

## Barnwell Elementary 2012-2013 Student Handbook

### **Attendance**

Children must regularly attend school in order to learn and do well academically. The State of Georgia has a compulsory attendance law (O.C.G.A. 20-2-690.1) that governs school attendance. Students must be in school at least half of an instructional day (3 hours and 30 minutes) to be counted present. Students must arrive before 11:00 a.m. or leave after 11:00 a.m. to be counted present. \*Excessive absences/tardies in grades K-5 will result in a letter of *"Notification of Excessive Absences"* from the school and/or necessitate a referral to the school social worker.

The following guidelines related to absences/tardies must be observed:

1. **Excused Absences:** Fulton County Board of Education policy states that students may be temporarily excused from school for: personal illness; serious illness or death in the student's immediate family; observance of religious holidays necessitating absence from school; compliance with a court order; conditions rendering school attendance impossible or hazardous to one's health or safety; or situations in which attendance would be detrimental to the health of the student or others. This list is not comprehensive. For a more complete list, you may reference school board policy JBD at [www.fultonschools.org](http://www.fultonschools.org).

**Within three days of returning to school from an absence, the student must present the teacher with a written excuse providing the dates and the reason for the absence, and signed by the parent or guardian.** We will accept emails from parents temporarily if they are followed by a signed note within three days. This note alone does not excuse the absence, however. The reason for the absence will be reviewed to determine if the absence can be excused based on school board policy. Please note that vacation or family trips are not excused unless **preapproved** in advance by the **Principal** in writing.

2. **Unexcused Absences:** An unexcused absence is any absence not covered in the definition above, or the more complete policy of FCS.
3. **Make-up Work Due To Absences:** Parents may call the school before 9:00 AM to request make-up work for a two-day absence. Requested assignments may be picked up in the school office after 2:30 PM or sent home with another student as designated by the parent. This gives the teacher adequate time during the day to organize the needed assignments.
4. **Late Arrivals:** The parent is responsible for ensuring that the student gets to school on time, unless the tardy is due to a late bus. **Parents must accompany tardy students to the office and sign them in.**
5. **Early Dismissal:** To maximize instructional time and minimize interruptions of instruction for all students, parents are requested to refrain from checking their child(ren) out of school early except in the case of an emergency.

## **Bus Safety**

Safe school transportation is an important part of our school program. Riding the bus is a privilege based on appropriate and courteous behavior. Behavior on school buses is an extension of the classroom and children whose conduct negatively affects their safety or the safety of others will be handled by the bus driver and referred to the Assistant Principal. Furthermore, school bus drivers have the right to assign seats or move students. The Fulton County Board of Education recognizes that safe school bus operation is possible only with the cooperation of students, parents, and school staff. For more information, please refer to the Fulton County Pamphlet, "School Bus Safety Rides With You."

While students are riding the bus, students are expected to:

- *Follow the **Barnwell B's: Be Respectful, Be Responsible, Be Ready, Be Safe***
- *Follow the directions of the bus driver at all times.*
- *Stay in their seats while the bus is in motion and facing forward at all times.*
- *Keep head, hands, and arms inside the bus.*
- *Students are expected to display respectful behavior to each other and the driver at all times. Bullying, teasing, horseplay, play-fighting, name calling, etc. will not be tolerated.*
- *Students may not eat on the bus.*
- *Students must adhere to a "whisper silence" policy while buses are in the school zone.*
- *Students must get on and off the bus at their own bus stops. Any change to regular transportation (car-rider or bus) requires a written request from the parent/guardian of the student. **Permission for a child to ride a different bus and/or to be let off at a different stop is considered only for a special circumstance involving child care or a family emergency.** All requests must be approved by the Principal or Assistant principal.*
- *Bus route information can be accessed at [www.fultonschools.org](http://www.fultonschools.org). Click on "students", scroll down and click on "School Bus Information."*

## **Cafeteria**

Breakfast is served beginning at 7:15 AM in the cafeteria.

Breakfast and/or Lunch meal tickets can be purchased any morning in the cafeteria. Students can purchase meal tickets for a minimum of two weeks (10 days). Parents may also prepay for student meals by credit or debit card online through MealpayPlus at [www.mealpayplus.com](http://www.mealpayplus.com) or by calling 1-866-243-9535.

Barnwell's cafeteria conduct standards are intended to provide a pleasant environment for eating. Proper table manners, courtesy, and adherence to the Barnwell B's is expected of all students.

Forgotten lunches brought to school by parents will be placed on a table inside the entrance of the cafeteria for students to pick up when they arrive for lunch. We request that lunches from **outside vendors** (McDonalds, Chick-fil-A, etc.) **not** be brought to school for students.

### **Calendar**

A parent handbook/calendar of important information and dates will be included in the Barnwell Student Directory. This information is also available online at the Barnwell website (<http://www.BarnwellElementary.org>) or the PTA website (<http://barnwellpta.org>).

### **Car Riders**

The car rider entrance is supervised each morning from 7:15-7:45 AM. Parents are requested to remain in the car rider line and drop students off in supervised areas only. **In consideration of the safety of our students, parents are not permitted to park their cars and walk students across the driveways. No student should be dropped off at the front of the school (the bus entrance) at any time.** Students are considered tardy if they are not in their classroom when the bell rings at 7:45 AM. **Parents are required to sign tardy students in at the front office.**

Afternoon pick-up is supervised by assigned staff members from 2:20-2:45 PM. Parents picking up students are to remain in their cars in the car rider line. For the safety of our students, parents are requested not to park their cars and walk students across the driveways. Students are to remain at the entrance under the direct supervision of assigned adults until the appropriate vehicle is in position. Passing cars in the car rider line is dangerous and, therefore, not permitted. Late arriving parents (after 2:45) may pick up their children in the front office. **All driveways on the Barnwell campus are cell free zones.**

### **Cell Phones**

According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with school: "Elementary students are prohibited from using or displaying cellular telephones on school property at any time." Students who violate this policy shall have the device confiscated by the school administration. The parent will be called and asked to pick up the device.

### **Change of Address/Phone**

We must keep accurate records so that we can contact parents in an emergency. Please send a note to your child's teacher and the front office indicating any changes in address, phone numbers, or emergency contact people as soon as possible.

### **Clinic**

The clinic is staffed by a clinic aide to help with emergencies and to dispense medication. This person is trained by FCS, but is not necessarily a trained nurse, and does not diagnose illnesses or conditions. She will provide parents with relevant information about a child's health, however. If a student has been throwing up at home or has had a fever within the prior 24 hours, he should remain at home. Students must have a clinic pass signed by the teacher in order to go to the clinic. (See Medicine)

### **Discipline**

Fulton County discipline guidelines are sent home with every student during the first week of school. **Parents and students must sign and return the form in the Student Code of Conduct handbook stating that they have reviewed the discipline policies of Fulton County Schools.**

### **Positive Discipline**

Parental support and open communication enable us to maintain a positive learning environment that promotes success for all students. Developing a positive and safe school climate involves the efforts of staff, students, and parents. Recognition and acceptance of this reasonability requires that we implement a disciplinary procedure to remediate inappropriate student behaviors while providing actions designed to prevent recurrence of such behaviors. At Barnwell, we have established a positive discipline approach that is based on a foundation of mutual respect. This approach allows students to learn from their mistakes while creating an atmosphere of caring, cooperation, and responsibility in the classroom. Staff members will participate in training throughout the year to learn strategies that can improve classroom experiences and create a positive classroom climate that enhances academic learning.

### **Teach Responsibility and Practice Positive, Purposeful Discipline**

Our school-wide objective for students is for them to be responsible for their behavior and to learn for themselves how to behave. Positive discipline means that our goal is to help students to develop intrinsic motivation to behave appropriately and responsibly. Consequences for inappropriate conduct should be logical, not punitive. With all the stress, pressure, and emotion that comes with growing up, young people sometimes make errors in judgment, fail to take responsibility, or do things they regret. When such situations occur, it is sometimes necessary to work with a student to prevent the reoccurrence of inappropriate behavior.

To make our behavior plan align with these principles, we use positive discipline. This means involving students in a task that not only lets her/him know s/he has misbehaved, but also one that has long-term benefits. One way to do this is to have students start a personal journal. Provide a specific outline by asking students to include what the problem was, why it happened, and what could have been done to deliver a different outcome. Let the student know that you will review the writing. Through this technique, students may learn anger management, responsibility, self-confidence, creativity, and problem solving. Students will benefit through the use of writing, spelling, and language skills, and you will also gain insights into your student's thinking so that you can strengthen your relationship with her/him.

## Barnwell's Positive Behavior Plan

Our school-wide behavioral expectations for students are to be respectful, be responsible, be ready, be safe.

### Barnwell Elementary School-Wide Positive Behavior Support (PBS)

	Restroom	Hallway	Cafeteria	Recess	Bus	Before/After School Programs
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Respect other privacy</li> <li>Flush toilet</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice level</li> <li>Keep your hands to yourself</li> <li>Keep hands and body off wall</li> <li>Use Barnwell hallway manners</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice level</li> <li>Use Barnwell table manners</li> <li>Stay in line order</li> </ul>	<ul style="list-style-type: none"> <li>Use and treat equipment properly</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Obey the bus drivers</li> <li>Use kind words with everyone</li> <li>Use appropriate voice levels</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Use appropriate voice levels</li> <li>Respect the space you are in and the property of others</li> <li>Eat food only in designated areas &amp; clean up afterward.</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Keep the restrooms clean</li> <li>Attend to business quickly and quietly</li> <li>Turn water off</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher directions</li> <li>Keep up with your class</li> </ul>	<ul style="list-style-type: none"> <li>Keep your area clean</li> <li>Raise hand for help</li> <li>Have school appropriate conversations</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned area</li> <li>Bring in what you take out</li> </ul>	<ul style="list-style-type: none"> <li>Sit facing forward</li> <li>Keep your personal things in your book bag (including food)</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules for hallway and restroom</li> <li>Report to your designated area on time</li> <li>Stay with an adult or request permission to leave</li> </ul>
<b>Be Ready</b>	<ul style="list-style-type: none"> <li>Line-up in bathroom entry way</li> </ul>	<ul style="list-style-type: none"> <li>Have everything you need</li> <li>Line-up quietly ready to leave</li> </ul>	<ul style="list-style-type: none"> <li>No what has to be on your tray</li> <li>Get all condiments, utensils while in line</li> <li>Exit silently</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit when told</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time to the bus stop</li> <li>Have school supplies in book bag</li> <li>Listening ears on</li> </ul>	<ul style="list-style-type: none"> <li>Be ready to listen to directions</li> <li>Bring appropriate materials</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Wash &amp; Dry Hands</li> <li>Report problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Keep on the right side</li> <li>Exit/Enter through the right side doorway</li> <li>Always walk</li> </ul>	<ul style="list-style-type: none"> <li>Always walk</li> <li>Use utensils appropriately</li> <li>Keep hands, feet, and lunch to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, objects to yourself</li> <li>Play <b>NON</b>-contact sports &amp; games</li> <li>Listen and obey adults</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit the bus one at a time</li> <li>Stay in your seat</li> <li>Keep hands, feet, and objects to yourself and inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>Avoid conflict</li> <li>Talk through problems with others</li> <li>Maintain your personal space</li> </ul>

### **Focus On Behavior Not Consequences**

Our school-wide objective is that students learn to be responsible for their own behavior. Positive discipline means that, in order to accomplish our goal of helping children learn to behave appropriately and responsibly, we need to work with them in learning how to make better decisions. As teachers, we need to teach these skills. When the focus is on the punishment or when the consequences for every “transgression” are the same, the behavior is never dealt with. Everyone focuses on the punishment, i.e. “Did you pull a stick today?” “Were you on green/yellow/red?” The focus is not on correcting the behavior; it is on what “You got.” It encourages competition not cooperation, sneaking and lying, tattling, and finger-pointing. “So & so is ‘bad,’ he never gets \_\_\_\_\_ or always gets \_\_\_\_\_.” When the focus is on the consequences, the child who is already having difficulty is further ostracized. Focus on the behavior, not the consequences. Keep the focus on the child, not the adult. Give everyone the freedom to focus on what needs to be changed.

### **Classroom Discipline Cycle**

Each grade level has developed an age-appropriate version of this behavior poster. Consistency across all classes in each grade will help reinforce students’ positive behavior choices. Consistency across all grades will enable students to know and master our clear behavioral expectations throughout their time at Barnwell. Consistent implementation will reduce disruptions to learning, and enable teachers to use their voices for instruction and praise, not redirection or rebukes.

You are expected to Be RESPECTFUL, Be RESPONSIBLE, Be READY, and Be SAFE in all of your classes.

**\*\*CLASSROOM DISRUPTIONS WILL RESULT IN A STRIKE\*\***

**3 STRIKES = TIME OUT**

**3 TIME OUTS = Conference with your teacher and notify parent.**

**4 TIME OUTS = Team Consequence and Parent Conference**

**5 +TIME OUTS = Office Referral**

### **Emergency Closing Of School**

It is vital that students and parents have a plan to accommodate an emergency closing of school during the day. Please discuss emergency plans so you will know what to do in case of an emergency and what students would need to do if parents are not home. Parents can receive text messages about inclement weather, safety alerts, school closings or other important information impacting the Fulton County School System. To sign up, text “YES” to 88544. (Message and/or data rates may apply.)

### **Food & Beverages**

Any snacks or meals sent to school from home should be nutritious. Students are not permitted to bring carbonated drinks, drinks in glass containers, candy or gum. Food from outside vendors (Chic-fil-A, McDonald’s, etc.) is not permitted in the cafeteria. Therefore, parents joining their children for lunch are requested to adhere to this rule, as well.

### **Homework**

It is the student's responsibility to know what the homework assignments are and to complete all homework assignments on time. Homework is assigned Monday through Thursday. Some assignments are long range and require additional planning time at home for completion. Teachers will communicate expectations with students and parents through frequent newsletters, as well as Open House and Curriculum Nights. Students are expected to check at the front office for homework assignments, projects, and/or instruments which may have been delivered by a parent. Office phones may not be used by students to phone home to request forgotten items. Once school has been dismissed, students **WILL NOT** be allowed to re-enter the classrooms to get any forgotten items.

### **Internet Protection**

Internet access in support of the instructional program is available at Barnwell. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for children. Web sites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy / Procedure IFBGA, Electronic Network Access. The Policy & Procedure may be viewed in the school media center or at [www.fultonschools.org](http://www.fultonschools.org).

### **Lost And Found**

All clothing and personal items should be marked with the student's name to assist with returning them to the proper owner. There are two lost and found areas in the school. Smaller items, such as rings, wallets, and keys are located in the office. Larger items, such as coats, sweaters, lunchboxes, backpacks, etc., are located on the racks behind the Media Center. Lost and Found articles are taken to local charities at the end of each semester.

### **Medicine**

Students who need to take medication during the school day must follow these guidelines:

1. **Fulton County School System policy states that no student is allowed to hand-carry medications to or from school; parents are required to deliver medications to the office in person.**
2. **Prescribed medication in the original container and the *Authorization For Prescription Medication* form, signed by both the prescribing doctor and the parent, must be taken by the parent to the office immediately upon the student's arrival at school.** An authorized school employee will assist in administering all medications. Students may not keep any medications in the classroom, and teachers are not permitted to dispense medications to students. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic. **The completed form must accompany the medication.**
3. **Non-prescription medicines** are to be given to the clinic along with an ***Authorization For Non-Prescription Medication*** form completed by the parent. Again, no medications are to be kept in the classroom. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic.

### **Parent / Teacher Communication**

Open communication between school and home is essential. Parent conferences, phone calls, grades, newsletters, samples of classwork, student planners and progress reports are all ways that parents are kept up-to-date with the progress of their children. **When student work is sent home for review, parents are requested to go over the work with their child, sign the packet, and return it the following day.** Parent signature verifies acknowledgment of all papers attached. Parents who have concerns or questions are encouraged to contact their child's teacher.

### **Parties / Food In Classroom**

Barnwell celebrates a Winter Holiday Party and an End of Year Party in each classroom. Arrangements for these events will be coordinated by the teacher and room parents. Healthy snacks are strongly encouraged. The teacher has the ultimate responsibility for final approval of all activities and snacks. Snacks should accommodate the dietary needs of all students in the classroom.

Birthday parties are not school functions. However, parents may contact their child's teacher concerning refreshments and/or recognition of these events. Note that balloons are not permitted. **No personal party invitations may be distributed at school.**

### **Phone Usage**

Students are not allowed to use the phone unless the teacher or principal deems the request an emergency, such as clarification of dismissal. Students may not use the phone to request forgotten items such as books, homework, signed papers, planners, instruments, field trip permission forms, contracts, etc. Our goal is to assist our children in the development of responsibility.

### **Report Cards**

Report Cards are issued every nine weeks. In addition, a progress skills checklist will be sent home three times each year (fall, winter, and end of year). Grades of S, N, U, and NG will be used for students in grades K and 1; numerical grades will be used for students in grades 2 through 5.

### **Student Planners**

Each student in grades 1-5 will receive a Student Planner provided by the Barnwell PTA and Barnwell Elementary. Planners are used to record assignments and as a means of communication between school and home. Should a student lose the planner, the student is expected to purchase a replacement planner for \$5.00.

### **School Dress Code**

According to Fulton County Administrative Procedures JD-Student Dress, students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. Students are to dress in such a manner that does not interfere with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. Examples are: lack of cleanliness in person or dress; shoelessness; "short-shorts;" "running shorts;" "bike shorts;" bare midriffs; tank tops; "see-through" clothing or apparel which designates gangs or similar groups. All clothing, shirts, and T-shirts must be in good taste. Shorts and skirts must be at least fingertip length even with leggings. Hats are not permitted inside the building unless a special event has been authorized. Parents and students will be notified of any exceptions to the dress code, such as field days, special event days, etc.

### **Textbooks / Library Books**

Textbooks and library books are the property of Fulton County Schools. They should be used with care and returned in good condition. Students are financially responsible for books which are lost, stolen, or damaged beyond use.

### **Toys, Games, Valuables**

Students are not to bring toys, games, cards, portable CD players, radios, or any other such items to school at any time. Additionally, students are requested not to bring anything considered "valuable" to school and be put at risk of losing or misplacing the item. Parents are asked to be aware of what students bring to school, and if in doubt as to acceptability, contact the teacher. School personnel cannot be responsible for lost or broken personal items.

### **Visitors / Classroom Visitation**

We do invite and encourage visitors, however we must ensure the safety of our students and protect against disruption of instruction. To that end, **we ask that visitors check in and out through the office, and wear a visitor sticker that identifies them by name while they are in the building. Parents may observe classes by arranging these visits with the teacher *in advance*. Classroom observations are limited to 20-30 minutes and should not interrupt instruction. This is not a time for a private conference with the teacher.**

### **Weather Conditions, Extreme:**

1. At all times, information from the National Weather Service is monitored by office staff. A weather radio provides the most current information and special weather alerts.
2. The safety of all students is our primary concern. Please understand that communication with the school may be difficult, if not impossible, in emergency situations.
3. Students will be moved to designated areas in the building for safety during a tornado.
4. Bus drivers are trained in procedures to ensure the safety of children during inclement weather.
5. Parents should listen to local radio and television for current information. To receive text messages about inclement weather, safety alerts, school closings or other important information impacting the Fulton County School System, text "**YES**" to 88544. (Message and/or data rates may apply.)

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