



BMES

handbook

400 East Ninth Street

Bay Minette, AL 36507

251-937-7651

Allyson Maxwell, Principal

Adrienne Boeschen, Assistant Principal

Mortez Barnes, Assistant Principal

Mission Statement:

We believe that all students can and will learn at high levels.

It is our commitment to your families to *Educate, Encourage and Excite* your students about learning.

Vision Statement:

At Bay Minette Elementary School, we work hard to play hard!

#workhardplayhard

STUDENT CONDUCT DISCLAIMER

This Handbook and Student Code of Conduct is not intended to, nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, the Baldwin County Board of Education (Board) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

For students or parents having difficulty reading and understanding information in this document, consider one of the following options: Contact your student's school office for help or contact your school counselor and schedule an appointment time for guidance.

Baldwin County Board of Education

Mr. Eddie Tyler, Superintendent
2600A North Hand Avenue
Bay Minette, AL 36507
(251) 937-0306

2024-2025 Board Members

Mr. Mike Johnson, President
Mr. Jason Woerner, Vice-President
Ms. Andrea Lindsey
Mr. Tony Myrick
Ms. Rondi Kirby
Ms. April Bradley
Mr. Cecil Christenberry

Regularly scheduled board meetings are held on the third Thursday of each month in the Tharp Building at the Central Office in Bay Minette. For additional information, please visit our website at www.bcbe.org

EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board that no student shall be denied the benefit of any education program or educational activity based on race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate public education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining students with limited English proficiency, homeless status, migrant status and immigrant status shall be removed, including but not limited to, the denial or delay of enrollment of such students due to lack of birth certificate, lack of school records or transcripts, lack of immunization or health records except otherwise outlined in AL Immunization Law, lack of proof of residency, lack of transportation or guardianship or custody requirements. Notwithstanding the foregoing, the Board recognizes and confirms the importance and necessity of requiring certain enrollment related documentation. In the event students are enrolled without all required documentation, the Superintendent shall develop and implement administrative procedures to ensure and facilitate the supplemental provision of such documentation. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements. Title IX the Board does not discriminate based on sex in the admission to, or employment in, its education programs or activities it operates.

WE are a SMOKE FREE, TOBACCO FREE, DRUG FREE and WEAPON FREE campus.

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STAFF DIRECTORY

Allyson Maxwell.....	Principal
Adrienne Boeschen.....	Assistant Principal
Mortez Barnes.....	Assistant Principal
Alston Allen	Student Resource Officer
Tonya Clay.....	Bookkeeper
Jamie Paul.....	Teacher Clerk
Debbie Rigby.....	Teacher Clerk
Tami Rigby.....	Registrar
Rachael Waldhour	PK-2 Counselor
Erin Harvey.....	3-6 Counselor
Ashley Rider.....	Reading Coach
Harry Bryars.....	Building & Grounds
Carolyn Bryars.....	Child Nutrition
Kayleigh Hall.....	Nurse
Crysten Demko-Rolin.....	Nurse
Michelle Heumier.....	Nurse
Makenzie Lee.....	Social Worker
Haylee Etheridge.....	Curriculum Leader
Jan Smith.....	Media Specialist
Jessica Merchant.....	Art Teacher
Rachel Pomeroy.....	Music Teacher
Richard Myers	Band Teacher

TITLE IX

All inquiries, questions, or comments regarding Title IX concerns should be sent to:

Mr. Marty McRae, Assistant Superintendent
Title IX Coordinator, Loxley Central Office Satellite, 1091 B Avenue
Loxley, Alabama 36551
251-937-0308
mmcrae@bcbe.org

In accordance with Board Policy #6.10, all complaints regarding sexual harassment should be filed and reviewed under the Board's student sexual harassment policy and procedures. Any person may report sex discrimination, including sexual harassment (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator as identified in this Code of Conduct, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. All other complaints under Title IX should be filed with the Title IX Coordinator and will be reviewed according to the Board's general complaint and grievance policy and procedures. Title VI and VII the Board does not discriminate based on race, color, disability, creed, religion, sex, age, or national origin in its education programs or activities it operates. All student inquiries, questions, comments, concerns, or complaints regarding non-discrimination policies and noncompliance with Title VI and VII of the Civil Rights Act of 1964 should be registered with the appropriate Assistant Superintendent based on the student's grade level in accordance with the Board's general complaint and grievance policy and procedures. Forms to register a specific complaint are located on the Board's website, with school principals, and with the system contacts listed below:

Ms. Renee Carter
Elementary Assistant Superintendent
19812 Underwood Rd
Foley, AL 36535
251-970-7322

Mr. Joseph Sharp
Secondary Assistant Superintendent
19812 Underwood Rd
Foley, AL 36535
251-970-7322

Any person having inquiries concerning the board's compliance with regulations implementing Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and to identify children with disabilities may also contact the following individuals:

Mr. Marty McRae
Assistant Superintendent
Safety, Prevention & Support
251-937-0308
mmcrae@bcbe.org

Ms. Dawn Frenette
Special Services Coordinator
District IDEA services Coordinator
251-970-7324
dfrenette@bcbe.org

Ms. Dionne Dunton
Instructional Support Supervisor
District Section 504 Coordinator
251-970-7322
ddunton@bcbe.org

BELL SCHEDULE

Morning Bell Schedule	Afternoon Bell Schedule
1 st Bell - 7:45 <i>am</i>	1 st Bell - 2:55<i>pm</i> 1 st Load buses
2 nd Bell - 7:55 <u>am</u> (Tardy Bell)	2 nd Bell - 3:00<u>pm</u> 2 nd Load buses, Vans & Walkers
<i>*Please remember that if you do not see an adult and the doors of the school are still closed, no one is available to supervise your child. 7:10am is the earliest time for students to arrive at BMES.</i>	3 rd Bell - 3:05 <i>pm</i> 3 rd Load buses, Car riders, Bike Riders, Afterschool Care

CAR LINE

Morning K-6 car line begins at 7:10 and ends promptly at 7:43. Students arriving after car line ends will need to check in through the office with a parent. **Parents will need to park in the side parking lots to escort students to the front. Students cannot be dropped off unattended.** The front parking lot will be closed from 7:40 to 8:00 for safety of PreK car line.

PreK carline begins at 7:45. Cars will line up at the old elementary school and drop students at the west side front entrance (see below).



ATTENDANCE

Code of Alabama (1975) §16-28-3 requires all children between the age of six (6) and seventeen (17) years of age to attend school for the minimum number of scholastic days prescribed by the Alabama State Board of Education. All laws regarding school attendance shall be strictly enforced by the Baldwin County Public Schools.

The *Baldwin County Board of Education* believes students should be in attendance and on time for school. Absences are coded as either **excused** or **unexcused**. The determination is made by the written excuse sent by the parent/guardian to the homeroom teacher. Preferably, on the day the student returns to school, he/she should present a written note stating the reason for the absence. It must be presented within three days of the absence.

This note will determine how the absence is coded. Excused absences are those due to illness, inclement weather as deemed by the Superintendent, legal quarantine, death in the immediate family, or emergency conditions as determined by the principal and consent of the parents. Absences for other than the above must be approved by the principal prior to (before) the absence. If this is not done before the absence, it will be coded unexcused.

The information that explains the *Early Warning System* is given out at the beginning of school. Letters are sent from the school and the Board of Education when unexcused absences occur.

Remember, when a student checks out of school, classwork is being missed and the determination of whether this work can be made up is based on the reason for which the student was checked out. Guardians or designated adults have the authority to give permission for a student to be checked out.

Upon return to school from excused absence(s), students have up to three days to complete and turn-in make-up work to teachers.

****All who are checking out students must be prepared to show a picture ID before student will be called.***

Remember-

- Parents of students in grades K-12 may submit up to nine parent written excuses per calendar year.
- After nine absences have accrued in a year, a doctor's or legal excuse will be required for additional absences to be excused.
- If a student misses more than half of a school day, a full absence will be accumulated.
- A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed 5 days.
- The student can be recommended to truancy court. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences.
- Petition for review by the Attendance Committee at the school can be filled-out at any time after notification, but in any event, no later than 20 calendar days before the final day of the academic year.

- The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

****Good attendance continues to be a priority on our campus. Administration reserves the discretion to restrict students from participating in extracurricular school activities and functions if their attendance is non-compliant. This includes tardies, early check outs and excessive absences. At the end of each nine weeks, students who have perfect attendance will be rewarded.***

Tardiness-

Students arriving at school after 7:45 a.m. **must be accompanied by a parent. The parent is expected to come into the school office and check in the student.** We depend on parents to help students establish good habits of attendance and promptness.

ASSESSMENTS

-Summative assessments are administered after a standard or concept has been taught. It is the result of what has been learned. A summative assessment may be a textbook- or teacher-made assessment.

-Formative assessments are used to identify any weaknesses during the learning period. The information from formative assessments is then used to reteach/remediate the non-mastered concepts. Both play a very important role in the learning process.

- Examples of a formative assessment could be a teacher-made quiz, student feedback (oral or written), or student practice exercises.
- Teacher Observation – day to day monitoring by the classroom or special area teacher. This is a very effective way to determine student learning.

The ***Star Reading and Math Assessment*** is administered once in the *Fall, Winter and Spring*. Student performance on this assessment is used to determine or forecast proficiency on the ACAP state assessment.

- *Star CBMs* are administered to monitor progress between the three STAR Benchmark Assessments.

The ***ACAP (Alabama Comprehensive Assessment)*** is the state assessment to measure progress toward mastery of the Alabama course of Study Standards. It is administered in the *Spring* and our 2nd through 6th grade students take this assessment.

GRADING POLICY

Baldwin County Schools operate on a nine-week reporting system. Report Cards are distributed each 9 weeks with progress reports sent home every 5 weeks.

Parents are encouraged to study the progress reports carefully, sign and return them to acknowledge having received the reports. If necessary, schedule conferences with the teachers. Any below average grades should be discussed with the teacher(s) after the notices are sent. Grades are based on the following scale:

- A= 90-100
- B= 80-89%
- C= 70-79%
- D= 60-69%
- F= Below 60%
- I= Incomplete

BCPSS utilizes the Power School software program to allow parents to have access to variety of their student's information and grades. Depending on how your child's school uses the program, parents may access the Power School Home/Parent Portal to view the student's demographics, attendance, discipline, fees, grades, schedule, reports, and alerts. Access to the Power School link can be found on our website, www.bcbe.org. To obtain a login and the Web site to access your child's information, contact your student's local campus registrar.

RESPONSE TO INSTRUCTION (RtI)

Student data is reviewed on a regular basis. The homeroom teacher refers students to the Problem-Solving Team (PST) who are at risk of not meeting grade level standards. From here, a Response to Instruction (RtI) plan is formulated. The Response to Instruction (RtI) framework is a tiered system of academic and /or behavioral intervention that provides support to students who experience difficulty maintaining grade level performance. The Problem-Solving Team (PST) collaborates with the homeroom teacher to plan research-based interventions to promote student progress. Monthly Problem-Solving Team (PST) meetings allow the team to monitor student progress and adjust interventions based on the response of the student. Please call the curriculum leader at (251) 937-7651 if you would like more information about this process. The RTI Parent Notification Letter will be used to keep parents informed of their child's progress. These notifications will be sent home monthly.

ANNUAL PARENTAL AND STUDENT NOTIFICATION OF LEGAL LIABILITIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, school sponsored activities and/or against school employees.

POLICE DEPARTMENT INVOLVEMENT

It is the policy of the Baldwin County Board of Education to have the respective Police Department contacted to investigate every incident involving illegal or prohibited drug possession, consumption, sale, or distribution. All students involved in any such conduct may be subject to arrest, transportation to the Police Station, and in the normal course of investigation, interviews by the Police Department.

ATTENDANCE AND CONDUCT (Act 94-782), (Act 99-705) (Code of Ala. § 16-28-12)

Each parent/legal guardian or other person having control or custody of a student required to attend school who fails to require the student to enroll, to regularly attend school, or to compel the student to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor and may be fined up to \$100 and may be sentenced to hard labor for up to (90) days. Amendment to Act 94-782 (effective July 1, 2000). Act.99-705 amends the attendance requirement to read "Each student who is enrolled in a public school shall be subject to the attendance and truancy provisions of the article except that any parent /guardian who voluntarily enrolls their student in public school, who feels that it is in the best interest of that student, shall have the right to withdraw the student at any time prior to the current compulsory attendance age."

DISTRIBUTION OF PRIVATE IMAGES AS DEFINED IN SECTION 13A-6-240 (Act 2024-98)

In accordance with Alabama Act 2024-98, students are prohibited from distributing, disseminating, public displaying, advertising, promoting, presenting, soliciting, possessing, possessing with intent to distribute, and production of child sexual abuse material as defined in Division 4 of Article 4 of Chapter 12 of Title 13A, Code of Alabama 1975. Such prohibition shall include a prohibition of private, explicit, or pornographic images generated with artificial intelligence. Any students engaged in any of the above acts may not only be charged with a crime but may also be held civilly liable to the individual depicted in the relevant image. In addition, any student engaged in any of the above acts on school property or with a school device or at a school sponsored activity may also be subject to discipline under the Board's Student Code of Conduct.

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM

(Act 94-784) (Code of Ala. § 16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be admitted as a transfer student or readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

SPECIFIC DISCIPLINE IN REGARD TO STUDENT THREATS TO HARM OTHERS

Disciplinary actions dealing with threats, whether deemed serious or just joking, will be handled consistently and in a timely manner by the administration. Specifically, actions that create panic, fear and chaos will not be tolerated at any grade level. Please note the following procedures and consequences stated below regarding student threats, subject to any rules and laws regarding students with disabilities:

- **First occurrence – up to 2-day suspension at the discretion of the principal based on all the facts and circumstances**

- Call parents and schedule a re-entry conference with campus SRO present.
- Notify SRO for law enforcement determination on whether additional investigation necessary
- School counselor will meet with all students involved.
- Digital history checked on Chromebook or laptop reviewed
- Notify parents of student(s)/victim(s) involved in the situation.

- **Second occurrence – 5 days suspension.**

- Notify SRO for law enforcement determination on whether additional investigation necessary
- Re-entry conference with parents and SRO present.
- Alta Pointe referral will be offered.
- School counselor will meet with all students involved.
- Digital history checked on Chromebook or laptop. Contact David Besancon, Ed Technology Director. If concerns are evident, system technology department will be notified for a deeper investigation.
- Notify parents of student(s)/victim(s) involved in the situation.

- **Third occurrence – Contact Assistant Superintendent or Superintendent for additional guidance and whether suspension, pending expulsion and/or placement into an alternative educational setting is warranted.**

ESTABLISHMENT OF SCHOOL DISCIPLINE PLANS INCLUDING: DRUGS/ALCOHOL/WEAPONS AND ASSAULT (ACT 94-784)

Provides for automatic suspension of students violating drug, alcohol, weapons, and assault policies – students will be readmitted based on local board approval. Principals are required to notify appropriate law enforcement officials when any person violates local board of education policies concerning drugs, alcohol, weapons, or assaults.

SPECIFIC DISCIPLINE IN REGARD TO STUDENT POSSESSION OF ALCOHOL, ILLEGAL DRUGS, AND/OR PARAPHERNALIA

Students who are found to possess, obtain, use, consume, or be under the influence of alcoholic beverages, illegal drugs, prescription drugs (unless in accordance with Board policies and procedures), and/or drug/alcohol paraphernalia on Board property as described above shall be in violation of the Board's policy on Drug and Alcohol-Free Environments. Further, the following additional and specific procedures and measures will apply:

Elementary Pre-k – 6th

- a. First offense: for the first violation of this policy, the school principal or designee shall:
 - 1. Immediately suspend the student from attending regular classes and school activities.
 - 2. The student shall be provided due process in accordance with BOE Policy #6.20.
 - 3. Unless otherwise provided herein, the suspension may range from a minimum of five days and shall not exceed nine (9) days.
 - 4. Notify the parent/guardian as soon as possible.
 - 5. Notify appropriate law enforcement officials.
- b. Subsequent offenses: for second and subsequent violations of this policy, the school principal or designee shall:
 - 1. In grades kindergarten through sixth, immediately suspend the student from attending regular classes and school activities.
 - 2. Consequences for violations of this policy may range from a minimum of five days of suspension up to a recommendation for expulsion with possible placement into an alternative educational setting.
 - 3. Due process shall be provided in accordance with BCBE Policy # 6.20.
 - 4. Notify the parent/guardian as soon as possible.
 - 5. Notify appropriate law enforcement officials.

BEHAVIOR

PBIS (Positive Behavior Incentive System)-

BMES believes in awarding students for exceptional behavior. Our PBIS program provides opportunities for students to earn special privileges and prizes for exceeding expected behavior standards.

Consequences for infractions follow all conduct policies and procedures outlined by the Baldwin County Board of Education.

BMES Tier 1 Behavior Consequences-

- 1st Offense: Student Conference.
 - 2nd Offense: Parent Phone Call.
 - 3rd Offense: Parent/Student Conference.
 - 4th Offense: Counselor Consultation.
 - 5th Offense: Office Referral.
- ***Tier 1,2 & Tier 3** infractions will be processed per BCBE policy. Dispositions include, but are not limited to, on-campus suspension, off-campus suspension, Loss of privileges. A list of these infractions may be found on the BCBE website (www.bcbe.org).*

****No refunds will be given for activities missed due to assigned consequences by an administrator.***

ANTI-BULLYING AND ANTI-HARASSMENT POLICY (BOE Policy 6.25)

Prohibition - BCPSS is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated. In accordance with Alabama law, no student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision and in accordance with applicable Federal and State law.

Definitions –

- a. Bullying - **a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function** including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

-Have the effect of substantially disrupting or interfering with the orderly operation of the school.

-Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

-Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

b. Hostile environment - the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

c. Violence - the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

d. Threat - a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat can carry out the threat.

e. Threat of violence - an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. Intimidation - an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. Student - a person who is enrolled in BCPSS.

Description of Behavior Expected of Students -

a. Students are expected to treat other students with courtesy, respect, and dignity, and to comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of

law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- i. The student's race;
- ii. The student's sex or gender
- iii. The student's religion;
- iv. The student's national origin;
- v. The student's disability;
- vi. The student's marital status;

Consequences for Violations – A series of graduated consequences for any violation of this policy will be those outlined in Board Policy, the Student Code of Conduct, or any rule or standard adopted under authority of this policy.

Reporting, Investigation, and Complaint Resolution Procedures – Complaints alleging violations of this policy must be made on Board approved complaint forms available complaint form available in the handbook, on the website, or at the school's office. The complaint must be signed by the student

alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence. that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

DRESS CODE POLICY

All Students are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The Board prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a substantial disruption of, or interference with, normal school operations. The local school principal will be the final authority for determining appropriate dress within the framework of the policies below. All schools will utilize a dress code. The dress code will consist of guidelines that students must follow to ensure appropriate attire. Appropriate dress and grooming in the school atmosphere can be determined by neatness, cleanliness, safety, appropriate selection of attire, and freedom from distraction of other students and/or the learning process. Any article of clothing or grooming that the principal can reasonably expect to cause a material or substantial disruption of, or interference with, normal school operations can be prohibited.

All schools in the Baldwin County Public Schools System shall implement, within the parameters set forth below, the mandatory dress code policy. Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause a disruption to the school educational environment. The local school principal will be the final authority for determining appropriate dress within the framework of this dress code.

All attire:

- a. No pictures, emblems, or writings on clothing that:
- b. Are lewd, offensive, vulgar, or obscene,
- c. Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
- d. Contains fighting words or incites criminal activity; or
- e. Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations.

Tops:

- a. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid- driffs, crop tops, bare at the sides, sundresses, "spaghetti strap" type tops, racer backs, off-the-shoulder tops, low-cut front, or low-cut tops.
- b. No cut off/crop tops. (No midriff can be showing)
- c. No sleeveless garments.
- d. No see-through garments.
- e. Designed so that the neckline does not reveal cleavage.
- f. Designed to cover all undergarments.
- g. Fit properly- no oversized or overly tight tops.
- h. No tank top/undershirt can be worn as a shirt.

Shorts:

- a. Length should be at fingertip/hand or mid-thigh, whichever is longer.
- b. Fit properly- no oversized or tight shorts.
- c. No spandex, biker, or see-through shorts.
- d. Must be hemmed and not rolled up.

Dresses:

- a. Length should be at fingertip or mid-thigh, whichever is longer.
- b. Splits may not exceed (3) inches above the top of the knee.

Pants:

- a. Proper fit- no sagging, baggy fit items. (No pajama bottoms)
- b. No see through or spandex legging pants.
- c. Pants that are too tight or allow for exposure of undergarments are not permitted.
- d. Leggings, yoga pants, and other tight fitting, spandex or lycra-based pants must be worn with an acceptable top that covers the private areas of the body.
- e. Leggings/tights may be worn only under shirts and dresses of appropriate length so that the buttocks and private area are covered.
- f. No holes in jeans in inappropriate areas (length rule); Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed unless there is material beneath the holes.
- g. Sweatpants and warm-up suits will be allowed.

Shoes:

- a. Must be always worn, fastened properly.
- b. *Classes may require certain shoes and/or prohibit certain shoes for safety reasons. Ex. P.E., chemistry.
- c. No bedroom slippers.
- d. **For elementary school students, no open toed or open heeled shoes may be allowed for safety reasons (i.e. no Crocs).**

Accessories:

- a. Students may not wear hats or head coverings in school buildings or on school premises.** This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, hoodies, and other forms of headgear or hair covering.
- b. Exceptions include: -Head gear used as part of a uniform such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields are allowed.
-Religious purposes, which have been approved prior to wearing.
-During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.
- c. Other than safety-related accessories for safety related purposes, accessories such as masks, hats, caps, sweatbands, or other head covering will not be worn in building.
- d. No gang related clothing/items will be allowed.
- e. Students must cover and/or conceal any court and/or law-imposed tracking and/or monitoring devices.

BUS TRANSPORTATION CODE OF STUDENT CONDUCT

BCPSS provides bus transportation to students who are eligible to ride based on State and Local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. When it becomes necessary to deny a student the privilege of riding

BCPSS buses, it becomes the parents' sole responsibility to transport the student to and from school in a timely manner. Parents/Guardians are urged to contact the school principal with any transportation concerns or problems.

BEHAVIOR EXPECTATIONS AND RULES ON BUSES

BCPSS School officials will impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus conduct rules and regulations adopted by individual schools and the transportation department:

1. Obey and cooperate with the bus driver (the driver may assign seats for students);
2. Be seated immediately after boarding and remain seated;
3. Do not talk to the driver except in emergencies;
4. Do not scuffle with or harass other students;
5. Do not fight, quarrel, yell, or use profanity;
6. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats;
7. Keep hands, head, and objects inside the bus;
8. Do not eat, drink, or chew gum on the bus;
9. Do not smoke or strike matches/cigarette lighters on the bus;
10. Do not bring fireworks, weapons, replicas or anything that may endanger the lives of others on the bus;
11. Do not commit careless or willful acts which may cause injury to others;
12. Keep bus clean by picking up any trash that is dropped;
13. Do not commit careless or willful acts which may cause damage to the bus (parent/legal guardian may be held financially responsible for repairs or replacement);
14. Ride to and from school on the bus assigned unless approved by the principal.

ADMINISTRATIVE RESPONSES TO DISCIPLINE REFERRALS FOR VIOLATION OF BUS EXPECTATIONS AND

RULES MAY INCLUDE, BUT ARE NOT LIMITED TO:

First Offense: Suspended from riding the bus for up to five school days;

Second Offense: Suspended from riding the bus for up to thirty school days;

Third Offense: Suspended from riding the bus for the remainder of the school year.

CAFETERIA INFORMATION

Students will receive free breakfast and lunch for the 2024-2025 school year. The price for a visitor breakfast is \$2.25 and lunch is \$4.25. A la carte prices vary based on item.

ELECTRONIC COMMUNICATION DEVICES (BOE POLICY #6.21)

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, apple watches, email devices, or any other electronic communication device. Students are permitted to keep personal wireless devices only in a backpack, on silent or airplane mode, in the school office, or other locations approved by the principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events, or when the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation. This policy shall apply to handheld electronic devices with communication and storage capabilities and shall include, without limitation, cellular telephones, Apple watches, MP3 and similar music players, electronic recording devices and players, scanners, portable digital assistants, wireless email devices and cameras. The scope of this policy does not include electronic devices approved for use by the building principal or required by a student's Individualized Education Program. In the event students are suspended or expelled for violating the Electronic Communication Device Policy, due process shall be provided in accordance with Board Policy 6.20.

NOTIFICATION OF BLOCKING, FILTERING, AND MONITORING OF TECHNOLOGY TECHNOLOGY ACCEPTABLE USAGE POLICY (AUP)

The entire AUP policy may be found at www.bcbe.org/ET.

PURPOSE: The purpose of the Baldwin County Board of Education is to provide an effective, challenging, and engaging education for every one of our students. The intended use of technology is to a) enhance the educational experience of students by direct interaction with technology, and to b)

indirectly enhance the educational experience of students by allowing faculty and staff to access and process important information in a timely and efficient fashion.

TECHNOLOGY ACCEPTABLE USE POLICY

An acceptable use policy (AUP) is a policy that outlines, in writing, how the Board expects its community members to behave with technology. Like a Terms of Service document, an AUP should define publicly what is deemed acceptable behavior from users of hardware and information systems such as the Internet, computers, laptops, tablets, and any applicable networks. The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the BCPSS. Use of all technology resources is a privilege and not a right. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

SAFETY AND SECURITY

According to school board policy, ALL visitors MUST provide appropriate identification before entering the building and then report to the office, sign in, and get a name badge. Classroom visits should be planned with the classroom teacher.

Our faculty and staff reserve the right to question any person on our school campus that is not properly identified. You will be asked to return to the office.

The security of all persons on BCBOE campuses is of utmost importance. Doors must always remain locked. Please do not hold doors open for others; allow the front office to properly vet each visitor. Safety before courtesy.

Large events (plays and awards ceremonies) allow visitors to enter the gym through the front gym doors and sign in without entering the hallways or needing to enter through the front locked doors. Visitors who need to access the hallways will be required to enter through the front office.

EMERGENCY PROCEDURES

Drills are conducted periodically during the school year. Fire drills are conducted 6 times throughout the year. Severe weather drills and lockdown drills are conducted twice a year.

Parents may NOT check out students during emergency conditions unless instructed to do so. Standard emergency procedures will be followed. Parents should not call the school during emergency situations or inclement weather as the telephone lines must remain clear.

Emergency information will be most quickly disseminated using the Baldwin County Board of Education mass phone calling and email system. **Accurate phone numbers and email addresses are critical in making sure you receive critical information.**

Emergency Dismissal- On Campus-

Whenever an emergency makes it impractical or dangerous for regular dismissal or checkout procedures, the following emergency plan will be implemented:

Other than bus riders, students must be picked up in their designated car line. The office will page the student and he/she will report to the designated car line to sign out and leave immediately. Bus procedures will be followed as directed by emergency personnel.

Procedures-

1. The police or other officials will direct all traffic away from the school and to the safe place.
2. Designated office staff will check off the names of students as parents sign out each student with picture ID.
3. An area will be designated for the parents to wait, and non-homeroom teachers will bring the student to them.
4. Parents will not enter the student waiting area.

Emergency Dismissal- Off Campus Reunification-

In the event an emergency requires police or other officials to secure the grounds and restrict public access to the campus, students will be moved to an off-campus site for checkout and dismissal.

Bay Minette Elementary School, in cooperation with Bay Minette Police Department and Volunteer Fire Department, will set up an orderly procedure for students to be safely moved and taken to a safe location, depending on the situation.

PARENT TEACHER ORGANIZATION

-The school's PTO is engaged in activities which are beneficial to our school and offer an excellent opportunity for teachers and parents to work together for the improvement and accomplishment of many of the school's needs and objectives.

-Every parent is invited to support our school by attending planning meetings, signing up to participate in activities and volunteering to help the teachers and students in many ways.

PTO meetings are scheduled for the second Tuesday of each month at 5:30pm in the library. All parents are welcome. (**These dates are subject to change or additions made during the year.**)

PTO Remind Sign Up

Text @bmespta to 81010

**Baldwin County Board of Education
2024-2025 Calendar**

4 Independence Day

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-7 Teacher PD/Workdays
8 First Day of School

2 Labor Day

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 end of Q1 (46)
14-15 Fall Break for students
14-15 Teacher PD/Workday
16 E-Learning Day

11 Veteran's Day
25-29 Thanksgiving break
28 Thanksgiving Day

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 End of Semester (42)
23-31 Christmas Break
25 Christmas Day

1 New Year's Day
1-3 Christmas Break
6 Teacher Workday
7 Teacher PD
20 MLK Jr. Day

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3-4 Mardi Gras
5-7 Teacher PD/Workday
13 end of Q3 (41)

14-18 Spring Break
21 Teacher PD

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

22 last day of school (44)
23 Teacher workday
26 Memorial Day

19 Juneteenth

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- First and Last Day of School
- Holiday for Students/Teachers
- Teacher Workday/Student Holiday
- Teacher PD/ Student Holiday
- End of Quarter
- E-Learning
- Teacher PD/Workdays (TBD)

173 Student Days

14 Teacher Workday/PD

2024-2025

Events at BMES

