



Foley Elementary School

2024-25

Parent/Student Handbook

Brooke Waters, Principal

Michelle Monk, Assistant Principal

Alicia Morrison, Assistant Principal

450 North Cedar Street

Foley, AL 36535

(251) 943-8861



Dear Foley Families,

Welcome to Foley Elementary and the start of the 2024-25 school year! We are absolutely thrilled to have you as part of our community, whether you're a new addition or returning to join us again.

At Foley Elementary School, we are unwavering in our commitment to creating a safe, supportive, and challenging learning environment for all our students. Our passion lies in providing an exceptional education that equips students for future success. We believe that every child has the potential to learn and grow uniquely. Our curriculum is designed to be student-centered and tailored to meet the needs of each student.

At Foley Elementary School, technology plays a vital role in enriching the learning experience. Our classrooms are equipped with Promethean Boards, and students engage with Chromebooks on a daily basis for instructional purposes. Open Court is utilized to foster a passion for reading through the use of authentic literature, including picture books and chapter books. We prioritize the teaching of phonics and reading strategies in both large and small group settings, integrating reading skills across our curriculum. We emphasize the importance of numeracy and literacy skills for academic achievement. Our math instruction involves hands-on, inquiry-based methods that promote critical thinking and encourage student engagement through problem-solving using real-life examples. Additionally, we maintain a focus on handwriting and cursive as essential components of our curriculum.

Foley Elementary is a Title I school that currently serves approximately 990 students. During the fall, there will be a Title I parent meeting to explain how Title funds can benefit our school. We have a Parent Compact, which is a formal agreement outlining the shared responsibilities of parents, students, and school staff in improving student academic achievement. Additionally, the Parent's Right to Know and the Parent Involvement Plan, which outlines how parents can be involved in their child's education, will be sent home with your child and can also be found on our school website.

At Foley Elementary School, we believe that education is a joint effort between the school and home. We prioritize open communication and collaboration between teachers, parents, and/or guardians. Your involvement in your child's education is highly valued, and your contributions to our school community are appreciated. Please ensure that you stay informed about classroom activities by reading all communications sent by your child's teacher and administration via email, Facebook, and our school website. We view our partnership with parents as crucial to your child's education.

We eagerly anticipate working together to foster a positive and enriching experience for all our students this academic year! At Foley Elementary, we are wholeheartedly committed to your child's success and will go above and beyond to support their learning journey.

Respectfully,

Brooke Waters, Principal
Michelle Monk, Assistant Principal
Alicia Morrison, Assistant Principal

FOLEY ELEMENTARY HANDBOOK

The Elementary Handbook consists of general school information, policies, and procedures. Please click on [The Baldwin County Public School Student Handbook](#) to access our county's Parent Student Handbook. Both school and county handbooks are on our school website for your review.

FOLEY ELEMENTARY SCHOOL MISSION STATEMENT

At Foley Elementary School, our mission is to provide a family-focused, fully invested, and leadership driven environment where ALL students succeed.

FOLEY ELEMENTARY SCHOOL VISION STATEMENT

As Foley Elementary Leaders, we will facilitate learning, foster leadership, and flourish as a school community.

FOLEY ELEMENTARY SCHOOL MOTTO

You are: **F**uture Leaders
 One of a Kind
 Love and supported
 Engaged in Learning
 Why? **Y**ou Matter

BALDWIN COUNTY PUBLIC SCHOOL SYSTEM ADMINISTRATION

Eddie Tyler, BCBE Superintendent:

Renee Carter, BCBE Assistant Superintendent

Joe Sharp, BCBE Assistant Superintendent

Marty McRae, BCBE Assistant Superintendent

Rondi Kirby, BCBE Board Representative

BALDWIN COUNTY PUBLIC SCHOOLS MISSION STATEMENT

In partnership with the community, the Baldwin County Public Schools' mission is to prepare ALL students to graduate College and Career Ready through a culture of equity and opportunity.

BALDWIN COUNTY VISION STATEMENT

Our vision is to foster a nurturing environment with high expectations for students to achieve their potential and graduate with countless opportunities.

BALDWIN COUNTY MOTTO

#baldwinproud

#communitystrong

TITLE 1

PARENT NOTIFICATION THAT FOLEY ELEMENTARY SCHOOL IS A TITLE I “SCHOOLWIDE” PROGRAM

Title I is a federal program designed to help students in our nation’s schools. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

PARENT RIGHT-TO-KNOW

In accordance with the Title I program and the *Every Student Succeed Act (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child’s teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child’s level of achievement on any state academic assessments.

CURRICULUM RESOURCES

Reading- Open Court/Study Sync

Math- enVision Math

Science- Stemscopes and AMSTI

Social Studies- Studies Weekly

GENERAL SCHOOL INFORMATION, POLICIES, AND PROCEDURES

ARRIVAL/DISMISSAL

7:15	Car Riders unload and report to Cafeteria for breakfast or Cafeteria Lobby
7:15	Buses unload and report to the Cafeteria for breakfast or Classroom
7:40	Breakfast ends
7:50	1 st Bell - Classroom instruction begins; Students should be in class
7:55	2 nd Bell – Tardy Bell; Students are late and must report to office
2:50	Dismissal for 1 st Wave Bus
2:55	Dismissal for Car Riders
3:05	Dismissal for Walkers
3:10	Dismissal for 2 nd Wave Bus and After-School Care

Students are required to be on time for school. It is the responsibility of the parents or guardian to make sure students arrive on time each day and remain the entire day.

MORNING ARRIVAL AND AFTERNOON DISMISSAL PROCEDURES

ALL STUDENTS IN THE FOLEY ELEMENTARY SCHOOL DISTRICT ARE ELIGIBLE TO RIDE THE BUS.

If you are unable to drop off your child between 7:15 and 7:50 am, or are unable to pick up at 3:00 pm, then please contact the front office for bus transportation information. We also encourage carpooling for those who drive to school.

STUDENT SAFETY IS OUR PRIMARY CONCERN.

CAR RIDERS: All drivers are expected to follow directions of teachers on duty and be respectful towards those assisting and directing traffic. For the safety of our students and duty teachers, drivers should not use cell phones and other electronic devices while driving on campus.

MORNING CAR LINE

- Car riders should not arrive on campus prior to 7:15 am. Supervision is not available, and doors will remain locked.

DO NOT DROP OFF STUDENTS PRIOR TO 7:15 AM FOR SAFETY REASONS.

- Car riders in grades K-6 will enter car line from Cedar Street. Please follow signs and the directions of teachers on duty.
- Car riders will enter the building through the front foyer and report directly to either the cafeteria for breakfast or to the classroom.
- If students are eating breakfast, they must be in the cafeteria no later than 7:40 am.
- Parents should remain in cars while in carline. Please do not get out of your car in carline. If you need to come to the office, please park in the front parking lot.
- PreK Car line will be at the back entrance of the school. Drop off will be between 7:30 – 7:45 am. **Parents will remain in the car.** Teacher will approach the car, give parent sign-in sheet, and escort the PreK student inside the main entrance of the building.

OLDER SIBLINGS OF PREK STUDENTS CAN BE DROPPED OFF IN THE PREK CARLINE.

- Foley Elementary will begin the pledge and morning announcements promptly at 7:50AM. Families arriving after 7:50AM will need to park in the parking area in front of the school and sign in their children at the front desk. A morning tardy bell will ring at 7:55AM. Students who are not in their chairs when the bell rings, ready to learn, will be considered tardy.

AFTERNOON CAR LINE

- Afternoon car riders will dismiss at 2:55 pm.
- Foley Elementary uses the Curb Smart App during dismissal. This application will synchronize all our pick-up lanes as well as provide safe & organized release of our students.

ALL FAMILIES MUST REGISTER FOR THE CURBSMART APP

To read about this system and learn how to register For a parent account setup guide mentioned in the letter [follow this link](#). Each student will be issued a car placard with his or her assigned CurbSmart family number. Please display the placard on the dashboard in an area which is easily viewable from outside the vehicle. The placard system will help traffic captains identify cars and students who need to be called over the radio and who have not arrived at the lot at the appropriate time. This will also allow traffic captains and those entering names into the CurbSmart system to know which families have siblings or are in carpools.

IF A PARENT DOES NOT HAVE A CAR TAG, THE PARENT/GUARDIAN WILL NEED TO PARK IN THE PARKING AREA IN FRONT OF THE SCHOOL TO RECEIVE ONE BEFORE BEING ABLE TO PICK UP THEIR CHILD.

- Once called, students will proceed to the loading zones and wait for directions from staff as when to load.
- Students in booster seats should enter and be seated on the passenger side of the car which allows for driver to reach back and help buckle if needed.

PARENTS/GUARDIANS, PLEASE DO NOT EXIT YOUR CAR AT ANY TIME.

- All car riders should be picked up beginning at 2:55 pm. Bus transportation is available if you are unable to pick up your child by this time.

BUS RIDERS

Students who live in the Foley Elementary district are eligible to ride a bus to and from school. Students will be assigned to a bus based on the student's home residence.

TRANSPORTATION METHODS SHOULD BE CONSISTENT, AND STUDENTS WILL NOT BE TRANSPORTED TO ALTERNATE LOCATIONS (FRIEND'S/RELATIVE'S HOMES, DAYCARES, BUSINESSES, OR AFTER-SCHOOL ACTIVITIES).

IF A STUDENT'S DROP OFF LOCATION NEEDS TO CHANGE (SAME BUS ONLY), A NOTE MUST BE SENT TO THE OFFICE FOR APPROVAL.

If approved, the student will receive a bus pass to give the bus driver. The school bus operates on a definite schedule and cannot wait for tardy students.

DUE TO LIMITED SEATING ON BUSES, STUDENTS MAY NOT RIDE HOME ON A BUS OTHER THAN THEIR ASSIGNED BUS.

Buses will arrive on campus at approximately 7:15 am. All bus riders will enter through the cafeteria foyer and will eat breakfast or report directly to classrooms. Please refer to the bell schedule regarding dismissal times and waves.

Students should follow all bus rules and procedures as directed by administration and bus driver. Bus transportation is a privilege. Students not following procedures may be suspended from the bus. Parents or guardians will be held responsible for damage committed by the student. If any offense is

serious enough to justify immediate action, admittance to the bus may be refused. Parents will be called and immediately plans will be made to safely transport the student home. The principal or assistant principals will decide if and when the student will be permitted to ride the bus.

BUS RULES

1. Stay off the road while waiting for the bus.
2. Cross in front of the bus after it is stopped, and the stop sign is out.
3. Keep all body parts and items inside the bus.
4. Remain seated until it is time to exit.
5. Sit in your designated seat and stay there throughout the trip.
6. Keep voice to a whisper and use appropriate language.
7. Do not share or swap items on the bus.
8. Help keep the bus neat, clean and in good condition.
9. No eating or drinking on the bus.
10. Treat others as you want to be treated.
11. Be respectful and follow all rules of the driver.
12. Electronic devices should not be used on the bus.

LATE ARRIVAL/TARDIES:

Please make every effort to have your child at school prior to 7:50 am. Carline ends at 7:50 and the adults will be coming inside to begin the day. Students cannot be dropped off in carline after 7:50 due to safety concerns. Students arriving after 7:50 am will require the parent accompanying the child to the front office to check in their student. Be ready to show your Personal ID (Driver's License) at the door.

THE FIRST BELL RINGS AT 7:50 AM, AND STUDENTS SHOULD BE PRESENT AND READY FOR INSTRUCTION.

IF A CHILD IS TARDY, A PARENT/GUARDIAN MUST CHECK-IN THE CHILD THROUGH THE FRONT OFFICE.

- Ring the doorbell, state your purpose, and show your Personal ID (Driver's License).
- Parents/Guardians will sign in the child on paper as student walks straight to class.
- Office Staff will give unexcused/excused tardy slip to the teacher.

Please remember, tardiness disrupts the teacher, classmates, and can lead to anxiety on behalf of the student entering late when trying to catch up on missed instructions. Please make every effort to have your child at school on time and remain all day. Persistent problems with tardies or early dismissals may result in disciplinary action. Parental support helps establish good habits of attendance and promptness.

PARENTS OR GUARDIANS OF A STUDENT WHO IS NOT ON SCHOOL CAMPUS BY 9:30 AM, WILL RECEIVE AN AUTOMATED PHONE CALL FROM THE BALDWIN COUNTY SCHOOL SYSTEM.

EARLY DISMISSALS/CHECK-OUTS/ABSENCES

Research has proven a direct correlation between school attendance and student achievement. Any time a student arrives late or checks out early, he or she is missing important instructional time. Students are engaged from bell to bell, and the end of the day is just as critical as mid-day. In addition, students are often getting final instructions and transitioning during this time. Please make every effort to avoid late arrivals and early dismissals. When necessary, a legal guardian or designee with proper I.D. may check out a student through the front office.

If possible, appointments should be made after school hours.

STUDENTS WILL ONLY BE RELEASED TO THOSE ON THE CHILD'S CONTACT LIST AND WITH A VALID PICTURE I.D.

Updates to a student's contact list must be made in writing and turned into the school office.

Please provide documentation upon your child's return from any check outs or absences. Unless a child brings a doctor's excuse or parent note, all check-outs will automatically be unexcused. Please refrain from checking out your child after 2:15 pm as this will affect dismissal procedures.

CHANGES IN DISMISSAL

A CONSISTENT METHOD OF DISMISSAL IS VERY IMPORTANT. AT THIS AGE, STUDENTS CANNOT ALWAYS REMEMBER IF THEY ARE A CAR RIDER OR BUS RIDER WHEN ASKED TO DO SOMETHING DIFFERENT ON DIFFERENT DAYS. PLEASE MAKE EVERY EFFORT TO MAKE SURE YOUR CHILD HAS THE SAME DEPARTURE PROCEDURE DAILY.

If your child has a change in dismissal, please send a note to your child's teacher. If it is an emergency situation, please contact the front office.

CHANGES IN DISMISSAL CANNOT BE TAKEN OVER THE TELEPHONE, TEXT, OR VIA EMAIL.

Often, email is not checked until after dismissal by the teacher. Also, in a teacher's absence, a substitute will not have email access. Please help us by following this policy and making sure all communication is given to the student in writing to share with his/her teacher.

ATTENDANCE AND MAKE-UP WORK

It is critical that students arrive at school on time, ready to learn, and stay all day unless ill or in case of emergency. Students are encouraged to discuss missed work with teachers immediately upon return to school. Please contact your child's teacher via email, Remind text, or written note in your child's agenda for the quickest response regarding makeup work. This is the responsibility of the child and parent to initiate and ensure make-up work is completed.

ABSENCES

PERMISSIBLE REASONS FOR ABSENCES (GRADES K-12):

- (a) Student illness
- (b) Inclement weather, which makes it dangerous for students to attend school (as announced by the Superintendent)
- (c) Physician excuse
- (d) Death in the immediate family
- (e) Emergency condition as determined by the principal or superintendent
- (f) Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader

WHEN ABSENT, IT IS IMPERATIVE THAT YOUR CHILD RETURN WITH A DOCTOR'S NOTE OR PARENT NOTE WITHIN 3 DAYS OF THE ABSENCE.

If a note has not been received within 3 days of the absence, the missed day(s) will be unexcused. Students are given 9 Parent Discretion Absences. ***This includes vacation days and illness without a doctor's excuse.*** Any dates past 9 without a doctor's note, will be considered an unexcused absence.

Please see the [BCBE Student Handbook](#) for more information regarding Parent responsibilities, School Responsibilities, Attendance Policies, make-up work, and what constitutes an excused/unexcused absence.

Class Assignments

Class assignments are made based on multiple criteria to include academic levels, gender, ethnicity, special needs, special services, and enrichment as well as other factors. We are unable to take requests from parents regarding class assignments.

Volunteers

Foley Elementary is an exceptional school in Baldwin County partially because our parents and community volunteer their time, resources, and talents. It takes teamwork to set and maintain the

high standards of our school. Let us know how we can get you connected and involved. We have a place for you!

Visitors

The staff members of Foley Elementary School welcome parents, guardians, and other interested members of the community to visit the school during planned events, scheduled appointments, or other volunteer opportunities. We value our community and encourage our community to be involved in our planned school events and activities.

STUDENT SAFETY IS OUR TOP PRIORITY.

Be prepared to show their Personal ID at the front door and state their purpose for entering our school. This will occur any time a visitor comes to Foley Elementary.

ALL visitors must have an appointment or been asked on campus by a staff member. Upon entering the building, visitors are then asked to sign in and wear a visitor sticker while on campus. To protect instructional time, visitors are not visiting classrooms unless invited by the teacher. Visitors are expected to dress appropriately while on school grounds, speak respectfully to all staff, use appropriate language, and follow class procedures as requested by the teacher. Visitors not following our school's expectations will possibly be asked to leave campus and return at a later time.

**ALL BCBE SCHOOLS PROHIBIT DRUGS, ALCOHOL, TOBACCO,
WEAPONS, AND USE OF PROFANITY.**

DROP-OFF ITEMS

Please make sure to send items needed with your child to school, such as glasses, jackets, snack, etc. or foster a sense of responsibility with your child helping him/her prepare for school. If an item needs to be dropped off, the office staff will collect the item and deliver it to the student. Visitors will not be allowed to walk an item down to a classroom nor will a student be allowed to call a parent from the school office to bring a forgotten item.

LIBRARY/MEDIA CENTER

All students are encouraged to use the library facilities and check out books. Students may check out a book for a period of one week. Books should be returned on the date the book is due. Students are responsible for the books they check out of the library and must pay for lost or damaged books.

Additional books will not be issued to students until they have paid for the lost or damaged books. All damage to books should be brought to the attention of the library media specialist. No attempt should be made to repair the book at home.

PARENT/TEACHER/ADMINISTRATOR CONFERENCES:

Parents, teachers, and administrators are a team! We welcome and encourage conferences to discuss student progress and other concerns. At least two parent-teacher conferences should take place during the school year: one 1st semester and one 2nd semester. Conferences may be scheduled before or after school, or during the teacher's daily planning time. Conferences should be held in person, but phone conferences are an option. The best method of setting up a conference is via email, Remind, note in the folder, or by leaving a message for the teacher at the front office at (251) 943-8861. Please remember that teachers may not receive messages or emails until the end of the school day.

REMIND

Teachers will be using REMIND to communicate with you! This is an easy, quick way to correspond back and forth. Please keep in mind that a teacher may not be able to respond to your messages promptly during school hours.

STUDENT HEALTH

Foley Elementary is fortunate to have 2 school nurses on campus to assist with student medical needs, health education, and emergencies. Please do not send any type of medication (prescription or over the counter) to school with your child.

ALL MEDICATION MUST BE BROUGHT TO THE SCHOOL NURSE
BY A PARENT AND IN THE ORIGINAL CONTAINER.

If medication on-campus is required for your child, please call 251-943-8861 to make an appointment with the school nurse. Students out of school due to sickness will need to present a Physician's note or Parent Note (9 total for the entire year) in order for the absence to be excused. Any questions, please contact our nurses at 251-943-8861.

PHYSICAL EDUCATION & EXCUSED PARTICIPATION

Foley Elementary students have 30 minutes of daily physical activity during PE class, so students have opportunity for movement daily and at length.

A PHYSICIAN'S NOTE MUST BE ON FILE IN THE FRONT OFFICE IF IT BECOMES NECESSARY FOR
A CHILD TO NOT PARTICIPATE IN P.E. CLASS DUE TO INJURY OR ILLNESS.

Students not participating will report to PE with the rest of the class and follow directions from the PE teacher regarding nonparticipation.

Water Fountains will be used to fill students' water bottles. Please send a water bottle with your child daily. Students will be outside during PE (weather permitted), and it gets hot.

SNACK

Students may bring a drink and healthy snack to eat daily during their 15-minute snack time. This break allows time for students to go to the nourish the body, interact socially with peers, and have movement. Candy and carbonated beverages are not allowed at school for break or as part of lunches.

FORGOTTEN OR DROP OFF ITEMS

Please make sure that students have all necessary items in hand prior to arriving to school. If you have to drop off an item, ring the doorbell, show your Personal ID, state your purpose (drop off ____ for ____). Please make sure these are "essential" items. Homework will not be delivered. Visitors are expected to follow our school expectations per our Visitor section in our Handbook.

TELEPHONE USAGE AND ELECTRONIC DEVICES

The school office telephone is reserved for school business. Students will **only** be allowed to use the phone in *an emergency situation* and with both teacher and office approval. Please make sure your child knows what to do in case of rainy days, early dismissal days, or in an emergency.

Students may not use the phone to call home for the delivery of forgotten items.

PER BALDWIN COUNTY POLICY, **ELEMENTARY STUDENTS ARE
NOT ALLOWED CELL PHONES AT SCHOOL OR ON THE BUS.
ANY ELECTRONIC DEVICES WITH THE CAPABILITY TO RECORD
IMAGES ARE PROHIBITED.**

Chromebooks will be utilized by students daily on campus. Students will bring Chromebooks home at night to complete assignments. Please teach your child the importance of care and responsibility of this device, especially since it is owned by BCBE.

PER BCBE STUDENT HANDBOOK: THE USE OF PERSONAL,
WIRELESS COMMUNICATION DEVICES BY STUDENTS IS
PROHIBITED ON SCHOOL GROUNDS OR WHILE STUDENTS ARE
BEING TRANSPORTED ON A SCHOOL BUS.

Inappropriate Use of School Devices: Students have access to Chromebooks during the school day for instructional use only. Students using this device in an inappropriate way (such as searching the internet for non-educational topics, downloading inappropriate images or music, inappropriate communication, etc.) will result in loss of use and possible suspension. See [BCBE Student Handbook](#) for further information.

HOMework AND AGENDAS:

Homework is assigned to reinforce what has already been taught at school or to initiate thinking about what's ahead. As a guideline, completion time for homework should typically take about 20-30 minutes. If your child is struggling with homework, please communicate this with your child's teacher. Daily Communication Folders/Agendas should be used daily in grades K-6 for homework and parent/teacher communication. Parents must check student folders/agendas daily.

GRADES

Please check your child's grades on a regular basis and communicate with your child's teacher as needed.

Grades can be check electronically in PowerSchool with your personal username and password.

If you do not know your username/password, you can reset this on your own at your convenience. Here is the link to PowerSchool [Parent/Student Portal Link](#).

PROMOTION/RETENTION:

PROMOTION OR RETENTION OF A STUDENT IS BASED ON THE STUDENT'S ACADEMIC
PERFORMANCE AND SCHOOL ATTENDANCE.

The decision to promote or retain is a professional one and ultimately the responsibility of the principal and teacher with parental input taken into consideration. Parent/teacher conferences and ongoing communication are highly recommended, especially for students with academic deficiencies. The [BCBE Student Handbook](#) addresses retention as related to absences.

CHANGE OF ADDRESS, PHONE NUMBERS, EMERGENCY CONTACTS

It is required that you inform the office immediately if your home address changes or if telephone numbers and emergency contact numbers change. It is vital that our school is able to reach you or an emergency contact when needed. Students must have a minimum of 4 emergency contacts with phone numbers on file.

Any changes or updates to an address, phone number, or additional contacts must be made in writing. A parent can send a signed note with these changes or come by the office.

BIRTHDAYS

The school will not accept birthday treats sent from home or delivered (including but not limited to cupcakes, cookies, flowers, balloons, gifts, etc.)

The school provides an opportunity for parents to purchase a Special Birthday Ice Cream Package for the entire class. The Cost is \$25. The office will deliver a special Birthday Snack during the child's scheduled snack time or at a time convenient to the teacher. Your child's birthday will also be displayed on our School Digital Sign. Birthday invitations may be distributed at school only if everyone in the class receives an invitation or if all boys/all girls receive an invitation. A parent, guardian, or relative who is under the student's contacts in PowerSchool may eat lunch at school with the student on his/her birthday.

IF INTERESTED IN THE SPECIAL BIRTHDAY ICE CREAM PACKAGE, PLEASE CONTACT THE OFFICE TO PLACE AN ORDER AT LEAST A WEEK BEFORE YOUR CHILD'S BIRTHDAY.

CAFETERIA

This year all students in the Baldwin County Public School System will receive free breakfast and lunch at school. Visitors will be required to pay, however. Please see the [BCBE Student Handbook](#) for details when a student requires a special diet plan. Monthly breakfast and lunch menus are also displayed on the website and BCBE app.

STUDENTS AND THE MEDIA – PUBLIC NOTICE

Occasionally, representatives of the news media seek access to public schools within the Baldwin County Public School System. Quite often, these visits involve filming, taping and interviewing students. Further, students are sometimes filmed, taped or interviewed in the production of educational or promotional material for use by the Baldwin County Public School System as well as posting these types of media on our website and Facebook page.

If you object to your child being filmed, photographed, taped, or interviewed, you must notify the principal of your school in writing.

Be advised that while every effort will be made to honor your written request, parents should also make sure their children understand these wishes.

STUDENT CONFLICT

Conflicts or fights between two students will be resolved using this guideline:

It takes two people to have a fight. While parents might feel compelled to tell their child to defend himself/herself, parents and students must understand that fighting will not be condoned at school; therefore, both students involved will be disciplined. Previous discipline problems may result in stronger punishments or consequences for one student more than the other. Punishment of other students is never discussed with anyone other than the parent or guardian. Please know that it is never wise to encourage your child to injure another student for prevention or retaliation, as law enforcement could take action against you as the parent.

DISCIPLINE

The success of a school-wide discipline system lies in the relationship built between parents, staff, and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success, and concerns through school-wide newsletters/emails, classroom teacher’s newsletters/emails, the school website/Facebook, parent meetings, and parent handbook.

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Baldwin County Code of Student Conduct. Please see the [Baldwin County Student Handbook](#) for a more detailed explanation of possible violations and consequences. This list will also be provided in this handbook. Below are Foley Elementary’s School-wide expectations that support BCBE Student Code of Conduct.

FOLEY ELEMENTARY SCHOOL-WIDE EXPECTATIONS

<p><u>Arrival/Dismissal</u></p> <p>Listen and follow directions of staff on duty Quiet hallways Walk to destination Be on time Be prepared and know how you are getting home</p>	<p><u>Hallway</u></p> <p>Quiet hallways Stay in line Walk to destination Hands by your side Be aware of your surroundings – respectful of others’ learning No Gum or Candy</p>
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<p><u>Classroom</u></p> <p>Be on time Be prepared for the day Engage in planned activities and learning Encourage yourself and classmates to make good choices Empower the Warrior in you Stay-on task Listen and follow directions of teacher</p>	<p><u>Restroom</u></p> <p>Quiet restrooms Use restroom time wisely Enter and exit quietly Clean up after yourself Appropriate use of facilities Respect other's privacy</p>
<p><u>Picnic Tables/Outside Snack</u></p> <p>Walk quietly to your table or snack area Speak and interact kindly and appropriately with others around you Take care of your space and clean up after yourself Walk quietly back to your classroom</p>	<p><u>Cafeteria</u></p> <p>Enter and exit quietly Stop, listen, and follow directions when an adult speaks to you Quickly progress through the line Use good manners Use utensils when eating your food Eat your own food Use inside voices and speak to students only in close proximity Clean around your sitting area and floor Save gum, candy, and snacks for later</p>
<p><u>Assemblies/Field Trips</u></p> <p>Stop, listen, and follow directions of teacher, speaker, chaperone, or guide Enter and exit quietly Remain with your teacher and class group Respect materials and property Respect everyone's personal space Represent EES in a positive manner</p>	<p><u>Bus</u></p> <p>Stay off the road while waiting for the bus Cross in front of the bus after it is stopped, and the stop sign is out Remain in your assigned seat until time to exit Speak quietly and respectfully Keep your hands and feet to yourself No eating or drinking No cell phones or electronic devices in use during route Keep all parts of your body and all objects inside the bus Listen and follow the directions of the bus driver</p>
<p><u>P.E.</u></p> <p>Stop, listen, and follow directions of PE Coaches Enter and exit quietly Play, speak, and interact kindly and appropriately with others while respecting everyone's personal space</p>	<p><u>Carline</u></p> <p>Walk quickly and quietly to your bench Speak quietly and respectfully Watch for your car Keep hands and feet to yourself Save snacks for later Listen and follow directions of staff on duty</p>

CHROMEBOOK PROCEDURES

I PROMISE TO FOLLOW THE RULES LISTED BELOW WHEN USING MY CHROMEBOOK.

1. I will take care of my Chromebook.

2. I will know where my Chromebook is at all times.
3. I am the only person who is allowed to use my Chromebook unless permitted by the teacher.
4. I will always carry my Chromebook closed and with two hands.
5. I will always use my Chromebook in a safe place: desk or table.
6. I will keep food and drinks away from my Chromebook.
7. I will only use my Chromebook for things my teacher tells me to do.
8. I will NOT put any decorations on my Chromebook.
9. I will use my Chromebook in ways that are educationally appropriate and meet school usage requirements.
10. I will practice digital responsibility on the Internet.
11. I will not have my computer out in the cafeteria, on the playground, in the snack area, on the ground, or on the school bus.
12. I will report any damage to my Chromebook to my teacher immediately.

IF I FAIL TO FOLLOW THE CHROMEBOOK RULES STATED ABOVE...

1. I may lose the privilege to use a Chromebook to complete schoolwork until I have proven I can be responsible.
2. I may only be allowed to use my Chromebook for State Testing purposes.
3. I may be required to complete the assignment using paper and pen.
4. Students who are repeat offenders may visit with the principal before being allowed to use a Chromebook in the future.

EMERGENCY PROCEDURES

FIRE, SEVERE WEATHER, LOCKDOWN: In case of fire, an alarm will sound alerting evacuation of the building. An evacuation plan is posted in each classroom. Students will remain quiet and wait until an “all clear” is given. Teachers will instruct children regarding specific procedures. Practice drills will take place throughout the year.

In case of severe weather, an alarm will sound. Students will move to their designated areas and assume the “tornado position”. Students will remain quiet and wait until an “all clear” is given. Teachers will instruct children regarding specific procedures. Practice drills will take place throughout the year.

In the event of a lockdown, an auditory warning will be made over the intercom and on the Clear Touch Screen in the classrooms. Each teacher will instruct students regarding specific procedures. The school will remain on lockdown until the principal or designee, in coordination with the Baldwin County Public School System and/or local authorities, has given clearance. Parents will not be allowed to check out students until after clearance.

Foley Elementary has a School Resource Officer on campus that will help oversee and monitor all drills and safety.

FIELD TRIPS AND ACTIVITIES

Field trips are considered an extension of classroom learning. Advance notification of trips will be given with the date, cost, and the deadline for payment. A completed permission slip, signed by the parent/guardian, is required for all field trips.

FIELD TRIP PERMISSION FORMS MUST BE FILLED OUT COMPLETELY, INCLUDING INSURANCE INFORMATION, PHYSICIAN NAME AND NUMBER, ETC. ONCE RESERVATIONS AND BUS ARRANGEMENTS HAVE BEEN MADE, REFUNDS WILL NOT BE GIVEN.

Some field trips will allow for and sometimes require chaperones. Chaperones are required to have a background check; therefore they must complete the Volunteer Form found on the BCBE website. Chaperones are typically limited in number and may include parents/guardians, grandparents, or close relative and must be on the child's PowerSchool contact list and of at least 18 years of age.

Chaperones are expected to assist the teacher with supervision of students including during transportation and may be assigned students in a group.

Therefore, chaperones must ride the designated transportation with the students and teachers. Siblings are not permitted to be part of the trip.

Students must ride the bus to the trip location and back to school.

Students who receive disciplinary referrals in the same quarter as a planned trip may not be allowed to participate or a parent may be required to attend. This will be subject to the principal's discretion and a plan would be communicated between the teacher and parent as discipline issues arise.

IF A CHILD WILL BE TAKEN HOME FOLLOWING A FIELD TRIP, A NOTE MUST BE SENT 24 HOURS PRIOR TO THE TRIP.

GIFTED REFERRAL POLICY

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist, a screener assessment, and classroom activities.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered into a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral:

Tell your child's teacher or the school's Gifted Education Program teacher you would like to refer your child for the Gifted Education Program.

The Gifted Education Program Teacher will then begin the referral process by sending a Notification and Consent for Gifted Screening home for you to sign. This gives permission for the school system to look at previous test results and achievement information. It also allows the system to administer achievement tests, vision, and hearing screening, and ask the classroom teacher/s to complete an evaluation of gifted characteristics observed in the regular classroom.

Next, a committee at the local school will review all data and determine if there is enough information to continue with the referral. The referral is then sent to Loxley Satellite Office for processing.

If screening scores are at the appropriate level the referral will continue. If screening scores are not at the appropriate level, a letter will be sent to parents.

After testing is completed, parents will receive information on the results and eligibility requirements for the program. For more information on gifted referral procedures and eligibility requirements, please contact Dawn Frenette, Special Services Coordinator at dfrenette@bcbe.org

RESPONSE TO INSTRUCTION PROCEDURES (RTI)

Rtl is a multi-step process providing instruction and educational support to promote the success of all children. Individual children's progress is monitored and results are used to make decisions about further instruction and intervention. Rtl is most commonly used in addressing problems with reading, and math but it can also be used in other areas, such as behavior. The Rtl process is flexible and designed by the district to meet the needs of our students.

The Rtl process typically has three tiers. Each tier provides differing levels of support.

- In Tier 1 students receive high quality curriculum and instruction in the regular education classroom. The teacher assists all learners.

- In Tier 11 the school provides interventions to students who need more support than they are receiving from the general curriculum.
- In Tier III interventions are developed to meet the individual student's needs.

RTI meetings are held monthly at Foley Elementary School. When a student is placed in RTI, a letter will be sent to the parents to notify them that their child is receiving intervention for a specified area of concern. Parents are invited to attend all RTI meetings and will receive monthly updates on the progress of their child from the classroom teacher. If you have any questions about the Rtl process, please contact a school administrator.

SPECIFIC SCHOOL DRESS CODE GUIDELINES

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ALL ATTIRE:

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

TOPS:

- 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
- No cut off/crop tops. (No midriff can be showing)
- No sleeveless garments.
- No see-through garments.
- Designed so that the neckline does not reveal cleavage.
- Designed to cover all undergarments.
- Fit properly- no oversized or overly tight tops.
- No tank top/undershirt can be worn as a shirt.

SHORTS:

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

DRESSES:

- 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 or baggy fit: worn at the waist. (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 worn at all times, 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.

EXEMPTIONS FOR SCHOOLS

All students enrolled in the Baldwin County Public Schools shall be required to dress in accordance with the adopted dress code policy. A student may be exempted from complying with the policy in the following instances:

- a. When noncompliance derives from financial hardship;
- b. When noncompliance derives from the student's particular disability or health condition that

requires a departure from the dress code; or

c. When noncompliance derives from a student's sincerely held religious belief. –

If the parents or guardians desire not to have their child comply with any portion of the Baldwin County Board of Education dress code policy for the reasons stated above, or due to special extenuating circumstances related to an item listed above, the students' parents or guardians must secure an exemption from their child's school principal. Parents or guardians should supply a written explanation to the school principal as to why an exemption should be granted. If the outcome of the principal's determination is not to the parent or guardian's liking, the parent or guardian may submit a written exemption request to the Superintendent, or his or her designee. Additional grounds for an exemption may be allowed at the principal's discretion.