

MAGNOLIA ELEMENTARY SCHOOL

Parent/Student Handbook

2024-2025



School Administration

PJ Sute
Principal

Dr. Robert Murphy
Assistant Principal

Charity Williams
Assistant Principal

Contact Information

Address: 1 Jaguar Loop
Foley, AL 36535

Phone: 251-965-6200

Website: www.bcbe.org/magnolia

Parents and Students,

It is with great enthusiasm that I welcome you to the 2024-2025 school year! Whether you are new or a returning student, we are excited you will be a part of our Magnolia Elementary School Family.

It is our goal to provide the highest quality of instruction to our students. Our approach to teaching incorporates hands-on, inquiry-based instruction with emphasis on higher-order thinking and student discussions. Students confront problem solving through the use of manipulatives and real-world situations that are meaningful, challenging, and exciting. The love of reading will be emphasized through Open Court using real literature, such as picture books and chapter books, while teaching phonics and reading strategies in whole group and small groups. Reading skills are also taught across the curriculum and emphasized in our history resource, *Social Studies Weekly*. Technology is used daily during instruction. Our classrooms are furnished with Promethean Boards. Our students will use Chromebooks daily for instructional purposes.

Magnolia Elementary is a Title I school and currently serves approximately 900 students. Our Parent Compact, Parent's Right to Know, Parent Involvement Plan will be sent home with your child for you that outline the roles and responsibilities of both school and home. This information is also found on our school website.

We believe that parents play a critical role in the success of our students. You are your child's first and most important advocate and teacher. We value you and want to partner with you to best know how to nurture the whole child. Our partnership is vital in your child's growing process. Please talk with your child's teacher and stay updated with what's happening in the classroom. Your perspective and input, along with the teachers', will be critical in ensuring your child's time at Magnolia Elementary is successful, exciting, and rewarding. Please make sure to read all communications sent by your child's teacher and administration through email, Facebook, and our school website. We truly consider our partnership with our parents not only important, but essential.

We look forward to working with you and watching your child grow.

Sincerely,

A handwritten signature in black ink, appearing to read "PJ Sute". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Magnolia Elementary School
Principal

Magnolia Elementary Handbook

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

Magnolia Elementary School Mission Statement

The mission of Magnolia Elementary School is to empower students, faculty, and the community to find the greatness within themselves.

Magnolia Motto

We Grow Leaders



Baldwin County Public Schools Mission Statement

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

Baldwin County Vision Statement

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



Parent Notification that Magnolia Elementary School is a Title I “Schoolwide” Program

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

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

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

Parent Right-to-Know

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

Curriculum Resources

Reading - Open Court
Math - Envision (Saavas)
Science - Stemscopes
Social Studies - Studies Weekly

General School Information, Policies, and Procedures **Arrival/Dismissal**

7:10	Car Riders unload and report to Cafeteria for breakfast or Classroom
7:15	Buses unload and report to the Cafeteria for breakfast or Classroom
7:45	Breakfast Ends
7:50	Instruction begins; Students should be in class
7:50	Students are late and must report to office
2:50	Dismissal for 1 st Wave Buses
3:00	Dismissal for Car Riders
3:30	Late Pick-up -- Students must be picked-up in Front Office

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

MES Bell Schedule

7:45	1st Bell Class Begins
7:50	2nd Bell Tardy Bell
2:50	1st Wave Bus
2:50	Car Riders
3:00	Walkers
3:15	After-School Care

Morning Arrival and Afternoon Dismissal Procedures

All students in the Magnolia School District are eligible to ride the bus. If you are unable to drop off your child between 7:10 and 7:45 am, or are unable to pick up at 3:00 pm, then please contact the front office for bus transportation information. We also encourage carpooling for those who drive to school.

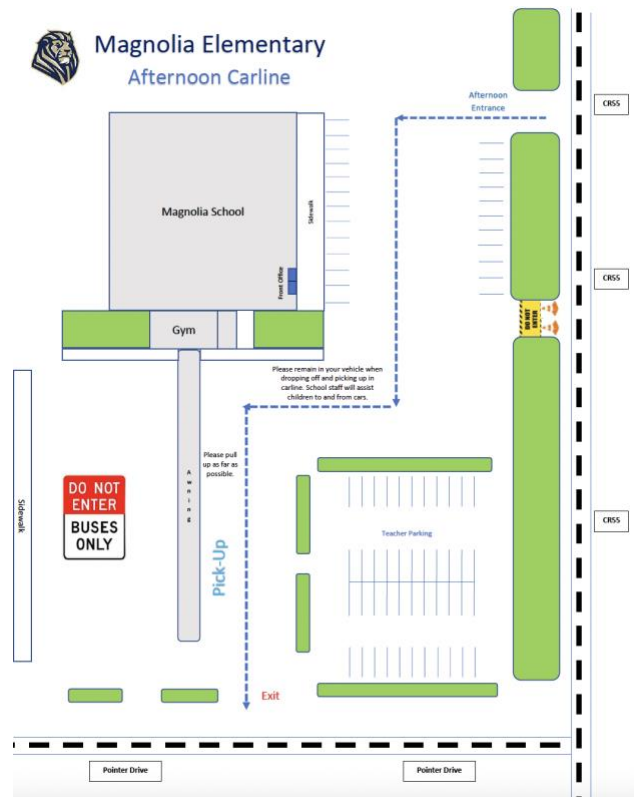
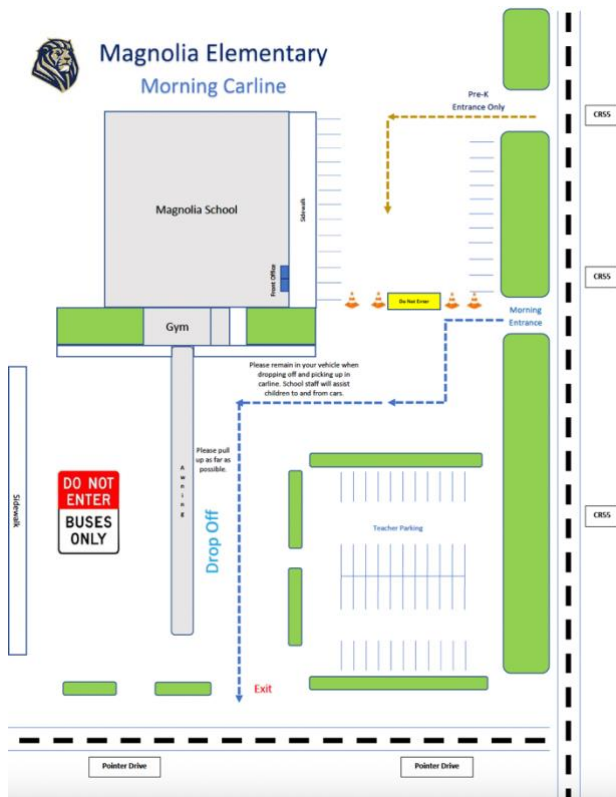
Car Riders: Student safety is our primary concern. All drivers are expected to follow directions of teachers on duty and be respectful towards those assisting and directing traffic. For the safety of our students and duty teachers, drivers should not use cell phones and other electronic devices while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

Morning Car Line

- Car riders should not arrive on campus prior to 7:10 am. Supervision is not available, and doors will remain locked. - **-- DO NOT DROP OFF STUDENTS PRIOR TO 7:10 am.**
- Car riders in grades K-6 will enter car line from CR 55. Drivers will enter through the south entrance at the front of the school following the signs and directions from teachers on duty. Please pull your car up as far forward as possible in a single line in order for multiple cars to unload.
- Students only need to unload where the sidewalk is located at car line.
- Car riders will enter the building through the Gym and report directly to either the cafeteria for breakfast or to the classroom.
- **If students are eating breakfast, they must be in the cafeteria no later than 7:45 am. Students arriving to school after 7:45 will not be able to attend breakfast.**
- **Parents should remain in cars while in carline. Please do not get out of your car in carline.**
- **PRE-K PARENTS:** Pre-K Car line will be at the front entrance of the school. Drop off will be between 7:30 – 7:45 am. **Students must be signed in each day. Please park, come inside the building, and sign in your Pre-K student.** Due to carline traffic, PRE-K Entrance & Exit are the same driveway. Older siblings of Pre-K students can be dropped off in the PreK carline.

Afternoon Car Line

- Afternoon car riders will dismiss at 2:50 pm. **Please use the announce feature on your PikMyKid app to announce your child(ren).**
- Parents/Guardians **MUST** have a **CAR TAG** provided by MES Office in the car window to pick up their child. **If they DO NOT have a CAR TAG, parent/guardian will be directed to the front office to receive one BEFORE being able to pick up their child.** Lost or Additional car tags may be purchased for \$1.00 each.
- **Parents are asked to remain in the vehicle while waiting for students.**
- Students will be seated inside the gym. Once called, students will proceed to the loading zone and directed by staff.
- **Parents/Guardians, please do not exit your car at any time.** Students in booster seats should enter and be seated on the passenger side of the car which allows for driver to reach back and help buckle if needed.
- All car riders should be picked up beginning at 3:00 pm. Bus transportation is available if you are unable to pick up your child by this time.
- **PRE-K PARENTS – Students must be signed-out each day. Please park and come to the gym doors to sign out your Pre-K student.**



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 picture 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. 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. In the event a change in dismissal occurs during the school day please contact the front office. We are unable to make changes to transportation after 2:15.

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.

DRESS CODE POLICY

I. Overview

All Students are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The Board prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a

substantial disruption of, or interference with, normal school operations. The local school principal will be the final authority for determining appropriate dress within the framework of the policies below.

All schools will utilize a dress code. The dress code will consist of guidelines that students must follow to ensure appropriate attire. Appropriate dress and grooming in the school atmosphere can be determined by neatness, cleanliness, safety, appropriate selection of attire, and freedom from distraction of other students and/or the learning process. Any article of clothing or grooming that the principal can reasonably expect to cause a material or substantial disruption of, or interference with, normal school operations can be prohibited.

II. All Schools Dress Code

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

Specific School Dress Code Guidelines

All attire:

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

Tops:

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

Shorts:

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

Dresses:

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

Pants:

- a. Proper fit- no sagging or baggy fit: worn at the waist. (No Pajama Bottoms)
- b. **No** see through or spandex leggings pants.
- c. Pants that are too tight or allow for exposure of undergarments are not permitted.

- d. Leggings, yoga pants, and other tight fitting, spandex or lycra based pants must be worn with an acceptable top that covers the private areas of the body.
- e. Leggings/tights may be worn only under shirts and dresses of appropriate length so that the buttocks and private area are covered.
- f. No holes in jeans in inappropriate areas (length rule); **Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed**, unless there is material beneath the holes.
- g. Sweatpants and warm-up suits will be allowed.

Shoes:

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

Accessories:

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

Exemptions for Schools

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

- a. When noncompliance derives from financial hardship;
- b. When noncompliance derives from the student's particular disability or health condition that requires a departure from the dress code; or
- c. When noncompliance derives from a student's sincerely held religious belief. –

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

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 does not have a snack canteen, 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 checked 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 and payment information are available at <https://www.bcbe.org/Page/24919>. 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 & 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

<p>Arrival/Dismissal</p> <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. 	<p>Hallway</p> <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.
<p>Classroom</p> <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. 	<p>Restroom</p> <ul style="list-style-type: none"> Quiet restrooms. Use restroom time wisely. Clean up after yourself. Appropriate use of facilities. Respect other's privacy.
<p>Picnic Tables/Outside Snack</p> <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. 	<p>Cafeteria</p> <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.
<p>Assemblies/Field Trips</p> <ul style="list-style-type: none"> Stop, listen, and follow directions of teacher, speaker, chaperone, or guide. 	<p>Bus</p> <ul style="list-style-type: none"> Stay off the road while waiting for the bus.

<ul style="list-style-type: none"> ▪ 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"> ▪ 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 style="text-align: center;">P.E.</p> <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. 	<p style="text-align: center;">Carline</p> <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 "all clear" is given, 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 chaperone 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.

CLASSIFICATION OF GENERAL CODE OF CONDUCT VIOLATIONS AND SANCTIONS (BOE POLICY 6.20.3)

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Nonconformity to the rules is a violation of the Student Code of Conduct. Conduct violations are grouped into three classes: Class I, Class II, and Class III, ranging from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary actions to resolve student misconduct. After determining a violation and the classification of the violation, the principal or his or her designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school related event, while being transported to or from school or School related events, or off-campus misconduct that has a direct effect on good order and general welfare of the school. Below is a listing of examples of each class of violation and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. The Superintendent is further authorized to supplement the list of violations and sanctions in the Student Code of Conduct that is presented for adoption to the Board each year.

Violations	Sanctions
CLASS I <ul style="list-style-type: none"> ● Computer Tampering ● Destruction of School Property (minor) ● Dishonesty ● Disobedience/Refusal to Complete Assignments ● Disorderly Conduct as defined by Alabama Act 2024-409 ● Obstruction of the teaching or learning process of others in the classroom ● Disrespect ● Disruptive Behavior/Demonstrations ● Disruption on a School Bus, minor incident ● Electronic Violation Pagers/Comm. Device (Cell Phone/Cell Phone Accessories Defiance/Unauthorized use or Possession of Device) ● Failure to Follow Directive/Defiance (minor) ● Harassment, Intimidation, (Bullying) - minor and isolated Incident ● Horseplay/Pushing ● Inappropriate Display of Affection, minor incident ● Intimidation of a Student (Bullying) - minor (including but not limited to intimidating communications) ● Littering of School Property ● Non-conformity to Dress Code ● Profane Language - non direct use of ● Tardiness from School or Class 	Class I Possible Sanction <ul style="list-style-type: none"> • Student Conference • Parent Conference • Referred to Counselor • Referred to Peer Mediation • Student Contract • Verbal Warning/Reprimand • Removal from Class • Loss of Privileges • Bus Suspension • Detention (During School or Saturday) • In-School Suspension • Restitution • Other sanctions as approved by the Board of Education and further outlined in the Student Code of Conduct. • The Board hereby designates to the Superintendent and/or his designee the authority to develop Student Code of Conduct suggestive and/or required guidelines for progressive discipline sanctions to include a progressive step up to maximum sanction for certain offenses in accordance with the approved sanctions outlined herein.

<ul style="list-style-type: none"> ● Truancy/Unauthorized Absence ● Unauthorized Absence from School or Class ● Unauthorized use of school or personal property ● Violation of Technology Acceptable Use, minor incident, first incident (including but not limited to inappropriate use of technology/sharing of inappropriate content) ● Any further violations which may be outlined by the Board or which the principal may reasonably believe to fall within this category after investigation and consideration of extenuating circumstances. 	
<p>CLASS II</p> <ul style="list-style-type: none"> ● Bullying, Intimidation, Harassment- moderate or second incident (including but not limited to harassing communications) ● Defiance of Authority (moderate or third incident) ● Destruction of School Property (moderate or serious) ● Cheating ● Disorderly Conduct as defined by Ala. Act 2024-409 (moderate or third incident) ● Disruptive Behavior, (moderate or third incident) ● Disruption on a School Bus, (moderate or second incident) ● Electronic Device Violations, moderate or second ● Failure to Follow Directives, moderate or third incident ● Gambling ● Hitting, Kicking, or Biting ● Indecent Exposure ● Inappropriate Public Display of Affection, repeated or significant ● Inappropriate Touching of Another Person (including but not limited to choking, slapping, hitting) ● Larceny/Theft ● Matches or Lighters - Use, Sale, Possession ● Possession of Stolen Property (Theft) ● Profanity/Vulgarity/Obscene Gesture towards another ● Providing False Information to BOE Employee ● Sexual Language/Sexual Harassment* - minor, isolated, harassment outside Title IX definition ● Threatens, abuses, intimidates, or attempts to intimidate an education employee or another student ● Threats-Extortion ● Threats/Intimidation ● Tobacco or Electronic Smoking Device (Vape) - Use, Sale, Possession 	<p>Class II possible sanctions</p> <ul style="list-style-type: none"> • Out of School Suspension (no longer than 10 school days) • Referral to Outside Agency • Removal from Regular School Environment <ul style="list-style-type: none"> o Long Term Suspension (more than 10 and less than 90 school days) • Any sanctions included in Class I and other sanctions as approved by the Board of Education and further outlined in the Student Code of Conduct. • The Board hereby designates to the Superintendent and/or his designee the authority to develop Student Code of Conduct suggestive and/or required guidelines for progressive discipline sanctions to include a progressive step up to maximum sanction for certain offenses in accordance with the approved sanctions outlined herein. <p>*As defined outside of Title IX</p>

<ul style="list-style-type: none"> • Trespassing • Unauthorized Absences from School/Skipping from School One Day or More • Vandalism/Property Damage • Violation of Technology Acceptable Use, moderate or second incident (including but not limited to inappropriate use of technology/sharing of inappropriate content) • *Any Class I Violation - Repeated or Moderate • Any other offense or violations as further outlined in the Student Code of Conduct or in which the principal may reasonably believe to fall within this category after investigation and consideration of extenuating circumstances. 	
<p>CLASS III</p> <ul style="list-style-type: none"> • Accessing or changing information in school computers without authorization • Alcohol- Possession, Unlawful Sale or Giving, Purchase, or Use • Arson • Assault • Bomb Threat • Bullying, Intimidation, Harassment- Severe/Repeated (including but not limited to harassing or threatening communications) • Burglary of school property • Criminal Mischief- Vandalism • Crimes as defined by the State of Alabama or the United States • Computer Tampering- Major • Drugs, illegal drugs, or drug paraphernalia - Possession, Unlawful Sale or Giving, Purchase, Use • Explosive/Incendiary/Poison Gas (preparing, possessing, and/or organizing use of) • Fighting • Fire Alarm Tampering/unjustified fire alarm activation • Inciting Others to Create Disturbance/Fight • Inciting or participating in major student disorder/disruption • Robbery • Sexual Offenses* See Title IX for those sexual offenses that meet definition of Sexual Harassment under Title IX • Theft of property • Weapon- Possession, Sale, Use (weapon includes a self-defense item such as stun gun, mace, knife, gun, blade, etc.) • Repeated failure to follow directives from a school system staff member, severe. 	<p>Class III possible sanctions</p> <ul style="list-style-type: none"> • CAPP Program • Removal from Regular School Environment: <ul style="list-style-type: none"> - Long Term Alternative School Placement - Long Term Suspension (more than 10 and less than 90 school days) - Expulsion (removal of more than 90 days and less than 180 days) • Out of School Suspension (less than 10 school days) • Referral to Outside Agency • *Any sanction from Class I and Class II • Class III violations typically result in suspension or removal from the regular school environment as defined below. Provided however, discipline may include any sanctions(s) included in Classes I and II and other sanctions as approved by the Board of Education and as further outlined in the Student Code of Conduct. • The Board hereby designates to the Superintendent and/or his designee the authority to develop Student Code of Conduct suggestive and/or required guidelines for progressive discipline sanctions to include a progressive step up to maximum sanction for certain offenses in accordance with the approved sanctions outlined herein.

<ul style="list-style-type: none">• Repeated violations of Class I and/or II Offenses after directives and sanctions from school system staff;• Violation of the Technology Acceptable Use, major/severe or repeated violations (including but not limited to inappropriate use of technology/sharing of inappropriate content); and/or• Any other offense or violation as further outlined in the Student Code of Conduct or in which the principal made reasonable to fall within this category after investigation in consideration of extenuating circumstances.	
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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/Page/24919> to access the 2024-2025 Student Handbook, to download, read and review it with your child. The Spanish version can be accessed at: <https://www.bcbe.org/Page/24919>. 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/Page/352> 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