

Robertsdale Elementary School
“Where Every Bear Roars”



2018-2019
Parent/Student Handbook

**Baldwin County Board of Education
2600-A North Hand Avenue
Bay Minette, AL 36507
(251) 937-0306
(251) 943-1618**

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**ROBERTSDALE ELEMENTARY SCHOOL
1 Cub Drive
Robertsdale, AL 36567
(251) 947-4003**

**PRINCIPAL
Dr. Alicia Daugherty**

**ASSISTANT PRINCIPALS
Tiffany Plato
Bob Weichert**



Dear Parents and Students,

I am so excited to be starting this year with each of you at Robertsdale Elementary “Where Every Bear Roars!” Whether you are new to our school, like myself, or have been here for years, we are looking forward to an amazing year of building community and learning from each other, so we can be better than our best. Within this document, you will find information regarding school procedures and behavioral expectations. Although this document may not contain all pertinent information, it should help guide and answer questions you may have.

Our goal as educators is to develop the whole child. In doing this, we understand that we have a duty to ensure students receive the best education possible, understand what is expected of them, and that our school and classrooms foster community and leadership so that we can fully engage our students and have them take ownership of their learning. We want students to want to be at school, see the value they bring to the school, and to make the most of their time while they are with us so that they can become productive members of the community one day. Our staff consists of amazing individuals, who are committed to our students. I have no doubt that with our dedicated staff and your support, this will be a stellar year for our students as they persevere, progress, and grow into their best self.

We know that an integral part of a child’s success at school, is the partnership between the parent and school. Your participation in your child’s education is essential to him/her meeting their full potential. Some ways to be involved and included are having open communication with your child’s teacher and making sure your child knows that you are supportive of what is being done in the classroom with academics and behavior, making sure your child is rested and ready to learn each day, and when possible, attend school events.

It is our responsibility to keep a safe, positive, and encouraging environment for all students and staff at Robertsdale Elementary. When you come to the school, you will notice that the outside doors will be locked. In order to gain access, you will need to show a picture id, identify yourself and who your child is, and let the front office know what the purpose of your visit is. All visitors must sign in and receive a sticker, which must be worn at all times while on campus. If you do not get a sticker and are seen walking the halls by a staff member, you will be escorted back to the front office.

If you have questions or concerns that are not found in the handbook during the school year, feel free to contact your child’s teacher for guidance. We know that with open communication and a clear direction, your child will have a successful year.

Dr. Alicia Daugherty
Principal

Robertsdale Elementary Staff

PK-OSR

Leighann Swindle
*Leslie Nettles

PK Inclusion

Kim Dean
Devon Naylor

Project Reach PK

Virginia Breland

Special Ed PK

Kindergarten

Jennifer Cross
Tiffany Hampton
Brooke Burkhart
Kim Givens
Tosha Thomas
Sarah McKeough
*Amanda Jeffery `

First Grade

Julie Tassin
Lindsay Scogin
Brylyn Wells
Bonnie Mckenzie
Dayle Alidor
Breanna Vivar
Susan Noon
*Barbara Middleton

Second Grade

Sarah Bodle
Erica Evans
Lisa Hodges
Katie Fields
Courtney Mosley
Shawn Kavanaugh
*Lanette Randall

Third Grade

Brittany Whatley
Kim Wallace
Lauren Garner
Addicus Bullard
Amanda Steele
*Cathryn Sypert

Fourth Grade

Laura Ellis
Shea Burnette
Amy Ile
Lauren Dupree
Cheryl Parnell
*Nick Hemmert

Fifth Grade

Dubravka Cengalovic
Rebecca Sullivan
Santana Mullins
Sandy Hale
Dr. Timothy Webb
*Kim Carnley

Sixth Grade

Tammy Buck
Craig Broughton
Rebecca Canfield
Becca Tabb
Wendi Byrd
*Melissa White

Enrichment

Tamara Chamberlain	ELL
*Melissa Ard	Gifted
Gabby James	Art
Sandra Sawyer	Librarian
Serena Forrest	Counselor
Sara Parker	Counselor
Samantha Leffard	Physical Ed
Caleb Wooten	Physical Ed
Randall LeDrew	Physical Ed
Melissa White	Music
Melanie Batista-Palumbo	ELL

Special Education

*Michele Hewlett	K-1Resource
Yonna Fogle	2 nd Resource
Laura Mayo	3 rd Resource
Devon Bloch	4 th Resource
Bailey Bounds	5 th Resource
Shana Barnett	6 th Resource
Marsha Agee	MHD
Maeghan McDonald	MHD
Christina Ardoin	MHD
Lauren Lanuza	Project Reach
	Project Reach
Kim Russell	Speech
Nikki Cotney	Speech
Justin McCrory	Pathways

**Denotes Grade Level Chair*

GUARANTEE OF FREE APPROPRIATE EDUCATION

The Baldwin County Board of Education guarantees the right to a free appropriate education for all school age persons regardless of handicap. The school system will arrange and provide for free evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services. Parents may contact the Office of Special Services Coordinator, Baldwin County Board of Education, (251) 972-6860, for further information and/or to refer their child for an evaluation.



Parent Notification that (School Name) 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.

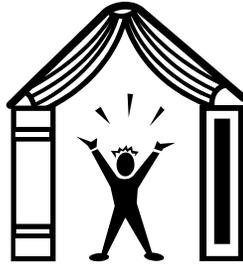
Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with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



INTRODUCTION

Robertsdale Elementary School is accredited by the Southern Association of Colleges and Schools, and consists of pre-kindergarten through grade six. All classes in pre-kindergarten through grade six classes are heterogeneously grouped and are taught by highly qualified teachers.

MOTTO

Robertsdale Elementary: "Where Every Bear Roars!"

MISSION STATEMENT

The mission of Robertsdale Elementary School is to be a caring community school staffed with sincere, dedicated professionals who provide every child with every chance for success every day.

BELIEF STATEMENTS

1. Students will be provided with an educationally sound environment that is disciplined and nurturing.
2. Students will be engaged in discovery activities that promote their individual learning styles.
3. Students will be encouraged to set high expectations and make appropriate decisions for themselves.
4. Our school will teach students to respect themselves, others, and the environment in which they live.

INFORMATION

ENROLLMENT REQUIREMENTS

Students entering Pre-kindergarten must be four (4) years old on or before September 2nd. Students entering kindergarten must be five (5) years old on or before September 2nd. Boys and girls entering grade one must be six (6) years of age on or before December 31. This extends the timeframe from the current date of on or before September 1 for first grade only. Students enrolling in Robertsdale Elementary School for the first time must present the following documents:

1. A certified birth certificate
2. A valid Social Security card (optional)
3. A current immunization form. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.

The following items may also be requested:

1. Two proofs of residency
2. A recent report card or withdrawal form from last school attended
3. A copy of guardianship papers, if applicable.

*Lunch applications may be picked up at the school on the day of “Meet the Teacher.” If a child is already on free/reduced lunch from the prior school year, their status will remain the same for the first thirty days of school. However, a new lunch form must be completed and turned in BEFORE the period ends for the child/children to continue to eat on the free/reduced price. We encourage all families to fill out the Free/Reduced Lunch Application as we receive federal funding based on the number of students who qualify.

STUDENT RECORDS

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students’ records. A copy of this policy is available in the school office.

SCHEDULE/TARDINESS

First Bell	7:50 a.m.
Tardy Bell	7:55 a.m.

Classroom doors open at 7:50 a.m. and the school day officially begins at 7:55 a.m. Students are expected to arrive at school on time and be in class and ready to begin working at 7:55 a.m. Car riders should not be dropped off on campus prior to 7:15 a.m. Students who are not in class when the 7:55 a.m. bell rings should report to the office for a tardy slip.

DISMISSAL

Dismiss to hallways	2:45 p.m.
First Wave (car riders, walkers, and bus riders)	2:50 p.m.
Second Wave (bus riders)	2:55 p.m.
Third Wave (bus riders)	3:00 p.m.
Fourth Wave (bus riders)	3:15 p.m.
Fifth Wave (bus riders)	3:25 p.m.

ATTENDANCE

ATTENDANCE

Regular school attendance is very important. Students should be at school on time each day in order to take advantage of every educational opportunity offered at Robertsdale Elementary School. The Alabama Compulsory Attendance Laws require children between the ages of seven (7) and seventeen (17) to attend school. However, once students enroll in school attendance laws apply. The law also states that parents or guardians having control over school-age children are responsible for the regular attendance and proper conduct of the child. In the event of an absence, a note and/or physician's excuse must be sent on the returning day. The same laws apply to students with special needs.

ABSENCES

Students are expected to attend school every day. Absences considered excused are:

1. Student illness.
2. Inclement weather, which makes it dangerous for students to attend school (as announced by the Superintendent)
3. Legal quarantine.
4. Death in the immediate family.
5. Emergency conditions as determined by the principal or superintendent.
6. Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader.

Students in grades K-8 may not exceed nine (9) unexcused absences per class per academic year. If a student misses more than half of a school day, a full absence will be accumulated. A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed two (2) days. The student can be retained if unexcused absences exceed nine (9) unexcused absences 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 at the school can be filled-out at any time after notification, but in any event, no later than 20 calendar days before the final day of the academic year. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass. A student with nine (9) or more unexcused absences could be considered for retention.

Policy for Make-up Work

Upon return to school from excused absence(s), students have up to three days to complete and turn in make-up work to teacher(s). Students may not make up work for unexcused absences or tardies.

Written Explanation for All Absences

Every parent, guardian, or other person having control or charge of any child required to attend public school shall as soon as practical explain the cause of any absence of the child under his/her control or charge which was without permission of the teacher.

(Alabama Code (1975) & 16-28-15)

Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. (Alabama Code (1975) & 18-28-15). A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8. Future absences for illness will require a doctor's note in order to be excused. Students have 3 days upon returning to school to bring a written note explaining their absence.

Parents must be aware that checking students out early from school pulls them from their core academic classes. Students may only make up work if the checkout is excused. Parents should keep checkouts to a minimum. Doctor and dentist visits warrant a note stating as such. Students may not be checked out after 2:00 p.m. unless it is an extreme emergency.

Attendance Awards

Attendance awards may be given to those students who meet qualifications. *The Robertsdale Elementary Attendance Award* is given to students who are present at school every day and have zero early check-outs and zero late check-ins. The second awards, the *Perfect Attendance Award*, is given by the Baldwin County Board of Education and will be issued to students who have zero absences.

DRESS AND APPEARANCE

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 local school principal/designee will be the final authority for determining appropriate dress within the framework of the policy. The Baldwin County Board of Education 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.

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2018-19	
Elementary Grades K - 6	Compliance Code
	1 st infraction: Warning and parent notified
	2 nd infraction: Referral to office and parent notified
	3 rd infraction: Detention
	4 th infraction & subsequent: One day suspension and parent notified
TOP	BOTTOM
White or Navy Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted	BOYS Khaki or Navy Blue Pants or Shorts (corduroy fabric and "blue" denim permitted)
	GIRLS Khaki or Navy Blue Pants, Skirts, Capris, Shorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted)
Undergarments	Footwear
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	Footwear must be worn at all times and be closed toe in nature.
	SWEATSHIRTS AND SWEATERS
	Must be solid: Black, Brown, Navy, Tan, Gray, White or school colors as published by the principal
	COATS and JACKETS
	Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a disruption to the educational process.
ITEMS NOT ALLOWED Wind Pants/Sweatpants, velour pants, tights, yoga pants, jeggings, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes in inappropriate places, sleeveless shirts, overcoats, or trench coats.	
KHAKI is defined by Baldwin County Public Schools to be light tan in color.	
Pupils 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 local school principal will be the final authority for determining appropriate dress within the framework of the policy.	

ADDITIONAL INFORMATION

- Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health hazard.
- Clothing must be of appropriate length and fit. To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid-thigh whichever is longer.
- Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. Excessively baggy or excessively tight-fitting clothing is prohibited.
- Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
- Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
- Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
- Heads must remain un-covered in the building.
- Students who transfer from other school districts will be given five (5) days to come into compliance with the dress code.
- Schools may use t-shirts on field trips or spirit day as approved by the principal.

****Revised June 2018**

School attire should cover those portions of the body that American standards of modesty decree are covered; fashions which simulate or suggest nudity are to be avoided. Clothing so skintight or revealing as to provoke or to distract others is disruptive and therefore, unacceptable.

1. Footwear must be worn at all times and be closed toe in nature. High school students may wear open toe footwear. As necessary, footwear shall conform to special class requirements (physical education, career/technical, agricultural, ROTC, science, etc.).
2. Clothing must be of appropriate length and fit. Excessively baggy or excessively tight-fitting clothing is prohibited. This includes, but is not limited to “yoga” pants, “tights” and “jeggings”.
To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid-thigh, whichever is longer.
Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. Pants must be free of rips, holes or attached symbols. Pants made of “blue denim” are acceptable. for high school students.
4. Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
5. Jackets, coats, sweaters, and sweatshirts are considered outerwear and must be worn with a uniform shirt. School organizations’ sweatshirts and jackets, approved by the principal, are acceptable.
Coats and jackets may be any color. They may not have lettering; logo(s) of alcohol, tobacco, and/or controlled substance; nor pictures, symbols, or artwork

that might be offensive in nature and cause a disruption to the educational process.

Sweatshirts and sweaters must be solid black, brown, navy, gray, tan, white or school colors as published and approved by the principal.

6. Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
7. Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
8. Heads must remain un-covered in the building.
9. Students who transfer from other school districts will be given five (5) days to come into compliance with the uniform dress code.
10. Schools may use t-shirts on field trips as approved by the principal.
11. All elementary students enrolled in the Baldwin County Public Schools shall be required to dress in accordance with the adopted uniform of their school. The school principal must approve any deviation and/or exemption from the school uniform. Those deviations and/or exemptions, may include, but are not limited to:
 - (1) School dress-up days;
 - (2) Students wearing nationally recognized youth organization uniforms on organization meeting days;
 - (3) Any modifications to, or exemption from the uniform requirements originating from a financial hardship;
 - (4) Any modifications to, or exemption from the uniform requirements originating from a student's particular disability or health condition; or
 - (5) Religious exceptions based on a student's sincerely held religious belief.

Compliance Guidelines

Elementary Schools (Grades K-6)

1. Upon the first infraction of the Uniform Dress Code, the student will be warned and the parent notified.
2. Upon the second infraction of the Uniform Dress Code, the student will be referred to the office and the parent notified.
3. Upon the third infraction of the Uniform Dress Code, the student will receive detention.
4. Upon the fourth and subsequent infraction(s) of the Uniform Dress Code, the student will receive a one-day suspension and the parent will be notified.

EARLY DISMISSALS

In case of unavoidable medical appointments, the parent should send a note to the teacher at the beginning of the school day. The note should state the time and reason for early dismissal. Please make every effort to keep early dismissals to a minimum. Changes in transportation or extended day will not be made after 12:00 p.m. Any exceptions must be made through the school administration. Please stay consistent with modes of transportation. Inconsistency leads to confusion for the students and school staff. Students may not be checked out after 2:00 p.m. unless in the event of an emergency.

ILLNESSES / FIRST AID

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

PARENT REQUESTS

Due to the size of our school, students with minor health complaints will be managed in the classrooms under the supervision of the teacher. Students who become ill or injured at school will be sent to the Health Room, which is attended by the school nurse. The purpose of the Health Room is to administer medication and to treat minor health related issues that occur during the school day. The Health Room is not a clinic where students will be diagnosed and treated. When a teacher sends a student to the Health Room, the student will be receiving a brief health assessment. Once the problem is determined, the parent will be contacted. In the event parents cannot be reached, individual(s) listed on the emergency health card will be contacted. Please be sure telephone numbers of contact persons are current. Students must be signed out in the office before leaving campus.

PROCEDURES FOR ADMINISTERING MEDICATION

Every effort should be made for medication to be administered at home. If medication must be administered at school the following regulations are required:

1. School Medication Prescriber/Parent Authorization Form must be completed by the parent/guardian and physician of the student for any prescription medicines.
2. School Medication Prescriber/Parent Authorization Form must be completed by the parent/guardian and physician of the student for any non- prescription medicines.
3. ALL prescription or non-prescription medication must be brought to school in the original container appropriately labeled by a pharmacy.
4. Non-prescription drugs should have written permission, time and dosage, and be in properly labeled bottle.
5. Each medication given will be recorded on a medication log that includes date, time, and signature of person giving the medication.
6. All medications are stored under lock and key at all time.
7. Students will not deliver medications to the school. A parent/guardian MUST deliver medications to the school.
8. Medications not picked up at the end of school year will be destroyed.

NURSE STATEMENT

School nurses provide several opportunities throughout the school year to educate, screen, and evaluate students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, vision, hearing, and dental screening, and health and hygiene classes. The “Changing Body Program” is presented to the 5th graders. Scoliosis screening is provided for grades 5-6 as required by state law.

SEVERE HEALTH PROBLEMS

Written notice of any chronic health problems (seizures, heart problems, and other illnesses) should be given to the health nurse and teacher of the student.

LIBRARY BOOKS

Students are expected to treat library books with care. Should a library book be lost or damaged, students will lose the privilege of checking out books until payment for lost books is made.

TEXTBOOKS

Students are permitted to borrow textbooks. Proper care of textbooks is important. Payment for lost or damaged books is required before additional books can be issued. Student records will not be released at the end of the year until all lost/damaged textbooks have been paid for.

LOST AND FOUND

Items found in and around school should be brought to the office. These items may be claimed with proper identification. Parents are strongly encouraged to write the child's name on clothing, lunchboxes, etc. Jackets left in P.E. classes will be placed in a box in the MPR.

TELEPHONE USAGE/COMMUNICATION DEVICES

Students are not permitted to use the office telephone for personal calls except for emergency purposes and with staff permission. Only important messages for students will be delivered. Students in grades K through 6 not allowed to possess or store electronic devices on Baldwin County campuses.

SCHOOL FOOD SERVICE PROGRAM

Robertsdale Elementary School serves breakfast and lunch on regular school days.

1. SCHEDULES AND RATES

Breakfast 7:15 a.m. - 7:50 a.m.

Regular	\$1.75
Reduced	\$0.30
Milk	\$0.35
Adult	\$2.25
BCBE Emp	\$2.00

Lunch Regular \$2.75 (Grades Pre-K through 6)

Reduced	\$0.40
Milk	\$0.35
Adult	\$4.00
BCBE Emp	\$3.50

2. An *Application for Lunch Assistance* can be acquired from the school. This school year, a family application will be implemented. No longer will parents have to complete an application for each child. Only one application per family

is required. Once complete, return the form immediately. Forms will not be processed until all information has been provided. Students who participated in the lunch assistance program during last school year may receive services the first thirty days of the 2018-2019 school year. However, an approved application must be on file by the end of September for services to continue. For an initial request, approved applications must be on file before students can receive services.

3. Our policy is not to charge lunch unless it is absolutely necessary.
4. Students may pay for lunch online through PayPam, by check or with cash. Change will not be given if the check is written for over the amount. Any surplus of money resulting from a check will be held in an account for that child, and will be credited toward future meals.
5. If paying daily, please send the exact amount.
6. If a child has money remaining in his/her account at the end of the school year, the amount will remain in the same account, and will be credited to the upcoming school year, unless a written request is sent to the cafeteria manager by the last day of school.
7. Carbonated drinks and energy drinks are NOT ALLOWED in elementary schools.

SNACK BAR

Students have approximately ten minutes in the morning or afternoon to eat snacks from home or that are purchased from the canteen. Snack may be consumed during work time. Snack bar items will be sold daily for \$1.00 each. Carbonated drinks and energy drinks are NOT ALLOWED in elementary schools. Please do not send or bring these items to school; students will not be given permission to drink them.

REPORT CARDS

The Baldwin County Public School System operates on a nine-week reporting plan. When report cards are distributed, parents are encouraged to study the report carefully, give praise for accomplishments and provide encouragement for improvement. Please sign and return report cards on the following school day. If questions arise, please schedule a conference with the teacher. Refer to the enclosed school calendar for distribution dates of report cards.

MID-QUARTER PROGRESS REPORTS

Progress reports will be sent home at the mid-point of each reporting period. Those periods are: Week of September 10-14, 2018, Week of November 5-9, 2018; Week of February 4-8, 2019, and Week of April 22-26, 2019.

HOMEWORK

Homework can be assigned in the form of independent practice, extension of class work, enrichment, study, or review of daily lessons. The following procedures have been established:

1. Homework can be assigned on a regular basis.
2. Homework should be a review of what has already been taught in the classroom.
3. Assignments should be clear and specific.
4. Assignments should have clear and reasonable time requirements for completion.

5. Assignments will vary in frequency and difficulty between grades to meet individual needs.
6. Students must accept responsibility for extending learning beyond the classroom; therefore, they should seek full understanding of assignments and complete according to directions.

CONFERENCES

Conferences should be scheduled with the teacher or administration through written notes, emails, or by calling the school office. Conferences can be held before or after school, or during teacher planning periods and must be scheduled in advance.

PROMOTION / RETENTION

In order to be promoted, students must meet established criteria for each grade level. The decision to promote is based on student performance and is the decision of teacher and principal. The decision to retain is made on an individual basis and in the best interest of students.

GIFTED SERVICES

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. For additional information, contact the school office.

FIELD TRIPS

Students participating in school-sponsored field trips must return written permission forms from parent or guardian along with designated fee by the deadline indicated. Siblings, or other relatives, are not allowed to accompany parents who act as chaperones on field trips. All students and chaperones will travel to and from the field trip location via a school or commercial bus. Guidelines for chaperones are in the back of this handbook. Please note that excessive discipline issues may keep a child from attending a field trip.

WITHDRAWAL PROCEDURES

Advanced notice should be given to the school before students are withdrawn. Textbooks, library books, lunch payments, etc., must be cleared before student transfers to another school.

EXTENDED-DAY PROGRAM

The Extended-Day Program operates from 3:00 p.m. to 5:30 p.m. Monday-Friday, except on school holidays. Parents may pay extra if their child needs to stay until 6:00 p.m. Information concerning enrollment and fees for this program are available through the school office.

SCHOOL VISITORS

To keep everyone safe, visitors must have a photo id to show the front office, state who their child is, and what it is they have come to the school to do. Once access is granted into the school, all visitors must report to the school office, sign in and receive a visitor's nametag upon arrival on campus. Office staff will assist in delivering lunch money, forgotten textbooks, etc., in order to prevent classroom interruptions. After 7:50 a.m. the

exit doors will be closed and locked. After 8:00 a.m., the front door will be locked. Please use the parking lot in front of the school to conduct school business. Please do not park on the curb or in the fire lane. Students in wheelchairs may be brought through the front of the school. All other students should be dropped off in the car line.

PARENT BULLETIN

The “Cub Report”, or parent bulletin, is one of the most important communications sent home by Robertsdale Elementary School. Please read this bulletin carefully. It contains announcements of meetings, dates of important events, change of dismissal times, and announcements concerning the school and PTO. As a general rule, bulletins are sent home once per month. The Cub Report will also be posted on our school website and facebook page.

TRANSPORTATION

Robertsdale Elementary School maintains a policy of ensuring student safety by requiring one way home. Changes in transportation will NOT be made after 12:00 noon and will require a hand written note from the parent/guardian. Parents will NOT be allowed to make frequent changes in how a student departs from school. Only extenuating circumstances will be acknowledged. Consistency in transportation methods is expected.

CAR TRANSPORTATION

An important and difficult responsibility of school personnel is safely loading and unloading students. Please be patient and cooperative during arrival and departure times. Please use the designated area on the east side of the school for all car riders. All traffic should follow Wilters Street and turn right onto White Avenue. White Avenue will be a one-way street during school traffic times. Traffic should turn onto the southeast drive and follow this drive north forming one line for morning drop-off and two lanes in the afternoon during dismissal time. Students will be directed to load and unload by school personnel. Please use this designated area only for car riders. All students being dropped off must go through car line. Students may not be dropped off at the front entrance. Transportation forms should be completed for each student on the first day of attendance. If transportation changes are necessary, teachers should be notified in writing; otherwise, students will be transported as originally stated on the form. Students will receive a car rider decal which will be given out at our annual “Meet the Teacher” event. Additional car tags may be purchased through the front office. The car rider decal will need to be placed in the front windshield of the parent’s automobile and will identify the student at the pick-up area. If you do not have your car rider decal, you will need to come to the front office to pick up your child with proper identification. This is for the safety of all children here at Robertsdale Elementary School. The car rider doors will open at 7:15 a.m. and close at 7:50 a.m.

EXPECTATIONS OF CAR RIDERS

1. Students will sit in designated area.
2. Students will sit quietly and listen for names to be called.
3. Neither food, toys, or drinks are allowed while waiting.
4. Students will walk to their cars when the signal is given.
5. Students should be picked up by 3:15.

It will take us a few weeks at the beginning of the school year to work out the kinks. After that, all students should be picked up by 3:15.

BUS TRANSPORTATION

Students are to remember that buses are like classrooms and that the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. Students may be prohibited from riding the bus for excessive misbehavior.

Written permission from the parent is required for a student to ride a bus that is not assigned to him/her and that note should be sent directly the front office. The student must have the principal or assistant principal's approval prior to boarding the bus. Only in extenuating services will this be allowed as all students should be picked up and dropped off at their 911 addresses.

Students transported by Baldwin County Board of Education buses are under jurisdiction of school officials at all times. Proper conduct while on buses is required in order that the safety and welfare of others will not be endangered. Riding the school bus is a privilege, not a right. Students with unacceptable behavior may be suspended from riding the bus, or from school, by the administration. In the event of suspension, parents will be responsible for transporting students to and from school.

While being transported to or from school, students will:

1. Properly behave at bus stop.
2. Keep hands /head inside bus
3. Obey the driver.
4. Remain seated at all times while on the bus.
5. Use acceptable language and/or gestures.
6. Not throw objects or debris on the bus or from the bus.
7. If students arrive on campus before 7:30 a.m., and are eating breakfast, they should report immediately to the cafeteria. If students are not eating breakfast, they should walk immediately to the cafeteria if they are K-2 and multipurpose room if they are 3-6th grade.

EXPECTATIONS OF BUS LINE STUDENTS

Students will walk in an orderly manner to bus lines and will:

1. Sit quietly and face forward.
2. Walk to bus when directed by adult on duty.
3. Games, food, toys or drinks are not allowed while waiting.

RULES AND PROCEDURES

In order to promote a safe and orderly environment on the campus of Robertsdale Elementary School, all students must adhere to specific rules and procedures established by staff and faculty. All students are expected to follow the rules and guidelines of the Baldwin County Student Conduct Code which is found on our school website, school Facebook page, and the Baldwin County Public Schools website page. Parents and students should review the rules in the Student Code of Conduct booklet with their child/children. Students are also expected to adhere to the following rules:

HALL/SIDEWALK

1. Walk quietly on the right side of halls, sidewalks, and breezeways.
2. Running, yelling, or talking is prohibited in the halls.
3. Keep hands to self. Do not touch others or objects on the walls.

ASSEMBLIES

1. Stay quietly seated while waiting for performance to begin.
2. Be attentive to program.
3. Follow instructions given by adults when entering and exiting.

CAFETERIA

1. Walk at all times in the cafeteria.
2. Proceed through serving line in a quiet and orderly manner.
3. Use acceptable table manners.
4. Remain seated until excused.
5. Pick up any trash/food in and around personal space.
6. Follow any additional cafeteria rules given by the teacher.
7. Please adhere to the traffic signal in the cafeteria. When the light turns orange, voices should be lowered. When the light turns red, all talking should cease. This includes visitors as well.

GENERAL SCHOOL RULES

1. No student should be out of class without a proper pass from the teacher.
2. Any student who deliberately disobeys a legitimate request or order by a school official is subject to punishment.
3. Gum chewing is prohibited in the school building.
4. Hats and sunglasses may not be worn at school and the student will be asked to put them in their backpack and take them home (*exceptions may be made for Crazy Hat Day, Character Parade, Red Ribbon Week, etc.*).
5. Students may not enter buses parked in the bus area during the school day.
6. Student must stay away from rooms with classes in progress during snack and lunch.
7. Cell phones, radios, tape players, CD players, cameras and other electronic devices may not be brought to school by students and will be taken up by school officials for parents to come and pick up.
8. Students may not go in the gym or multipurpose room at any time except the period in which they have physical education unless otherwise directed by a school official.
9. Students should not be excused from class to use the telephone unless it is truly an emergency.
10. Students should check in through the office when arriving late to school.
11. An off-campus suspension for the first time, except for infractions involving drugs, alcohol and smoking and other major violations will be excused for the purpose of making up tests and completing classroom assignments. Subsequent suspensions will be considered unexcused absences. Assignments may not be made up for unexcused absences.
12. Students should report to class on time.

13. Students may not receive deliveries including flowers, balloons, gifts, etc. during school hours.
14. Open containers may not be brought to the school campus.
15. Only emergency messages are taken from parents. Students may not be called to the office to visit with a parent.
16. Students should proceed to their destination quickly during transition times. Linger in the halls is not permitted. The halls must be kept quiet at all times.
17. To eliminate traffic problems, students should walk on the right side of the hall with their hands to themselves.
18. Running, yelling, and talking are not permitted in the halls.
19. Earrings in the eyebrow, lip, tongue, nose or any body part other than the ear are unacceptable due to safety hazards they present.
20. Cell phones are prohibited in grades PK-6 per BCBE policy.
21. Students should behave courteously in the restrooms and keep the restrooms neat and clean. Vandalism will be handled through disciplinary action.
22. When school is dismissed, students must go quietly to the bus line, car line, or extended day area.
23. Students must present a note from a parent and get administrative approval from an administrator before riding a bus that is different from their assigned bus.
24. Most students never have a problem if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed must, therefore, be left to school officials. Repeated offenses may result in additional corrective actions.

LEADER IN ME

Each Teacher will determine their own classroom rules. However, as a Leader in Me school, the following rules will be schoolwide.

1. Be Proactive-Take initiative, be responsible, do the right thing.
2. Begin with the end in mind-Plan ahead, set goals, do things that have meaning and make a difference.
3. Put First Things First-Spend time on important things, Say “No” to things you should, Set priorities.
4. Think win-win-Balance courage for getting what one wants with consideration for what others want.
5. Seek First to Understand, then to be understood-Listen to other people’s ideas and feelings, try to see things from their viewpoint, listen to others without interrupting.
6. Synergize-Value other people’s strengths and learn from them; get along well with others who are even different from me; work well in groups.
7. Sharpen the Saw-Take care of my body by eating right, exercising and getting sleep.
8. Find your voice. Learn to assert yourself and speak up for yourself, respectfully.

PERSONAL HANDHELD ELECTRONIC DEVICES

Students in grades PK-6 are not allowed to possess or store electronic devices on Baldwin County campuses.

Students shall have no expectations of privacy in any electronic device possessed by a student in violation of this policy. Students bringing electronic devices to school, do so at their own risk. The Baldwin County Board of Education assumes no responsibility for lost, damaged or stolen electronic devices brought to school by students. Violations of this policy shall result in the immediate confiscation of the electronic device. Refusal to turn over an electronic device to an administrator will result in immediate suspension, pending further potential discipline and a parent conference. Confiscated electronic devices shall be securely stored in the school's administrative offices until retrieved in accordance herewith. Any electronic device not retrieved within 30 days shall be subject to disposal. In addition, the following consequence shall, at a minimum, be imposed:

- | | |
|----------------------|---|
| First Offense: | The student's Parent/Guardian will be allowed to pick up the confiscated electronic device at the end of the school day. |
| Second Offense: | The student will receive up to one day of in-school suspension. The parent/guardian will be allowed to pick up the confiscated electronic device at the end of the school day. |
| Third Offense: | The student will receive up to one day of suspension. The student's Parent/Guardian will be allowed to pick up the confiscated electronic device at the end of the school day. |
| Fourth Offense: | The student will receive up to three days of suspension. The student's Parent/Guardian will be allowed to pick up the confiscated electronic device at the end of the school day. |
| Subsequent Offenses: | The student shall be subject to further suspensions/expulsion. |

Cumulative violations shall be based upon the school year.

In the event students are suspended for violating this policy, due process shall be provided in accordance with Board Policy 917.

In certain instances, there is educational value in utilizing personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices will be at the discretion of the building principal in coordination with the Board's Information Technology department.

Electronic devices shall be subject to search in accordance with applicable state and federal law. Electronic devices will be receipted and surrendered to law enforcement personnel upon request of law enforcement. (Board Approved: June 16, 2011.)

CLASSROOMS

Classroom teachers will incorporate the use of weekly behavior calendar to communicate daily with parents in informing them of daily behavior. Parents may also write any questions, concerns, or comments to the teacher on the daily behavior sheet. Of course, parents may also send notes or emails to the teacher if there are any concerns which need to be addressed.

TECHNOLOGY DISCIPLINE POLICY

All students are expected to adhere to the Technology Discipline Policy. Failure to do so will result in disciplinary action by the administration.

FIREARMS AND WEAPONS

It is a clear violation of school rules for any student at any time and at any place on school property to have in his/her possession or display firearms, or to possess, use, or threaten to use any item that is or has been designed or devised for use or possible use as a weapon of any kind.

Items forbidden will include, but are not limited to the following:

1. Knives of any kind or length
2. Razors or razor blades
3. Box openers
4. Firearms and/or ammunition
5. Explosive devices including fireworks of any description
6. Chains
7. Items that may be used as clubs made of any materials and of any length
8. All sharp pointed objects of any material and any length designed to be used as a weapon

Students who are found in violation of any of the above rules may be placed on immediate suspension from school. In addition, police authorities may be notified for possible legal action.

THREATS/CREATING PANIC OR FEAR



Disciplinary actions dealing with threats, whether deemed **serious** or just **joking**, will be handled consistently and in a timely manner by the administration of Robertsdale Elementary School. Specifically, *actions that create panic, fear and chaos will not be tolerated at any grade level.*

Please note the following procedures and consequences stated below:

Kindergarten – Third Grade

- 1st occurrence – 1 day suspension.
 - ✓ Call parents and schedule a re-entry conference.
 - ✓ Notify SRO
 - ✓ School counselor meet with all students involved.
 - ✓ Digital history checked on Chromebook or laptop reviewed
 - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 2nd occurrence – 3 days suspension.
 - ✓ Re-entry conference with parents and SRO present.
 - ✓ Alta Pointe referral will be offered.
 - ✓ School counselor meet with all students involved.
 - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, system technology department will be notified for a deeper investigation.
 - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 3rd occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

Fourth – Six Grades

- 1st occurrence – 3 days suspension.
 - ✓ Re-entry conference with parents and SRO present.
 - ✓ School counselor meet with all students involved.
 - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, system technology department will be notified for a deeper investigation.
 - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 2nd occurrence – 5 days suspension.
 - ✓ Re-entry conference with parents and SRO present.
 - ✓ Alta Pointe referral will be offered.
 - ✓ School counselor meet with all students involved.
 - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, system technology department will be notified for a deeper investigation.
 - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 3rd occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

**Please note – IEP Teams will have the final decision for students receiving Special Educations services*

Student

Date

Parent/Guardian

Date

*Signatures do not indicate approval of procedures, only that notification has been disseminated. Please sign, date and return to your student’s homeroom teacher.

EXPECTATIONS OF PARENTS

1. Parents must always check in with the front office. Parents are not to visit classrooms without consent from administration.
2. When on campus, at school-sponsored functions, or on school field trips, parents must follow all school rules.
3. Parents will dress in a manner that reflects school pride.
4. Robertsdale Elementary School is a smoke-free campus. Smoking is not permitted in any school building, on school grounds, or on school field trips. Ecigarettes are not allowed on campus.
5. Students should arrive at school on time.
6. Review daily lessons/assignments with students.

CLASSROOM DISRUPTIONS

Instructional time must be protected. We cannot disrupt classes for lunch boxes, snack money, birthday treats, etc. Please send the appropriate items with your student(s) as needed. We will not interrupt teaching time for items that were forgotten or left at home. Please be mindful that teachers are required to spend 120 minutes in reading and 90 minutes in math without interruptions. Please make note, we cannot bring a child out of a classroom to visit with a parent, grandparent, etc.

LUNCH WITH YOUR CHILD

We encourage our parents to occasionally eat lunch with their child, but not every day or every week. Lunch time is a time for your child to socialize with their friends in their class. Please do not make a habit of coming too frequently to eat with your child. Parents are not allowed to leave the lunchroom to sit in their child's class. Please wait until after Labor Day to come for lunch as sometimes it is hard on little ones to have parents come until they are acclimated. Waiting to come eat lunch also allows teachers an opportunity to teach lunchroom procedures.

PROBLEMS

If problems arise during the year, seek a solution as soon as possible. If problems involve the classroom, schedule a conference with the teacher and agree upon a solution. If the problem cannot be solved at this level, contact the principal or assistant principal to schedule a conference. Please do not contact administration unless you have already contacted and met with the teacher.

PARENTAL INVOLVEMENT

The Baldwin County Board of Education believes that the education of children is a collaborative effort between parents and schools. Further, it is our belief that the involvement of parents of students in Title I schools enhances the effectiveness of the program and promotes student success. To that end, the Baldwin County Board of Education through the Division of Instructional Support will strive to fully involve parents in the education of their child.

The Division of Instructional Support will involve parents of participating children in the development and distribution of a written parental involvement policy. Each Title I School shall develop a parental involvement plan, which will incorporate the following system goals:

1. Involve parents in the joint development of an instructional plan and the process of school review and improvement.
2. Develop with parents a school-parent compact.
3. Strive to develop strong school/family/community partnerships by: assisting parents in understanding Plan 2020, goals and performance standards, the curriculum that is used in the school, assessments, Title I requirements, and the evaluation process of the academic progress of students, and providing activities to promote improved student achievement. The activities may include: encouraging parents to attend the mandatory annual Title I informational meeting, parent-teacher organization meetings, and parent-teacher conferences held at the school.
4. Ensuring to the extent possible, parent information will be sent home in language that parents can understand.
5. Involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of the school program.
6. Striving to involve parents in the activities of the school.
7. Providing parents timely reports of their child's progress.
8. Offer flexible meeting times for parent participation.

The Division of Instructional Support will provide coordination, technical assistance, and support to assist schools in planning and implementing an effective parental involvement plan. The plan will incorporate the following:

1. Provide materials and facilities to train parents and other school and system personnel to work cooperatively in meeting the academic needs of students.
2. Coordinate and integrate parental involvement strategies with preschool agencies.
3. Conduct with parents an annual evaluation of the content and effectiveness of the parental involvement plan related to improving student achievement. The evaluation shall identify barriers of hard-to-reach parents who are economically disadvantaged, disabled, limited English proficient, limited literacy or of any racial or ethnic minority background.
4. Provide reasonable support for parental involvement activities as parents may request.
5. Utilize results of the annual evaluation to assist schools in strategies for school improvement and revise, if necessary, the parent involvement policies.
6. Provide parents an opportunity to comment on a school-wide program they deem unsatisfactory for the school.

PARENT TEACHER ORGANIZATION (PTO)

All parents are invited and encouraged to join the Parent-Teacher Organization and become actively involved in the education of all students. We have a very active PTO which works hard to support our school and students. Please join and become a "Bear" supporter.

OFFICERS

Officers for the 2018-2019 school year will be announced on our website and school Facebook page.

MEETING DATES

Dates of PTO meetings will be announced in the *Cub Report* and in school fliers.

VOLUNTEERS

The PTO and school sponsor an active volunteer program. Volunteers are needed to assist with fund raising activities, work in the library, copy papers, and serve on various committees. Parents, grandparents, and other community members are encouraged to share their time in any of the above activities or other areas of expertise. Please contact the school office at 947-4003 if you are interested. We welcome all of our volunteers. Please note that many volunteer opportunities involve contact with students, which would require a background check prior to volunteering. You can go to the school website to sign up.

PARENT ADVISORY

One of the requirements of a Title I school is to have a Parent Advisory committee. This committee meets quarterly to discuss Title I issues which include paperwork requirements, budget, parental involvement, etc. Administration will assemble a committee of interested parents and will meet with them quarterly in the conference room.

SCHOOL BOARD POLICIES AND PROCEDURES

School Board Policies and Procedures are stated in the *Baldwin County Public Schools Student Handbook*, which is found on the Baldwin County website at www.bcbe.org.

A copy of the Baldwin County Board of Education's Policy Prohibiting *Harassment and Violence* is located in the school office. For a copy, please contact the front office at (251) 947-4003.

BCBE Harassment Policy

The Baldwin County Public School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Consequently, harassment, violence, and threats of violence are prohibited and constitute unacceptable behavior that will not be tolerated. This pattern of unacceptable behavior may include the following:

- *Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- *Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- *Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- *Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The policy further states those students who harass, intimidate, or who conduct acts of violence or even threaten violence will be subject to disciplinary consequences and sanctions. Repeat offenders will be placed on a bully contract with clear consequences if the contract is broken. If a student or parent wants to report harassment, the official Baldwin County Public School System complaint forms are available at the principal and/or counselor's office. Forms are also available online at www.bcbe.org, along with a complete copy of the anti-harassment policy.

BULLYING VS. BEING UNKIND

Rude = Inadvertently saying or doing something that hurts someone else.

On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners, or [narcissism](#), but not meant to actually hurt someone.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice.)

The main distinction between “rude” and “mean” behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Make no mistake; mean behaviors can wound deeply and adults can make a huge difference in the lives of young people when they hold kids accountable for being mean. Yet, meanness is different from bullying in important ways that should be understood and differentiated when it comes to intervention.

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Experts agree that bullying entails three key elements: an intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior. Bullying can include physical, emotional, relational, and/or cyber-bullying.

*****Why make the distinction--**If kids, teachers, and parents improperly classify rudeness and mean behavior as bullying, we all run the risk of becoming so sick and tired of hearing the word that this actual life-and-death issue among young people loses its urgency as quickly as it rose to prominence.

****Exerts** from an article by Signe Witson in *Psychology Today*, November 25, 2012.

SCHOOL PICTURES

School pictures are taken several times during the year by Bill Miller Photography. You will be notified by the school when pictures will be taken and the cost of the various packages. Some of the packages are prepay and some are at the parent's discretion. The

prepay packages will be marked as such and those pictures must be paid for in advance. Every student will take fall pictures as these pictures are placed in the annual yearbook and in the INOW computer based program in our school computers for identification purposes.

TOYS AT SCHOOL

No toys should be brought to school. We are not responsible for lost, damaged or stolen toys. No toy should be brought that is a replica of a weapon. Fidget spinners should not be brought to school.

GUM AND CANDY

Students are not to bring gum and/or candy unless the teacher or administration grants approval.

BIRTHDAY PARTIES

We do not have birthday parties at school. Teachers use a variety of ways to acknowledge the student's birthday. We do allow students to bring a birthday treat to share with their classmates. However, it is the teacher's discretion as to when it will be shared. We discourage students from passing out birthday invitations at school unless the whole class is invited.

TEACHER REQUESTS

Students will be placed in classrooms using the following criteria: student academic needs, student behavioral needs, teacher recommendations, boy/girl ratios and class size. Due to the size of our school, we are unable to honor parent requests. However, please know that all of our teachers are certified.

LOST AND FOUND

Please label coats, lunch boxes, backpacks, gloves and other clothing items that are taken on and off at school. Many good clothes are lost each year and never claimed. If they are labeled, we can find the owner. If your student has lost an item, have them first check in their classroom and then the lost and found rack which will be placed in the cafeteria. If your child brings home a coat or other item that does not belong to them, please return it to school as it belongs to someone else. Lost and found items that are not claimed are recycled in our clothes closet or given to local charities.

CHAPERONE GUIDELINES

The following statements are rules regarding chaperones on field trips. Please abide by the policies of Baldwin County Board of Education. Our emphasis is on the safety and well-being of each student. Anyone who does not follow these rules may not be allowed to go on future trips with their children.

1. Chaperones are expected to be with the students at all times including transportation by bus or other means, unless there are conditions known and approved by the principal prior to the trip.
2. Chaperones are to adhere to Baldwin County Public Schools' policy

for drug free, smoke free, and weapon free campuses. A field trip is an extension of the school campus.

3. Chaperones, other than parents or guardians, must be 21 years of age.
4. Chaperones may not bring younger children along with them. This interferes with the ability to chaperone the students.
5. Chaperones are urged to use their cell phone minimally as this can distract from chaperone duties.
6. Chaperones must have a cleared background check prior to the field trip.

Field trips are designed and planned for school age children in a particular class or group. Adults (other than the chaperones) or children outside that class or group may not be transported or participate without written permission of the superintendent.

Cell phones and electronic devices: Chaperones are expected to provide attention to students in the class or group without distractions or personal responsibilities that could result in a child being harmed or lost. Please use cell phones only for emergencies. It distracts everyone from the purpose of the trip.

1. Discipline: If a student is misbehaving and you have asked them to stop, please inform the classroom teacher. Please do not take disciplinary actions on your own.
2. Chaperone Attire: Chaperones should be appropriately dressed in casual and comfortable attire for the trip. Inappropriate attire would include bikini tops, short shorts, or any revealing attire. Remember to dress to reflect pride in yourself, your child and our school.
3. Chaperone Language: Chaperones are expected to refrain from inappropriate language, topics, or discussion of other students.



P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment SolutionsTM is pleased to have been selected by Baldwin County Public Schools as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per Alabama Code Annotated § 8-8-15, the service fee for returned checks is \$30. (Note that the fee structure will change according to any amendments made to AL law during a school year.)

If you wish to inquire about a returned check written to Baldwin County Public Schools, please contact Envision Payment SolutionsTM directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond. Sincerely,
Envision Payment SolutionsTM

Customers (check writers) with returned check inquiries should contact:

Envision Payment SolutionsTM
Tel 877.290.5460, or 770.709.3100
Fax 770.709.3007
P.O. Box 157
Suwanee, GA 30024-0157 customerservice@envisionpayments.com

2018-2019 SCHOOL CALENDAR

August 6	First Day of School for Teachers
August 13	Meet the Teacher-11-1 OR 4-6
August 15	First Day of School for Students
August 28-September 11	Cookie Dough Fundraiser
August 31	Special Snack for Sale
September 3	Labor Day (No School)
September 13	Fall Pictures
September 14	Progress Reports Go Home
September 20	Zaxby's Spirit Night
September 21	Special Snack for Sale
September 25	Open House (6:00 p.m.)
October 11	End of 1st Quarter
October 12	Holiday for Students-PD for Teachers
October 15	Fall Break
October 18	Zaxby's Spirit Night
October 19	Report Cards Go Home
October 26	Special Snack for Sale
November 9	Progress Reports Go Home
November 12	Veteran's Day Holiday (No School)
November 15	Zaxby's Spirit Night
November 16	Special Snack for Sale
November 19-23	Thanksgiving Holidays (No School)
December 1	Honey Bee Festival
December 5	Pictures with Santa/Friends
December 7	Sweet Treat Day
December 18	End of 2nd Quarter
December 19-January 2	Christmas Holidays
January 2	Teacher Work Day
January 3	Students Return
January 4	Report Cards, Notice of Academic Status-If failing
January 18	Special Snack for Sale
January 21	King/Lee Holiday
January 24	Zaxby's Spirit Night
February 8	Progress Reports Go Home
February 22	Special Snack for Sale
February 28	Zaxby's Spirit Night
March 4-5	Mardi Gras Holidays
March 6	Holiday for students-PD for Teachers
March 15	End of 3 rd Quarter
March 20	Spring and Class Pictures
March 21	Zaxby's Spirit Night
March 22	Report Cards; Possible Retention Letters; Special Snack for Sale
April 15-18	Spring Break Holiday (No School)
April 19	Good Friday Holiday (No School)
April 26	Progress Reports Go Home; Special Snack for Sale
May 8	K5 and 6 th Grade Graduation Pictures
May 13	RHS Graduation
May 17	Special Snack for Sale
May 23	Last Day for Students; Report Cards; End of 4th Quarter
May 24	Last day for teachers