

Student/Parent Handbook

Beulah Elementary School 2019-2020



“Expect the Best at BES”

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***Pages with an asterisk (*) should be completed, signed, and returned to the school ASAP.**

Message to Parents and Students

Dear Parents and Students:

On behalf of the Beulah Elementary School Family and community, it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2019-2020 school year. To those students and parents who are new to BES, we extend an especially warm welcome and best wishes for an exciting and productive year in our school. We hope that you will quickly feel at home and become involved in the activities of our school through PTO. I hope your summer has gone well and you are excited for the beginning of the new school year.

I know this is going to be an exciting year as we collectively strive to create a culture of learning. I am energized and deeply committed to making a positive difference in the lives of your children and this community. I feel extremely fortunate to be working with such an exceptional group of students, families, faculty, and staff members.

I truly believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the children of Beulah Elementary School. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals. We invite you to become an active participant in our school community through volunteering, joining our PTO, or attending and supporting school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success for the child.

At Beulah Elementary School, safety is our top priority. We ask that you support these efforts by following our visitor guidelines as stated in our school handbook. Please sign in and make sure you have a visitor's badge located on your chest when visiting our school. Additionally, photo identification is now required for any visitor entering Beulah Elementary School. If you need to change your child's transportation home from school, please send a note that is dated and signed by the parent/guardian with a phone number for questions or concerns. For the safety of the students, NO phone calls will be accepted to change a student's transportation home; however, email and texts received by 1:30 pm CST with a photo ID are acceptable. It is the guardian's responsibility to ensure this information is received by our staff. Contact Mrs. Eastridge (Eastridge.Sharon@lee.k12.al.us) or Mrs. McCool (McCool.Kimberly@lee.k12.al.us) with the necessary information by the appropriate time.

I hope that each of you have been enjoying these past few weeks of summer and are now looking forward to a great school year. This year will be busy, exciting, and hopefully very rewarding for each student.

Best wishes to each of you and thank you for your support.

Sincerely,

Arthur D. Caffey
Principal

Beulah Elementary School Important Dates to Remember: *Fall 2019*

August 5, 2019 ----- K-6 Meet N Greet @ 3:00 PM (until 5:00 PM)
 August 20, 2019-----Pre-K-2nd Grade Open House Night @ 5:00 PM (until 6:30 PM)
 August 21, 2019----- Parent Advisory Meeting @ 7:00 AM and 5:30 PM
 August 22, 2019----- 3rd-6th Grade Open House Night @ 5:00 PM (until 6:30 PM)
 August 26-September 6, 2019 -----BES Fall Book Fair
 August 30, 2019 (Last Friday of each month)----- All-Pro Dads @ 6:45 AM
 September 2, 2019 ----- NO SCHOOL/Labor Day
 September 5, 2019 ----- September Student of the Month Lunch
 September 5, 2019 ----- Family & Grandparents Night @ 4:00-6:00 PM
 September 6, 2019 -----1st Nine Weeks' Progress Report
 September 10, 2019 ----- PTO Meeting @6:00 PM
 September 25, 2019 ----- Fall Picture Day
 September 27, 2019 ----- All-Pro Dads @ 6:45 AM
 October TBD----- 1st Nine Weeks Student Incentive Celebration
 October 1, 2019 ----- PTO Meeting
 October 3, 2019----- October Student of the Month Lunch
 October 9, 2019----- End of 1st Nine Weeks
 October 12, 2019 ----- Harvest Carnival
 October 14, 2019 ----- NO SCHOOL/PD DAY
 October 16, 2019 ----- 1st Nine Weeks' Report Card Distribution
 October 23, 2019 ----- Fall Retake Picture Day
 October 25, 2019 ----- All-Pro Dads @ 6:45 AM
 October 28-November 1, 2019 -----Red Ribbon Week
 November 5, 2019 ----- NO SCHOOL/PD DAY
 November 6, 2019----- Parent Advisory Meeting @ 7:00 AM and 5:30 PM
 November 7, 2019----- November Student of the Month Lunch
 November 8, 2019----- Veterans Day Programs, K-2nd @ 8:30 AM/3rd-6th @ 9:30 AM
 November 11, 2019 ----- NO SCHOOL/Veterans' Day
 November 12, 2019 ----- 2nd Nine Weeks' Progress Report
 November 12, 2019 ----- PTO Meeting
 November 20, 2019 ----- Holiday Picture Day
 November 25-29, 2019 -----NO SCHOOL/Thanksgiving Break
 December TBD ----- 2nd Nine Weeks Student Incentive Celebration
 December 3, 2019-----Christmas Sing-a-long, PreK-2nd @ 5:30 PM
 December 5, 2019-----December Student of the Month Lunch
 December 5, 2019----- Christmas Sing-a-long, 3rd-6th @ 5:30 PM
 December 20, 2019 -----End of 2nd Nine Weeks
 December 23, 2019-January 3, 2020 ----- NO SCHOOL/Winter Break

**All times are Central Time. Dates and times are subject to change.*

Beulah Elementary School Important Dates to Remember: Spring 2020

January 7, 2020	PTO Meeting
January 9, 2020	January Student of the Month Lunch
January 10, 2020	2 nd Nine Weeks' Report Card Distribution
January 20, 2020	NO SCHOOL/Martin Luther King, Jr. Day
January 24, 2020	Mother/Son Dance
January 31, 2020	All-Pro Dads @ 6:45 AM
February 5, 2020	Kindergarten Cap/Gown and Class Picture Day
February 6, 2020	February Student of the Month Lunch
February 6, 2020	3 rd Nine Weeks' Progress Report
February 7, 2020	Daddy/Daughter Dance
February 17, 2020	NO SCHOOL/PD day
February 19, 2020	Parent Advisory Meeting @ 7:00 AM and 5:30 PM
February 26, 2020	Spring and Kindergarten Cap/Gown Retake Picture Day
February 28, 2020	All-Pro Dads @ 6:45 AM
February 29, 2020	Miss BES Pageant
March TBD	3 rd Nine Weeks Student Incentive Celebration
March 2-13, 2020	Spring Book Fair
March 5, 2020	March Student of the Month Lunch
March 10, 2020	Family Book Fair Night
March 10, 2020	PTO Meeting
March 11, 2020	End of 3 rd Nine Weeks
March 13, 2020	Family Game Night
March 18, 2020	3 rd Nine Weeks' Report Card Distribution
March 27, 2020	All-Pro Dads @ 6:45 AM
March 30-April 3, 2020	NO SCHOOL/Spring Break
April 7, 2020	PTO Meeting
April 9, 2020	April Student of the Month Lunch
April 10, 2020	NO SCHOOL/PD Day
April 20, 2020	4 th Nine Weeks' Progress Report
April 24, 2020	All-Pro Dads @ 6:45 AM
May TBD	4 th Nine Weeks Student Incentive Celebration
May 6, 2020	Parent Advisory Meeting @ 7:00 AM or 5:30 PM
May 7, 2020	May Student of the Month Lunch
May 11-14, 2020	Spring Olympics
May 15, 2020	Family Movie Night
May 18, 2020	Awards Day, 1 st -3 rd Grades
May 19, 2020	Awards Day, 4 th -5 th Grades
May 20, 2020	Kindergarten Graduation
May 21, 2020	6 th Grade Graduation
May 21, 2020	(4 th Nine Weeks' Report Card Distribution) LAST DAY OF SCHOOL

**All times are Central Time. Dates and times are subject to change.*

Positive Behavior Support Program Guide

Per LCBOE policy, we are a positive behavioral support school. We have worked diligently to draft the following supports which have been approved through Central Office. BES students are expected to follow Lee County's Student Handbook/Code of Conduct and the policies below.

Our faculty believes that students acquire self-discipline through learning appropriate behaviors and adhering to school guidelines. These play an important role in the development of students in leading them to be successful, respectful, and motivated to learn. Our faculty intends to manage student behavior and does not anticipate the need for office referrals except for major offenses. We believe appropriate behaviors can be learned through teaching and modeling, and an educationally sound Positive Behavior Support (PBS) program encourages appropriate behaviors in an effort to minimize inappropriate behaviors.

1. Our faculty has established a rewards-based PBS Program.
2. Behavior calendars will be sent home for parents to sign and return.
3. Student participation in the rewards program outlined below will be earned by each student through their practice of appropriate behavior and obeying established guidelines.

We are ready, respectful, responsible, and resourceful; therefore, we do the following:

1. We are **READY** to learn.
2. We are **RESPECTFUL** others and our education.
3. We are **RESPONSIBLE** for our actions (and inactions).
4. We are **RESOURCEFUL** when we solve our problems.

***See what this looks like at Beulah Elementary by reviewing the rubric/chart below.**

Rewarding Student Success

In following with the Positive Behavior Support Program, students who maintain ALL of the following during the nine week period will attend incentive event quarterly:

- Conduct: Scores of 3 and 4
- Attendance: No more than 3 unexcused absences; 4 tardies/check-outs (or a combination of the two)
- Discipline: No administrative detention, out-of-school suspensions, and/or bus suspensions

School-Wide Incentive Celebrations

1st Nine Weeks – October 2019

3rd Nine Weeks – March 2020

2nd Nine Weeks – December 2019

4th Nine Weeks – May 2020

Dates are subject to change.

Four R's Behavior Rubric to Assist with Conduct Scores

Name: _____

Criteria	1	2	3	4
Ready: Completes Work/Stays on Task	<ul style="list-style-type: none"> • Rarely on task • Displays improper/inappropriate behavior • Regularly late for/absent from class • Homework rarely done • Comes to class without supplies • Often distracted by others • Ideas and instructions frequently need to be repeated 	<ul style="list-style-type: none"> • Sometimes on task/Has difficulty staying on task • Displays some age appropriate behaviors • Often late for/absent from class • Sometimes misses homework or basic school supplies • Occasionally daydreams • Ideas and instructions sometimes need to be repeated 	<ul style="list-style-type: none"> • Consistently on task • Displays age appropriate behavior • Sometimes late or absent • Rarely missing homework or school supplies • Pays attention in class but needs complicated concepts/tasks either repeated or clarified 	<ul style="list-style-type: none"> • Always on task • Often goes beyond expectations • Displays mature behavior • Always on time and present • Has homework and supplies regularly • Pays attention in class and comprehends instructions as it is delivered the first time
Respectful: Respectful of Others	<ul style="list-style-type: none"> • Inappropriate behavior and attitudes toward teacher, peers, and guests • Shows little or no respect for others • Struggles with taking turns and respecting personal space • Tends to bully others • Frequent horseplay 	<ul style="list-style-type: none"> • Often talks at inappropriate times • Sometimes challenges teacher's authority • Often has trouble taking turns • Has trouble with others' personal space • Tends to bully or play around on regular basis 	<ul style="list-style-type: none"> • Rarely has trouble taking turns • Generally nice to teachers, peers, and guests • Respects personal space most of the time • Does not bully or goof off • Is kind 	<ul style="list-style-type: none"> • Always polite to teacher(s), peers, and guests • Never rude • Always takes turns • Respects personal space • No bullying or horseplay taking place in class • Has gone out of way to be kind to others
Responsible: Follows Directions/ Rules	<ul style="list-style-type: none"> • Ignores rules and boundaries • Regular tendency of damaging others' property or own belongings • Frequently needs corrective measures • Rarely uses appropriate behaviors and social skills 	<ul style="list-style-type: none"> • Inconsistent observance of boundaries and rules • Does not often take care of school property • Does occasionally damage others' belongings • Needs corrective measures • Inconsistently uses appropriate behaviors and social skills 	<ul style="list-style-type: none"> • Respects boundaries and rules • Generally takes care of property • Does not habitually damage others' belongings • Rarely needs corrective measures • Uses appropriate behaviors and social skills when asked/ when required to do so 	<ul style="list-style-type: none"> • Exemplary adherence to rules • Always takes care of school, teacher, peer, and personal property while in class • Does not need any corrective measures • Uses appropriate behaviors and social skills without being asked
Resourceful: Works Cooperatively/ Independently	<ul style="list-style-type: none"> • Is not capable of asking for help appropriately • Does not get along with others • Argumentative and/or defensive • Rarely participates in activities • Constant refusal to work cooperatively/independently • Unwilling to volunteer to answer questions, read loud, participate, etc. 	<ul style="list-style-type: none"> • Is somewhat capable of asking for help appropriately • Gets along with others some • May be argumentative and/or defensive at times • Inconsistent participation in classroom activities • Able to work cooperatively/ independently when required • Willing to answer questions, read aloud, etc. if called upon 	<ul style="list-style-type: none"> • Is capable and sometimes able of asking for help appropriately • Gets along with others • Makes a conscious effort to avoid being disruptive • Active participation in class • Works cooperatively/ independently when asked or cued • Volunteers to answer questions, read aloud, etc. 	<ul style="list-style-type: none"> • Is capable and able of asking for help appropriately • Gets along well with others and is flexible • Does not disrupt class • Consistent leader of classroom activities who initiates • Works cooperatively/ independently without being asked

Beulah Elementary School Faculty and Staff Directory

Caffey, Arthur	Principal
Lee, Lyndi	Assistant Principal
Spain, Ellen	Counselor
Eastridge, Sharon	Secretary
Green, Kelly	Media Specialist
McCool, Kimberly	Registrar
McKemie, Christie	School Nurse
Pendley, Jenna	Bookkeeper
Poole, Melody	Instructional Coach
Kelley, Charlotte	Pre-Kindergarten
Camp, Susanna	Pre-Kindergarten
Brown, Chasity	Kindergarten
Ray, Emily	Kindergarten
Richey, Lynn	Kindergarten
Swader, Jada	Kindergarten
Thomason, Michele	Kindergarten
Abney, Kristi	First
Bailey, Katie	First
Copeland, Dale	First
Godwin, Brandee	First
Meek, Lauren	First
Llorens, Kimberly	Second
Manning, Kené	Second
Nolen, Anna	Second
Senn, Kenslei	Second
Vandurand, Parker	Second
Clark, Samantha	Third
Jackson, Elizabeth	Third
Hogue, Tiffany	Third
Wilson, Jennifer	Third
Sheffield, Emily	Third/Fourth
Gregory, Merri Lynn	Fourth
Griffith, Madeline	Fourth
Mitchell, Maggie	Fourth
Smallwood, Charlotte	Fourth
Edgar, Tori	Fifth
Jenkins, Chris	Fifth
Leddon, Kathryn	Fifth
Thompson, Renee	Fifth
Williams, Tyvorla	Fifth
Brickner, Paula	Sixth
Cobb, Clint	Sixth
Copeland, Melissa	Sixth
Core, Kimberly	Sixth

Barrington, Christy	P.E.
Carden, Jamie	P.E.
White, Tiffany	P.E.
Davis, Janis	Art
Recktenwald, Kimberly	Resource/Speech
Sherrod, Emily	Resource/Gifted
Couey, Stevie	Resource Teacher
Courson, Michael	Resource Teacher
Fischer, Allison	Resource Teacher
Grant, Kim	Resource Teacher
Hawkins, Shelby	Resource Teacher
Casey, Marty	Contract Tutor
Dubose, Joanie	Contract Tutor
Helms, Jackie	Contract Tutor
Watson, Becky	Contract Tutor
Barnes, Jamelia	Pre-K Aide
Crabb, Catena	Pre-K Aide
Dunn, Candace	Aide
Harris, Monica	Aide
Jarrell-Stolze, Dana	Aide
White, Jessica	Aide
Dunn, Eddie	Custodian
Fuller, Lyndon	Custodian
Roberts, Lawendell	Custodian
Thomas, Willie	Custodian
Aron, Anja	Lunchroom
Hadaway, Toni	Lunchroom Manager
Hodges, Dana	Lunchroom
Kite, Norma	Lunchroom
Robinson, Mary	Lunchroom
Ware, Kwisha	Lunchroom
Boggan Linda	Bus Aide
Bowling, Maya	Bus Aide
Jackson, Ron	Bus Aide
Comer, Mel	Bus Driver
Dawson, Tina	Bus Driver
James, Samantha	Bus Driver
Johnston, Cammy	Bus Driver
Kliewer, Melody	Bus Driver
McCarty, Mark	Bus Driver
Meadows, Mandy	Bus Driver
Pagan, Ronnie	Bus Driver
Sanders, Wanda	Bus Driver
Sutton, Juanita	Bus Driver
Thomaston, Ricky	Bus Driver
Thorn, Sundy	Bus Driver
Threlkeld, Norvin	Bus Driver
Walden, Criston	Bus Driver
Weldon, Jenny	Bus Driver
Wright, Trina	Bus Driver

Lee County 2019-2020 School Calendar

Note the dates/holidays students are not to attend school (listed along the center of the calendar), as well as the progress report and report card dates (listed at the bottom of the calendar).

2019-2020 School Calendar

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Lee County Schools
2410 Society Hill Road
334-705-6000
Opelika, AL 36804-4830

Aug 1-2	Teacher Planning Days
Aug 5	District Professional Planning Day
Aug 6	1/2 PD & 1/2 Employee Planning Day
Aug 7	First Day of School
Sep 2	Labor Day
Oct 14	Professional Development Day
Nov 5	Professional Development Day
Nov 11	Veterans' Day
Nov 25-29	Thanksgiving Break
Dec 23-Jan 3	Winter Break
Jan 6	Employees & Students return
Jan 20	Dr. Martin Luther King Day
Feb 17	Professional Development Day
Mar 30- Apr 3	Spring Break
Apr 10	Professional Development Day
May 21	Last day of school
May 22	Employee Planning Day
May 25	Memorial Day

High School Graduations	
May 21	Beauregard High
May 21	Beulah High
May 22	Loachapoka High
TBA	Smiths Station High

Inclement Weather Days	
Oct 14	
Nov 5	
Feb 17	
Apr 10	

	Students	Employees
First Semester	89	95
Second Semester	91	94
Total Days	180	189

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Progress Report Dates (day 22)	End of Quarter	Report Card Dates
September 6, 2019	October 9, 2019	October 16, 2019
November 12, 2019	December 20, 2019	January 10, 2020
February 6, 2020	March 11, 2020	March 18, 2020
April 20, 2020	May 21, 2020	Available May 22, 2020

School Closed
EP Employee Planning (no school for students)
First & Last Day of School

General Information

Attendance

We believe each student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. As stated in Lee County Board Policy 5.43, truancy is a violation of the Alabama Compulsory Attendance Law. Section 16-28-3 states, "Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year." Additionally, Section 16-28-12 requires guardians to have children under their supervision in school every day and to properly conduct themselves.

As per the Lee County Student Handbook and Code of Conduct: Make-up work, which includes tests, will be administered to a student whose absence was due to illness or other reasons coded as **excused**.

Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the office. The office staff will call your child to the foyer/office and ask you to sign him/her out. Only adults listed in INOW will be allowed to pick up a child. If a different adult will pick up a child, the child's parent/guardian must provide a signed note, email or and have it approved by the principal or designee.

Changes in Student Information (Address/Phone Number/Etc.)

The office needs current telephone numbers in case you need to be reached during the day. Therefore, **if you have any address, home or work phone number, or email changes during the school year, it is very important that families notify your child's teacher and the office immediately.** Families will also be assured of receiving all school-related mailings and calls.

Communicable Diseases and Other Illnesses

Students should stay home from school if they have:

- Fever of 100.5 degrees or more – *child should stay home until 24 hours after the temperature returns to normal without medication*
- Undiagnosed rash – *check with your health care provider before sending the child to school*
- Vomiting, nausea, abdominal pain, or diarrhea – *child should stay home until 24 hours after the last episode of vomiting or diarrhea*
- Complains of severe earache, with or without fever
- Severe sore throat with symptoms indicating possible strep throat – *child should stay home until a physician has determined the results of a throat culture for strep*
- Symptoms of pink eye, which include pink or red color in the white of the eye(s). Eyes which are itchy, scratchy, or have any discharge or crusting of eyelids or lashes – *child should stay home until 24 hours after the first dose of medication with a diagnosis*
- Persistent cough
- Any sore oozing fluid or pus

When a student becomes ill or is injured at school, first aid and illness management will be provided by the health professional to the best of her ability. The parent/guardian will be contacted using the health and emergency information form. **It is important that the names and phone numbers listed in INOW are current and updated. Please list people who can pick the student up from school if you are not available.**

Conferences

Beulah Elementary recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at, among other items, conferences. These times should be scheduled with the teacher during time that is mutually agreed upon. "Dropping by" in the morning or during the day is not an appropriate time to speak with a teacher to discuss matters concerning your student. The teacher may be on duty and have several students under his/her supervision or may be involved in the education of his/her students. ***Scheduling a conference ensures all parties are prepared and focused on the concerns at hand.***

Daily Schedule

School officially begins at 7:30 AM CST and ends at 2:50 PM CST each day for grades K-6. The students shall be under the jurisdiction of the school during teacher-supervised hours – 7:05 AM to 3:05 PM. The school is not responsible for unsupervised students before or after these times. If you cannot drop off or pick up your child during the above time frames, please register them in the AM and/or PM Extended Day Program. Children picked up after 3:10 will be taken to the Extended Day program and charged the appropriate fee.

Students in grades 2-6 are to report to the breakfast program or to their designated hallway and be seated upon arrival at school. Students in grades 2-3 reporting to the breakfast program are to stay in the cafeteria until dismissed to go to class. Students in grades 4-6 are provided with a "Grab-n-Go" breakfast and should report to their appropriate hallway. When arriving at school, all K-1 students must first report to their grade level hallway. A faculty member brings students in grades K-1 to the cafeteria at 7:05 AM.

Dress Code/Standards of Dress

It is our philosophy that student dress and grooming are the responsibility of parents and students. However, when in the judgment of the principal, or his/her designee, a student's mode of dress disrupts the educational process, constitutes a threat to health or safety, or is otherwise contrary to the school's objective to maintain a work/school environment which is free of offensive and hostile conduct, the student may be required to make modifications. Student dress should be in good taste. Dress that is detrimental or distracting to the learning process or working environment is not permissible. For example:

- Serious consideration should be given to the length of any item (dress, shirt, or shorts).
- Appropriate shoes must be worn in the building.
- Hats, hoods, wave caps, fabric headbands, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time.
- Clothing must be worn according to the original design of the garment. Clothing and accessories that refer to sexual connotations or products dealing with alcohol, tobacco, and drugs will not be permitted.
- Clothing with printed slogans or designs that are disruptive or detrimental to the education process or working environment is not permitted.
- Heavy or lengthy chains are not to be worn at any time.
- Clothing which exposes a bare midriff or back is not permitted.
- Halter-tops, tube tops, spaghetti strap tops or any clothing which exposes a bare midriff or back, or is otherwise revealing, are prohibited.
- Students may not wear or display headphones, earphones, ear buds or any other listening devices unless the device is being used as a prescribed assistive listening device.

Students who wear inappropriate clothing or accessories, or wear clothing or accessories inappropriately to school, will be required to make modifications to that clothing or will be required to change into acceptable clothing. Failure to comply may result in disciplinary action.

Drop-off and Pick-up Procedures

1. Student drop-off in the morning and afternoon pick-up is in front of the school.
2. If your child is tardy (arriving to school after 7:30 AM), a parent or guardian **MUST** walk the child into the building and sign them in for school.
3. Please do not leave your car unattended in the car rider line during the pick-up of students. **Follow procedures for drop-off and pick-up.**
4. Parents are not allowed to wait in the halls for student pick-up and students will not be allowed to check-out early just to avoid the traffic problem. Early pick-up causes students to miss valuable class time, disrupts instruction in the classroom, and can/will affect your child's grade, due to missing instructional time.
5. Elementary car riders will begin afternoon dismissal starting at 2:45 PM.
6. To keep the traffic flowing, parents should not conduct mini-conferences with teachers while in car-rider line. Conferences with teachers are scheduled by calling the office and setting up an appointment time.

Morning Drop Off

Morning drop off begins at 7:05 AM. Please follow the correct path around the parking lot, staying in the right hand lane, and wait in line to drop the student off. Please do not park and get out of your vehicle. Students need to be dropped off in front of the school. Do not park in a parking place and let students out, it is dangerous for students to be walking across the parking lot. Do not let the student out of the vehicle until a faculty member or safety patrol student is at your vehicle to assist. Students arriving after 7:30 AM will be considered tardy. Excessive tardiness will not be acceptable.

Afternoon Dismissal

DUE TO THE LARGE NUMBER OF AFTERNOON CAR RIDERS, WE WILL BE DISMISSING CAR RIDERS AT 2:45 PM. THIS IS BEING DONE IN AN EFFORT TO GET ALL CAR RIDERS OFF CAMPUS PRIOR TO BUSES LEAVING CAMPUS. WE NEED YOUR COOPERATION IN ORDER FOR OUR DISMISSAL TO WORK EFFECTIVELY.

- 1) All car riders will be picked up in the front area.
- 2) Cars should enter and stay in the right hand lane unless instructed otherwise. Follow the flow of traffic.
- 3) Once the right lane is filled, someone will direct parents to begin filling the left lane. Please keep in mind that once a car enters the left lane, they are still lined up behind the right lane – this is done to help get cars out of the street.
- 4) It is very important that the person(s) who picks up the student has his/her card with their car rider's name(s) and grade(s) hung on the rearview mirror for easy and quick reading for the teacher who calls out the students' names.
- 5) Do not leave your vehicle. Your child will be waiting for you at a pick-up station.
- 6) Remember, students need to be in school the entire day. Teachers are instructed not to allow make-up work missed due to early, unexcused check-outs.

During the first month of school, traffic in the car-rider pick-up usually takes longer. We ask for your patience and cooperation by following our dismissal process. After the first month, you may want to pick up your child closer to 3:00 PM CST if you do not want a long wait in traffic. Children picked up after 3:10 PM will be taken to the Extended Day program and charged the appropriate fee.

Extended Day

The purpose of the Extended Day Program is to provide parents with a safe and enriching environment where their child/children may receive supervised care and homework assistance before and after school. The program is designed to provide structure while allowing the child/children the freedom to choose and participate in additional activities. Extended Day is intended to be a home away from home.

There are two Extended Day sessions available at Beulah Elementary School. The morning session begins at 6:30 AM. All Students go to homeroom or breakfast at 7:00 AM. The afternoon session begins at the end of the school day and concludes at 5:30 PM. Children receive a nutritious snack, homework assistance, and time for art and recreational activities each day.

Extended Day Admission Requirements

Students must be enrolled in BES. Parents must complete all registration requirements before the child can be admitted to the program. Registration will include the following:

1. Completed and signed registration form for **each** child attending.
2. Updated medical information/immunization (filed in office).
3. **NECESSARY:** Emergency contact person(s) other than parents listed on the form.
4. Signed Policies and Procedures sheet indicating that you agree to and understand all of the policies and procedures of the program.

Tuition for the Extended Day Program is as follows:

Morning Session: \$2 per day/ per child (no snack)

Afternoon Session: \$10 per day/per child (includes snack)

\$5 per day for each additional child (includes snack) [\$50/week for 1 child; \$75/week for 2;\$100 a week for 3]

Fees **must** be paid on the first day of each week. **Failure to pay fees on Monday will result in your child not being allowed to stay the rest of the week.** You may pay fees at the beginning of each month for the following month, but you may not wait and pay at the end of the month. Please make all checks payable to Beulah Elementary School. Please do not send Extended Day payments with your child's lunch money or with other school funds. You may make payments when you drop off or pick your child up from Extended Day.

Extended Day Schedule

The morning session begins at 6:30 AM and ends at 7:00 AM. The session does not begin before 6:30 AM, so please do not drop your child off before this time. The afternoon session begins when school dismisses and ends at 5:30 PM. This session DOES NOT run past 5:30 Central, so please pick your child up by this time. A late fee of \$10.00 for every 15-minute period that you are late will be charged. Late fees will be calculated in 15-minute periods **only**, so if you are late you will be charged the same for 5 minutes as you will for 15 minutes. Late fees will be due when your child is picked up. Failure to pick up a child by 5:30 PM three times may result

in suspension from the program. A parent or authorized person may sign each child out daily from the designated Extended Day area. NO ONE ELSE WILL BE PERMITTED TO PICK UP A CHILD. Failure to sign a child out three times may result in suspension from the program. Please understand that this strict sign-out policy is for your child's safety. No transportation will be provided by the Extended Day Staff.

The Extended Day program will follow the regular school calendar. When school is not in session, the Extended Day program will not be in session. In the event that severe weather causes school to close early or be cancelled, the program will be cancelled as well. However, your child will be supervised until your arrival.

Extended Day Discipline

Students must observe the same code of conduct as the regular school day. Failure to comply with these rules will result in suspension from the program. Refunds will not be made upon dismissal for disciplinary reasons.

Discipline will be consistent and fair. Corporal punishment will not be used for this program. Parents will be contacted concerning disruptive behavior. The child will be given an appropriate amount of time for improvement. If the disruptive behavior continues, the parent will be given notice of suspension from the program. The program director, teachers, and principal will ALWAYS make the final decision in these cases.

Extended Day Responsibilities of the Child

Each child will be responsible for knowing his/her homework assignments. If a problem arises concerning homework, we will contact the child's regular classroom teacher and work together for improvement. Personal belongings such as coats, sweaters, books, backpacks, etc. should be clearly labeled with the child's name. Items that are left in Extended Day will be put in lost and found. Toys and games will be available. Extended Day and its staff is not be responsible for loss or damage any games, toys, etc. that children bring to school.

Extended Day Health and Safety

Safety is very important to us. The low teacher-student ratio enables us to ensure a safe, secure, and healthy environment. Safety is the main reason for our strict sign-out policy. Inform those individuals who are authorized to pick your child up not to be offended when we ask who they are or ask to see identification. It is only for the safety of your child. To avoid confusion, the sign-out sheet will be located in the same location each day.

In case of illness or injury, parents will be notified immediately and asked to pick their child up. The parents will be responsible for making other arrangements for childcare until he/she is well. **The Extended Day staff will give no medication.**

For more information on Extended Day, contact Annette Kiger (kiger.annette@lee.k12.al.us), director.

Honor Roll and Attendance Awards

"A" Honor Roll: Awarded to students who are working on-grade level or above-grade level instruction and have made an "A" in all content areas. "A-B" Honor Roll: Awarded to all students who are working on-grade level or above-grade level instruction and have made an "A" or a "B" in all content areas. End of the year honor rolls should be determined by the same criteria as above.

"Perfect" Attendance: Awarded to students who have been present every day. A student is considered present for a full day if they attend until 11:15 AM or arrive by 11:15 AM.

Medication Policy

NO medication will be given at Beulah Elementary unless regulations for prescription medicines and over-the-counter medicines are followed. All prescription medications require a physician's signature on the authorization form. All medicines, which are classified as a "controlled substance," must be delivered and picked up by the parent or a parent-appointed adult. **All prescription medication must be in the original pharmaceutical container accompanied by a school medication permission form signed by the physician and the parent.** If any changes are made by the physician pertaining to the medication, a new medication form must be completed and sent with the medicine.

A **medication permission form must be signed** by the parent for over-the-counter medications such as Tylenol, Pepto-Bismol, etc. and it must be delivered in its original container with the child's name and dosage clearly marked. WE DO NOT PROVIDE TYLENOL OR ANY OVER-THE-COUNTER MEDICATIONS FOR STUDENTS. If your child uses an inhaler (even if not used daily), please see the nurse at the beginning of the school year.

Parents must pick up left over medications on the last day of school. Medications not picked up are destroyed.

Parental/Guardian and Teacher Communication

One of the best ways to become involved in your student's education is through effective communication. By working together, you and your student's teacher can ensure your student meets his or her highest potential. Excellent opportunities to establish regular communication include:

- phone calls,
- parent conferences,
- emails, text messaging/Remind, Class DoJo, and
- attendance at school events.

Teachers are direct links to information about your student's academic life and can provide valuable information. We encourage you to take initiative if you have concern regarding your student's academics/behavior or have questions regarding particular assignments or behaviors. Official appointment should be made through the office. Don't wait until your student is academically struggling or until the end of the semester, third nine weeks, or any other time later in the year to make contact with your student's teachers.

P.E. (Physical Education)

All children are expected to participate in physical activities and should wear tennis shoes to participate unless some disability prohibits their participation. In such cases, the school must be notified in writing stating the disability and the number of days in effect. In some instances, a doctor's statement will be required.

PTO

PTO would like to invite you to become a member. PTO dues are \$5.00 (individual) or \$8.00 (family).

President-----Sheena Lindsey
Vice-President----- Jennifer Ogles
Secretary----- Vicki Sexton
Treasurer----- Amy Franklin

Returned Checks

All checks written to Beulah Elementary School **MUST** have Name, Address, and 2 phone numbers located on the front. Checks written and returned to Beulah Elementary School due to insufficient funds will be processed for collection including returned check fees by NEXCHECK.

School Bus Safety

Parents should:

- Review bus safety rules with your child and stress the necessity of observing them.
- Make sure your child is at the bus stop early. Never be late. Rushing increases the chance of accident.
- Remind your child to walk on the shoulder of the road on the way to the bus stop, where possible, and not on the traveled portion of the road.
- Remind your child to wait 12 feet off the road at their assigned bus stop, wait for the bus driver's signal and always look before crossing the road.
- Students should not move toward the bus until the bus and all traffic have stopped. Students should stop and look before crossing the road when preparing to board or depart the bus. It is very important to look - do not expect approaching traffic to stop. Students who ride the school bus may do so as long as they display safe and reasonable behavior.
- A bus rider is under the jurisdiction of the school from the time he/she enters the bus and exits the bus.
- When on the bus, students should be respectful to one another, including the bus driver, and obey rules established by the driver. These include, but are not limited to:
 - Take your seat promptly and sit properly, facing forward at all times.
 - Keep the aisle of the bus clear at all times.
 - Always keep your head, hands, and arms inside the bus.
 - Throwing objects inside or outside of the bus is not permitted.
 - Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
 - Be absolutely quiet when approaching a railroad crossing.
 - Eating and drinking (this includes chewing gum) is not allowed on school buses at any time.

Choosing not to follow the bus discipline policy will result in suspension or loss of bus service. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary.

School Meals

It has always been our policy to serve your child a healthy meal. THE FEDERAL GOVERNMENT STATES THAT THERE WILL BE NO CHARGING OF LUNCHESES. PLEASE MAKE CHECKS PAYABLE TO **BEULAH ELEMENTARY SCHOOL LUNCHROOM**. All checks returned due to insufficient funds will be processed for collection including returned check fees by NEXCHECK. Costs are as followed:

<i>Breakfast:</i> \$1.50	Reduced price for those who qualify: \$.30	Child/Adult Visitor: \$2.00/\$2.75
<i>Lunch:</i> \$2.00	Reduced price for those who qualify: \$.40	Child/Adult Visitor: \$3.25/\$4.00

Students are prohibited from bringing carbonated beverages and/or fast food in their original containers into the lunchroom. Fast food items MUST be placed in unmarked packages before being brought into the school.

A computer system is used in the cafeteria. This system helps us to better track our daily lunch total. A Student ID number will be issued to each student at the beginning of the school year. Students must know this number in order to access their account. Students and parents are reminded that carbonated sugar-containing beverages (i.e. Classic Coke, 7-UP, etc.) are NOT allowed in our lunchroom due to Federal regulations.

Breakfast Schedule

Breakfast is served from 7:00 AM until 7:30 AM. Children must be in the lunchroom before 7:20 AM if they want to eat breakfast. Grades K-1 report to their respective hallways upon arriving at school. Breakfast for K-1 starts at 7:05 AM. Grades 2-6 report directly to the lunchroom at 7:00 AM for breakfast.

Lunch Schedule

Grades K-6 report to the lunchroom between 10:35 AM and 12:00 PM. Specific schedules can be obtained from homeroom teachers. Classes should remain seated until time to leave the lunchroom.

Student Telephone Use

General student use of the school telephone is limited; students may use the telephone at school only when absolutely necessary. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. Parents should not contact their children via text, personal calls, etc. during the school day.

Visits/Volunteers

Parents are considered visitors during the school day. As a safety measure, everyone must enter and exit through the main doors during school hours. All other doors will remain locked throughout the school day. We also must insist, if you need to speak with a teacher regarding your student's progress, an appointment should be made through the office or the teacher through e-mail so that there are no interruptions during the teacher's instructional time. If a visit to the classroom is necessary, you **must check in at the School Office prior to visiting any location in the school and get a visitor's badge. Visitor's badges must be worn while on school premises. Photo identification is now required for any visitor entering BES.**

To avoid instructional interruptions, we ask that parents arrange classroom visits and volunteer opportunities with the teacher or administrator prior to the day of the visit. Lee County Schools believe that volunteers contribute their time unselfishly on behalf of the students and staff. Volunteers are individuals who donate their time, without financial compensation. Volunteers may offer their service in a classroom setting during the school day or outside the school setting as part of an extracurricular activity.

Wellness Plan

On June 30, 2004, Public Law 108-265 was enacted. Section 204 of this law requires Beulah Elementary School to establish its own Wellness Policy. Beulah Elementary is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Parents and faculty are encouraged to promote healthy nutritional snacks and treats at school. Please feel free to check with your child's teacher or your school nurse about healthy food suggestions to bring for special events at school.

In light of our Wellness Policy, treats or gifts (for celebrations, birthdays, or other occasions) should be brought at least one hour after lunch to distribute.

Beulah Elementary School-Parent Compact 2019-2020

Beulah Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2019-2020.

SCHOOL RESPONSIBILITIES

Beulah Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - provide enrichment opportunities for students to strive towards high academic standards;
 - actively encourage and promote student engagement strategies to enhance student's learning;
 - have and enforce high expectations for everyone involved with the education of our students;
 - embrace curriculum and technology changes; give stakeholders chances to examine resources;
 - provide a consistent, safe, and nurturing learning atmosphere for all students to grow daily; and
 - provide a disciplined environment where teachers can teach and students can learn effectively.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
 - August 20, 2019 ----- Pre-K-2nd Grade Open House Night @ 5:00 PM (until 6:30 PM)
 - August 22, 2019 ----- 3rd-6th Grade Open House Night @ 5:00 PM (until 6:30 PM)
 - TBD----- Fall Student-Led Conferences
 - TBD----- Spring Student-Led Conferences
- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
 - send progress reports home during the midpoint of each grading period and report cards every nine weeks; and
 - provide a daily school communication folders that will go home with each student.
- 4. Provide parents reasonable access to staff.** Specifically, staff will be able for consultation with parents as follows
 - during Open House Night, as well as during fall and spring Student-Led Conference dates; and
 - excellent opportunities to establish regular communication include phone calls, parent conferences, emails, text messaging/Remind, Class DoJo, and attendance at school events.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
 - invite parents to volunteer;
 - extend flyers, invitations, and other notifications to attend various events
- 6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**
 - provide an interpreter as needed for parent conferences and meetings; and
 - utilize district resources to provide written communications in a language that parents can understand.
 - listen to and consider Parent Advisory Committee (PAC) suggested recommendations:
 - August 21, 2019-----Parent Advisory Meeting @ 7:00 AM and 5:30 PM
 - November 6, 2019 -----Parent Advisory Meeting @ 7:00 AM and 5:30 PM
 - February 19, 2020-----Parent Advisory Meeting @ 7:00 AM and 5:30 PM
 - May 6, 2020 -----Parent Advisory Meeting @ 7:00 AM and 5:30 PM

PARENT/GUARDIAN RESPONSIBILITIES

We as parent/guardians will support our student's learning in the following ways:

- staying informed about my child's education and communicating with the school by promptly reading all notices from the school/district;
- utilizing INOW/Chalkable to review grades and monitor attendance and tardies
- support discipline plans of the classroom and school;
- supply my child with necessary school supplies;
- find a quiet place for homework, check for completion, and return to school daily;
- actively encourage and stay involved in what my child is learning;
- have high expectations for my child by encouraging my child to do his/her best in school;
- participate, as appropriate, in decisions relating to my children's education;
- take initiative to communicate with my student's teacher and volunteer in my child's classroom;

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- treat all of my peers and adults with respect and care;
- attend class regularly and be prepared with necessary supplies on a daily basis;
- cooperate with my teachers and follow the directions given on a daily basis;
- give to my parents/guardians all notices and information received by me from my school every day;
- complete my homework each day and ask for help when I need;
- read every day outside of school time
- do my work to the best of my ability each and every day.

Parent(s)/ Guardian Signature / Date

Teacher Signature / Date



1 August 2019

Principal Signature / Date

Student Sign

Student/Parent Handbook Signature Page

After reading the information contained in the handbook, complete the section below and return it to your homeroom teacher.

My child and I have read and reviewed the information in the preceding document. We, the parent (s)/guardians of _____ agree to follow and the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

Guardian's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____