

# Parent and Student Handbook 2022-23



Patrice Wolfe, Principal

Brandon Clay, Assistant Principal and Lynn Smith, Assistant Principal

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251-990-3858

[www.jlnewtonschool.com](http://www.jlnewtonschool.com)

[Find us on Facebook at J. Larry Newton School](#)

Dear Newton Families,

J. Larry Newton Elementary School is proud to provide a loving, safe environment with high academic standards. Administration and faculty are dedicated to our students and their success. In partnership with families, we look forward to meeting our students' needs in both academics and emotional welfare.

J. Larry Newton Elementary is a Leader In Me School. The Leader in Me paradigm emphasizes that every child is capable of leadership, whether of self or others. We encourage students to set goals, problem solve, and most importantly see personal worth and potential. Focus is on individual strengths and living Stephen R. Covey's 7 Habits of Highly Effective People.

It is our goal to provide the highest quality of instruction and use current best practices. Teachers build a strong reading foundation using the science of reading, and skills are taught across the curriculum including social studies. J. Larry Newton Elementary is an Alabama Math, Science, and Technology Site (AMSTI). This approach uses hands-on, inquiry-based instruction to emphasize high order thinking and student discourse. Students learn to problem solve using manipulatives and real-world situations. This year, we are excited to add a STEM lab to campus to further engage students in the STEM process. Technology is incorporated daily but does not take the place of the classroom teacher.

J. Larry Newton Elementary is a Title I school and serves approximately 800 students. Title status allows our school to receive federal funding for student support resources. A Title I parent meeting will be held during the first few weeks of school to explain how these funds benefit our school. The Parental Involvement Plan and important information will be shared in this meeting.

Our population is growing, and our school is full of progress. Last year, we added a new wing and filled 20 classrooms. We also expanded our cafeteria and parking area. We are in the process of adding new carline benches and an outdoor walking track. As we continue to progress, we hope to add an outdoor classroom and sunshades to our existing playground.

We love our school community! Our success at J. Larry Newton is largely due to close relationships with our community, families, and school staff. I urge you to openly communicate with your child's teacher and administrators. We have an active PTO who volunteers and supports school goals. Please consider joining this amazing team.

Together, we can make the upcoming year a positive and memorable experience for your child. JLN is a wonderful place for children. It's going to be an amazing school year!

Patrice Wolfe, Principal

## **Newton Elementary Handbook**

The Newton Elementary Handbook consists of general school information, policies, and procedures. It should be used as a resource throughout the school year.

### **BALDWIN PROUD!**

#### **Baldwin County Statement:**

In partnership with the community, the Baldwin County Public Schools' mission is to provide a quality education that fosters learning.

### **NEWTON PROUD!**

#### **Newton Elementary Statement:**

Newton Students are Respectful, Responsible, and Resourceful.

We Empower Everyone to Unleash the Greatness Within!

At J. Larry Newton, we believe everyone can learn. All learners are unique and have value. We understand that expectations affect outcomes, and problem solving is essential for improvement. We believe that education is a shared responsibility between families, students, and school faculty. Lastly, everyone needs a positive role model and to feel safe and secure at school.

#### **Beliefs**

Everyone can learn.

Learning is a lifelong process.

Everyone is unique and has value.

Problem solving is essential for growth.

Everyone needs to feel safe and secure at school.

Education is a shared responsibility.

#### **Expectations for Students**

- Attend school daily and be on time.
- Apply yourself to achieve your greatest learning potential.
- Have an attitude of acceptance of fellow students and school personnel.
- Obey school rules and follow instructions from all adults.
- Respect the property of others and the school.

**Baldwin County Board of  
Education 2022-2023 Calendar**

4-Independence Day	<p align="center"><b>July 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S						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							<p align="center"><b>January 2023</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1-New Year's Day 3-Teacher Workday 16-MLK Day</p>	S	M	T	W	T	F	S	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											
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11-Veteran's Day 21-25 Thanksgiving Holidays	<p align="center"><b>November 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S			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				<p align="center"><b>May 2023</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>25-Teacher Workday 24-Last Day of School 29-Memorial Day</p>	S	M	T	W	T	F	S		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																	
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- First and Last Day of School
- Holiday for Students/Teachers
- End of Quarter
- e-Learning
- Teacher Workday/Student Holiday
- Teacher PD/ Student Holiday
- Teacher PD/Workdays (TBD)

**173 Student Days**

**12 Teacher Workday/PD**

**2 Teacher Flex Days**



## Parent Frequently Asked Questions



2022-2023

**How will my child know the assigned teacher and classroom?** Teachers will mail out welcome postcards to students the week of August 1. "Meet the Teacher" will be held on August 8th..

**What time does school begin and end?** Carline begins at 7:20am. Students should be in the classroom by 7:45. Our dismissal process begins at 2:50pm.

**What time should my student arrive at school for breakfast?** 7:20 am

Students arriving by car should arrive early enough to unload near the beginning of car line. Many parents (especially those who have work or multiple school drop offs) line up as early as 6:45 am; however, students are not to unload until 7:20 when teachers are on duty. Students arriving on bus will have breakfast as soon as they exit the bus. Walkers (from the neighborhoods next door) should not arrive before 7:20.

**How can I sign my student up to ride the bus?** Bus service is available for all students in the J. Larry Newton School Zone. For more bus information, you can call the front office and ask for assistance.

**My child is a car rider in the afternoon. How do I pick up?** We will have two assigned areas for pick up again this year. Kindergarten (and siblings of Kinder students) will be picked up in front of the cafeteria. Students in grades 1-6 will be picked up in the horseshoe area near the service road. Students in grades 4-6 will enter carline in lanes 3 & 4 and grades 1-3 (with their older siblings) will enter in lanes 1 & 2.

**CARS MUST HAVE CAR NUMBERS DISPLAYED** from the mirror. Anyone without a number may be asked to circle in order to not slow traffic flow. Once cars have stopped, students will load, and parents will turn the car tag around. This indicates the student has loaded. Students must sit quietly and "look and listen". Students will look for their car to arrive and listen for their number to be called. Parents of students who do not load when called several times will have to circle back through carline.

**Can my child walk home from school?** For safety purposes, only students living in the adjoining neighborhoods are allowed to walk home from school. These students will have a special walking pass from the front office. Parents should meet students at the bridge if their child is a walker.

**How can I change my child's dismissal procedure?** Consistency in dismissal is very important. Emails, texts, or phone calls will not be accepted for changes in dismissal. If a change in dismissal is necessary, a written note must be sent to the front office for approval. Please do your best to plan ahead for dismissal. Consistency and routine are essential.

**How can I contact my child's teacher?** Communication between the teacher and parent is very valuable. You may send a note in your child's school agenda, send an email to the teacher, or call and leave a message for the teacher. Email or written note is the preferred method. Please give teachers 48 hours to respond. If there is an emergency situation, please contact the front office.

**How can I check my student's grades?** Parents will be able to check student grades on PowerSchool this year. You will receive your child's login information. Progress reports will be sent mid-quarter and a report card at the end of the quarter. Weekly grades and papers will be sent home in the J. Larry Newton Pirate take home folder.

**How can I find out more information about school topics?** Please visit our webpage at <https://www.bcbe.org/newton> and like our Facebook page by searching J. Larry Newton School at <https://www.facebook.com/JLarryNewtonSchool/>. Emails are sent frequently with information and reminders. In addition to the school website and Facebook, teachers have a classroom page that includes classroom activities, photos, helpful academic links, and other informative items.

**Can I drop off snacks or other forgotten items?** Please plan ahead so that snacks and school items come to school with your child. In order to protect instructional time, please do not drop off items after 8:00am. Important items will be taken at the front door.

**Can I volunteer?** PLEASE VOLUNTEER! Please schedule a volunteer time in advance with your child's teacher or the front office. The teacher will notify the office when to expect a helper on campus. If you want to volunteer with various school activities, please join PTO. You can email our PTO President, Savannah Hannon, at [newtonpto@yahoo.com](mailto:newtonpto@yahoo.com).

**Can I eat lunch with my child occasionally?** At this time, we will not have lunch visitors. We hope to have visitors again in the future. □

**How can I join PTO?** Please join PTO! We have the most amazing group of parent leaders who partner with administration and staff to make our sweet school thrive. Be on the lookout for flyers and emails sent home at the beginning of the year with more information. You can also find the membership form on our school website or request one by email at [newtonpto@yahoo.com](mailto:newtonpto@yahoo.com).

**Do students have snack or a break?** Yes! Please send a healthy snack and drink daily with your child to school. Students have a 10-15-minute break to refuel with snack, restroom, movement, and a brain break. Those with an early lunch, have an afternoon snack. Those with late lunch have a morning snack time. Students have special ice cream snack once a week. Educators are trained to pace their teaching and give students opportunities for engagement, movement, and brain breaks throughout the day during instruction. Physical Education allows students to engage in interactive play, release energy and develop social interactions through team challenges. Physical education also allows students to have 10 minutes of unstructured play on the playground daily, weather permitting.

Special approved ice cream snacks will be offered once a week for each grade. Ice cream and water will be sold for \$1.00. Ask your child's teacher which day the class will have special snack.

**Are birthday celebrations allowed at school?** Birthday ice cream packages will be sold again this year. Ice creams are individually wrapped and can be shared during snack on a day approved by the classroom teacher. At this time, we will not accept birthday treats to be brought to school. Birthday ice cream celebration packages are available for purchase through the front office.

**Are students allowed vacation days during the school year?** The only vacation days are those on the official Baldwin County Public School System Calendar. Please schedule vacation days when school is not in session. Students are allowed nine absences during the school year to be excused by a parent note. Any absences (other than doctor notes) will be unexcused after this time. Any missed work during absences will be assigned once the student returns to school. Attendance procedures through the Baldwin county court system will be followed. For attendance questions, please contact our school registrar.

**What is the uniform policy at JLN?** We have several special dress up and Spirit days at JLN. The daily uniform attire is below. Please note that on Mondays students may wear Fairhope team jerseys for their sport during their specified team season.

<b>Tops</b>	<b>Bottoms</b>	<b>Shoes</b>	<b>Sweatshirts and Sweaters</b>
<i>Navy, White or Light Blue (Polo, Collared Shirt, or Turtleneck)</i>	<i>Navy, Khaki, or Denim (Pants, Shorts, Jumpers, Capris, Skirts, or Skorts)</i>	<i>Closed toe shoes</i>	<b>Solid colors are suggested.</b>
<i>Newton Pirate T-shirt in white, light blue, or yellow (available in office).</i>	<i>No holes, cuts, slits, or overalls Corduroy ok Leggings may be worn under skirts only.</i>	<i>Athletic shoes recommended- students will not change shoes for physical education class.</i>	<i>Newton Pirate Hooded Sweatshirts (available in office).</i>
<i>*Field Trip T-shirts should be worn to all field trips and on special event days. They may also be worn each Friday.</i>			<i>Coats may be worn outside the building.</i>
<i>PTO Shirts, Club shirts, and Fairhope team jerseys (during the specified sport season) may be worn on Mondays.</i>			<b>Coats &amp; Jackets</b> Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a substantial disruption to the educational day.



## **Parent Notification that J. Larry Newton 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.



## Parents Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act*, Public Law 114-95

I am requesting the professional qualifications of \_\_\_\_\_

who teaches my child, \_\_\_\_\_ at \_\_\_\_\_  
Child's Name (Please Print) School (Please Print)

My mailing address is \_\_\_\_\_  
Street (Please Print) City Zip

My telephone number is \_\_\_\_\_.

My name is \_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature Date

### This Section to be Completed by School/Central Office

Date Form Received: \_\_\_\_\_ Received by: \_\_\_\_\_

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

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the teacher teaching under emergency or other provisional status? \_\_\_\_\_ Yes \_\_\_\_\_ No

Undergraduate Degree \_\_\_\_\_ (University/College)  
Major Discipline \_\_\_\_\_

Graduate Degree \_\_\_\_\_ (University/College)  
Major Discipline \_\_\_\_\_

Does a paraprofessional provide instructional services to the student? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate \_\_\_\_\_ (Year)

Undergraduate Degree \_\_\_\_\_ (University/College)  
Major/Discipline \_\_\_\_\_

College/University Credit \_\_\_\_\_ (Hours)  
Major/Discipline \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form Date Returned to Parent



## **General School Information, Policies, and Procedures**

### **Bell Schedule**

7:15	Buses begin to unload
7:20	Car rider line begins/Students enter cafe for breakfast or report to classrooms
7:45	Instruction begins: students should be in class by this time
7:50	Students not in classrooms are late and must report to office
7:50	Pre-K drop-off begins
2:50	Dismissal

It is the responsibility of the parents or guardian to make sure students arrive on time each day, remain at school, and are picked up on time. Students who cannot be picked up on time will need to ride the bus home or join the after-school care program if space is available.

## Morning Arrival and Afternoon Dismissal Procedures

**All students in the Newton School District are eligible to ride the bus. We encourage carpooling for anyone who chooses to drive students to school.**

Please contact the school office for bus information if you are unable to drop off between 7:20 and 7:45am or unable to pick up at 2:50pm. High School students do not dismiss in time to pick up students in our carline. After-school care is another option when space is available.

**Car Riders:** Student safety is our primary concern. All drivers are asked 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, please do not use cellphones or other electronic devices while driving on campus. Drivers may be asked to circle and reenter carline if devices are in use, carline tags are not displayed, or if students do not load in a timely manner.

- Car riders should not arrive on campus prior to 7:20 a.m. Supervision is not available, and doors will remain locked.
- For morning, car riders in grades 1-6 will enter car line from CR32 in one of the four accessible lanes. Drivers will follow directions of teachers on duty. For afternoon cars for grades 1-3 and their older siblings will enter in lanes 1 & 2 and grades 4-6 will enter in lanes 3 & 4.
- Car riders in Kinder (and siblings) will enter car line on left side parking lot from CR 32 in either of the two accessible lanes. Drivers will follow directions of teachers on duty.
- Kinder car riders and siblings enter by café. All other car riders will enter through the main lobby and report directly to either the cafeteria for breakfast or to the classroom.
- Parents should remain in cars while in carline. If you must get out of your car, please park! Limited parking is available until our new parking area is completed.
- In an effort to keep traffic flowing, parents should park cars when students need assistance and remember to sign in through the front office for a visitor's pass upon entering the building.
- PreK parents who have children in older grades must drop off upper grade students first and then enter the PreK zone. PreK students must be walked into the cafeteria and signed in at 7:50 a.m. with the PreK teachers.
- Afternoon car riders will dismiss on first bell at 2:50 p.m. and be seated until their number is called. Once called, students will proceed to the loading zone entrance and wait for directions of the duty teacher as when to load. Please do not exit your car or call your student to the car.
- Students should walk quickly to cars down the center yellow line.
- Number cards should be flipped over once loaded to signal those on duty.
- All car riders should be picked up at 2:50 p.m. Bus transportation or our after-school care program is available if you are unable to pick up your child by this time. Registration and payment are required prior to attending ASCC. \*Morning and afternoon carline procedures should be followed as noted in the attachment.

**Bus Riders:** Students who live in the Newton School district are eligible to ride a bus. Students will be assigned to a bus based on the student's home residence address. Transportation methods should be consistent, and students will not be transported to alternate locations (friend's/relative's homes, daycares, 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 office staff will sign and return to the student who will give it to the bus driver. Due to limited seating on buses, students may not ride on any bus other than the assigned bus.

Buses will arrive on campus at approximately 7:15 a.m. All bus riders will enter through the cafeteria and will eat breakfast or report directly to classrooms.

Students should follow all bus rules and procedures as reviewed by the driver. Bus transportation is a privilege and those not behaving appropriately may be suspended from the bus.

### **General Bus Rules**

1. *Stay off the road while waiting for the bus.*
2. *If crossing the street, cross in front of the bus after it is stopped and stop sign is out.*
3. *Keep all body parts and items inside the bus.*
4. *Sit in your designated seat and face the front. Remain seated until it is time to exit.*
5. *Siblings may be asked to sit together.*
6. *Keep voice to a whisper and use appropriate language.*
7. *Do not share or swap items on the bus.*
8. *Treat others as you want to be treated.*
9. *Help keep the bus neat, clean and in good condition.*
10. *No eating on the bus. Water bottles are allowed.*
11. *Be respectful and follow all rules of the driver.*
12. **No electronic devices are allowed on the bus or at school.** *This includes cellphones, Smartwatches, earpods or any other device capable of calling, texting, taking photos, or recording.*

**Walkers/Bike Riders:** Walkers and bike riders dismiss on the 2<sup>nd</sup> bell beginning at 2:55. Students will exit through the end door in the gym. **Parents meeting walkers must wait at the neighborhood bridge.** Please remember that only students who live in Millers Crossing or Greythorne should walk home.



**Late Arrival/Tardies:** Research has proven a direct correlation between school attendance and student achievement. Please make every effort to have your child at school by 7:45. The first bell sounds at 7:45 a.m. and students should be present and ready for instruction. Students not in classrooms by 7:50 will need to report to the office along with a parent or guardian. Please keep in mind that some grade levels have a long walk.

Tardiness disrupts the teacher, classmates, and can lead to anxiety on behalf of the student entering late. 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.

**Early Dismissals/Check-outs/Absences:** Please make every effort to avoid late arrivals and early dismissals. Research has proven a direct correlation between school attendance and student achievement. Students miss important instructional time when arriving late or checking out early. 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. When necessary, a legal guardian or designee with proper I.D. may check out a student through the front office; however, students will not be called during the last few minutes of the day or during transitional times. Please arrive on campus by 2:15 if checkout is needed. Checkouts after this time should only be in case of emergency. **Checkouts are now counted as a tardy.**

- Please remember the last hour of the day is important instructional time. This is particularly true for our 6<sup>th</sup> graders who switch classes.
- **Appointments should be made for after school hours when possible.** We realize this is not always possible. The nature of the absence will determine if the absence is excused. Please provide documentation upon return as only excused absences will permit make up work.
- Students will only be released to those on the emergency contact list and with a valid picture I.D. Updates must be made in person in the school office. **We do not take requests or changes over the phone.**

## Changes in Dismissal:

**A consistent method of dismissal is very important.** At this age, students cannot always remember if they are a car rider, bus rider or after-school care 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 his/her regular dismissal, please send a note to your child's teacher agenda. **Changes in dismissal are not taken over the telephone, text, or via email.** With approximately 750 students and limited staff, we cannot guarantee the delivery or security of requests. Email may not be checked until after dismissal and substitutes do 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 important that students arrive at school on time, ready to learn, and stay all day unless ill or in case of emergency. Please see the BCPS Student Handbook for attendance policies, procedures, make-up work, and what constitutes an excused/unexcused absence. Please schedule all vacations during the vacation days scheduled on the Baldwin County School System calendar. A student is allowed 9 absences with a parent note. All absences after will be unexcused unless a doctor's note is provided. The following reasons are permissible for 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) Legal quarantine
- (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

All instructional days are important. Students are encouraged to discuss missed work with teachers immediately upon return to school. If necessary, please contact your child's teacher via email or written note in your child's agenda for the quickest response regarding makeup work. Teachers **will not** typically send make up work to the office unless there is an extended absence/illness. Work also will not be sent ahead of a planned absences unless unusual circumstances.

**Homeroom:** Class assignments are made based on multiple criteria to include academic levels, gender, socioeconomic status, ethnicity, special needs, special services, and enrichment as well as other factors. Teacher requests are not accepted. Homeroom assignments are temporary during the first weeks of school as adjustments are sometimes necessary. The principal or principal designee will notify parents if a change is made.

**Volunteers:** J. Larry Newton is a top school in Baldwin County partly because our parents and community are involved in volunteering time, resources, and talents. It takes teamwork to set and maintain the high standards of our school. We have a place for anyone who want to be a room parent, tutor, serve on a PTO committee, help keep our campus beautiful, be a guest speaker, help with carline, or assist our teachers. Please let us know how we can get you connected and involved.

Classroom volunteers are appreciated! Volunteers may be scheduled in advance through the classroom teacher and should check in through the office upon arrival. The classroom teacher will notify the front office of when to expect a classroom visitor. We ask that volunteers exit classrooms by 2:15 in order for teachers to prepare for dismissal and for parents to be able to enter car line.

**Visitors:** **Student Safety is our top priority.** A visitor is anyone who is not employed at J. Larry Newton Elementary School. **ALL** visitors should ring the bell at the front entrance, show identification, and state the purpose for the visit. After being buzzed in, visitors should report to the office for assistance and a sticker. Visitors are expected to dress appropriately while on school grounds. All schools prohibit drugs, alcohol, tobacco, and weapons. Use of profanity is also prohibited (verbal, written, or by gestures).

**Lunch Visitors:** We are unable to have lunch visitors at this time. This may change in the future.

### **Parent/Teacher Conferences:**

Parents, teachers, and administrators are a team! We welcome and encourage conferences to discuss student progress and other concerns; therefore, a parent-teacher conference should take place during first semester. Conferences may be scheduled before or after school, or during the teacher's daily planning time. They can be in person or virtual. Please remember that instructional time is valuable, so teachers will not be able to meet without an appointment. The best method of setting up a conference is via email, note in the agenda, or by leaving a message at the front office. Please remember that teachers may not receive a phone message or email until the end of the school day.

**Uniform Policy:** Please see the BCPS Student Handbook for the county uniform policy and discipline policy. In addition, Newton students will be allowed to wear light blue polo shirts and other Newton approved shirts on assigned days of the week. We are pleased to have a uniform closet available for anyone who may need uniforms. There is no cost to fill a Wal-Mart bag of items. Any monetary donations will be used to buy items such as socks, underwear, and belts. Note: JLN Uniform Policy is included in this handbook.



➤ SPECIAL SHIRTS DAYS MAY BE ADDED DURING THE YEAR.



**Medication & School Medical Information:** J. Larry Newton is fortunate to have a school nurse on campus to assist with student medical needs, health education, and emergencies. Please see the BCBS for county medical information. The school nurse will be the person to contact a parent in regards to an injured or ill child.

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. The nurse will work with you to complete paperwork if your child needs medicine during the school day.

**Physical Education & Excused Participation:** A physician's note must be on file in the front office if it becomes necessary for a child not to 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.

**Snack/Break:** Please send a healthy snack and drink daily to school with your child. Students have a 10-15 minute break to refuel with snack, restroom, movement and have a brain break. Weather permitting, classes may go outside during break. Candy and carbonated beverages are not allowed at school for break or as part of lunches. Special approved ice cream snack will be sold one day a week to each grade level.

**Cafeteria:** School cafeteria menus and prices are available at [www.bcbe.org](http://www.bcbe.org). Monthly breakfast and lunch menus are also displayed on the website. Student meals can be paid online through the MySchoolBucks link found on the Baldwin County website or by sending a check. Checks should include the child's lunch number.

Please see the BCPSS Student Handbook for details when a student requires a special diet plan.



<u>Cafeteria Meal Pricing</u>	
<u>Breakfast:</u>	
Paid students Pre-K thru 12:	\$2.00
Reduced Students Pre-K thru 12:	\$0.30
Adult / Children Visitors:	\$2.50
Board of Education Employees:	\$2.25
<u>Lunch:</u>	
Paid students Pre-K thru 12:	\$3.00
Reduced Students Pre-K thru 12:	\$0.40
Adult / Children Visitors:	\$4.25
Board of Education Employees:	\$3.75

## Lost & Found

**Identification of Property and Lost/Found:** Please label all of your child's property including books, book bags, jackets, sweaters, lunch boxes, etc. Lost and found items can be located either in the front office or uniform room. Articles not claimed will be donated to Goodwill at the end of each month.

**Forgotten Items:** Please make sure that students have all necessary items in hand prior to arriving to school. Delivery of supplies, materials, paperwork, snacks, lunches and other items result in interruption of instructional time. Homework will not be delivered. Office staff will only accept essential items prior to 8:00 am. We are having too many drop offs in the office for items such as snack, snack money and lunch. (Students will be offered a meal from the cafeteria following guidelines if lunch is forgotten).

**Telephone Usage and Electronic Devices:** No electronic devices are allowed on campus or on the bus by students at J. Larry Newton Elementary. This includes cell phones, smart watches, games, iPads, earpods, or any other device that has texting, calling, photo, music, or recording capabilities.

**One of the school nurses will call a parent if a student is ill.** Students will only be allowed to use the phone in an emergency situation and with approval. Students may not use the phone to call home for the delivery of forgotten items. Please make sure your child knows what to do in case of rainy days, early dismissal days, or in case of emergency.

**Homework:** 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 10 minutes in first grade with an additional 10 minutes added each year thereafter. (1<sup>st</sup>=10 min. /2<sup>nd</sup>=20 min./ 3<sup>rd</sup>=30 min./ 4<sup>th</sup>=40 min. /5<sup>th</sup> =50 min./ 6<sup>th</sup> =60 min.)





## Grades

Newton's grading system follows that of Baldwin County Public Schools.

A=90-100      B=80-89      C=70-79  
D=60-69      F=59-0

*Kindergarten will receive a skills checklist.*

In elementary school, the weights are as follows:

Summative Assessments 40%  
Formative Assessments 60%

Please check your child's grades on a regular basis and communicate with your child's teacher as needed. Grades can be checked electronically through PowerSchool with your username and password.

**Agendas:** All JLN Students will be given a student agenda to record assignments and for parent/teacher communication. Please check it daily.

**Promotion/Retention:** Promotion or retention of a student is based on the student's academic performance. Students may be retained when criteria for academics or attendance is not met. The decision to promote or retain is a professional one and ultimately the responsibility of the school educators with parental input taken into consideration.

**Change of Address-Phone Numbers-Emergency Contacts:** It is important that you inform the office **immediately** if your home address, phone numbers or emergency contact numbers change. We must be able to reach guardians when needed. \* **There should be a minimum of 4 emergency contacts with phone numbers on file.**

I'm moving!



Only students living in the Newton School District are eligible to attend Newton School unless the building principal has approved a variance. Approvals will only be valid for one school year and are based on several factors including class size.

**Students and the Media – Public Notice:** J. Larry Newton has a very active Facebook page, and we love showcasing our students. Representatives of the Baldwin County Public Schools and sometimes news media seek access to school. These visits may involve filming, taping and interviewing students. If you object to your child being filmed, photographed, taped, or interviewed, you must notify the principal 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. Please be sure to like the page. The link is below.

<https://www.facebook.com/JLarryNewtonSchool>

**Birthdays:** The school is providing an opportunity for parents to purchase a Special Birthday Ice Cream Package for the entire class this year. The birthday package will include birthday cake icecream and a birthday pencil which will be delivered during the snack time or at a time set by the teacher. Outside birthday foods and other items are not allowed to be brought or delivered to school. This includes flowers,

balloons, gifts, etc. Birthday party invitations may be distributed at school only if everyone in the class receives an invitation or if all boys/all girls receive an invitation.



*Please see the special birthday order form on the following page.*

# JL Newton Elementary School

2022-2023



## BIRTHDAY CELEBRATIONS

We realize that many students like to share their special day by providing treats to share with classmates. We will offer a special Blue Bunny Birthday Bar package which can be purchased and delivered by office staff to birthday students during their designated class snack time.

If you would like to purchase the Birthday Package, please complete the order form and send to the office at least one week (preferably two) prior to your child's birthday so inventory can be checked. If the birth date falls on the weekend or during a conflict, treats will be delivered on another day that week. Orders should be turned in to the front office.

**Grades PK-6    Birthday Bars (Ice Cream Sandwich)                      \$25 package**

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Happy Birthday!

Birthday Celebrations

Student \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

My child's birthday is \_\_\_\_\_, \_\_\_\_\_.

Day of Week                      Month                      Day

**Discipline:** An orderly school environment and student discipline is extremely important to the local school program and vital to the development of citizenship. Please see the BCPS Student Handbook for additional discipline policies and procedures. Please note that alternatives to out-of-school suspension will be assigned whenever possible. Please notify your child’s teacher or school counselor if there are discipline concerns.

Riding the bus is a privilege. Students are expected to follow all safety rules during transport and while loading and departing. Students not following procedures may be suspended from the bus.



## EMERGENCY PROCEDURES

**Fire, Severe Weather, Lockdown:** In case of fire, severe weather or lockdown, an alarm or announcement will sound alerting appropriate procedures. An evacuation plan is posted in each classroom. Students will remain in position until an “all clear” is given. Teachers will instruct children regarding specific procedures. Practice drills will take place throughout the year. Parents will not be allowed to enter campus or check out students until after clearance has been given.

**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 or require chaperones. Chaperones are typically limited in number and may include parents/guardians, or grandparents of students. However, school chaperones are expected to assist the teacher with supervision of students including during transportation and may be assigned to assist with student groups. Siblings are not allowed to attend fieldtrips. Field trips are designed and planned for school-age students in a particular class or group. **Students must ride the bus to the trip location and back to school.** Students who receive disciplinary referrals may not be allowed to participate or a parent may be required to attend with the student. This will be subject to the principal’s discretion. **When returning from a field trip, students should remain at school unless administration approval has been communicated.**

## Parent Teacher Organization (PTO):

J. Larry Newton is fortunate to have an outstanding, supportive PTO. The PTO board works with administration and families to provide resources to teachers and students. In order to make this possible, several fundraisers and events occur during the year. This year our PTO will be sharing with you some of the many activities they have planned for our school as there is always an opportunity to serve or to volunteer. We invite and encourage you to join Newton’s PTO and work with us to make Newton Elementary what we already know it to be...the best school in Baldwin County!





Name	Position
Savannah Hannon	President
Tricia Gunnells	Fundraising
Mandy Bruns	Fundraising
Breana Duncan	Secretary
Nancy Harshberger	Treasurer
Erica Pharr	Special Events
Rachel Smith	Teacher Grants
Carrie McLemore	Community Liaison
TBD	Membership
TBD	Spring into Art



## Jamari Terrell Williams Student Bullying Policy

### Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited

The Baldwin County Public School System 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.

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.

### Section 2: Definitions

In this policy, these terms shall have the following meanings:

- a. *Bullying* means 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* means 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* means 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* means 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 has the ability to carry out the threat.
- e. *Threat of violence* means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. *Intimidation* means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- g. *Student* as used in this policy means a person who is enrolled in the Baldwin County Public School System.

### **Section 3: 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:
  - The student's race;
  - The student's sex;
  - The student's religion;
  - The student's national origin;
  - The student's disability;
  - The student's marital status;
  - The student's sexual orientation; or
  - The student's gender identity.

### **Section 4: Consequences for Violations**

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



## **Section 5: Reporting, Investigating, and Complaint Resolution Procedures**

- a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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 is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- b. Upon receipt of the complaint, the principal or the principal's designee will 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 a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may 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.
- c. 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 may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Student Code of Conduct.

## **Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.