15 each afternoon. BCPS offers childcare, if needed.
- Office staff will not call a student to the office for an early dismissal until the parent or designee arrives at the school.
- Due to student and adult allergies, students should refrain from wearing cologne to school.
- Parents and student guests are welcome to have breakfast and/or lunch at BCES. We kindly ask that you go through the student line and a lunch staff member will prepare an adult portion plate for you. Only BCES staff will be allowed behind the food line and in the kitchen.

CAFETERIA PROGRAM

Students are encouraged to participate in the school breakfast and lunch program.

- There will be no heating of food from home.
- Students who receive a school lunch tray may purchase a Vita Pup for 75 cents.
- Only clear water bottles may be brought to class.

LUNCHROOM BEHAVIOR

- Students are expected to remove trays, utensils, milk cartons and napkins from the table.
- Students will sit with their class at lunch.
- Students may talk quietly to students seated near them during meals.
- Basic rules of conduct and table manners are expected of all students.
- Students are not to remove food from the lunchroom.

Parents are invited to eat a school breakfast or a school lunch with their child at birthday time or any special occasion. Special café tables and chairs are available for parent and child to eat together. However, guests are NOT allowed to bring commercial food in the school, such as McDonalds, Subway, etc.

NUTRITION POLICY

In keeping with the system-wide Wellness Policy approved by the Bleckley County BOE, Bleckley County Elementary will adhere to the following:

- Breakfast, lunch and snack times will be in accordance to local, state and federal guidelines.
- Will only sell water and 8 ounce juice drinks (no Gatorade or sports drinks).
- Suggested treats keeping in line with the Wellness policy include: Sunkist Fruit snacks, Gold Fish Crackers, Pretzels, Animal

Crackers, Cheese Nip Crackers (NO cupcakes or cookies).

- Soda and fast food, such as Subway and McDonalds, will not be allowed in the lunchroom.

SCHOOL STORE

School supplies are sold each morning at the school store from 7:30 – 7:45 AM. Every attempt will be made to keep a supply of materials that teachers request of students.

TEXTBOOKS

The school furnishes textbooks for student's use. Books are returned at the end of the school year. Students and their parents are responsible for lost or damaged books. Report cards and grades will be held until all books have been returned or paid for by the student.

CHECKS

Lunchroom checks should be made payable to Bleckley County Lunchroom. Please make all other checks payable to Bleckley County Elementary.

In the event the school receives a check which is returned due to insufficient funds, a letter will be written to the person giving the check requesting that the check be paid. If the check is not paid, the matter will be turned over to the proper authorities. After a second check from the same person is returned for insufficient funds the school will not accept checks from that person.

Parents/guardians are responsible for pictures and fund-raising items carried home by the student.

SCHOOL SAFETY

In an effort to teach students safety skills and what they should do in an emergency situation at school, we will periodically have safety drills throughout the year. We feel that the safety drills will reduce fears and enhance safety in the event an emergency does occur. Some of the drills involve evacuating the building while others address safety issues within the building.

Please talk with your child about the importance of safety skills and reacting appropriately in an emergency situation. With your help, we can increase school security and safety as well as teach your child life long safety skills.

MEDIA CENTER

The Media Center operates on an 'open schedule.' With permission from their teacher, students may use the Media Center at any time during the school day for reading, checking out books or working on research.

The Media Specialist will be on duty at all times. Through joint planning with the teachers, the Media Specialist will also be available to work with students on skills or other needs.

No overdue fines will be charged. Each student will have a checkout limit set by the teacher and the Media Specialist. Students will be charged the full

replacement price for lost or damaged books.

In order to receive their final report card, students must clear all lost or damaged books before the end of the school year.

READING RENAISSANCE (AR)

The Reading Renaissance approach to reading is a school-wide program to improve reading comprehension, to develop independent readers, to improve thinking skills, to make reading fun, and to help students develop a love of reading. **Reading AR books at home is highly recommended (80 % at home and 20% at school)**

POSTERS AND ANNOUNCEMENTS

Students must have permission from an administrator before placing posters or announcements in the school.

CELL PHONES

BCES will adhere to the Bleckley County Student Code of Conduct Policy for the possession of cell phones.

GUIDANCE AND COUNSELING

Counseling services will be available for all students. Students and parents are encouraged to make an appointment to discuss matters of concern to them. The counselor will conduct guidance lessons in the classroom throughout the school year. The parent, teacher, administrator, or student may make referrals for individual counseling.

THREATS AND HARASSMENT

Students should report any threats, mistreatment or harassment to their teacher or another adult at school. Threats made by a student to school employees or other students will be taken seriously and dealt with appropriately.

This handbook was developed in order for each student at BCES to receive the BEST education possible. It is our desire to form a successful partnership with students, family members, and the community to assure the education of every learner. Our mission is to enable our students to become lifelong learners and responsible citizens. A highly qualified staff will provide a caring, safe environment in which each child's abilities are recognized and encouraged through growth in knowledge, skills and values.

I HAVE READ THIS STUDENT HANDBOOK TO THE STUDENTS IN MY CLASS.

_____

Signature of Homeroom Teacher

MY HOMEROOM TEACHER READ AND EXPLAINED THIS STUDENT HANDBOOK TO ME.

_____

Signature of Student

I HAVE READ MY CHILD'S STUDENT HANDBOOK.

_____

Signature of Parent