

Foley Elementary School

450 North Cedar Street, Foley, AL 36535

Phone 251.943.8861 | Fax 251.943.1732

Dear Parents,

Welcome to Foley Elementary School and a new school year! This handbook is designed to answer potential questions you may have about our school. If you do not find all of the information you are seeking, please do not hesitate to contact our office at the above number.

At Foley Elementary School, we believe that you, the parent, are an essential part of your child's educational process. Become involved through our PTO, as a room parent, or as a volunteer. Thank you for entrusting your child with us. We look forward to working with you and watching your child as he/she learns, grows, and develops throughout the school year!

Sincerely,

Dr. Michelle Moore, Principal

Mrs. Torrey Berry, Assistant Principal

Ms. Angie Beard, Assistant Principal

and Foley Elementary School Faculty and Staff

Foley Elementary School

Where Lions Roar with Pride!

School Policies

Purpose:

The purpose of this student handbook is to familiarize the students and parents of Foley Elementary School with the total school program. The policies in this handbook apply to all students enrolled in Foley Elementary School, with NO exceptions. The Foley Elementary School handbook is to reinforce and supplement the policies set forth in the *Baldwin County Code of Student Conduct*. Each school maintains a copy of the Board Policy Manual, which is available for public review. The Board Policy Manual is also available online at www.bcbe.org. Copies of particular policies will also be made available upon request.

School Mission:

The mission of Foley Elementary School is to prepare students for real world challenges by using best educational practices in a safe, engaging, and caring environment. Your support is vital to the success of our mission.

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.

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.

**When requesting this information, send your written request to
Dr. Michelle Moore, Principal Foley Elementary School
450 North Cedar Street, Foley, Alabama 36535 to
Ms. Ashley Clolinger, Federal Programs Coordinator,
1091 "B" Avenue, Loxley, Alabama 36551**

Our school has a Continuous Improvement Plan in place to help structure a learning environment for all students attending our school. It may be viewed in the school library or on our website at www.foleyelementary.com. We welcome your input and value your opinions and suggestions.

Registration Requirements:

All students enrolled in the Baldwin County School System must live with a legal custodial parent/guardian who resides within the school district. Students attending Foley Elementary School are required to live within the zoned area. Extenuating circumstances must be approved by the principal and/or superintendent. The parent must secure a zone variance form from the Superintendent. *Due to the number of students counted in the census in each district/zone of the county, resources (teachers, paraprofessionals, buses, administrators, books, and supplies) are provided to accommodate only those students who reside in that district/ zone. For this reason, variances are not given lightly. There must be a case of extreme hardship for one to be granted.*

Children must be enrolled using their full legal name. All students enrolling in the Baldwin County School System shall provide the following information:

- Certified Birth Certificate
- Valid Social Security Card
- Proof of Immunization (Blue Card)
- Proof of Custody when warranted (see definitions below)
- 2 Proofs of Residence: (examples below, but not limited to)
 - Copy of lease or mortgage agreement

- Copy of current utility bills in a parent's name (power, gas, water, telephone, etc.)
- Property Tax Notice

Parents must bring the original documents for the school to copy.

Legal Custody Definitions:

Only the parent, legal guardian, or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s)' of record right to have knowledge of and participate in the child's schooling. We do not accept custody papers that have only been notarized. When a parent/guardian enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the child's guardianship and of any previous placement or expulsion at any school. The principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on either parent's rights. Students may not be enrolled or withdrawn from school by anyone other than the legal custodial parent or guardian.

AGE OF ADMISSION:

Children entering kindergarten must be five-years-old on or before September 1st.

The School Day:

The school day begins at 7:45 a.m. and ends at approximately 2:45 p.m. ALL students should be in their classrooms at 7:45 a.m. Students are late at 7:55 a.m.

An adult must sign a child in after 7:55 a.m.

Car riders should not arrive at school before 7:20 a.m. as adults are not on duty to supervise students. Students who arrive after 7:20 a.m. will go to a designated location until dismissed to go to their classroom. After arriving at school, students are NOT allowed to leave the campus unless he/she has been checked-out at the school office by an authorized adult.

Before School Care:

Before school care is available for FREE for all K-4th Graders. If you would like for your child to participate in before school care, please register your child. Admission is based on availability. Before school care is available from 6:45 a.m. -7:15 a.m. daily.

Attendance:

Regular attendance is very important and expected from all students. Your child is required to attend school unless physically unable to do so. Students must attend 51% of the day to be counted present for the day. If a student misses more than half of the school day, a full absence will be accumulated. WHEN POSSIBLE, SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AFTER SCHOOL HOURS. **Check-ins and check-outs will affect perfect attendance.** Perfect attendance is only awarded to students on Awards Day when the student has no check-ins or check-outs and no absences. Students with check-ins and check-outs will not have perfect attendance. Students cannot check-out after 2:15 p.m. as we are preparing students for dismissal.

Absences:

Students in grades K-8 schools may not exceed nine (9) unexcused absences per year. A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed four (4) days. The student may be retained if unexcused absences exceed nine (9) unexcused days per year. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences. Petition for review by the Attendance Committee may be filled-out at any time after notification, but in any event, no later than 30 calendar days after the final day of the semester. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

Parents and/or guardians must provide to the child's teacher an explanation of each absence within **three (3) days** after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each absence will be recorded as unexcused or truant. **Students are only allowed 9 "parent" notes over the course of being in school. Upon the 10th day of being absent, a doctor's note is required to be excused. The County holds the right to deny promotion to the next grade after a total of 10 absences in a year.**

If a student does not bring a written excuse within 3 days, or if the reason for being absent is not valid, the absence will be coded as unexcused, and **the student will**

NOT be allowed to make-up the work that was missed. It is the parent or guardian's responsibility to turn in the excuse to the office.

Truancy:

The Alabama Compulsory School Attendance Law (Sec. 16-28-3) requires children between the ages of six (6) and seventeen (17) to enroll and attend school. Additionally, Section 16-28-12 of the Code of Alabama, as amended May 17, 1993, requires that any parent/guardian who enrolls a student in school will be responsible for the child's regular attendance and proper conduct.

Please be advised of the attendance requirements as set forth in the Early Warning Truancy Prevention Program, which has been implemented in Baldwin County schools since the 1989-90 school year. The program was recommended by the State Department of Education and the Administrative Office of the Courts and has been approved by the Baldwin County Board of Education and the Juvenile Court. Pursuant to Section 16- 28-12 of the Code of Alabama, all students - grades Pre-K-12 are subject to the provisions of this program.

Schools shall follow the following protocol when absences occur:

1. First Truancy/unexcused absence (warning)

(i) Parent/guardian shall be notified by the school principal or designee that the student was truant and the date of the truancy. (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. Second Truancy/unexcused absence (written notification)

Parents will be sent a letter from the school notifying them of actions that will be taken by the school and courts should trancies continue.

3. Third Truancy/unexcused absence (school conference)

Parents will participate in a truancy intervention conference at the school with the school principal and/or designee (counselor, social worker, lead teacher, etc..). The school files a truancy report with the County Attendance Officer.

4. Fourth Truancy/unexcused absence (district level intervention)

The County Attendance Office will notify parents or legal guardians of legal

actions related to non-attendance.

5. Fifth Truancy/unexcused absence –(referral to Early Warning Truancy Prevention Program) (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.

55 (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. (iii) Failure to appear at the school conference and/or to appear at the early warning program may result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

6. No earlier than seventh unexcused absence.

(i) File complaint/petition against the child and/or parent/guardian, if appropriate.

Early Warning Program:

1. Purpose: The Early Warning Program is a school /community-based program to assist public school personnel, parents, and law enforcement personnel in providing for early intervention for children and youth who are truant or in danger of becoming truant. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excusable.

2. Description: The Early Warning Program is a cooperative effort involving the Baldwin County Board of Education; Juvenile Court Services; and Community Agencies.

3. Procedure: Parents will be notified in writing of the date they are scheduled to attend the Early Warning Program. Per State Department guidelines, participation in the Early Warning Program is required.

4. Truancies after Referral to Early Warning: Non-attendance of the Early Warning Program and/or subsequent truancies may result in a truancy petition (against student) or a contributing to truancy petition (against parent/guardian) to be filed with the Baldwin County Juvenile Court.

TENTH ABSENCE CODED EXCUSED:

Students who accumulate ten excused absences may also be required to attend the Early Warning Truancy Prevention Program. This action will require approval of the principal.

Tardiness/Check-in:

Students who are not in their classrooms by 7:55 a.m. **MUST** be checked in at the school office and receive a pass to enter class. It is necessary for an adult to accompany the child to the office and fill out the information needed to check-in. **Students are NOT ALLOWED to sign themselves in. Students will be checked in by the registrar, counselor, or an administrator.** If the student has a valid doctor's excuse, they will be considered excused for late arrival. Otherwise, the student will be considered as an unexcused tardy.

Check-Out:

Checking out students during the school day is discouraged. Parents are encouraged to make medical and dental appointments after school whenever possible. Only the parent, guardian, or other previously designated person may check-out a student. Individuals may be added or removed from the emergency contact list by providing a written statement signed by the parent or guardian. The principal may make exceptions for emergencies. Students may be checked-out when the appropriate adult comes to the office and completes the required information on the check-out sheet. The reason for checking-out the student should be noted. A doctor's excuse for check-outs is required in order to code the check-out excused. Otherwise, the check-out will be coded as unexcused. When a student is checked-in or out of school without a reason noted, it will be coded as unexcused. Students are not allowed to be checked-out after 2:15 p.m. as we are preparing students for dismissal.

Make-Up Work and Tests:

Students who are absent for excused reasons, will be provided an opportunity to make-up all missed assignments and tests. Students will **NOT** be expected to make-up a test the day they return to school if any new material was covered during their absence. Students absent for one day may get make-up work from their teacher upon returning to school. Students absent for more than 2 days may call the school office and request all missed assignments. Please, call the school office before 10:00 a. m. in order to allow the teacher enough time to gather assignments and materials. Make-up assignments will be available at the school office after 1:00 p. m.

Illness or Injuries:

If a child becomes ill or injured, a parent, guardian, or approved contact will be contacted immediately. Emergency telephone numbers are needed for this purpose. Please, notify the school office, in writing, if any contact numbers change after the start of the school year. **This is VERY IMPORTANT! Note: It is the parent's responsibility to provide the school with their correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.**

Medications:

Medications, both prescriptions and over the counter, may not be given by school personnel unless it is accompanied by written instructions which specifically state the dosage and time to be administered and signed by a parent or physician. Medication forms are available for this in the school office and on the school website. A student taking medication at school must have this form completed. If possible, the parent or guardian should give all medications either before or after school.

1. All medication (prescription or non-prescription) to be given at school requires written authorization of the parent and/or guardian. Medication consent forms are available from the school or may be found at bcbe.org. Each medication given and each change in medication requires a new form.
2. School personnel are not allowed to keep bulk medications or take phone requests from parents/guardians. Only medication brought to school by the parents/guardians can be given.
3. All medication must be brought to school in original containers with a complete pharmacy label and/or manufacturer's label and an additional label with the child's name and dosage instructions. The medication form for over-the-counter medicine must be specific as to what the medicine is for—headache, arm pain, etc.
4. Each prescription medication must have a form signed by the physician and must be brought to school by a parent/guardian and given to the school nurse or trained designee. The physician signed form must accompany the prescription medication. Any medicine brought to school without the form signed by the physician will not be given until the form is received.
5. If a child has a medical condition that requires medication to be administered under emergency conditions, such as asthma, allergies, diabetes, high blood pressure, etc., the parents/guardians must provide

the medication (Benadryl, Epi-Pen, Glucagon, etc.,) along with a “School Medication Prescriber/Parent Authorization” form signed by the physician.

The above regulations cover all prescription and non-prescription drugs, including but not limited to, Tylenol, Aspirin, Neosporin, etc. A copy of this regulation is provided to the parents/guardians upon request for administration of the medication in school.

Wet or Soiled Clothing:

Administration and health care staff of Foley Elementary School require a parent, or other adult whose name you list on the registration form, to come to the school to change and clean your child in case of an accident where he/she is unable to clean him/herself. Wet or soiled clothing will not be removed by staff; however, we will provide students with sanitary wipes and an area to clean themselves and put on clean clothes brought from home. These guidelines are intended to support the safety and privacy of your child.

Head Lice:

Parents are required to immediately come to school and get a child found to have active head lice. Parents should regularly examine their child for evidence of head lice or nits. Children with live bugs are not allowed to attend school. A student will be sent home with instructions as to proper treatment when nits or lice are found. The student may return at any time on the same day to be re-checked, but will not be allowed to return to class until proof of treatment is provided to the school.

This condition is easily transmitted from one child to another, but it is also easily treated. **After treating your child for head lice, a parent or guardian must bring their child to school to be examined by the school nurse. All nits and lice must be removed from the child’s hair before the nurse will allow a child to return to the classroom.**

Too Sick for School:

As a parent, there are undoubtedly times when you are unsure whether your child should go to school. You need to weigh what he or she will miss and any disruptions of your plans for the day with your child’s diminishing ability to learn and potential for transmitting germs to others. You must also decide when to seek medical care. As a whole, school-aged children and youth are a healthy, robust group. A student can expect to get 2 to 9 colds a year. Excluding routine doctor

appointments, infectious diseases account for 40% of all visits by children and youth to a doctor. The most common childhood infections seen by pediatricians are repeated tonsillitis, pneumonia, frequent diarrhea or colitis, bladder or urinary infections, and mononucleosis. These alone count for millions of lost school days and doctor's visits each year. Below is a guide for when to seek immediate care and when to keep your child home from school.

- ❖ Temperature over 100.5F
- ❖ Vomiting that persists more than 1 day
- ❖ Diarrhea that last more than 1 day with cramping
- ❖ Blister-like lesions, especially if they develop crusted sores with irregular outlines
- ❖ Swelling of glands in front and below ears and/ or tenderness of the glands in the mouth
- ❖ Coughing that is repeated and violent, that lasts for weeks and is often accompanied by thick mucus and vomiting after cough
- ❖ Neck stiffness
- ❖ Skin rash with fluid bumps or that spreads from the face area to the trunk and limbs
- ❖ White spots inside the mouth or back of the throat
- ❖ A sore throat in which swallowing hurts
- ❖ Yellowing of the skin and whites of the eyes

Resources:

"Too Sick for School"

Baldwin County Public School Website

www.bcbe.org

Before School Care and Extended Day:

Before School Care and Extended Day hours of operation are from 6:45 a.m. – 7:15 a.m. 3:15 p.m. - 6:00 p.m. Registration forms are available in the school office. Students must have **proof of insurance**. Money is NOT collected in the office for Extended Day. This will be paid upon pick up. This is not a drop-in service. Days of attendance must be provided the week prior to attendance. There is a two-week waiting period to process registration paperwork with the Baldwin County Central Office.

Field Trips:

Any student taking a field trip under sponsorship of the school must furnish written permission from his/her parent/guardian on a form furnished by the school. Please, read all materials that come home and respond in a timely manner to requests for Field Trip attendance. Attending field trips is a privilege. Students with unacceptable behavior will not be allowed to attend field trips. These students will remain at school with another teacher. Students who do not follow school and bus rules while attending field trips will not be allowed to attend future field trips.

Chaperones:

Parents, grandparents, and guardians are often asked to attend field trips to help monitor student safety. Safety is the PRIMARY concern for all adults; therefore, when committing to chaperone with a classroom, parents will be required to be with the group, take control of a set of students, ride with the group and follow all school rules (i.e., no smoking, no inappropriate dress, and no children other than those in the classroom are allowed to attend the field trip.) Chaperones must have permission from a **school administrator or the** classroom teacher to attend the trip.

THE "RED FOLDER"

Each day your child will receive a daily grade for conduct and a report on his/her study habits. Students in grades K-4 will receive a Red Folder. These are the best ways teachers can communicate with you regarding your child's classroom behavior and academic progress. Please review and sign these documents each night.

Behavior is graded in the following areas: ***Classroom, Restroom, Cafeteria, Entrance/Dismissal, Hallway, and Playground.***

When a student is referred to the office, the Baldwin County Board Policy regarding discipline will be followed. The student must also attend Behavioral Intervention.

Promotion and Retention:

The student's teacher(s) along with school administrators determine the promotion of a student from one grade to the next based on the student's achievement level in each subject, conduct, and attendance. Action is taken at the end of the first semester to inform parents if their child is not working at their assigned grade level.

A student may be retained if he/she fails more than one subject or due to excessive absenteeism.

Withdrawals:

Parents who plan to withdraw a child from school should notify the school office as soon as possible. This will allow the school office, the teacher, librarian, and lunchroom staff to make arrangements to withdraw your child. All indebtedness must be cleared before withdrawing students. All textbooks, library books, and other items belonging to FES, should be returned before a child withdraws. Records will not be released to another school until all school materials have been returned. Only parent or guardians are allowed to withdraw a student.

Change of Transportation:

A written note, signed by a parent or guardian, is required to change a student's method of afternoon transportation. It is important to arrange transportation before your child leaves for school each morning. **We CANNOT arrange a change of afternoon transportation over the telephone! Students may NOT verbally tell teachers how they are to get home. Only one way of afternoon dismissal is allowed. Students may not be dropped off at a residence that is not their primary residence without permission from an administrator.**

Visitors:

All persons who come to school, for any reason, must first come to the school office to sign-in and receive a Visitor's Pass. Visitors may NOT go to the classrooms without permission from the principal or school personnel. Bypassing the school office and going to a classroom is prohibited. The safety of students is always first. Visitors are not allowed to interrupt class time. **Before entering the school building, a visitor must present an Id and state the reason for the visit.**

Items Delivered to School:

In order to provide a learning environment that is relatively free of interruptions, deliveries of flowers, balloons, or etc... to our students is prohibited.

Conferences:

Parents are encouraged to visit the school to confer with teachers and administrators. Appointments for conferences should be made by calling the school office at 251-943-8861 or emailing your child's teacher. Conferences cannot be scheduled during instructional time. Arrangements should be made with the teacher to discuss concerns about student's grade, work, or behavior before

contacting the principal or BCBE. If you need to discuss a concern with an administrator, please call the school office for an appointment.

Grading:

Grades are determined on the following basis:

A=90-100	S=Satisfactory
B=80-89	N=Needs Improvement
C=70-79	U=Unsatisfactory
D=60-69	G=Good
F=59 or below	

Report Cards are issued every 9-weeks and must be taken home to be signed by a parent or guardian. Report Cards should be returned to school the following day. Student's work and tests will be sent home as scheduled by your child's teacher. Student Progress Reports will be sent home at the midpoint of each 9-weeks. Progress Reports should be signed and returned to school the following day.

Lost and Found:

Found items (coats, lunchboxes, clothing) are kept in the "Lost and Found" location until the end of each semester. All unclaimed items are given to a charitable organization at the end of each **quarter**. Parents are encouraged to check the "Lost and Found" for items on a regular basis. Foley Elementary School cannot be held responsible for lost items. Students are responsible for all of their personal items.

Lunch and Breakfast:

The school lunch program consists of four components: meat or meat substitute, vegetables or fruit combinations, bread or bread alternate, and milk. Students are allowed to choose the items they want from the serving line. The students must take three of the five items offered. Monthly menus will be sent home and can be found on the BCBE website.

Students may eat breakfast at school daily. Students who wish to eat breakfast must be in the cafeteria at 7:40 a. m. We encourage all students to participate in the school breakfast and lunch program.

Students are not allowed to have carbonated beverages in cans, bottles, or in a thermos. If a child brings fast food, please place it in a plain bag to avoid undue attention. Soft drinks are not allowed in the lunchroom by students, parents, or

visitors. Fast food should not be dropped off at the school office for a child's lunch unless it has been removed from the fast food containers. Federal CNP guidelines prohibit fast food item advertisements in the lunchroom. Students may not bring treats for everyone in his/her classroom to eat in the lunchroom. This includes cupcakes for birthdays or treats during the holidays. These items are to be served during scheduled snack times.

Parents are allowed to eat lunch with their child during their regular lunch period each day. We ask that parents DO NOT visit the lunchroom the first two weeks of the school year. This will allow the students, teachers, and lunchroom staff to develop a daily routine without interruption. Each parent is required to sign-in at the school office and receive a Visitor's Pass before entering the lunchroom or any other part of the school building.

All parents are encouraged to complete a form for Free or Reduced meals the first week of the school year. These forms will be sent home with all students or may also be submitted on-line. For families choosing to apply, Child Nutrition Program now requires only one free/reduced meal form per family or household instead of one form per child. These forms are available in the school office, classroom, lunchroom, and on the school system website. Each child has a computerized lunch account and only the teacher and lunchroom staff are aware of which students receive free or reduced priced meals. For student convenience, lunch money should be paid every Monday. Please, place checks and cash in an envelope and label it with the student's name, teacher's name, and lunch money on the outside of the envelope. We encourage lunches to be pre-paid by depositing money in your child's account on a weekly or monthly basis. Please, add money to your child's account on a regular basis to avoid your child running out of lunch money. You may deposit money in your child's *My School Bucks* account online.

BREAKFAST & LUNCH PRICES

Breakfast:

Paid Students Pre-K-12: \$1.75

Reduced Students Pre-K-12: \$0.30

Adult/Children Visitors: \$2.25

Board of Education Employees: \$2.00

Lunch:

Paid Students Pre-K-12: \$2.75

Reduced Students Pre-K-12: \$0.40
Adult/Children Visitors: \$4.00
Board of Education Employees: \$3.50

Extra servings cannot be charged. Students with money in their accounts are allowed to purchase extra food items. If you do NOT want your child to purchase extra food items, it is important to discuss this with your child and your child's teacher. **Students cannot be refused food if the child asks. Parents are required to pay for meals.**

The Baldwin County Child Nutrition Program is committed to taking advantage of the opportunity during a child's developmental years to promote and influence healthy food choices through school meals.

CHILD NUTRITION PROGRAM OFFER VS. SERVE (BOE POLICY #968)

The Child Nutrition Program offers lunch to all children in Baldwin County Public Schools and breakfast at select schools. Offer versus Serve (OVS) is system for reimbursable meals that allows students to decline a certain number of food items in the meal in order to reduce waste. Only senior high schools are federally required to have OVS for lunch and breakfast. To date, the practice for Baldwin County Public Schools has been to require Grades 4 – 12 to implement OVS. For lunch, students may decline 2 of the 5 food items offered and still be considered a reimbursable lunch. For breakfast, students may decline 1 of the 4 food items offered and still be considered a reimbursable breakfast. A reimbursable meal consists of 3 different food components and meets nutrient and portion size standards. Reimbursable meal prices are the same regardless if students decline items as long as a reimbursable meal is served. Students can choose to take all 5 meal components.

For lunch, the food items students choose from are:

- ✓ Meat or Meat Alternate
- ✓ Fruit or vegetable
- ✓ Bread/Grain
- ✓ Milk

For breakfast, the food items students can choose from are:

- ✓ Meat or Meat Alternate
- ✓ Bread/Grain
- ✓ Fruit/Juice
- ✓ Milk

Offer vs. Serve will apply to all grades, Pre-K through 12 for breakfast and lunch. This will allow children to leave unwanted food items off the tray and will significantly reduce waste. Under this policy, children in all grades can decline milk as one of the food items. If children do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged. School staff cannot make exceptions to the policy, such as requiring that every child take milk. CNP managers and staff will be trained on OVS by CNP Central Office Staff prior to the beginning of each school year.

Lunchroom:

Students are expected to display appropriate behavior while in the lunchroom. The appropriate behavior includes using good manners, general cleanliness, and following all lunchroom rules while in the lunchroom. Students should always follow the lunchroom rules listed below:

- Remain seated until the teacher dismisses you to throw away your tray.
- Always walk in the lunchroom.
- Talk in a quiet voice at all times.
- Do not give away or swap food.
- Do not save seats for other students.
- Once you are seated, do not move to another seat.
- When you have finished eating, put all paper and wrappers on your tray. Pick up all paper and food on the floor near your seat.
- Do not carry food or drink items from the lunchroom.
- Students are expected to help clean any messes they make.
- The students in each homeroom who are assigned to clean tables will also pick up any paper left.

Non-Discrimination:

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call toll free 866-632-9992 (Voice). Individuals who are

hearing impaired or have speech disabilities may contact USDA through Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Snack Time:

Snack time is an optional part of the school day when students may purchase a snack or bring one from home to eat. Students must help keep the snack area clean. Snack times are limited to 15 minutes each day.

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 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.

Homework:

Homework assignments are made with the intention of providing positive learning experiences and reinforcement of skills taught in the classroom. **If your child is spending more than 15 minutes per day on homework, please notify the teacher or administrator.**

Textbooks:

Textbooks issued to Baldwin County students are the property of the State of Alabama and the school system. Students have a responsibility for the proper care of textbooks. Proper textbook use and care include the following practices:

- Keep the book clean inside and out.
- Refrain from marking the book.
- Avoid tearing, turning down or damaging pages.
- Refrain from placing the book where it may become soiled or damaged by the weather.
- Use care when applying or removing book covers.

The student and parents/guardians are responsible for any loss, abuse, or damage in excess of that which would result from normal use. Costs for replacement of lost textbooks and/or charges for damage to textbooks will be based on current replacement cost and must be remitted to the school. Misuse of textbooks includes, but is not limited to, the following:

- One or more pages of content missing
- Water damage—cover/pages swollen or molded
- Marked with any kind of pen, pencil, crayon, ink, etc., on the inside or on the outside
- Defaced or marred by cuts, smears, etc.

Discipline:

Students will be disciplined at school when the need arises to correct unacceptable behavior. Teachers establish rules for their classroom based upon the specific needs of their class. Based upon these classroom rules and with established school rules, disciplinary action is taken by the teacher or principal when needed.

Recurring violations or actions that threaten the safety and well-being of others will be referred to the principal. Parents are contacted about disciplinary matters when necessary.

For most disciplinary matters, teachers decide upon the appropriate method of discipline after referring to the Baldwin County Code of Conduct.

A student may be searched if the principal or assistant principals deems it necessary in order to maintain the integrity and safety of the student or school.

A student holding a position of honor in any school organization or classroom may be removed for misconduct or violation of school policy.

Students may be suspended from school if problems of a serious nature occur including fighting.

Following suspension, parents must accompany the student to school and confer with the principal, assistant principals, or counselor for reinstatement. If no

improvement is noted, a due-process hearing may be scheduled to establish further action.

Student Conflict:

Conflicts or fights between two students will be resolved using this guideline: It takes two persons 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. Punishments of other students is never discussed with anyone other than the parent or guardian.

Drugs:

No student shall use or have in their possession any type of drug, narcotic, or alcoholic beverage while on the school grounds or while under the jurisdiction of school activities.

Tobacco:

Tobacco Products (Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education): The use of tobacco products including electronic cigarettes (E-Cigarettes) is prohibited on school property, including buildings, vehicles, and any other property owned by the board of education. No student shall use or have in their possession any type of tobacco while on the school grounds or while under the jurisdiction of school activities.

Teacher Assault (Act 94-794):

A person commits the crime of assault in the second degree (Class C Felony) if the person assaults a teacher or an employee of a public education institution with the intent to cause serious physical injury.

Dangerous Objects/Weapons:

Weapons in Schools (Act 94-817): It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, blackjack, bludgeon, or metal knuckles.

Gun Free Schools Act (GFSA):

When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately:

- The student must be expelled and the expulsion noted on records transferred to any other school.
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
 - Report to law enforcement
 - Contact parents
 - Suspend from school immediately pending investigation
 - Complete an investigation as soon as possible with documented written report(s)
 - Expel student according to LEA policy
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 §16-1-24.3.
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

Bus Transportation:

School bus services are a privilege. Students who do not follow school bus rules may be expelled from the school bus. All students are expected to adhere to the following policies concerning bus transportation:

- Students must meet the bus and **be dropped off in the same place** each morning **and afternoon**.
- Students will not stand in the roadway while waiting for the bus.
- Students will wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Students will avoid unnecessary conversation with the bus driver while the bus is moving.

- Students are expected to help keep the bus clean.
- Students should always look both ways before crossing in front of the bus.
- Students will respect the bus driver and other students at all times.
- Students who do not follow bus rules will be disciplined by the bus driver or referred to the principal or assistant principals. Students may be suspended from the bus for continued discipline issues.

The school bus operates on a definite schedule and cannot wait for tardy students. Parents should make sure their child is ready for the bus at the appropriate time. The bus is considered a moving classroom, and students are under the authority of the bus driver and principal. The bus driver is responsible to the principal for students' behavior; therefore, the following behaviors are prohibited:

- Throwing objects from the bus.
- Exchanging seats while the bus is in motion.
- Chewing gum, eating, or drinking.
- Using tobacco, striking matches, or carrying knives.
- Extending head, arms, or hands from the bus window.
- Defacing or damaging the bus in any way.
- Vulgar talking, shouting, or making loud noises.
- Using the emergency door except in an emergency.
- Leaving the bus at any place other than regular stops, except upon written notice from the office.
- Any other action not in keeping with acceptable standards of conduct.

Parents or guardians of students are 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 again be admitted to bus service.

Students will be assigned seats on the bus if the principal, assistant principals, or bus driver feels it is necessary. Failure to obey these rules will result in transportation privileges being suspended.

In case of a bus emergency, the following should be done by all students:

- Students should remain seated until receiving instruction from the bus driver.

- Students should not touch emergency equipment until instructed to do so by the bus driver.
- Those closest students to the exit should leave first.
- Stay quiet! Listen for instructions.

School Bus Suspension:

School bus suspension is defined as the denial of the privilege of riding a school bus, based on misconduct that transpires when the student is being transported at public expense. This penalty shall be for a specified period of time to be determined by the principal/designee(s). Students will not be re-assigned or allowed to ride another bus during the time of suspension.

When a student is placed on school bus suspension, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent/designee of the reason(s) for suspension and possible disciplinary action for violation. The notification shall include the procedures or actions the student shall take to again become eligible to and/or from school.

Morning Arrival:

Children should NOT arrive at school before 7:20 a.m. There are NO adults on duty to supervise students prior to this time. **If you need to drop your child off before this time, please enroll your child in Before School Care.**

- **Parents are NOT allowed to park and walk his/her child to his/her classroom each morning.** Students may only be dropped off at the designated areas. This is for the safety of all students. We appreciate your cooperation with this.

During morning arrival, students are NOT to enter the building at the back of the school unless the student is on the school bus. Car riders must enter at the front of the school building. Parents are required to get in the car line for student drop off and pick up.

Afternoon Dismissal:

Afternoon dismissal is a very important time because teachers are preparing students for dismissal and attempting to end the school day in a safe and orderly manner. For this reason, please wait inside of your vehicle at the front of the school in the designated loading. Do not come inside or exit your vehicle in order to pick-

up your child for dismissal. A faculty or staff member will lead students to the dismissal area when school is dismissed.

Students must exit or enter a vehicle on the passenger side of the car only. Students are not allowed to walk in front of or behind a vehicle in order to enter a vehicle. This is for safety purposes. See map attached at the end of the handbook

Walkers:

All walkers will not be dismissed until 3:15 p.m. Do not wait for your child on school property while cars are being loaded in the front of the school building. Walkers will walk home. Walkers are not to go to a car to load and then leave the campus.

Physical Education:

Physical education is required and an important part of the school experience. Students must follow the rules listed below during Physical Education:

- Always follow the teacher's directions concerning safety on the playground equipment.
- Fighting and rough play is prohibited at all times.
- Students will not throw rocks, sticks, or other objects on the playground.
- Students must play only in the areas designated by the teacher.
- Students should help keep the play area clean and help take care of all physical education playground equipment by using it properly.
- Comfortable, practical clothing should be worn in order to enhance your child's participation in P. E. Students are encouraged to wear tennis shoes or another practical, comfortable type of play shoes. **Boots, sandals, flip-flops, and shoes with heels are strongly discouraged!**

The teacher has the right to require alternative activities to students dressed improperly for P. E. A written excuse must be submitted signed by a parent or guardian for nonparticipation in P.E. for one or two days. A doctor's excuse must be submitted for 3 or more consecutive days of nonparticipation. Students will be allowed to take reading materials to the playground/gym or sit quietly if unable to participate in P.E. Because this time is the classroom teacher's planning/conference time, remaining in the classroom may not be an option. Students cannot stay in the classroom unless it is cleared with the teacher or

administrator. Even with a doctor's excuse, students may be required to go to the gym and sit with the P. E. teacher.

General Guidelines for Student Behavior:

1. Students are expected to display good manners and be courteous at all times.
2. Students are expected to display respect for all school personnel and other students.
3. Students cannot buy, sell, or trade items at school.
4. Students should not bring toys to school because they tend to be a distraction.
5. The school cannot be responsible for personal items that are lost or stolen at school.
6. Students cannot bring cell phones, tape recorders, radios, handheld video games, or any other electronic device to school.
7. Matches, guns, knives, or other sharp objects are prohibited.
8. Personal hygiene is important. Students should come to school neat and clean each day.
9. Students are responsible for keeping their classroom clean. Time is taken each day for students to clean around their desk and help with general classroom cleanliness.
10. Students are expected to walk in all school buildings and hallways.
11. Students are expected to help keep the restrooms clean by using them properly and by placing paper towels in the waste container.
12. Personal items such as Chap Stick, combs, and brushes are to be used only by the child they belong to.
13. Students may not sit on tables or desktops. Feet should not be placed on the furniture.
14. Students may not chew gum in school.
15. Whistling, shouting, scuffling, fighting, and profanity are prohibited.
16. Students should always be prepared for classroom instruction by completing assignments and by bringing the necessary items to school. This includes, but is not limited to, pencil, paper, and books.
17. Respect the property of others. Damaging or stealing another person's belongings is prohibited.
18. Show respect towards others by keeping hands, feet, and objects to yourself.
19. Carbonated drinks and aerosol can products may cause physical harm and therefore, may not be brought to school.
20. Threats or bullying of any kind will not be tolerated.

Failure to comply with any Baldwin County Board of Education policy or Foley Elementary School rules will result in disciplinary action.

Telephone:

Students will NOT be called to the telephone. Urgent messages will be delivered to the student. Students may only use the telephone with permission from the teacher or principal.

SAFETY DRILLS:

The Baldwin County Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or Run, Hide, Fight drills as described in the school and system safety plans.

Inclement Weather:

Officials with the Baldwin County Board of Education, not local school administrators, make the decision to delay the opening of school, dismiss school early, and/or close school altogether. In the event of threatening weather conditions, please listen to a local radio station regarding possible early dismissal. Parents may also sign-up to receive alerts via cell phone or e-mail. Please, **DO NOT CALL THE SCHOOL** except in an extreme emergency. The school's phone line must be kept open for communication with the Emergency Management Agency and the Baldwin County Board of Education.

School Closing/Delayed Opening/Early Dismissal:

When inclement weather is threatening, you can stay informed by listening to one of the local radio stations for details, or parents may sign-up to receive alerts via cell phone or e-mail. **On delayed opening weather days, Foley Elementary School will not be responsible for any student on campus before official school opening time.**

If your information changes during the school year, it is the parent's responsibility to update the information on the form. It is the responsibility of the parent or guardian to have a plan for their child, complete a written Inclement Weather Form for the homeroom teacher, and inform the child of the plan in case of early dismissal. Using the telephone cannot be part of your early dismissal plan.

Classroom Parties:

Classroom parties for special holidays and events may take place at school with the approval of the principal or assistant principals. "Special Snacks" may be requested for celebrations through-out the year. Room parents may be asked to assist with organizing these events.

Birthday Snacks/Invitations:

Students may bring healthy snacks for their classmates on or around their birthday; however, we encourage healthy snacks, pencils, erasers, or etc.... The snack must be shared with every child in the class. The snack will be eaten during the regular snack time and should be pre-approved by the classroom teacher. We do not allow birthday parties to take place at school. Please, do NOT bring carbonated beverages or ice-cream products. Home baked goods are not allowed for birthday special snacks at school due to health regulations and guidelines. These special snacks may NOT be shared during lunch times. Students are discouraged from distributing party invitations at school, but the student may do so as long as every child in the classroom receives an invitation.

Technology:

The use of technology is a vital component of our school's instructional program. The Baldwin County Board of Education has developed an Acceptable Use Policy, which must be signed by the parent for a student to have access to any technology, including the internet. The use of the Baldwin County Schools' technology resources is a privilege, not a right. Each user is expected to abide by the generally accepted rules of network etiquette and provisions in this document. Violations to these provisions, or applicable laws and regulations, may result in the loss of computer services, disciplinary action, appropriate legal action, and/or assessment of the cost of damages to hardware/software.

The following uses of school-provided internet access are not permitted:

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Transmitting obscene, abusive, sexually explicit, or threatening language;
- c. Violating any local, state, or federal statute;
- d. Accessing another individual's materials, information, or files without the permission of the person;
- e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- f. Using passwords other than one's own without written permission of that person;

- g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- h. Using the network for commercial purposes;
- i. Harassing, insulting, or attacking others;
- j. Giving out personal information on-line such as full name, home address, phone number, etc.;
- k. Gaining unauthorized access (“hacking”) to resources or entities;
- l. Invading the privacy of individuals;
- m. Altering the set-up of computers as set by the system administrator;
- n. Using software which has not been assigned or approved by staff;
- o. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teacher, or other appropriate district staff;
- p. Seeking to gain or gaining unauthorized access to information resources or other computing devices; and/or
- q. Accessing chat rooms, and sites selling term papers, book reports and other forms of student coursework.

CELL PHONES/DIGITAL DEVICES:

May not be brought to school. Please, do not bring cell phones to school.

School Website:

Like our school Facebook page and **checkout** the school website often! The school website may be found by going to the **BCBE** website and then clicking on the “Select a School” pull down menu located at the top of the screen and clicking on Foley Elementary School. We encourage you to visit the school website often.

School Dress Code:

Students may wear navy, white, or yellow uniform shirts. Please, read the 2019-2020 updated uniform policy below. Spirit shirts may be worn on Fridays as announced.

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 <http://www.bcbe.org/handbook> to access the 2018-2019 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 **Foley 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 <http://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 parent or guardian, have read the **Foley Elementary School Handbook** and **the BCBE Student Handbook** and discussed the importance of following school/school system rules with our child.

X _____
Parent/Guardian Signature
X _____
Student Signature
X _____
Homeroom Teacher Signature