

Bus Riders: Students who live in the Magnolia 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. **Due to limited seating on buses, students may not ride home on a bus other than their assigned bus.** The school bus operates on a definite schedule and cannot wait for tardy students.

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

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 immediately, and 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 7:45 am. The first bell rings at 7:45 am, and students should be present and ready for instruction. Carline ends at 7:50. Students cannot be dropped off in carline after 7:50. Students arriving after 7:50 am, will need to be accompanied by the parent to the front office to check in their student. Be ready to show your Personal ID (Driver's License) at the door.

IMPORTANT

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.

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. Please provide documentation upon return. 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. Unless a child brings a doctor's excuse or parent note, all check-out will automatically be unexcused.

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. **Changes in dismissal cannot be taken over the telephone, text, or emails.** 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.

Homeroom: 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.

Volunteers: Magnolia 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 Magnolia 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. ALL visitors must have an appointment or been asked on campus by a staff member. **ALL** visitors should be prepared to show their Personal ID at the front door and state their purpose for entering our school. 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. 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) 965-6200. 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 year! This is an easy, quick way to correspond back and forth.

Uniform Policy: Please see below the BCPS Student Uniform Policy. In addition to the white and navy polo, MES students will be allowed to wear gold/yellow polo shirts, Magnolia Spirit shirts (prior also), Club/Activity shirts, and students who participate in extracurricular activities such as youth athletics may wear jerseys/tops on game days. We are pleased to have a uniform closet available for anyone who may need uniforms.

Monday - Friday: Any day of the week, see Uniform Chart below.

*Special Shirts may be added during the year for events or clubs.

Tops	Bottoms	Shoes	Sweatshirts and Sweaters
<i>Navy, Gold/Yellow, or White (Polo, Collared Shirt, or Turtleneck)</i>	<i>Navy, Khaki, or Denim (Pants, Shorts, Jumpers, Capris, Skirts, or Skorts)</i>	<i>Closed toe shoes</i>	<i>Solid (Navy, White, Tan, Gray, Black or Brown)</i>
<i>MES or Lion Spirt T-Shirts (available to purchase online).</i>	<i>No holes, cuts, slits, or overalls Corduroy ok Leggings may be worn under skirts only.</i>	<i>Athletic shoes are recommended. Students will not change shoes for PE.</i>	<i>MES Sweatshirts (available to purchase soon).</i>

Student Health: Magnolia 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 251-965-6200 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 251-965-6200.

Physical Education & Excused Participation: Magnolia Elementary students have 40 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/Recess: Students may bring a drink and healthy snack to eat daily during their 15-minute snack/recess time. This break allows time for students to go to the nourish the body, interact socially with peers, and have movement.

Special Snack Schedule: Parents may send a snack from home. Healthy snacks like fruit, cheese, pretzels, water and juices are preferred. Peanut butter may be prohibited in some classrooms due to extreme allergies. Please pre-arrange special snacks with the teacher in advance. Different grade levels have different routines and procedures for special snacks and holidays.



Because of the increase in food allergies and intolerances, it is recommended that parents provide non-food items for birthday celebrations instead of food items. Magnolia School will not have a snack canteen for the 2023-24 School Year, but we will have ice cream available for purchase periodically on Fridays. We will offer a special birthday ice cream delivery option for your child's birthday. Pre-order one week in advance and we will deliver BIRTHDAY CAKE CONES to your child's class! You also can add their name to be displayed on our sign out front with Happy Birthday Wishes! Payments can be made on the myschoolbooks.com website.

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 of 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.

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.

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 cannot accept deliveries such as 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. If interested, please contact the office to place an order **at least a week before your child's birthday.** Your child's birthday can also be displayed on our School Digital Sign for \$5. Contact the office to schedule that special shout-out for your child. Birthday invitations may be distributed at school only if everyone in

the class receives 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.

Cafeteria: School cafeteria menus, prices, payment, and online lunch applications are available at <https://www.bcbe.org/Page/359>. 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.

Magnolia Lunch Schedule

Lunch is a time for your child to socialize with their friends. Therefore, lunch with students will be limited to specific grade levels on Fridays of designated months. Parents are also invited to eat lunch with their child on the student's birthday.

Parents/Guardians may eat lunch with students as follows:

- Fridays in September - 6th Grade Only
- Fridays in October - 5th Grade Only
- Fridays in November and December - 4th Grade Only
- Fridays in January - 3rd Grade Only
- Fridays in February - 2nd Grade Only
- Fridays in March - 1st Grade Only
- Fridays in April – Kindergarten Only
- Fridays in May - Pre-K Only

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. Below are Magnolia Elementary's School-wide expectations that support BCBE Student Code of Conduct.

MES School-wide Expectations

Arrival/Dismissal	Hallway
<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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.
Classroom	Restroom
<ul style="list-style-type: none"> ▪ Be on time and prepared for the day. ▪ Engage in planned activities and learning. ▪ Encourage yourself and classmates to make good choices. ▪ Stay-on task. ▪ Listen and follow directions of teacher. 	<ul style="list-style-type: none"> ▪ Quiet restrooms. ▪ Use restroom time wisely. ▪ Clean up after yourself. ▪ Appropriate use of facilities. ▪ Respect other's privacy.
Picnic Tables/Outside Snack	Cafeteria
<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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 candy, and snacks for later.
Assemblies/Field Trips	Bus
<ul style="list-style-type: none"> ▪ 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 MES in a positive manner. 	<ul style="list-style-type: none"> ▪ 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.E.	Carline
<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ Walk quickly and quietly to the gym. ▪ Speak quietly and respectfully. ▪ Look for your car. ▪ Keep hands and feet to yourself. ▪ Listen and follow directions of staff on duty.

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. 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.

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

Field Trips and Activities:

Field trips serve as an invaluable learning experience and provide much enrichment to our program. You will always be notified in advance of the date a trip will be taken, the cost of the trip and the deadline for payment. Often this deadline is several weeks before the actual date of the trip because reservations and payments are necessary.

- The permission form and money must be sent in by the deadline in order for your child to participate.
- All parents who accompany a field trip must be an official chaperon and agree to all the Chaperone Guidelines.
- Chaperones must be a guardian of the student and younger siblings are not permitted to attend field trips
- Students may not check out from a field trip off campus except in case of emergency or approval by administration.
- Magnolia's school wide discipline guidelines are in place while on field trips.

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 statuses, 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.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points earned 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 home 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 the Gifted Education Program Teacher at your child's school or Dr. Kathy Nichol, Instructional Support Supervisor at 972-6858.

Response to Instruction Procedures (RTI)

RTI meetings are held monthly at Magnolia Elementary School. When a student is placed in RTI, an email is generated to the parents to notify them that their child has been placed in RTI. Parents are invited to attend all RTI meetings and will receive monthly updates on the progress of their child through their email that is on file with the school.

Sign and Return

Handbook: It is important to keep this handbook for reference in the future.

The Baldwin County Public Schools Student Handbook contains valuable information for you and your child. Log onto <https://www.bcbe.org/handbook> to access the 2023-2024 Student Handbook, to download, read and review it with your child. The Spanish version can be accessed at: www.bcbe.org/sp_handbook. You are required to review the Magnolia Elementary and BCBE Student Handbooks in order to be eligible for registration.

You and your child are responsible for knowing the contents of the student handbooks and adhering to the policies, procedures, rules, and regulations contained therein.

A copy of the Baldwin County Board of Education Policy Manual is available online at <https://www.bcbe.org/manual> and is available upon request for public viewing at each school office. Please, sign below and return this page to the student's homeroom teacher. Each child must have this signed page on file.

We, the parents or guardians, have read the Magnolia Elementary School Handbook and the BCBE Student Handbook and discussed the importance of following school/school system rules with our child.

Parent/Guardian Signature

Student Signature

Teacher Signature