

Bernd Elementary Leadership Academy



Student & Parent Handbook

2023-2024

OUR VISION

Students are empowered to learn, lead, innovate, and serve as productive and caring citizens within their chosen paths of success.

OUR MISSION

Learning & Leading Together!

STRATEGIC GOALS OF BIBB COUNTY PUBLIC SCHOOLS

Student Achievement

Staff Effectiveness

Stakeholder Engagement

FORWARD

Welcome to the Bernd Elementary Leadership Academy family. On behalf of the faculty and staff, I invite you to join us in making this year the best school year ever. We are committed to providing all students at Bernd Elementary Leadership Academy a positive learning environment and an education that best prepares our boys and girls for a bright future. We hope to instill a love of learning and leadership in each of our students as he/she grows and achieves through the years. We invite parents, guardians, and caretakers to participate in your student's education in terms of support and guidance.

This ***Student and Parent Handbook*** has been prepared to assist you in understanding expectations, school policies and procedures, the school-wide discipline plan, and the school calendar. Please take time to read through this handbook with your child(ren) and keep it as a reference throughout the school year.

We have designed this handbook as a guide and the contents should not conflict with any local or state board of education laws and/or policies. Our handbook is only specific to Bernd Elementary Leadership Academy. The **Bibb County Code of Conduct for 2023-2024** is a comprehensive guide to the rules that govern all Bibb County Schools and will take precedent over our school handbook.

Thank you for entrusting your child's education to us. We feel privileged to work with each child at Bernd Elementary Leadership Academy. Thank you for your support and involvement. We are confident that our students will excel and reach new heights!

The Bernd Faculty and Staff

Staff for 2023-2024

| Staff Member's Name | Classroom/Position |
|----------------------|-------------------------------|
| Dr. Chad Thompson | Principal |
| Dr. Barbara Bazor | Assistant Principal |
| Nakeisha Ray | Counselor |
| Sierra Wilson | Academic Coach |
| Anncee Watkins | Academic Coach |
| Regina Andrews | Media Specialist |
| Lisa Arnold | Secretary |
| Jeannette Sanders | Office Clerk |
| Tonya Bryant | Registrar |
| Ivari Lewis-Releford | PreK Teacher |
| Vonshera Allen | PreK Paraprofessional |
| Alazia Sims | Kindergarten Teacher |
| Valerie Fluellen | Kindergarten Paraprofessional |
| Susan Landrum | Kindergarten Teacher |
| Shantrierla Smith | Kindergarten Paraprofessional |
| Jasmine Jones | Kindergarten Teacher |
| G'Ambria Dinkins | Kindergarten Paraprofessional |
| Jamecia Williams | First Grade Teacher |
| Jasmine Thomas | First Grade Teacher |
| Catlyn Scheffer | First Grade Teacher |
| Wendy Bush | Second Grade Teacher |
| Erika Spriggs | Second Grade Teacher |
| Kaitlin Byas | Third Grade Teacher |
| Shante' Martin | Third Grade Teacher |
| Tor'Netria Knight | Third Grade Teacher |
| Ethel Masten | Fourth Grade Teacher |
| Kydra Perrin | Fourth Grade Teacher |
| Daphanie Verdier | Fourth Grade Teacher |
| Jodi Wokocha | Fifth Grade Teacher |
| Jovorick Calloway | Fifth Grade Teacher |
| Robin Ragin | Fifth Grade Teacher |
| Erin Dewey | PEC Teacher |
| Jamier Griffith | PEC Teacher |
| Shannon Ross | PEC Teacher |
| Jaylon Williams | PEC Teacher |

| | |
|--------------------|--------------------------------|
| Claude Landrum | PEC Teacher |
| Justin Schanck | PEC Teacher |
| Nakia Burns | PEC Paraprofessional (ACCESS) |
| Sara Webb | PEC Paraprofessional |
| Wy'Tierriny Hamlin | PEC Paraprofessional |
| Whitney Jones | EIP Teacher |
| Keicha Owens | EIP Teacher |
| Brittany Battle | EIP Teacher |
| LaChasity Walker | PBIS/TLIM Paraprofessional |
| Levita Carter | Music Teacher |
| Tadashia Morris | Instructional Paraprofessional |
| April Riggins | Physical Education Teacher |
| Tomerria Horton | Speech Language Pathologist |
| Tracy Leggett | Lunchroom Manager |

GENERAL INFORMATION

Vision, Dental and Hearing Screenings

Each child initially being admitted to a public school must present a Certificate of Vision, Dental and Hearing Screening. This certificate is part of the student's record and is required by Georgia State School Standards.

Screenings may be done by a private physician or by the Macon-Bibb County Health Department. We will notify you if your child's screening is not on file.

Immunization

Code section 20-2-771 of the official code of Georgia, section 18, states:

"No child shall be admitted to or attend any school or facility in this state unless the child shall first have submitted a CERTIFICATE OF IMMUNIZATION to the school official."

This certificate must be kept up-to-date and must be signed by a private physician or the Health Department. **YOUR CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT AN UP-TO-DATE IMMUNIZATION CERTIFICATE ON FILE.**

Social Security Number

All students must have a social security number on file. This number becomes the student's identification number. If your child does not have a social security number, please contact the social security office to apply. No student will be denied enrollment in any public school in Georgia for declining to provide his or her social security number.

Insurance Information

Student accident insurance is available for all students to purchase. Applications are sent home at

the beginning of the school year. Please follow the enrollment procedures on the information provided.

Physical Education Release Form

All students must have a physical education release form signed by a parent or guardian on file with the P.E. department. If a child has any physical limitations, a doctor's excuse listing those limitations must accompany the form.

Emergency Contacts

If a child is seriously injured or becomes ill at school, we will make him or her as comfortable as possible and then call the parent immediately. If the parent cannot be reached, we will attempt to contact the emergency numbers listed in Infinite Campus provided by parents. **WE MUST ALWAYS HAVE AN EMERGENCY CONTACT NUMBER.** *Please be sure that we have an accurate working phone number for a parent or guardian in case of an emergency. This information should be kept current throughout the school year.* If we cannot reach someone and we feel medical treatment is necessary, we will call the appropriate medical personnel or facility for help. Costs of medical treatment are the responsibility of the parents.

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. Your child cannot remain at school if he or she has a fever, has thrown up or has a contagious condition. Please do not send children to school if they are ill before the school day begins.

Attendance

To learn, students must be at school! All children are expected to be present every day unless they are ill or a family emergency arises. Please remember that a written note explaining the absence is required **within 3 days** of the student's return from an absence. Failure to present an excuse within three days will result in the absence being recorded as **an unexcused absence**. Documentation presented after three days will not be considered. Students will be given five days to make up work or tests which were missed because of an excused absence from school. Failure to make up work after a reasonable time will result in an adverse effect on grades.

In accordance with the Bibb County Code of Conduct, students in grades K-5 will NOT be promoted to the next grade level if they exceed more than ten (10) unexcused absences in a school year. The student may be administratively placed.

Parents will be contacted in writing after the third unexcused/undocumented absence. **School Social Services** will be notified for counseling and appropriate interventions that may include a charge of truancy being filed against the parent for students who have **5 unexcused absences**. See the Bibb County School District Code of Conduct for attendance policies.

Bernd recognizes attendance in the following ways:

- Monthly Attendance Recognition:

- Each month, Bernd will celebrate all students who have perfect attendance for the entire month.
- The class with the highest attendance rate will be spotlighted.
- Yearly Attendance Recognition:
 - Each year, students with no absences or tardies (see tardy section) will be awarded Superintendent's Perfect Attendance Award.
 - Each year, students with no absences but up to 3 tardies (see tardy section) will be awarded Principal's Good Attendance Award.

Arrival at School

Students should arrive at school no earlier than 7:45 a.m. **If students arrive on campus before that time, they will be unsupervised.**

Students eating breakfast should go directly to the cafeteria until dismissed to assigned areas. Students who report to class or Morning Choice areas first will not be allowed to eat breakfast in the mornings.

Bell Schedule

| | |
|-----------|-------------------------|
| 7:45-8:15 | Breakfast in Cafeteria |
| 7:45-8:05 | Morning Choice |
| 8:05 | Dismissal to Classrooms |
| 8:20 | Tardy to school |
| 3:20 | Dismissal |

School Dismissal

Students will be dismissed beginning at 3:20 PM.

Car riders will be dismissed from the front of the building through the front doors, while bus students will exit the building at the back of the school at the bus ramp when their bus arrives. Parents are asked to use the drive leading to the front doors (office area) to pick up their children. **Please do not drive in the areas designated for buses. Car riders will not be allowed to exit the back of the school. Parents may NOT pick up students from their child's classroom in the afternoon. This is for safety reasons. Parents are expected to remain in their vehicles.**

Bus riders will be called accordingly to report to the bus ramp and be dismissed to their designated bus.

The Bibb County Code of Conduct states: The School District is not responsible for the supervision and safety of students prior to the beginning of the school day or after the end of the school day. The Board of Education does not expect its staff to exercise charge over students who are left at the school campus before the beginning of the school day or who are not picked up from school in a timely manner (See Bibb County Code of Conduct).

If a parent cannot provide transportation for the student, the parent should ensure that a means of transportation is provided to the student. The school system does not take responsibility to provide transportation for students outside of the normal busing schedules. Parents should not allow students to loiter outside of Bernd Elementary School. Parents are expected to provide timely (within no more than 30 minutes) transportation to a child who does

not ride home from school on a school district bus. Repeated failure to abide by this policy may result in the referral of the case to the Bibb County Juvenile Court (See Bibb County Code of Conduct).

Early Dismissal from School

Students being dismissed during the day for appointments or personal business are required to be signed out and picked up in the main office by a parent or designated adult. **Individuals not designated on the emergency card or additional emergency pick-up card will not be allowed to take students from the school.** When a parent or guardian comes to pick up a child, the student will be called to the office. Students may not wait in the office for someone to arrive.

Students are responsible for any class work or tests missed when they sign out. **Students should not be signed out early after 3:00 unless it is an emergency.**

Tardy Policy

Students are expected to arrive at school on time daily in order to receive the maximum benefit from the learning environment. **The school day starts promptly at 8:20 a.m.** Any student who is not present in his or her homeroom at that time is considered absent from school. Students arriving after 8:20 a.m. must check-in at the office for a pass to have the absence changed to a tardy. A tardy will be unexcused unless a parent comes to sign in the student, or the student brings a written excuse from a

doctor. Students who arrive at school after 8:20 a.m. will not be admitted to class without a tardy pass. Students who leave after 11:30 a.m. are considered tardy, as well. Students who receive 3 or more tardies during the school year will not be eligible for an attendance award at the end of the year. See the Bibb County Code of Conduct for further information about the tardy policy.

Transportation Change

Parents must notify the school **in advance** if there is to be a change in their student's transportation. If no notification is received, students will follow their regular method of getting home. A written note to the teacher is preferred. **Telephone calls are not allowed under any circumstance to change a student's mode of transportation.** Last minute changes for transportation may no longer be made by phone to the school. The school cannot accept responsibility for changes in your child's transportation.

Students are not allowed to ride a different bus unless the student brings in a new proof of residency in writing that is verified by the parent/guardian.

Medications

Faculty members may not dispense medication of any kind. Please do not ask the teachers or office staff to dispense aspirin, antacids, or other over-the-counter medications to students. Students may request to see the nurse or medical technician. Medication should be brought to the office in a

container appropriately labeled by the pharmacy or physician with the student's name, medication, dosage, and the time to be administered. If a child is required to take medication during the school day, either throughout the school year or for a temporary illness, a medical release form must be completed and signed by the attending physician. Please contact the school office for a copy of this form. **No medication of any kind will be given out without this medical release form on file.** Students are not allowed to keep medication with them during the school day. **All medications must be turned in to the nurse/office.**

Short-term medications, not prescribed for more than 20 days, do not require a physician's signature. These medications should be in a properly labeled prescription container bearing the physician's name, dosage, and the time to be administered. Pharmacies will provide a duplicate labeled prescription bottle to send to school, if requested.

Non-prescription medicines should be administered at home whenever feasible. For example, many non-prescription medicines can be given in the morning before leaving home, after school, and later in the evening. We appreciate your understanding in this regard.

Please inform the teacher if your child has an unusual physical problem. Every effort will be made to provide suitable activities for those students with extraordinary needs.

Class Materials

In addition to what are considered normal school supplies, each grade level may have specific supplies

that are requested. Students will receive a list of additional needed supplies during the first week of the school year.

Book Bags

Book bags must be clear or mesh, and they are subject to search at any time.

Lost and Found

Lost articles, other than textbooks, are taken to the auditorium, and should be claimed as soon as possible. Clothing articles will be donated to charity at the end of each semester. Lost textbooks are sent back to the teacher who issued them and can be claimed from that teacher.

Telephone

Students will not be allowed to use the office telephone during the school day except for extreme emergencies. The office will not allow students to use the office phone to request assignments or to make after-school arrangements. Students must be given permission by the office staff to use the telephone. Before permission is granted, students must state the nature of the emergency before making a telephone call.

Please do not ask the school to relay personal messages to students during the school day. Students will not be called to the office to accept telephone calls.

Fund-Raisers

All fund-raising conducted by school personnel or students on the school campus must be approved in writing by the school principal. **If a student is found selling or buying candy or any other item that is not connected with an approved Bernd Elementary School fund-raiser, he or she will be disciplined, and the item(s) confiscated.** No fund-raising items may be sold by students during the school day.

Visitors

Visitors are welcome to come to our school at any time. However, to ensure the safety of our students, and to ensure they receive the maximum benefit from their instructional time, we ask that visitors to our building make an appointment before arriving to the school. Visitors should observe the following procedures:

Visitors must report to the main office, sign in, and obtain a visitor's pass before entering any other area of the building. When leaving the building, visitors should sign out and return the visitor's pass.

Any person visiting the campus should display appropriate behavior. Inappropriate language and/or behavior will not be tolerated.

All visitors should refrain from lengthy visits to the classroom. This causes disruptions in the learning environment. For that reason, classroom visits shall not exceed 30 minutes.

Conferences

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher. Therefore, we encourage parent conferences with the teachers. Conferences are arranged by calling the school at (478) 779-2750 or by sending a note/e-mail to the teacher. Academic teachers generally meet with parents as a grade-level during their planning time and/or before or after school.

If a parent has a concern, which involves a teacher and his or her child, the first person to see is the teacher. If the parent does not think the concern has been adequately addressed, he or she may then seek help from the counselor, assistant principal, and then the principal. Most problems can be satisfactorily resolved by following this procedure.

Homework

Homework is an important and valuable instructional tool and is assigned to students for the purpose of enriching, clarifying, and reviewing class lessons, practicing skills previously taught, preparing for future lessons, and/or working on long-term assignments. Homework is an important student responsibility and should be taken seriously. Parents are strongly encouraged to check homework to make certain that it has been completed. The average time to complete homework assignments will vary per grade level. Average time is based on students working in an environment free from distractions.

Gr. 1 – 10-15 minutes

Gr. 2 – 20-25 minutes

Gr. 3 – 30-35 minutes

Gr. 4 – 40-45 minutes
Gr. 5 – 50-55 minutes

Homework will be given daily, Monday through Thursday. Special assigned projects will require additional time within a set long-range time frame, and additional study time may be needed for major tests.

Grading Policy

Student progress will be based upon a careful and continuous evaluation of each student's achievement of appropriate instructional and developmental goals. These goals include competency in basic skills, regular attendance, and acceptable work habits and attitudes.

The primary responsibility for determining the levels of performance of the student and his or her ability to function successfully at the next higher grade level is that of the classroom teacher. The school principal has the final responsibility for decisions regarding promotion, assignment, or retention.

To be promoted, a student must pass Reading and Math (K-5) and one additional subject (3-5).

3rd & 5th Grade Promotion Requirements

In addition to the above stated requirements, all 3rd and 5th grade students must pass the Georgia Milestones in Reading, and all 5th grade students must also pass the Georgia Milestones in Math.

Progress Reports

Students will receive progress reports from each teacher every 6 weeks. Grades will be posted to Parent Portal. Parents may request weekly progress reports through the teacher.

Parent Portal is available on-line for parents to check their student's progress. Grades are up-dated weekly.

Bibb County Schools' Homepage

The Bibb County School District's homepage contains a wealth of information. You will find links to access student grades (Parent Portal), each school's webpage, the district calendar, school board member information, enrollment procedures, system statistics and policies, and links to education resources, including links to standardized tests practice questions. The web address is www.bcsdk12.net.

Internet Use Policy

Parents who wish for their child to use the Internet do not have to do anything. If a parent does not wish for his/her child to use the Internet must sign an Opt Out form. If a form is not received and is needed, please contact the school to receive the form.

Acceptable Use of Computers and Networks Policy

- Users shall not erase, rename, or otherwise make unusable anyone else's computer files, programs or disks.

- Users shall not let other persons use their account name, login ID, password, or files for any reason.
- Users shall not try to discover another user's password.
- Users shall not use school-based technology for non-instructional or non-administrative uses unless given permission by an administrator or teacher.
- Users shall not use computers for unlawful purposes such as illegal copying or installation of copyrighted software.
- Users shall not copy, change, or transfer any software or documentation provided by the Technology Office, teachers, or another student without permission.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate damage or otherwise hinder the performance of a computer (Such software is known as a virus).
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not tamper with computers, networks, printers, or other hardware unless given express permission by an administrator or teacher.
- Software can only be installed on stand-alone computers or computer networks with the consent of the Director of Technology Services.

Fire and Tornado Drills

Fire drills and tornado drills will be held on a regular basis. Students are expected to behave as if the drill were an actual emergency. Students should

remain orderly and calm during the drill and follow the instructions given. **Failure to do so may result in disciplinary actions being taken.**

Hospital/Homebound Instruction

Hospital/homebound services are available to those students who, because of illness or accident, will be absent for an extended period of time (seven days or more). Parents must notify the classroom teacher if the student will require homebound instruction due to an extended illness. The parent must come by the school and pick up a form for the doctor to complete. This form must be returned to the school as soon as possible. A homebound teacher will contact you to decide about the times he or she will visit your home. Parents must be home when the homebound teacher arrives. The homebound teacher will bring all assignments for that week and assist the student as necessary.

To receive credit for courses, the student must be present when the homebound teacher arrives, and he or she must complete the assignments. Failure to comply with these procedures could result in a failing grade.

Gifted Education Program

To qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. Exceptional performance in these areas must be demonstrated on tests, and/or shown in outstanding products and/or exemplified in academic and artistic performance.

Students may be recommended for consideration for the gifted program by teachers, counselors, parents, peers, administrators, self, and others.

The Bibb County Board of Education policy GAAA states that there will be no discrimination regarding race, creed, religion, color, national origin, sex, marital status, handicap, or age. This policy will govern selection of students for this program as it does for all others in the system.

Each year, during a specified two-week period, teachers shall observe students looking for the Traits, Attitudes, and Behaviors (TABs) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified TABs shall be considered for referral by the school eligibility team.

School principals, counselors and teachers shall also review the results of norm referenced testing. **Any child with a 90th percentile composite score, a 90th percentile total reading, including reading comprehension or 90th percentile total math shall be considered.** This shall constitute an automatic referral procedure.

The school gifted-eligibility team shall review the records of any child under consideration for referral and will decide which students will proceed to further evaluation. A child will be referred for further evaluation if he or she is listed in a minimum of five categories on the TABs and additionally demonstrates one of the following: documented above grade-level performance, qualifying achievement test scores, documented outstanding products or performances, or a GPA at or above 3.5 on a 4.0 scale.

Parent permission will be obtained before any formal evaluation begins, and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment

to review records relating to their child's eligibility, following the completion of the evaluation.

For further information, contact the counselor at Bernd (779-2750) or the Director of Gifted Education, 484 Mulberry Street, Macon, GA 31208, (765-8596).

Awards Ceremonies

Awards Ceremonies are held each May to recognize students who have earned Honor Roll status regarding academic achievement, perfect attendance (see attendance and tardy sections), and other achievement awards. Monthly recognitions will take place to recognize those students achieving other identified criteria.

Guidance and Counseling

School counselors serve to assist students with academic planning and personal growth. The guidance office is open to students throughout the school day. Students must have a counseling referral in order to see the counselor or to have an appointment scheduled. Counselors treat information about individual students with confidentiality.

Media Center

Bernd Elementary School's media center is a fully equipped facility dedicated to providing students and staff with materials and services to facilitate the learning process. The media center will provide appropriate books for leisure reading and research assignments. Several computer databases will provide additional resources.

The media center is equipped with the Accelerated Reader program. This program provides computerized tests on selected books from the media center collection and other online collections. It provides immediate feedback and promotes increased reading comprehension.

The general circulation policy allows students to check out two books for a period of two weeks. Students will be provided with overdue notices after the two weeks and will be allowed two days to return the books without a penalty. If books are damaged or lost, the full replacement cost will be charged to the student.

The media center will be open to students throughout the instructional day for whole-class instruction or individual instruction. Each student must present a media pass from his or her supervising teacher.

School Lunches

If a student has problems with allergies, the parent should inform the cafeteria manager. Allergies will be entered in the computer with the student's lunch account.

If a child does not choose a school lunch, he or she may bring a lunch to school from home. **Please do not include candy in sack lunches. No fast foods are allowed. If a child brings his or her lunch from home, that child may NOT bring a soft drink, tea, etc.** Students who purchase their lunch may not bring anything to drink into the lunchroom unless they have a health-related problem that is documented by a note from their doctor. **Cans and glass bottles are not allowed for safety reasons.** Sack lunches should be

brought with the student to school rather than delivered to the office later during the day.

Parents are encouraged to occasionally have lunch with their children in the school lunchroom. The cost for adult meals is \$3.25 (subject to change).

Responsibilities of Students

At Bernd Elementary School, we strongly encourage students to begin taking on the role they will perform as productive, contributing members of society. ***Students are expected to see the school as their place of work and to act accordingly. No student should arrive on campus without books in hand and necessary supplies; also, no student should leave campus empty-handed.***

Students are expected to show respect to all adults and their peers. It is the policy of this school that students respond to any adult in the school who speaks to them. Students should answer with respect and courtesy.

Cell Phones/ Electronics

Board policy forbids the use of electronic communication devices by students on school property, school buses, or at school-sponsored functions. These devices will be confiscated, and further consequences will be based on the Student Code of Conduct.

Money and Valuables

It is unwise to bring money or valuables to school. **The student is solely responsible for the security**

of all his or her possessions.

Bus Regulations

Students will not be allowed to ride a bus other than the one they are assigned. Students who do not qualify for bus transportation are not allowed to ride the bus home with regular bus students. Rules of Conduct on Bibb County School Buses can be found in the Bibb County Student Code of Conduct. **Students who do not adhere to these rules are subject to disciplinary action.**

Cafeteria Procedures

Students are expected to follow the same guidelines for behavior in the cafeteria that they follow in the classroom. Additional guidelines follow:

1. The cafeteria is a place to talk quietly.
2. Stand in a single file line; automatically silent.
3. Use good manners in speaking to the lunchroom staff.
4. Remain quiet when you reach the serving line.
5. Pick up all necessary items in the serving line the first time through.
6. Practice appropriate table manners.
7. Clean personal space, including the seat and the floor around the seat.

Library Books, Textbooks, Etc.

Students are responsible for all textbooks and library books issued to them during the school year.

The condition of each textbook is recorded when it is issued, so that damage beyond usual wear may be assessed at the end of the year. Students must pay for all lost or damaged books. All monies collected are recorded by the school secretary and paid to the proper fund for replacement purposes. You will receive a receipt for any monies paid. If a lost book is found, money paid will be refunded, provided you present the receipt.

Positive Behavior Interventions and Support (P.B.I.S.)

The PBIS framework helps support our School-wide Behavior Expectations, namely **Raider PRIDE (Proactive; Responsible; Informed; Diplomatic; Energized)**. This is a proactive approach to discipline in that students are recognized for displaying positive behavior, rather than putting all the focus on negative behavior.

Classroom Behavior

To maintain an atmosphere for learning and to allow students to achieve the highest academic excellence, teachers use expectations and consistent enforcement. The following are basic expectations enforced in every classroom:

1. Follow adult directions promptly
2. Bring materials to class
3. Bring a positive attitude
4. Keep hands, feet, and objects to self
5. Actively listen

6. Support peers
7. Keep and leave area clean
8. Know routines and procedures
9. Know your learning targets and success criteria
10. Display good character
11. Use self-control
12. Set the example for others to follow
13. Do your personal best
14. Set and exceed goals

Teachers will deal appropriately with students who do not follow these expectations, as well as other established procedures. One or more of the following forms of discipline may be administered by a teacher:

1. Behavioral contract
2. Parent conference; Student-Teacher Conference
3. Referral to the counselor
4. Letters and/or phone calls to parent
5. **Other actions as decided by teacher.**

The following forms of discipline are usually administered by administrators:

1. Time out for the day
2. In-School suspension (ISS)
3. Home suspension (OSS)
4. **Required** parent conference
5. Teacher conferences with administrator(s) and student
6. Required counseling
7. Work detail
8. **Other actions as decided by administration**

Any time a student is referred to the office, he or she may be placed in time out for the rest of the day. Records are kept of the violation and the actions taken by the office. **State law requires that these records be forwarded when a student transfers to another school.**

Disciplinary Violations

Each student will be issued a Bibb County Student Code of Conduct, and will have access to a Student Handbook, and Discipline Plan. Students are expected to be familiar with the expectations of conduct outlined in all documents. Students and parents will be asked to sign a statement saying they have read and understand the policies listed within the documents. Bernd Elementary School will expect all students to follow all policies and procedures set forth in the Bibb County Student Code of Conduct, Student Handbook, and Discipline Plan.

Denial of Privileges

Students may be denied participation in non-instructional or extracurricular school activities due to frequent abuse of school rules.

During suspension (in-school or out-of-school), no student is allowed to participate in school events. Students who are serving out-of-school suspension will not be allowed on any Bibb County school campus or to attend school events at or away from the school.

Vandalism/Destruction of Property

Students are expected to respect the property of others and the school, including the building, grounds, equipment, and personal property. Graffiti will be considered vandalism. Intentional damage to textbooks will be considered vandalism. **Students who violate this rule may be suspended and held liable for damages occurred.**

Field Trips

Students are expected to be on their best behavior while on school-sponsored field trips. Students can be denied the privilege of attending a field trip for previous behavior problems.

Dress Code

Students are required to follow the Dress Code established by the Bibb County Board of Education. Students who violate the dress code will be dealt with as follows: Students who are able to correct the dress code violation will be assigned consequences by the office and returned to class. Students who are not able to correct dress code violation will be assigned consequences and may be placed in ISS. When the student is appropriately dressed, he or she may return to class. **Repeated failure to follow the dress code may result in consequences outlined by the Bibb County Student Code of Conduct.** The administration reserves the right to determine if a student's dress is appropriate. Students will not be allowed to attend classes if inappropriately dressed.

ELEMENTARY SCHOOL UNIFIED DRESS CODE

BACKPACKS MUST BE CLEAR OR MESH.

PRE-K

- All clothes must be the appropriate size.
- Students wearing skirts, dresses and jumpers must wear shorts or biking shorts underneath those garments.
- Socks must be worn, and shoes must have closed toes and backs.
- No spaghetti strap dresses or open-back clothing.

KINDERGARTEN-5th GRADE

- Collared shirts of any solid color may be worn.
- School spirit shirts are permitted.
- Solid-colored pants, shorts, skirts/skorts, dresses and uniform jumpers in the colors of khaki, navy blue and black are allowed. Must be knee-length; tight fit not permitted.
- Plain denim jeans with no holes are allowed.
- Hoodies are allowed to be worn, with the hood tucked in while inside the school building.



Hall Passes

During class time, no student should be anywhere other than class. If it becomes necessary for a student to leave a classroom during class, he or she **must** have a hallway pass. The teacher who excused the student must sign the pass. Each student must have a pass to be anywhere other than class.

Items not Allowed in School

Items that distract or disturb others are not to be brought to school. Such items include, but are not limited to: toys, radios, cameras, headphones, MP3 players, CD's and CD players, electronic games, trading cards, playing cards, or any other recreational item that may disrupt the learning process. If a student brings these items to school, they will be confiscated. A parent or guardian must come to the school to retrieve these items. **Cell phones must be given to a teacher upon arriving at school.** Students are not allowed to carry cell phones, iPods, or any other electronic devices on them, whether on or off. The Student Code of Conduct states, "Students are allowed to bring personal

communication devices to school for the sole purpose of student safety and communication with parents and guardians **after** the school day. **Students shall not carry their personal communication devices in book bags or on their persons during the school day.** Cell phones or any other personal communication devices that are visible, ring, or make sounds from the time of the student's arrival on campus to the final dismissal bell will be considered contraband items and a violation of this policy.

Violence or Threats of Violence

Bernd practices Zero Tolerance of Violence. **Any student who threatens violence directly or indirectly; who hits or pushes another; who returns a blow delivered by another; or who moves toward a fight *MAY be suspended*, and other actions may be charged against him or her.** Absolutely no violence will be tolerated.

Again, parents please understand that hitting back may carry the same disciplinary charges as any other act of violence. Adults are everywhere and should be notified if any problem arises. Most acts of violence that occur result from students engaged in physical play. Please instruct your child to avoid all physical play-fighting, since it is often misunderstood and can lead to unwanted consequences.

In-School Suspension

The In-School Suspension (ISS) program is used as an alternative disciplinary measure for students who disrupt the learning experience for others. Parents will be contacted by phone or letter when a student is

assigned ISS, just as they are with out-of-school suspension.

Students assigned to ISS will bring basic classroom materials (including textbooks, paper and pencils), will do all assigned work quietly in their seats, will show respect for themselves and others, and will obey all school rules and regulations. Please be aware that work not completed during ISS may negatively impact a student's grade. Students may also be required to engage in work detail and/or physical activity as part of their ISS assignment.

Any absences during assignment to ISS will be made up before the student returns to the regular classroom. As with out-of-school suspension, students who have been assigned to ISS will not be allowed to participate in any school function during the ISS assignment period.

Out-of-School Suspension

The Out-of-School Suspension (OSS) program is used as a disciplinary measure for students who disrupt the learning experience for others, for which ISS is not an appropriate corrective action, or for which ISS has not changed behaviors in the past. Parents will be contacted by phone or letter when a student is assigned OSS, just as they are with ISS.

Students assigned to OSS will have an excused absence from school, and as such, are able to make up missed assignments. Please be aware that work not completed during OSS may negatively impact a student's grade. As with ISS, students who have been assigned to OSS will not be allowed to participate in any school function during the OSS assignment period.

As an alternative to OSS, we may provide the parent with an opportunity to participate in a reverse suspension. A reverse suspension is where a student may be placed on out-of-school suspension but allowed to come to school IF a parent/guardian accompanies him/her to class for the suspension date(s).

Title I Agenda Summary

Bernd Elementary School is a school-wide Title I school. The Title I Program is the largest federally funded program in education. The purpose of these funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. As a school-wide Title I school, services can be provided to help all students; however, particular focus is on the school's most at-risk students. Title I funds allocated to our school are used to fund additional personnel, professional learning for staff, parental involvement, materials, and resources to enhance instruction in core content areas of reading, math, science, and social studies.

At Bernd, we continuously monitor student achievement and set high expectations for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we develop a partnership to assist all students to achieve. Your involvement in the development and review of our school's Parental Involvement Plan, School-Parent Compact, and Continuous Improvement Plan is important.

As a parent of a child at Bernd, you have the right to ask about the qualifications of your child's teachers or paraprofessionals who provide services to your

child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Dr. Chad Thompson at Bernd at (478) 779-2750 or email at john.thompson@bcsdk12.net.

We encourage you to get to know your child's teachers, class routines, and expectations.