

# Walter P. Jones Elementary School

*A Great Place To Teach and Learn*



## Student & Parent Handbook 2010 – 2011

Walter P. Jones Elementary  
2350 Alandale Drive  
Macon, Georgia 31211

478-779-3600

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# BIBB COUNTY SCHOOL DISTRICT

**ACHIEVEMENT AND PERFORMANCE... FOR EVERY CHILD**

## **Vision**

Achievement and Performance for  
...every child  
...in every classroom  
... in every school

## **Mission**

Our mission is to provide a high quality education for all Bibb County students in a safe and comfortable environment, and to make use of all human and technological resources in preparing graduates for post high school objectives.

## **Strategic Objectives**

- Highly qualified workforce
- Positive culture and climate
- Communication and Information
- Student Achievement

**Walter P. Jones Elementary School  
Staff Roster  
2010-2011**

**Classroom Teachers**

Cristel McRae/K  
Lynn Oates/Pre-K  
Mary Layfield/K  
Megan Taylor/K  
  
Chalandria Lyons/Gr. 1  
Shirley Sherman/Gr. 1  
Marvis Hollis/Gr. 1

Kristi Alston/Gr. 2  
Carol Masterson/Gr.2  
Susan Gifford/ Gr. 2

Dana Raines/Gr. 3  
Willette Driskell/Gr. 3  
Tracy Butts/Gr. 3  
Tarita Reeves/Gr. 3

Keisha Lowe/Gr. 4  
Rosalyn Massey/Gr. 4  
Miranda Faulds/Gr. 4

Sonya Garner/Gr. 5  
Delois Whisby/Gr. 5  
Elizabeth Williams/Gr. 5

Sandra Tuggle/PEC  
Stacy Watkins/Speech

**Specialty Teachers**

Deborah Boatwright/PE  
Onie Powell/Instructional Coach  
Stephanie Tyner/Music  
Carliss Jackson/ Mathematics

**Early Intervention Program**

Janice Johnson/EIP  
Joyce Wesley /EIP  
Verlene Smith/EIP

**REACH (Burdell-Hunt Campus)**

Michelle Gowan  
Misty O'Barr  
Danice Talbert

**Paraprofessionals**

Jamesia Dupree/Pre-K  
Margaret Haugabrook/K  
Angel Jenkins/K  
Ayesha Marcus/K  
Pauline Pitts/PEC  
Gloria Flowers/Computer Lab  
Kewasha Johnson/Success Maker Lab  
Covea Burch/Family Engagement Facilitator

**Media Specialist**

Jane Hardy

**Office Staff**

Keela Malone/Principal  
Jewel Pearson/Secretary  
Josquitta Strong/Data Entry Clerk  
Donna Turner/Counselor  
Sabina Alexander/Performance Learning Coach

**Custodians**

Connie Taylor/Head Custodian  
Tony Banks  
Stephanie Height  
Dorothy Jackson

**Nutrition**

Velda Bland/Manager  
Tomika Duncan/Cashier  
Janette Hauck  
Beverly Maynard  
Kimberly Gibson  
Stephanie Height/Monitor  
Henry Bentley

**District Support**

Roberta Shoultz/Technology Specialist

Billie Whited/Zone Coordinator PEC  
Annette Neal/Social Worker  
Eisaku Sano/Psychologist  
Danielle Jones/Diagnostician  
Eisaku Sano/Psychologist  
Danielle Jones/Diagnostician

# 2010 – 2011 WALTER P. JONES ELEMENTARY SCHOOL

## School Profile

*“A Great Place To Teach and Learn”*

### **VISION STATEMENT**

Achievement and Performance for...

every child  
in every classroom  
everyday at Walter P. Jones Elementary School.

- We believe that each learner’s unique academic, physical, social and emotional needs must be met.
- We believe active parent involvement is vital to student success.

### **MISSION STATEMENT**

The mission of Walter P. Jones Elementary School is to provide a high quality, comprehensive instructional program that meets the academic, social, and physical needs of all students in a safe and comfortable learning environment. We prepare students by providing them with skills necessary to become lifelong learners and productive members of society.

### **SCHOOL PLEDGE**

Today, I will be respectful, responsible and ready to learn. I will cooperate with adults and peers to make my school a special place.

### **SCHOOL COLORS**

Orange and Blue

### **SCHOOL MASCOT**

Bulldog

### **FOCUS**

#### ***WRITING***

Writing is an integral part of the curriculum. Students are encouraged to bring their creativity into the classroom and experience the joy of writing. The ultimate goal is to motivate students to become independent writers, who enjoy writing and understand the power of written words.

#### ***MULTIMEDIA***

Our school is equipped with a television studio, two computer labs and a beautiful media center. Teams of students produce a 15 minute news broadcast each morning.

### **BELIEF STATEMENT**

- We believe that all students can learn when provided rigorous and relevant instruction to meet their academic, physical, social and emotional needs.
- We believe that administrators, teachers, students, parents, and community have a shared responsibility and accountability for educating children.
- We believe that stakeholders’ high expectations and positive relationships are vital to school success.

# **GENERAL INFORMATION**



## **SCHOOL HOURS**

School hours are from 8:45 a.m. to 3:15 p.m. Monday through Friday.

Students should not arrive at school before 7:45 a.m. It is important that students are always properly supervised. School personnel will not be on duty to supervise students before 7:45 a.m. Therefore, students will not be allowed to enter the school building before 7:45 a.m. Upon arrival after 7:45 a.m., students must report to a designated location: (a) Lunchroom, (b) Computer Lab (c) Gym (d) Success Lab (e) Music Room for supervision.

It is important that students are picked up on time at the end of the day. Staff members are not responsible for supervising students who are not picked up by 3:45 p.m. each day. Any student who is not picked up by 3:45 p.m. may be referred to the After School Program. After School Program fees will be applied for program services/supervision. Students are not allowed to loiter or remain unsupervised on campus.

## **PREPARATION FOR SCHOOL**

In order to ensure that students are adequately prepared for the school day, parents are encouraged to:

1. Ensure child arrives to school on time.
2. Provide a nutritious breakfast, or have child arrive to school by 7:45 a.m. to eat school breakfast.
3. Ensure the child gets a good night sleep.
4. Follow the dress code daily.
5. Provide a positive environment for studying with a specified time each afternoon or evening.
6. Monitor to ensure that child has his/her assignments, textbooks, and other necessary materials.
7. Return signed forms and documents promptly.

## **ADMISSION REQUIREMENTS**

Students shall be admitted to the Bibb County School District when all legal requirements are verified at the time of entrance. Reasonable and sufficient public notice is given at the beginning of each school year for required information. The following items are required:

- Certified Birth Certificate
- Georgia Certificate of Ear, Eye and Dental Examinations
- Georgia Certificate of Immunization
- Social Security Card
- Withdrawal Slip from previous Bibb County School attended
- Proof of Address (examples: Georgia Power Bill, Telephone Bill, Water Bill)

### **Birth Certificate**

Students entering a Georgia public school for the first time should present a legal acceptable proof of birth document (official certified copy). Students entering kindergarten must have attained the age of five on or before September 1<sup>st</sup> of the year of entry. Students entering first grade must have attained the age of six by September 1<sup>st</sup> of the year of entry. Students entering a Georgia Public School for the first time in grades 2-6 should present a valid birth certificate to be filed in the student's cumulative folder. Students who enter for enrollment without the required birth certificate may be provisionally admitted to the school for up to thirty (30) days. After thirty (30) days, an official birth certificate must be presented.

### **Georgia Certificate of Ear, Eye and Dental Examinations**

Each child being admitted initially to a public school must present a Georgia Certificate of Ear, Eye, and Dental Examinations (EED). This certificate is to be a part of each student's school record. Screenings may be done by a private physician or by the Macon-Bibb County Health Department. A schedule of screenings may be obtained from the health department. Parents of kindergarten students and of other new students who do not have an EED certificate are advised that the students may be admitted on a provisional basis. A waiver should be signed by the parent as documentation. All records must be completed by January 1<sup>st</sup> if the child is to remain in school.

### **Georgia Certificate of Immunization**

Code Section 20-2-7771 of the Official Code of Georgia Annotated covers requirements for immunization of students enrolled in school, grades K-12. Section 1B states that: "*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 responsible official of the school or facility*" The school official may grant a 30-day waiver of the certification requirement for a justified reason.

### **Social Security Card**

The State of Georgia has enacted certain legal requirements involving furnishing the social security number of all students enrolled or seeking enrollment in Bibb County School District. A parent may comply with this law by exhibiting the official copy of the child's social security number to the school. A parent waiver must be signed if a parent objects to the use of a security number. A permanent student identification number will be assigned when the social security number is not furnished.

### **Withdrawal Form from Previous School Attended**

Any student who has attended school prior to seeking enrollment in Bibb County must have a withdrawal form from his/her previous school. Students may be provisionally admitted without the withdrawal form for up to thirty (30) days. However, it is the responsibility of the parents to take care of any obligations or requirements imposed by the prior system, which may be required to obtain the student's cumulative folder. Grade placement and/or course credits cannot be finalized without the student's cumulative folder/or official permanent record(s).

### **STUDENT INFORMATION FORMS/ENROLLMENT AND EMERGENCY PROCEDURE FORMS**

During the first week of school, each child's teacher will send home a packet of information for parents to complete. Please fill out all forms correctly and completely and return them to school promptly.

The information on the Enrollment and Emergency Procedure Form is kept in the office in case parent(s) or guardian(s) need to be contacted. **A current emergency contact telephone number must always be on file in the school office. All names of persons allowed or persons not allowed to pick up a child should be on the card.** Additional contacts may be added on the back of the card. All telephone numbers and addresses must be accurate and clearly written. **It is imperative to notify the school when any changes occur during the school year.** It is very important that school records are kept up-to-date- for the well being of each child.

## **GUARDIANSHIP INFORMATION**

Please be advised that both natural parents have legal rights toward a child unless otherwise ruled by the court. In order to honor a parent's request that a student not be picked up or seen by a natural parent, this request must be accompanied by a court injunction. The school will not deny access to the natural parent without legal documentation to that effect. The custody of a student cannot change while the student is in school unless legal documentation is provided.

## ***SCHOOL ORGANIZATION, GRADES, CURRICULUM***



## **GEORGIA PERFORMANCE STANDARDS**

Georgia Performance Standards require that students master the content being taught and require students to be more responsible for their own learning. Performance standards provide clear expectations for instruction, student work, and assessments toward demonstrating mastery of the content.

## **CORE CURRICULUM**

The academic subjects that are studied in the elementary school are: Language Arts, Reading, Mathematics, Science, Social Studies and Spelling.

## **SPECIALTY CLASSES**

In addition to core courses, students attend specialty classes daily. Students rotate through the specialty classes throughout the year. Specialty classes include: Physical Education, Math Lab, Success Lab, Music and Guidance.

## **EARLY INTERVENTION**

The Early Intervention Program (EIP) is designed to serve students who are at risk of not achieving or maintaining academic grade level. The purpose of EIP is to provide additional instructional resources to help students who are performing below grade level to obtain the necessary academic skills to reach grade level performance.

## **BALANCED LITERACY**

Balanced Literacy is a framework designed to help students learn to read and write effectively. The program stands firmly on the premise that all students can learn to read and write. Balanced Literacy allows students to receive instruction and skills needed for grade level achievement. Students experience literacy across the curriculum via: (a) read aloud (b) shared reading/writing (c) guided reading/writing (d) independent reading/writing and (e) writer's workshop.

## **PROGRAMS FOR EXCEPTIONAL CHILDREN**

The Program for Exceptional Children (PEC) also referred to as Special Education, works to ensure that children with disabilities are learning, progressing, and meeting high expectations. Teachers use effective and innovative teaching methods toward meeting the needs of individual learners. Services for students in the PEC program are determined following a comprehensive assessment that may include a psychological evaluation, educational testing, speech-language assessment, audiological testing, and/or other assessments.

The Program for Exceptional Children is required to provide free, appropriate public education to eligible children in cooperation with parents and other agencies under the Individual with Disabilities Education Act (IDEA). Each eligible student must have an Individual Education Plan (IEP), which is developed by a team composed of teachers and other qualified school personnel, parents or guardians and the student, when appropriate. The IEP is revised when necessary and reviewed at least annually.

The State of Georgia requires that all students referred for Special Education Services must first go through the Response to Intervention (RTI) process. This means that strategies in the regular education setting must be considered and documented before referral to Special Education. Waivers are limited to very special circumstances, which require sufficient documentation about the severity of the problem to justify the exception. Parents and guardians are encouraged to contact their child's home school or the Program for Exceptional Children at (478) 765-8711 for more information if they suspect that their child has a disability.

## **REACH PROGRAM**

In order to qualify for 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 "*there will be no discrimination with regard to 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, in classroom performance, demonstrates five of the ten identified TABs shall be considered for referral by the school eligibility team. The school principal, counselors and teachers review the results of norm referenced testing. Any child with a 90<sup>th</sup> percentile composite score, a 90<sup>th</sup> percentile total reading, including reading comprehension or 90<sup>th</sup> 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 precede 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 is begun, 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 in the evaluation. A copy of this gifted notice will be sent home for parent signature.

For further information, contact the school or the Director of Gifted Education, 484 Mulberry Street, Macon GA 31208, (478)-765-8596.

### **METHODS OF REPORTING GRADES AND INFORMATION TO PARENTS**

#### **SIGNED PAPERS AND SCHOOL INFORMATION WILL BE SENT HOME EACH WEDNESDAY.**

The school is required to keep signed papers as documentation of student achievement. If a student fails to bring back his/her signed papers within ONE week, a letter will be sent home informing parents that signed papers/required information has not been returned. Subsequently, parents will be invited to come to the school to sign any forthcoming papers. It is important to review all papers, discuss them with your child, make correctives and/or comments if necessary, and return the signed papers on Thursday. If a parent/guardian wishes to keep their child's papers for a few extra days, a note should be sent to the teacher.

Homework will be assigned Monday – Thursday (Grades 1-4); Monday – Friday (Grade 5); and, at the teacher's discretion (Pre-K & Kindergarten). Be sure to monitor your child(ren) daily for homework and notes from teacher(s).

Report cards will also be sent home on Wednesday following the end of each nine weeks grading period. Mid-term progress reports will be sent home midway through the nine weeks period for all students. These reports must be signed by the parent and returned the following day.

Teachers communicate with parents throughout the school year by means of conferences, letters, and telephone calls. Your child's standardized test score results and his/her academic progress will be discussed with you during a fall conference (date to be announced). Parents are encouraged to conference with teachers to keep abreast of their child's achievements, performance and conduct.

### **GRADING SYSTEM**

A	Outstanding	90-100
B	Good	80-89
C	Satisfactory	70-79
F	Failure	Below 70
S	Satisfactory	
I	Improvement Needed	
U	Unsatisfactory	

First and second grade students are not formally graded in Science and Social Studies. Students in grades 1-5 are graded S, I, and U in Physical Education.

### **PROGRESS REPORTS**

Progress reports are issued during the 4 ½ week point of each 9-week grading period. Students are required to take home all progress reports for a parent/guardian's signature and return the report the next day.

## **PROMOTION REQUIREMENTS**

**Kindergarten** - Students must meet minimum requirements outlined on the Kindergarten Report Card for promotion.

**1<sup>st</sup> & 2<sup>nd</sup> Grades** - Students must pass reading and math with at least 70% average.

**3rd Grade** - Students must pass both reading and mathematics with at least 70% mastery, pass three academic courses - language arts, spelling, science, and social studies, and earn a score of 800 or above on the 3rd Grade Georgia Criterion Referenced Competency Test (CRCT) in Reading.

**4th Grades** - Students must pass both reading and mathematics with at least 70% mastery and pass three academic courses - language arts, spelling, science, and social studies.

**5th Grade** - Students must pass both reading and mathematics with at least 70% mastery, pass three academic courses - language arts, spelling, science, and social studies, and earn a score of 800 or above on the 5th Grade Georgia Criterion Referenced Competency Tests in Reading and Mathematics.

## **REPORT CARDS**

Report cards are sent home every nine (9) weeks and indicate students' progress in both academic and social skills during the grading period. Report cards should be read carefully, signed and returned the next day. Report cards will be issued from the office after debts are paid. Parents may utilize the internet to check Parent Portal for the weekly update of student grades. Applications for Parent Portal access codes can be obtained in the school office.

## **PARENT PORTAL**

Parent Portal is a convenient home-to-school collaboration to allow parents/guardians to access their child's grades via the Internet. Parents/guardians who have legal rights to view their child's school records are eligible to use Parent Portal to view grades. Each parent/guardian can register individually and will receive a unique user login and password. Information on how parents/guardians can get connected is sent home with every child at the beginning of the school year. Parents are welcome to use the computers in the Media Center or the Family Engagement Center to check their child's grades via Parent Portal.

## **PUPIL PROGRESSION**

The Bibb County School System expects all students to meet certain minimum expectations at each grade level before they will be promoted to the next grade. Students must maintain a 70 in reading and math to be promoted to the next grade. Students will not be promoted if they fail two academic subjects. A student who has been retained multiple years and who still does not meet the minimum requirements may be administratively assigned by the school principal. Parents will be notified of the decision, and a record of placement will be filed into student's school records. Students in grades 3 and 5 must meet expectations in the Georgia Criterion Referenced Competency Tests (CRCT) in reading and/or math in order to be promoted to the next grade level.

## **CLASS PLACEMENT PROCESS**

The goal for forming classes is to provide each teacher with a well-balanced, heterogeneous group of children and to provide each learner with an optimal learning environment.

Decisions about student placements are made based upon the following considerations:

- Balance of boys and girls
- Positive working relationship among the students
- Previous placements of students
- Social needs of individuals and groups of students
- Leadership needs within the class
- Heterogeneous (mixed ability) learning groups in all classrooms
- Special circumstances

**Parent requests for specific teachers, by name, cannot be accepted.** Parents are welcome to share pertinent information for consideration regarding their child's needs or challenges as it relates to their child's ability to learn. Such information should be submitted in writing to the principal.

Class assignments are subject to change during the first 30 days of school to balance classroom size and to address student needs to maximize instruction.

### **PARENT/LEGAL GUARDIAN CONFERENCES**

Parents are expected to attend a conference at the beginning of the school year and at any time the child is experiencing difficulties. We encourage parents/legal guardians to have conferences with their child's teacher throughout the school year. You can arrange parent/teacher conferences by calling the school or by sending a written request to your child's teacher to arrange a conference date and time. You can also ask the teacher to call you to arrange a time for the conference. The principal will attend the conference if requested by the teacher and/or parent. However, parent/legal guardian is encouraged to discuss matters of concern with the teacher first. If a parent/guardian feels his/her concern has not been adequately addressed by the teacher, he/she may request a conference with the principal. Only through complete cooperation between the home and the school can we accomplish the goal of making students successful.

### **PARTIES AND CELEBRATIONS**

Classroom parties are permitted during non-instructional time. It is acceptable for a parent to bring cupcakes to celebrate their child's birthday. However, instead of cupcakes, parents may choose to treat the class to ice cream from the school's ice cream shop. Gifts, balloons etc. for a student's birthday are not allowed. Outside deliveries such as flowers, balloons, stuffed animals, candies etc. will not be accepted at school for students. Furthermore, the aforementioned items are not allowed on the school bus. Special occasions for celebrations are Christmas, Valentine's Day and End-of-Year. Activities are held during the last 30 minutes of the school day.

### **TITLE I**

The Federal Government supports education in the school system through various grants and programs. One major program of Federal support is Title I. Walter P. Jones School is a Title I Distinguished School. Title I was enacted by Congress in 1965 under the Elementary and Secondary Education Act (ESEA). This program provides funds to assist school systems and enhance the educational programs in schools with high concentrations of disadvantaged students. Once the schools have been identified, staffs in collaboration with system personnel develop support components to address the needs of specific students who are eligible to receive assistance.

Title I is the largest federal aid program for elementary and secondary schools. Under the core Title I program, school districts receive federal funds through a multi-step allocation process. Bibb County distributes the funds to schools with above average percentages of low-income children and to local institutions for neglected children.

Parents are an important part of the Title I program at all schools and at the system level. Title I personnel includes a family engagement facilitator who conducts workshops to help parents develop skills. A Title I Resource Center is available to parents. It provides parents, teachers, and paraprofessionals with a wide variety of activities and materials to use to help students at home and at school. The resource center is staffed by a system parent/teacher facilitator who meets with parents, teachers, and paraprofessionals on a regular basis to explain how to effectively use and make materials for students. For more information on the Title I Resource Center, contact the Family Engagement Facilitator at Walter P. Jones Elementary School.

### **RECOGNITION CEREMONIES/HONORS DAY**

A recognition ceremony for students in grades K - 5 will be held at the end of each grading period to honor student achievements. The Student Recognition and Promotion Program will be held at the end of the school year to recognize cumulative achievements. Each kindergarten student who successfully completes the kindergarten requirements will receive a Certificate of Completion. Various awards will be presented to students in the following areas: academics, achievement, leadership, good character, appropriate conduct, attendance, and school and community service. Specific awards include:

Superintendent's Perfect Attendance  
Principal's Outstanding Attendance  
Principal's Honor Roll  
Honor Roll  
Most Improved Student  
Citizenship  
Most Improved  
Accelerated Reader  
Science Fair  
Cheryl Thomas Award

Quick Think  
Reader's Cup  
Academic Bowl  
Highest Achiever  
Technology Fair  
Ella Carter Award  
Spelling Bee  
Joyce Hudson Award  
Vicki Miller Distinguished Leader Award  
Jones Outstanding Youngster Award

## ***TAKING CARE OF BUSINESS***



### **SCHOOL INSURANCE**

School insurance is available to all students and may be purchased on a voluntary basis for school day coverage or 24-hour coverage. The insurance covers accidents that may occur during the school day or during extracurricular activities. A packet is sent home at the beginning of each school year. Parental purchase of the insurance is optional.

## **RESPONSIBILITY FOR EQUIPMENT, BOOKS AND MATERIALS**

It is the responsibility of the Bibb Board of Education to provide students with necessary textbooks, equipment, and media (library) materials for instruction. These items remain the property of the Bibb Board of Education. The condition of each textbook is recorded upon issuance, so that damages beyond normal wear and tear may be assessed at the end of the year.

Students and their parents shall be financially accountable for **all** books, resources and equipment assigned to a student. Students and their parents are required to pay for all items not returned or returned with excessive wear and tear in accordance with the *GUIDELINES FOR STUDENT ACCOUNTABILITY (BOARD POLICY JS)*. Grades, transcripts and diplomas shall not be released until all amounts due for lost or damaged books and equipment have been paid.

## **INTERNET USE**

All Bibb County classrooms have access to the Internet. This access is carefully monitored. The policy governing the use of the Internet is included in the Bibb County Code of Conduct.

The Internet is a vast, diverse collection of unique resources including access to data from other school districts across the United States and the world, NASA, discussion groups, ERIC, and libraries including the Library of Congress. The Internet also provides access to electronic mail, enabling users to send messages to students and teachers at another school located anywhere around the globe.

### ***Internet Access Goals***

As resources permit, Internet services will be made available to all schools. Internet access will be provided to students throughout the district with the following goals in mind:

- To promote educational excellence for the advancement and promotion of teaching and learning by facilitating resource sharing, innovative ideas and communication within our own community, the state, nationally and globally.
- To support research and education in and among academic institutions in the world by providing access to unique resources supplemental to the Media Center resources, and to provide opportunities for collaborative work.
- To stimulate personal growth in information-gathering techniques, critical thinking skills and communication skills; to significantly expand each users' knowledge base; to promote intellectual inquiry and awareness of global diversity through worldwide communication and exploration.
- To assist students in developing the intellectual skills needed to discriminate among information sources and to evaluate and use information to meet educational goals as posed to the student by the instructor.

### ***Guidelines for Use***

The following guidelines shall be followed when using the Internet service through the school district:

- Users shall be polite, courteous and respectful during all sessions on the Internet, including use of e-mail. Users must use appropriate language. Profanity, obscenity or any vulgarity is prohibited.
- Users may not use another user's account name or password at any time.
- Users should not reveal home addresses or phone numbers, or those of other students or colleagues. The only information that should be given out during an Internet session is an e-mail address.
- Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the e-mail of another user are prohibited, as is deliberate interference with the ability of another user to send/receive e-mail.
- Transmission of any material in violation of federal or state laws is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material protected by patent.
- Users should always compose messages using good grammar and correct spelling as a reflection of the education received through the school district. Messages should be kept short and to the point, using

abbreviation whenever possible. A footer should be included at the bottom of each e-mail message with name, position, affiliation and Internet address.

- Personal messages are not to be posted on bulletin boards.
- Students are not permitted to post personal/home pages. The Superintendent will post school home pages on the Internet only after approval.
- The school district has a right and will make every effort to control the content of data accessed through the Internet by use of filtering software, site book marking and teacher monitoring. There always remains the possibility of a student discovering inappropriate material during a routine search. If this should occur, the user shall not share this information with any other student and shall notify the teacher immediately so this material can be filtered.

### ***Penalties for Misuse***

Failure to abide by this policy may result in the suspension and/or revocation of access privileges.

Additionally, student violations may result in discipline up to and including suspension or expulsion. Students could be expelled from school for engaging in conduct on the Internet that contains elements of criminal mischief as defined by state and federal law. Any unauthorized access or breach of state or federal law is subject to criminal prosecution. Staff violations may also result in discipline up to and including dismissal.

The school district has the authority to determine appropriate use and may deny, revoke or suspend any user's privileges at any time due to inappropriate use. The following violations will result in cancellation of privileges or in some cases, school disciplinary action including in-school suspension or expulsion:

- Illegal distribution of copyrighted software. Software piracy is a federal offense punishable by fine or imprisonment.
- Conducting a deliberate search for inappropriate material.
- Attempting to log on to the Internet as a district administrator or teacher.
- Vandalism - including any malicious attempt to harm, modify or destroy the data of another user. This includes the creation or uploading of computer viruses.
- Harassment - the persistent annoyance of another user or interference in another user's work or e-mail. The sending of unwanted or duplicate e-mail is also defined as harassment.

### ***Procedures for use***

- School district personnel will provide supervision of student access to the Internet at all grade levels. Users will be required to obtain permission from a teacher before using the Internet.
- Any computer, which provides access to the Internet, will have Internet filtering software installed. Parents and teachers are encouraged to search the Internet and add additional sites and/or words to the filtering software in order to offer greater protection.
- All students must read and sign the ***Student Agreement*** form. Parents or guardians must sign the ***Parent Consent*** form and return it to the designated person at the school level.
- Students must sign in on an appropriate log each time they access the network.

***Each student, parent and teacher must read and sign the Internet Use Policy. Each school is responsible for verifying receipt of the signature page from all parties, and keeping the documents on file in the office. Students who do not return the signature page will not be allowed to use the Internet on any computer in the school.***

## **MEDICATION POLICY**

All drugs and medications, **prescription and non-prescription**, must be brought to the office in the original or pharmaceutical containers. Students are not allowed to have any drugs or medications on their person, in their book bags or purses. A **Medication Authorization and Release Form** must be signed before the medication can be administered to students. All medication must be clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. School employees will not accept medication brought to school in baggies, tinfoil, or other types of containers, and the school cannot accept more than a two-week supply of medication at one time. Students are given a pass and excused from class to go to the office to take medication.

## **PHYSICAL EDUCATION RESTRICTIONS**

All students are required to have a signed P. E. form on file to participate in physical activities. This form indicates whether a child can participate in regular activities or whether a child must have a restricted program. Physical limitations such as allergies, asthma, etc. should be noted. If a child cannot participate in Physical Education activities for a short time, parents are asked to send a written statement explaining the circumstances and expected period of disability. If a student is unable to participate for an extended period, a written statement from a physician is required.

## **SCHOOL RECORDS (BOARD POLICY JR)**

School Board Policy and Rules regarding educational records contain expressed and implied rights of parents and students. A copy of this policy and rule is housed at each public school and the Central Office. Upon request, parents and students can review the policy and rules relative to educational records.

## **REQUEST FOR STUDENT INFORMATION FROM PERMANENT FOLDERS**

All parent/legal guardian requests for student information from permanent folders (social security card, birth certificate, immunization, ect.) must be made in writing – forms are available in the office. Requests will be filled within 48 hours.

# ***SCHOOL SERVICES***



## **AFTERSCHOOL PROGRAM (ASP)**

The After School Program (ASP) is developed to improve students' school success rate. The program components include: parental involvement, tutorial assistance, supervision by certified teachers, enrichment activities, recreational opportunities, and nutritious snacks.

The school operating hours are 8:15 a.m. – 3:45 p.m. For safety and liability reasons, children cannot be unsupervised on campus at any time. Walter P. Jones offers afterschool services beginning at 3:30 p.m. for parents who require services. For a reasonable fee, students have the opportunity to participate in structured, supervised activities until 6:00 p.m. daily.

Under no circumstances may students be left at school after 3:45 p.m. unless they are enrolled in our Afterschool program (ASP). If a child is not enrolled in ASP and remains at school after 3:45 p.m., he/she may be sent to the ASP and parent/guardian will be required to pay a \$15 drop-in fee. As a **one-time** courtesy, the ASP registration fee for emergency care and supervision will be waived. However, if your child is left after 3:45 p.m. a second time, parent/guardian will be required to pay the \$15 drop-in fee **AND** a one-time \$25 registration fee to enroll the child in our After School Program.

Because our staff is released from supervision duty at 3:45 p.m., it is critical that children be picked up from school on-time or be served in the Afterschool Program if they remain at school after regular school hours. The principal or designee makes a referral to School Social Services and/or the Bibb County School District Campus Police Department when a child is left at school after hours and proper provisions for after school services are not made. For additional information about the After School Program, please contact the school office.

### **CHARACTER EDUCATION**

The Character Education Program focuses on character traits during the course of the school year. The counselor, teachers and staff present identified traits through instruction. Character Education words are highlighted on the morning broadcast. Each month, teachers nominate students who display the weekly character trait. From the group of nominees, selected students are pictured on the Character Wall of Fame.

### **SCHOOL WEBPAGE**

The Walter P. Jones webpage contains information specific to the school. The school web address is **<http://schools.bibb.k12.ga.us/jones/site/default.asp>**. The Bibb County School District Homepage contains additional information. You will find links to access student grades, each school's web page, the district calendar, school board member information, enrollment procedures, system policies, and links to educational resources. The web address is **<http://www.bibb.k12.ga.us>**.

### **MEDIA CENTER**

The Media Center is designed to serve the total school population. It provides books, reference materials, audio-visual equipment, scheduled programs, computer software, and a wide range of teaching aids for classroom use. Bibb County Board of Education Policies are available for review in the Media Center.

The Media Center is open to students throughout the school day. Students may check out books as often as they wish for a two-week period. Only students who return books may check out additional books.

It is the student's responsibility to return books on time. There are no monetary fines; however, students may not check out additional books until books are returned. Student and parents are responsible for payment of lost or damaged books through accident, neglect or deliberate misuse.

### **Accelerated Reader Treasure Tokens**

Students at Walter P. Jones School have a reading goal set for them by their teacher each nine weeks period. Students who reach 100% of their reading goal in a grading period will receive a treasure token to spend in the Treasure Tower located in the Media Center. Students who reach 100% of their reading goal will be recognized as an Accelerated Reader during the Student Recognition Program.

### **FAMILY ENGAGEMENT FACILITATOR**

The Family Engagement Facilitator develops, implements, and coordinates school-based parent involvement programs designed to promote parental involvement in the school. Additionally, the Family Engagement Facilitator periodically contacts parents of all students who are absent from school.

## **GUIDANCE AND COUNSELING PROGRAM**

The Guidance Counseling Program promotes interaction between a counselor and a student or student in a group or in a classroom that focuses on normal developmental issues and school based process. The following practices are basic components of the Guidance Program:

- ***Individual Counseling*** – By demonstrating mutual trust, respect, and care, the counselor counsels students individually by actively listening, identifying and defining problem(s), discussing alternative solutions, and formulating a plan of action.
- ***Small Group Counseling*** – The counselor leads or supports groups of students experiencing similar problems or concerns. Primarily small group counseling sessions build academic, social, developmental and life skills.
- ***Classroom Guidance*** – The counselor collaborates with school staff in planning and scheduling classroom guidance activities. Classroom guidance provides valuable experiences for students and plays a vital role in improving the overall classroom and school climates. Referrals for student counsel may be requested by principal, faculty, staff, student, or parent.

Parents/legal guardians are encouraged to get to know the counselor. Parent/legal guardian notification in writing must be submitted to the counselor if a child is not to participate in group counseling.

## **HOSPITAL AND HOMEBOUND SERVICES (H/HB)**

Hospital/Homebound services are available for students with a non-contagious illness or injury lasting more than 10 days. Forms may be picked up from the office and must be signed by a doctor. When possible, arrangements should be made ahead of time. A Hospital Homebound teacher will visit the student three (3) hours per week providing academic and testing services during student's recovery. Students receiving hospital homebound services will be counted present in school attendance records.

## **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) promotes the welfare of children. Walter P. Jones PTO supports, promotes, and provides experiences through special events, programs and activities. The PTO also gives parents, staff, and community the opportunity to work together thus fostering a beneficial learning environment for all stakeholders.

## **VOLUNTEERS**

Community members are encouraged to volunteer knowledge, time, talents and skills. In order to provide volunteer hours, a Volunteer Application and Consent Form must be completed and submitted to the Family Engagement Facilitator. Time donated for meetings, planning, organizing, or working on school projects is counted. The volunteer donating the most hours will be recognized at the Bibb County School District annual Volunteer Breakfast.

## **SCHOOL NURSE**

A School House Health form must be completed and returned to school in order for your child to receive services from the school nurse. When the school nurse is present, students must visit the school nurse before calling a parent due to illness. The school nurse will determine whether a parent needs to be contacted. The school nurse is the only person authorized to administer over-the-counter medication unless your child brings his/her own medicine to school (please refer to the medication policy). All medication must be in the original container and brought to the office upon arrival at school. A school nurse is available to students on specific day(s) of the week.

## **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RTI) is a practice of academic and behavioral interventions designed to provide early, effective assistance to underperforming students. Research-based interventions are implemented and frequent progress monitoring is conducted to assess student response and progress. When students do not make progress, increasingly more intense interventions are introduced.

## ***SCHOOL ACTIVITIES***



### **JUNIOR BETA CLUB**

Qualified fifth grade students may take part in the Junior Beta Club. The purpose of the Junior Beta Club is to develop leadership skills and to promote community and school service. Fifth grade students must be invited to join the Junior Beta Club. In order to be considered for membership, a student must have a minimum of a 92 overall average (from 4<sup>th</sup> grade), demonstrate exemplary behavior and obtain a teacher's recommendation. Continued membership is contingent upon maintaining membership qualifications and criteria.

### **STUDENT COUNCIL**

Student Council is an organization that allows students to exercise their role in decision-making and develop leadership skills. Student representatives are selected by their teachers and classmates. Elections for officers are held at the beginning of the school year. All student council members must be recommended by their teachers, maintain passing grades and exhibit good behavior.

### **ACADEMIC BOWL TEAM**

The Academic Bowl Team is a student organization of academically talented students in grades 4 and 5. Students compete against other academic teams in Bibb County School System. Members of the academic team must maintain passing grades and exhibit good behavior.

### **READERS' CUP**

The Readers' Cup competition is held during Children's Book Week and is designed to promote and recognize the importance of reading. Students in grades 2 – 3 compete annually. The competition consists of questions based on the books from the Georgia Picture Book Award Nominees.

### **MATH 24 TEAM**

Math Team participants are chosen from grades 3 – 5. Students who participate in the math team are recommended by their teacher and demonstrate a heightened interest and talent for solving mathematical problems. Students compete against other students during Math 24 competitions.

### **JUNIOR FIRE MARSHAL TEAM**

The Junior Fire Marshal Program promotes fire safety and awareness in the classrooms. The Junior Fire Marshals of each class assist their teacher to ensure safe and secure evacuation of students. This duty is performed during each school's monthly fire drills. Throughout the year, the Junior Fire Marshals also present fire safety messages to their classmates to help educate them on how to be fire safe. Fifth grade students serve as Junior Fire Marshals.

### **SAFETY PATROL TEAM**

The Safety Patrol Team promotes and models appropriate safety practices in the hall, restroom, and car pool areas. Their primary purpose is to direct students, not traffic. They are to report safety violations to the supervising adult. Students in fourth and fifth grades serve as Safety Patrol Team members.

### **MORNING BROADCAST TEAM**

The Morning Broadcast Team produces the WJOY Morning Show which is broadcasted school wide on Channel 65. Students serve as on air anchors, operate the camera and sound system. They also direct guests who may appear on the show.

### **TECHNOLOGY FAIR**

The Technology Fair is an event designed to showcase the exceptional talents of our students and give them the opportunity to compete at the state level in the field of technology. The fair is open to students in grades 3 – 12. Categories for competition include: Project programming, hardware/robotics, multimedia applications, non-multimedia applications, animated graphic design, non-animated graphic design, and Internet web page design.

### **WRITING CONTESTS**

Writing contests promote and encourage literacy through written expression. The students at Walter P. Jones participate in writing competitions. Writing competitions include, but are not limited to Optimist Club Writing/Oratorical Contest, Pine Tree Poetry Writing Contest, and Young Georgia Authors.

### **MEDIA FESTIVAL**

The purpose of the festival is to stimulate student interest and involvement in all types of media production. This is accomplished by providing an opportunity for students to show their work to an interested audience, to have their work critiqued by a panel of expert judges, and to be stimulated by the work of other students. K-12 festival activities progress through three successive levels: building, system, and state.

### **SPELLING BEE**

The students of Walter P. Jones Elementary School have an opportunity to participate in a school-wide spelling bee each year to exhibit their proficiency in the art of spelling. If a participant is successful at the school level, he/she will then have the opportunity to advance to the district, state and/or national level spelling bees to receive recognition.

# SCHOOL ROUTINES



## ATTENDANCE

Board Policy requires that students be registered for and actively involved in a full-day instructional program of six hours. Student who do not attend school all day from 8:45 AM – 3:15 PM miss instruction and assignments. School attendance is a prerequisite for student achievement. Students are expected to attend school daily and to be on time. Poor attendance or persistent tardiness can be detrimental to progress. All absences are classified as excused or unexcused. Excused absences are: illness, family funerals, or designated religious holidays. All other absences are defined as unexcused. Students who desire to document an absence shall present a written excuse signed by a parent or guardian within three (3) days of returning to school. Failure to present an excuse within three (3) days shall result in an unexcused absence. **Documentation presented after three (3) days will not be considered.** Documentation may **not** be sent by FAX, e-mail or telephone. Parents will be contacted after the fourth absence by the school counselor, family engagement facilitator or designated person(s).

1. **Absences** – The attendance policy in the *Student Code of Conduct* will be followed regarding absences.
2. **Tardiness** – **A parent or guardian must accompany their child who is tardy to the office to be signed in at the time the student arrives.** Students who arrive after the beginning of the instructional day (8:45 a.m.) will be counted tardy and must report to the office to sign in and receive a tardy pass before going to class. A child is also considered tardy if he/she leaves school for any period during the day or leaves school early. **Students who are tardy or check out for early dismissal will not be eligible for Superintendent’s Perfect Attendance Award.**
3. **Early Dismissal** – Students leaving school before the scheduled dismissal time are requested to bring a note stating the time and reason for leaving and the name of the person who will come for them. This person must also be listed on the Enrollment and Emergency Procedure Form. Students will not be released to any person whose name is not listed on the child’s Enrollment and Emergency Procedure Form. A parent or parent designee must come to the office and present a **picture ID** for the student to be released. Upon parent/designee arrival, students will be called the office for dismissal. **NO STUDENTS WILL BE DISMISSED FROM CLASS AFTER 2:45 PM.** Students will be counted absent for the entire day if they leave school for the day before 11:45 AM or if they arrive after 11:45 AM.

## STUDENT PLANNERS

All students in grades K – 5 are required to have a Student Planner. A Student Planner is issued to each student at the beginning of the school year, free of charge. Additional planners may be purchased from the office for \$5.00. The planners are used for students to record homework assignments, important dates, and communication between teacher and parent. Students are required to have their planners at school every day.

## BOOK BAGS

Book bags may be used to transport books to and from school. Book bags may **not** have wheels unless medical documentation is provided.

## **PROHIBITED ITEMS TO SCHOOL**

The only time students may bring toys, games, etc. to school is when their teacher instructs them to do so for “Show and Tell” in pre-kindergarten, kindergarten and first grade. **Prohibited items will be confiscated.** The school is not responsible for the loss or damage of confiscated/personal items brought to school, to include but not limited to electronic games and toys (Game Boys, CD players, MP3 Players, etc). Additional prohibited items include candy, sunflower seeds, soda etc. that are not part of a school lunch. Food is not to be eaten anywhere outside of the lunchroom without teacher consent. **All prohibited items will be confiscated and may not be returned to the student until the end of the school year.** Student use of cell phones is prohibited during the instructional day. Refer to Bibb County Code of Conduct for more information.

## **FLORAL AND BALLOON DELIVERIES**

Gifts, balloons etc. for a student’s birthday are not allowed. Outside deliveries such as flowers, balloons, stuffed animals, candies etc. will not be accepted at school for students. Furthermore, the aforementioned are not allowed on the bus. Such items disrupt the orderly operation of the school day.

## **FIELD TRIPS**

Educational experiences are planned throughout the year for students. Field Trip Permission Forms will be sent home and must be signed and returned before the child can participate. **Telephone calls from parents will not be accepted for student permission to attend a field trip.** Some trips may have a fee attached. Georgia law requires that all children are given the same opportunity to attend these educational trips regardless of ability to pay. As such, voluntary contributions are requested. However, if enough responses are not received, trips will be canceled as the school cannot afford to fund field trips. In instances of hardship, the principal should be contacted.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held on a regular basis. At the sound of the alarm, students are expected to file quietly and cooperatively out of the classroom to a predetermined area.

## **HEALTH SAFETY**

A student found to have a contagious or infectious health condition, such as pinkeye, scabies, or head lice, will be sent home and is not permitted to return to school until notification has been received from a physician or from the Health Department that the condition is no longer contagious, or proof of treatment is provided.

If designated school personnel cannot reach anyone and it is determined that medical treatment is necessary, the appropriate medical personnel will be contacted. Costs for 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. However, attempts to contact parents will be made if a child has a fever, head lice, untreated ringworm, upset stomach, pinkeye, etc. For infectious or serious health conditions, students will remain in the office for sign out and immediate release to parent/guardian.

All medication, including prescription or non-prescription must be housed in the office at all times. If a child is takes prescribed medication, the parent is required to bring the medicine with instructions to the office and sign a medicine authorization and referral form (Board Policy JGCD). All prescription medication must be in the original pharmaceutical container, clearly labeled with the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. School office personnel will dispense medication. A record of daily administration is kept in the office. Non-prescription medicines (cough drops, aspirin, etc.) can only be administered in the office with a signed medicine authorization and referral from (Board Policy JGCD). Many prescription/non-prescription medicines can be administered to the student in the morning before leaving home, after school, and later in the evening. The school requests that parents administer medications at home whenever possible. **Parents are encouraged not to send children with a persistent fever and/or who are experiencing vomiting or diarrhea to school as these symptoms are a health concern to other students and staff.**

## **INCLEMENT WEATHER**

Bibb County Public Schools will be closed on days when roads are considered unsafe for school bus transportation. The decision to close is made by the Superintendent of Schools as early as possible. Any changes from a normal school day will be communicated to radio and TV stations and broadcast to the public. Announcements will be made only when schools will be closed or when there are delayed openings or early closings. No announcement will be made when schools are open as usual. In order to keep school lines open for emergency calls, parents are urged not to call the school concerning the possibility of an early closing. This information will be disseminated as soon as possible to the radio and TV stations.

## **LOST AND FOUND**

All student possessions should be labeled with the student's name in permanent ink. Lost articles are taken to the office and should be claimed as soon as possible. Items not claimed within a reasonable period of time are donated to charity, i.e. Goodwill and Salvation Army. Parents are asked to caution students against taking possessions of others without permission.

## **MORNING EXERCISES/MORNING BROADCAST**

Staff and students begin each morning with the National Anthem, Pledge of Allegiance, and Moment of Silence. Students should stand during the National Anthem, recite the Pledge of Allegiance, and remain standing during the Moment of Silence. Students who choose not to stand during the morning exercises must sit quietly in their desks. Students who are in the halls at the start of the National Anthem must stop walking, stand still, and remain silent until the completion of the Moment of Silence. During daily Morning Broadcast and special broadcasts, students and staff are expected to listen attentively as pertinent information is often provided.

## **NUTRITION PROGRAM**

**All students are required to submit a lunch application regardless of eligibility. Breakfast is served from 7:45–8:30 each morning.** Teachers are not on duty to supervise students before that time. We cannot accept responsibility for supervising early arrivals. ***THE SERVING LINE WILL BE CLOSED AT 8:30 AM, AND NO MEALS WILL BE SERVED AFTER THAT TIME.***

The Breakfast Program operates from 7:45 a.m. - 8:30 a.m. It is necessary for a child to be on time if he/she is to eat breakfast. Full price breakfast is \$.45 per day of \$2.25 per week, and reduced price breakfast is \$.20 per day or \$1.00 per week. Adult breakfast is \$.75 per day.

Student lunches cost \$.90 per day or \$4.50 per week, payable each Monday. Reduced lunch price is \$.35 per day or \$1.75 per week. If a child cannot pay on Monday, he/she may charge for that day. No charges may be carried over to the next week. If a student exceeds five (5) charges and efforts to collect for charges have been nonproductive, an alternate lunch which meets the school meal pattern may be served. If payment is made by check, parents are asked to make the check payable to the Walter P. Jones Nutrition Center. Adult lunches are \$1.85 per day.

A student who has food allergies including milk and/or who must drink water will need to submit a doctor's statement. Beverages brought from home must be in insulated containers. Students may not bring carbonated drinks in cans, any glass bottles, or foods that need microwaving. No fast foods are allowed.

## **ICE CREAM**

Ice cream may be purchased for \$1.00. It will be made available after students have eaten lunch. Students must order ice cream in the morning and money is turned in at that time. Students with behavioral problems may be denied the opportunity to purchase an ice cream.

## **PAPER SHOP**

School supplies may be purchased at the paper shop. Paper, pencils, notebook paper, etc. are available. The paper shop is open every morning from 7:45 a.m. – 8:45 a.m. and is located in the atrium.

## **PICTURES**

School pictures are taken at the beginning of the school year. Portrait package options are sent home with students. Parents are responsible for paying for pictures they wish to order. Spring pictures and class pictures are taken in the spring of the year and parents are responsible for purchasing spring or class pictures. The purchase of pictures is optional.

## **SCHOOL SUPPLIES**

Each grade level has developed a recommended list of school supplies for students to use in school. This list is located in the back of this handbook and can be found on Walter P. Jones' website at <http://schools.bibb.k12.ga.us/jones.site/default.asp>. These supplies are highly recommended, but not required. Every student should come to school each day with paper, pencil, and books that are necessary to perform schoolwork.

## **STUDENT DISMISSAL**

Students will be dismissed each afternoon according to: walkers, car riders and bus/van riders. Carpool numbers will be issued to parents for display in the front right windshield of the vehicle. **Parents must remain in their vehicles during the carpool line.** Students who walk to school must leave the school campus promptly. Bus riders and day care students will be dismissed as their buses/vans arrive. All students must be picked up on time at the end of the school day. Parents should arrive no later than 3:15 p.m. for student pick-up. Teachers will not be on duty after 3:45 p.m. Parents picking up students after 3:45 p.m. ***must sign them out in the After School Program.*** Parents who arrive for their students after 3:45 p.m. will be required to pay for ASP services upon the second placement into the program. If an emergency arises, please notify the office immediately.

In order to foster and develop student independence and responsibility, parents may accompany students to and from the classroom during the first week of school.

***Parents are urged to make transportation arrangements for their child(ren) to get home before the student arrives at school.*** If the normal transportation mode changes, a **written request must** be sent to your child's teacher indicating the way your child is to get home. Students will only be dismissed to persons authorized by the parent/guardian and listed on the student's Enrollment and Emergency Procedure Form. **Telephone calls/ faxes will not be accepted.**

## **DISMISSAL/CHECK-OUT OF STUDENTS**

The School District strives to provide all of its students with a safe and healthy environment. As means of maintaining this goal, the School District has an Enrollment and Emergency Procedure Form for each student that is completed by the parent or guardian and specifically lists the individuals who are authorized to check out their student from school.

The purpose of this process is to ensure that unauthorized individuals are not allowed to enter our schools and check out your child. In an effort to make certain parents are aware of the importance of the emergency contact card please review the Enrollment and Emergency Procedure Form procedure.

***Enrollment and Emergency Procedure Form Procedure: The schools will only release a student to an individual who is listed on the student's Enrollment and Emergency Procedure Form.*** Only the individuals who are listed on your student's Enrollment and Emergency Procedure Form will be permitted to check out your student from school. Student Enrollment and Emergency Procedure Forms are housed at the student's school so that the school officials can easily determine if the person requesting to check out your student is listed on the student's Enrollment and Emergency Procedure Form as an authorized individual.

**In addition, schools will only change the student's regular dismissal routine with prior written authorization from the parent or legal guardian listed on the Enrollment and Emergency Procedure Form. A telephone call or email to your student's teacher or school requesting a change from the regular dismissal routine will NOT result in a change to the regular dismissal routine.**

Authorized persons on a student's Enrollment and Emergency Procedure Form must be updated by a parent or legal guardian. A parent or guardian may contact the school to request a new Enrollment and Emergency Procedure Form. The new Enrollment and Emergency Procedure Form should be completed and returned to the school immediately. **A telephone call or email to the school requesting a change to the Enrollment and Emergency Procedure Form will not result in a change to the Enrollment and Emergency Procedure Form. Parents/legal guardians must come to the school to make the change or request/return an entirely new card.**

### **TRAFFIC GUIDELINES**

Due to traffic congestion with safety concerns for students at dismissal, parents/guardians should contact Jones Home School Facilitator to register and to complete a form indicating one of the following staggered afternoon pick up times for their children:

3:15 – 3:25 p.m.

3:25 – 3:35 p.m.

3:35–3:45 p.m.

In order to prevent traffic congestion, parents approaching the school to pick up their students in the afternoon should take the following route to allow them to pick up their children on the right hand side of their car at the school sidewalk:

- a. When driving on Walnut Creek Road from Shurling Drive make a right onto Mafiel Drive.
- b. When traveling from Mafiel Drive turn right onto Portland Place.
- c. When coming from Portland Place turn right onto Alandale Drive.
- d. Jones Elementary School will be on your right.
- e. Students will be picked up from the sidewalk next to the school.

For your child's safety, this new traffic pattern will prevent students from having to cross Alandale Drive in front of the school with traffic flowing in both directions.

Parking in the driveway or other private property of houses located across the street from the school is strictly *prohibited*.

The safety of our students is of paramount importance to Jones Elementary School and the Bibb County School District. Non-compliance with traffic guidelines may result in campus police involvement.

### **SCHOOL BUSES**

Students who will be transported by bus are given a bus assignment by Bibb County School's Transportation Department and the student must ride that bus only. Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Parents must clear changes in bus assignments with the Transportation Department at (478) 779-2000. School personnel are not authorized to change student bus assignments. Department of Transportation and parents must notify the student's teacher and/or office personnel of any transportation changes in writing.

Students are expected to sit in their assigned seats, exercise self-control, demonstrate respectful and courteous behavior toward bus drivers, and obey the driver's instructions. The school supports the driver in maintaining safe bus-riding habits. Anyone who violates the safety standards will be suspended from the bus. Discipline notices are sent to parents whenever students violate safety standards. Discipline notices must be signed and returned the next day.

Consequences for fighting or engaging in acts of physical assault or battery on a school bus will result in a 10-day suspension from the bus for the first offense and suspension for the remainder of the year for a second offense.

Students causing damage to a school bus will be suspended from the bus for the remainder of the year. Parents/guardians will be required to pay for the cost of repair. For the purpose of this policy, "Damage" shall include writing, graffiti, and damage to seats. It is imperative for students to refer to the Bibb Code of Conduct for additional bus information.

Students who arrive to school on the bus should return home on the bus unless they have a note from parents indicating a change in transportation. For safety and liability reasons, a student **MUST** ride his/her assigned bus.

### **SCHOOL VISITORS**

State law requires that all persons visiting the school at any time and for any reason **MUST** report to the office to receive a visitors' pass before entering a classroom. This is not to discourage visitation, but is a safety measure. Forgotten books, assignments, lunches, etc. may be left with office staff for delivery to the student.

### **GUIDELINES FOR CLASSROOM OBSERVATIONS**

Parent participation and involvement is encouraged. In order to maintain an optimal learning environment, the following rules and regulations should be followed:

- Classroom visits are to be arranged by completing the *Request for Visitation Form*.
- While visiting the classroom, parents should avoid activities that distract the students or teacher.
- The rights of students to privacy and to a proper learning environment must be strictly observed at all times.
- Cell phones must be turned off during the visit. Minor children will not be allowed during visitation.
- Parents should be a silent observer and instruction must not be interrupted at any time.
- The principal or principal's designee may end an observation, which is considered detrimental/disruptive to the students, teacher or school.
- Classroom observations are not to exceed thirty (30) minutes without permission from the administration.

### **USE OF SCHOOL TELEPHONE**

The telephone in the school office is for school business. Students may use the phone only after permission is granted. Parents are encouraged to make transportation arrangements and after school plans before student arrives to school. Phone calls will not be accepted for requests to change afternoon transportation. All requests must be made in writing. The office phone must be used exclusively for school business. Students may use the school telephone only for the following:

- The student is ill.
- The student missed the school bus.
- A student's ride has not arrived by 3:45 p.m.
- Student is out of dress code.

# School-wide Expectations



## Walter P. Jones Elementary Unified Dress Code 2010-2011

Walter P. Jones Elementary School has implemented a “Dress for Success” unified dress code policy for the 2009-2010 school year. The unified dress code is in effect Monday through Thursday each week. Friday will be “School Spirit” day. Students may wear a Walter P. Jones or school uniform shirt and jeans each Friday.

Jeans are not allowed Monday-Thursday.

The following is a list of the acceptable items for the Walter P. Jones Unified Dress Code:

- Khaki, black and navy pants, khaki, black and navy walking shorts, slacks, jumpers, Capri pants, skirts and skorts. All pants must be plain (unembellished), non-faded, without holes or fraying, and fitted at the waist and length (cannot touch the floor). Skirts, skorts, and jumpers may be no shorter than 2 inches above the knee and touches the student’s fingertips when measured.
- Plain (unembellished) solid white, light blue, royal blue, light gold, orange, pink, yellow or green collared polo shirts with sleeves containing no designs. School logos or crest on Jones school shirts will be acceptable. White oxford shirts may be worn. Clothing **MUST** be the appropriate size. Non-collared Walter P. Jones spirit wear may be worn.
- Solid white, light blue, royal blue, light gold, orange, pink, yellow or green turtlenecks, long sleeved collared shirts, sweatshirts and sweaters (pullover or cardigan).
- Shirts will be tucked in and belts worn if there are belt loops at all times.
- Socks must be worn and shoes must have closed toes and backs with heels no higher than 2 inches. Only students who can tie them may wear shoes with laces.
- Hats, caps, hoods, bandannas and scarves may not be worn on the head while in the building.
- Scout uniforms are acceptable.
- Athletic shoes are preferred (white soles)
- No gaudy (excessively large) jewelry will be acceptable.

- Clothing with frayed ends, holes, fading and camouflage will not be permitted. All other items which in the judgment of the principal (or designee), which disrupt or distract from the learning process are not permitted.
- Any items not allowed in the Bibb County Dress Code or Code of Conduct are not allowed under the Walter P. Jones Elementary Uniform Policy. Participation is mandatory unless the School Advisory Council has granted an exemption. A meeting of the parent and Advisory Council will be necessary in order for an exemption to be granted. It is important to understand that exemptions are not automatic and will only be granted for legitimate reasons. Currently, no student is exempt from our Unified Dress Code.

These items are readily available at Wal-Mart, Kohl's, Target, The Sock Shoppe, Burlington, Old Navy, GAP, Sears, K-Mart, Roses, CitiTrends and JC Penney. If complying with this policy will create a hardship, assistance is available through the school's counseling department.

### **TOBACCO FREE ENVIRONMENT**

According to Board Policy EBBG, all employees and visitors are prohibited from using or displaying tobacco products while on the school campus. Please extinguish all smoking materials before entering the school grounds. Compliance with this policy is imperative.

### **WEAPONS**

It is a violation of Georgia law to possess a weapon on a public school campus, at school functions, or on a public school bus. Violation of this law may result in criminal prosecution. This law applies to all employees, visitors and students. Please report violations for school safety.

### **CAFETERIA BEHAVIOR**

Safety, health and orderly conduct are essential parts of our cafeteria program. Students are taught to be responsible for their behavior and they are expected to follow federal mandates related to the school nutrition program. Students are expected to follow basic table manners and the following expectations:

1. Students are expected to walk orderly in the dining area.
2. Students are to remain seated while eating and only eat food from their tray.
3. Students are required to sit QUIETLY.

### **ZERO TOLERANCE POLICY (MISCONDUCT)**

It is the shared philosophy of the teachers, staff and administrators of Walter P. Jones Elementary School that instruction and all related activities should take place in an environment that is orderly and conducive to learning. To establish and maintain an environment conducive to learning, policies governing student conduct have been developed and are enforced fairly and consistently. Interventions and consequences for violations include the following: verbal warning, detention, In-School Suspension, corporal punishment, out-of-school suspension, expulsion, and criminal charges.

Consequences have been devised to correct misbehavior and to guarantee a safe and healthy environment conducive to learning. Punishments are applied reluctantly, but with the serious intent that parents and students take the misbehavior seriously and that it is not repeated. **Disruptive, disobedient, and disrespectful students will not be tolerated and the student will not be allowed to remain in class.** Walter P. Jones Elementary School is committed to insuring a safe and comfortable learning environment.

# Walter P. Jones School-wide Discipline Plan

The Walter P. Jones School-wide Discipline Plan, integrates the Bibb County Code of Conduct while incorporating character traits through the **B.A.R.K.S** principle which means students are required to: **B**e their best, **A**lways be attentive, **R**espect self and others, **K**ee high expectations, **S**how self discipline. The discipline plan includes incremental and progressive consequences for infractions. The teachers and staff will teach, review and enforce rules throughout the school year to ensure a safe and comfortable learning environment. Specific documentation forms will be used to record student behavior and to assist with providing appropriate interventions as applicable.

## **B.A.R.K.S.**

### **EFFECTIVE CHARACTER EDUCATION CREATES A CARING SCHOOL COMMUNITY.**

#### **I. Discipline Vision**

Elementary school students enjoy interacting with their peers; therefore, as educators we are committed to providing a safe and comfortable environment which fosters positive interactions to meet students' academic, social and developmental needs. Walter P. Jones Elementary School-wide Discipline Plan is designed to promote positive behavior and to provide corrective interventions for student inappropriate actions. The Bibb County School District Code of Conduct provides guidance and direction regarding student behavior, rules of conduct, and consequences for violations. *The district's Code of Conduct will override contents of Jones School-wide Discipline Plan if/as applicable.*

#### **II. School rules**

##### Expectations of Students

The staff and students developed the following expectations for Walter P. Jones students.

Students are expected to follow these rules:

1. Choose actions responsibly
2. Display good character
3. Give respect to all.
4. Give Me Five!

#### **III. Instructional Behavior Supports-To reinforce positive behaviors, all rules must be explicitly discussed, taught and consistently demonstrated**

- Staff members will explain and demonstrate Jones' School-wide Discipline Plan during the first 2 weeks of school. Staff members will implement and reinforce the plan throughout the school year.
- Staff will discuss expected appropriate behaviors daily.
- Staff will serve as role models by displaying positive character traits with colleagues, students, parents and community members.
- Counselor/s will conduct character education lessons and school-wide activities which focus on character traits, behaving appropriately, and acting responsibly.
- Character Education traits will be highly publicized on WJOY television broadcast.

- Staff will continuously stress the importance of behaving appropriately via the intercom, news broadcast and classroom discussions.
- The school’s behavior matrices will be posted throughout the building to remind students to demonstrate good behaviors.

**IV. Positive Behavior Reinforcement**

Walter P. Jones School’s staff will implement the color card system to deter misconduct and to promote positive behavior. All students who receive fifteen (15) or more satisfactory days will participate in the monthly Bulldog B.A.R.K.S. Positive Behavior Celebration.

In order to qualify for weekly incentives, all students are required to: (a) behave appropriately, (b) complete all assignments, (c) dress appropriately, and (d) show acts of kindness.

Incentive activities may include the following: participation in recess, positive phone calls/notes to parents, pencils, stickers, etc. Incentives vary by grade level. Student’s behavior will be recorded.

**Character Education Incentives**

The staff will identify students who display character education qualities. The students will be recognized as Student of the Week and she/he will receive a Character Education certificate for traits(s) demonstrated. The student will also be spotlighted on WJOY morning broadcast with a picture posted on the Character Wall of Fame.

**Character Promotion**

The **Bulldog B.A.R.K.S.** matrices to highlight Character Education acts will be emphasized on each of the following grade levels:

Pre-k/Kindergarten	<b>Be Your Best</b>
First Grade	<b>Always Be Attentive</b>
Second Grade	<b>Respect Self and Others</b>
Third Grade	<b>Keep High Expectations</b>
Fourth and Fifth Grade	<b>Show Self-discipline</b>

**Character Education Instruction**

Character Education will be pervasive in the school through counselor and teacher led lessons and school-wide activities, to include but not limited to, topical writing assignments related to the character word(s), essay contest, art contests, skits, cheers, assemblies, and speeches. These activities will ensure understanding and application of the Character Education program.

## Pre-K-5th Grade

### Color Card System

(Color Card System Recorded on Classroom Daily Discipline Checklist)

Color	Consequences
Green	All students start the day on green
Yellow	1st Verbal Warning
Orange	All PE or extracurricular time lost with writing assignment on Character Education
Blue	Time out of classroom with buddy system: Kindergarten & First Grade Second Grade & Third Grade Fourth Grade & Fifth Grade <b>Parent Contact Required</b>
Red	Written Referral to Counselor
	Serious infraction will be referred to Principal or designee immediately

The student will be referred to the counselor, for individual or group counseling, after the third consequence. A parent/guardian will be contacted. Subsequent discipline referrals may result in a referral to the principal or a designee. Serious offenses will be referred to the principal or a designee immediately. Response to Intervention (RTI) may be implemented.

**V. Behavioral Corrections – the school has developed the following consequences to assist in consistency.**

#### Cluster Consequences (Behavior Problems)

Offenses	Disposition						
<b>Academic dishonesty</b>	Color Card System, Grade of Zero, No work/grade makeup; Detention, Parent contact						
<b>Bullying</b>	Refer to Code of Conduct book 2010-2011 Investigation, Suspension up to 10 school days, Referral to Evidentiary Hearing Office which may result in long-term suspension, a referral to an alternative program, or expulsion.  Counseling Intervention Program						
<b>Minor classroom disturbance</b>	Color Card System, Teacher Discretion						
<b>Violation of textbook, media center materials, computer equipment/use Violation of technology policy</b>	Refer to Code of Conduct -18c						
<b>Minor disrespect</b>	Color Card System, Teacher Discretion						
<b>Horseplay</b>	Color Card System, Teacher Discretion						
<b>Possession of electronic communication device</b>	Confiscation of item/s, Cell phone usage/Visible cell phones will be submitted to administration.						
<b>Dress Code Violations</b>  <b>***Friday's are designated for jeans and Jones spirit wear or school attire. Tennis shoes are strongly recommended.</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;">1<sup>st</sup> Violation</td> <td style="vertical-align: top;">Warning-Correct the violation or remove from the general population, Teacher-Parent Contact</td> </tr> <tr> <td style="vertical-align: top;">2<sup>nd</sup> Violation</td> <td style="vertical-align: top;">Warning-Correct the violation or remove from the general population. If issue becomes a disruption, consequences may escalate to suspension of 1-3 days Teacher-Parent Contact/Administrator (or designee) Parent Contact</td> </tr> <tr> <td style="vertical-align: top;">3<sup>rd</sup> and Subsequent Violations</td> <td style="vertical-align: top;">Warning-Correct the violation AND remove from the general population (Administrator/Designee-Parent Contact)</td> </tr> </table>	1 <sup>st</sup> Violation	Warning-Correct the violation or remove from the general population, Teacher-Parent Contact	2 <sup>nd</sup> Violation	Warning-Correct the violation or remove from the general population. If issue becomes a disruption, consequences may escalate to suspension of 1-3 days Teacher-Parent Contact/Administrator (or designee) Parent Contact	3 <sup>rd</sup> and Subsequent Violations	Warning-Correct the violation AND remove from the general population (Administrator/Designee-Parent Contact)
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3 <sup>rd</sup> and Subsequent Violations	Warning-Correct the violation AND remove from the general population (Administrator/Designee-Parent Contact)						

<b>Forgery</b>	Color Card System, Parent Contact; Conference
<b>Assault and threat toward staff member</b>	Refer to Code of Conduct 2010-2011: Law enforcement notified; Referral to Evidentiary Hearing Office which may result in long-term suspension, a referral to an alternative program, or expulsion.
<b>Abusive Language/Profanity or Vulgarity</b>	Color Card System, Suspension, Character Education intervention for indirect use of profanity
<b>Taunting</b>	Color Card System, Counseling intervention; Parent Conference, Suspension,
<b>Harassment</b>	Refer to Code of Conduct book 2010-2011
<b>Disrespect/Direct Disobedience/Refusal to carry out instruction of staff members</b>	Color Card System; Contact Parent, Referral to Administration
<b>Tussling</b>	1 <sup>st</sup> offense No P.E. and no extracurricular activities/Parent Contact <i>Office Referral</i> 2 <sup>nd</sup> offense Counselor Referral/Parent Contact 3 <sup>rd</sup> offense Administrative Discipline: Suspension/Corporal Punishment & Parent Contact
<b>Fighting</b>	Investigation, Suspension up to 10 school days, Referral to Evidentiary Hearing Office which may result in long-term suspension, a referral to an alternative program, or expulsion.
<b>Gang Related Activity</b>	Refer to Code of Conduct 2010-2011
<b>Sexual Harassment</b>	Refer to Code of Conduct 2010-2011
<b>Alcohol/Drugs Possessions (Sale, Use of etc.) Weapons, Combustibles</b>	Refer to Code of Conduct 2010-2011
<b>Failure to serve Teacher's Detention</b>	Suspension
<b>School Bus Violations</b>	Refer to Code of Conduct 2010-2011
<b>Gambling and/or Selling Items</b>	Parent Contact, Conference/Refer to Administration

#### **Additional Grade Level Consequences (Minor Offenses)**

- No ice cream
- Writing assignment with Character Education focus
- Loss of PTO Store privilege

#### **VI. Chronic Misconduct**

Response to Intervention (RtI) is a multi-tiered (Tiers 1-4) approach to provide services to students struggling to learn in academic, social and/or behavioral realms. In order to improve behavior/discipline through high quality interventions and to prevent student academic or behavioral failure through early identification, the teacher will:

- \* Notify parent
- \* Collect data and to determine student needs
- \* Implement strategies to promote positive behaviors
- \* Conduct periodic progress monitoring to determine effectiveness of strategies

A student who consistently demonstrates inappropriate behaviors despite interventions will be moved to Tier 2. If progress is not made within 6-9 weeks of researched based strategies and interventions, the student moves to Tier 3 which includes intensive intervening services with support of individual(s) with specialized training. If adequate progress is not evidenced within 6-9 weeks, the student moves to Tier 4 which includes referral to Program for Exceptional Children.

## **VII. Data Analysis**

Administrators and teachers will review student discipline records monthly to determine effectiveness of the Walter P. Jones School-wide Discipline Plan. School personnel will disaggregate and analyze data to determine patterns and trends to revise the plan as needed.

## **VIII. Professional Learning**

Walter P. Jones Professional Learning Activities include:

- Orientation to Class Keys
- Building Professional Learning Environments
- Data Analysis
- Character Education
- Response to Intervention (RtI)


## Classroom Discipline Summary Report

Student \_\_\_\_\_ Teacher \_\_\_\_\_


Date	Behavior/Infraction	Consequence Assigned	Notes/Outcome/ Phone Conference Date & Time
		<input type="checkbox"/> In-class discipline action <input type="checkbox"/> Warning <input type="checkbox"/> Teacher conference <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Parent contact note <input type="checkbox"/> Silent Lunch <input type="checkbox"/> Parent conference <input type="checkbox"/> After-school detention <input type="checkbox"/> Referral to counselor <input type="checkbox"/> Office referral <input type="checkbox"/> Parent contact-call <input type="checkbox"/> ISS <input type="checkbox"/> Admin/Teacher/Parent Conf <input type="checkbox"/> OSS <input type="checkbox"/> Corporal Punishment designated by Administration	
		<input type="checkbox"/> In-class discipline action <input type="checkbox"/> Warning <input type="checkbox"/> Teacher conference <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Parent contact note <input type="checkbox"/> Silent Lunch <input type="checkbox"/> Parent conference <input type="checkbox"/> After-school detention <input type="checkbox"/> Referral to counselor <input type="checkbox"/> Office referral <input type="checkbox"/> Parent contact-call <input type="checkbox"/> ISS <input type="checkbox"/> Admin/Teacher/Parent Conf <input type="checkbox"/> OSS <input type="checkbox"/> Corporal Punishment designated by Administration	
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<b>Setting Expectations</b> 	<h1 style="text-align: center;">HALL</h1>
<p><b>B</b>e Responsible</p>	<ul style="list-style-type: none"> <li>-Listen to teacher or adult in charge</li> <li>-Follow safety rules</li> <li>-Keep books and belongings to self</li> </ul>
<p><b>A</b>cquire Knowledge</p>	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Pay attention to surroundings</li> <li>-Use eyes to observe instructional materials</li> </ul>
<p><b>R</b>espect self and others</p>	<ul style="list-style-type: none"> <li>-Stay to the right of the hall</li> <li>-Follow all rules</li> <li>-Speak politely when spoken to</li> <li>-Keep hands and feet to self</li> <li>-Use inside voice</li> <li>-Keep hall clean of debris/trash</li> </ul>
<p><b>K</b>eep transitions calm and quiet</p>	<ul style="list-style-type: none"> <li>-Single file</li> <li>-Hands and feet to self</li> <li>-Stay to the right</li> <li>-Keep the line moving</li> </ul>
<p><b>S</b>timulate others by positive leadership</p>	<ul style="list-style-type: none"> <li>-Encourage good behavior</li> <li>-Follow rules</li> <li>-Be considerate of others</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>




<b>Setting Expectations</b> 	<b>CLASSROOM</b>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>-Listen to teacher or adult in charge</li> <li>-Be on time</li> <li>-Bring school supplies (pencil, paper, notebook)</li> <li>-Bring textbooks to class daily</li> <li>-Complete assignments &amp; homework</li> </ul>
<b>A</b> cquire Knowledge	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Ask questions</li> <li>-Do your best</li> <li>-Study</li> <li>-Read</li> <li>-Complete assignments</li> <li>-Stay on task</li> </ul>
<b>R</b> espect self and others	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Speak positively</li> <li>-Follow all rules</li> <li>-Speak when spoken to</li> <li>-Keep hands and feet to self</li> <li>-Keep area clean</li> </ul>
<b>K</b> eep transitions calm and quiet	<ul style="list-style-type: none"> <li>-Single file</li> <li>-Hands and feet to self</li> <li>-Use inside voice</li> <li>-Go directly to assigned seat</li> <li>-Wait for directions</li> </ul>
<b>S</b> timulate others by positive leadership	<ul style="list-style-type: none"> <li>-Encourage good behavior</li> <li>-Follow rules</li> <li>-Be considerate of others</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>

<b>Setting Expectations</b> 	<b>RESTROOM</b>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>-Go into stall privately</li> <li>-Respect privacy of others</li> <li>-Place paper in trash</li> <li>-Flush</li> <li>-Wash hands</li> <li>-Sit only on toilet seat</li> </ul>
<b>A</b> cquire Knowledge	<ul style="list-style-type: none"> <li>-Follow restroom rules</li> <li>-Exercise good hygiene</li> <li>-Use restroom on scheduled breaks</li> </ul>
<b>R</b> espect self and others	<ul style="list-style-type: none"> <li>-Respect privacy</li> <li>-Follow all rules</li> <li>-Keep hands and feet to self</li> <li>-Keep restroom clean</li> <li>-Put paper and discarded items in the appropriate receptacle</li> <li>-Wash hands</li> </ul>
<b>K</b> eep transitions calm and quiet	<ul style="list-style-type: none"> <li>-Single file and await turn</li> <li>-Toilet paper must stay on dispenser</li> <li>-Go in/out of restrooms quickly</li> </ul>
<b>S</b> timulate others by positive leadership	<ul style="list-style-type: none"> <li>-Keep restroom clean</li> <li>-Be considerate of others</li> <li>-Respect the privacy of others</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>




<b>Setting Expectations</b> 	<b>CONNECTION</b>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>-Listen to teacher or adult in charge</li> <li>-Follow directions</li> <li>-Use equipment properly</li> <li>-Follow safety rules</li> </ul>
<b>A</b> cquire Knowledge	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Pay attention to surroundings</li> <li>-Ask questions</li> <li>-Stay on task</li> </ul>
<b>R</b> espect self and others	<ul style="list-style-type: none"> <li>-Speak positively</li> <li>-Follow all rules</li> <li>-Speak when spoken to</li> <li>-Keep hands and feet to self</li> <li>-Keep area clean</li> <li>-Handle equipment with care</li> </ul>
<b>K</b> eep transitions calm and quiet	<ul style="list-style-type: none"> <li>-Keep hands and feet to self</li> <li>-Use instruments and equipment correctly</li> <li>-Be courteous and polite</li> </ul>
<b>S</b> timulate others by Positive leadership	<ul style="list-style-type: none"> <li>-Encourage good behavior</li> <li>-Show sportsmanship</li> <li>-Be considerate of others</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>




<b>Setting Expectations</b> 	<h1>LUNCHROOM</h1>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>-Keep food and drink in lunchroom</li> <li>-Respect lunchroom workers</li> <li>-Keep track of belongings</li> <li>-Keep account current</li> <li>-Learn student ID number</li> </ul>
<b>A</b> cquire Knowledge	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Follow rules</li> <li>-Read nutrition rules and menu</li> <li>-Make healthy food choices</li> </ul>
<b>R</b> espect self and others	<ul style="list-style-type: none"> <li>-Speak quietly</li> <li>-Follow all rules</li> <li>-Speak when spoken to</li> <li>-Keep hands and feet to self</li> <li>-Keep area clean</li> <li>-Use good manners</li> <li>-Receive and eat only your food</li> </ul>
<b>K</b> eep transitions calm and quiet	<ul style="list-style-type: none"> <li>-Get your food and utensils while in line</li> <li>-Single file</li> <li>-Keep hands and feet to self</li> <li>-Use inside voice</li> <li>-Go directly to assigned seat</li> <li>-Follow instructions</li> </ul>
<b>S</b> timulate others by positive leadership	<ul style="list-style-type: none"> <li>-Encourage good behavior</li> <li>-Demonstrate proper table manners</li> <li>-Wait turn to put trash away</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>




<b>Setting Expectations</b> 	<b>ASSEMBLY</b>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>-Listen to teacher or adult in charge</li> <li>-Be on time</li> <li>-Learn and obey universal “QUIET” hand signal</li> </ul>
<b>A</b> cquire Knowledge	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Ask questions when appropriate</li> <li>-Take notes when appropriate</li> </ul>
<b>R</b> espect self and others	<ul style="list-style-type: none"> <li>-Speak positively</li> <li>-Follow all rules</li> <li>-Observe presentation quietly</li> <li>-Keep area clean</li> <li>-Respect others space</li> </ul>
<b>K</b> eep transitions calm and quiet	<ul style="list-style-type: none"> <li>-Single file</li> <li>-Hands and feet to self</li> <li>-Use inside voice</li> <li>-Go directly to assigned seat</li> <li>-Learn and obey universal “QUIET” hand signal</li> </ul>
<b>S</b> timulate others by positive leadership	<ul style="list-style-type: none"> <li>-Encourage good behavior</li> <li>-Be considerate of speaker or others being recognized</li> <li>-Follow rules</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>



<b>Setting Expectations</b> 	<b>DISMISSAL</b>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>-Throw away food, drink, and trash before boarding the bus</li> <li>-Listen to bus driver or adult in charge</li> <li>-Be ready to exit at your stop</li> <li>-Get on or off the bus at proper location</li> <li>-Sit quietly in assigned seat at all times</li> <li>-Know your dismissal arrangement</li> </ul>
<b>A</b> cquire Knowledge	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Study quietly</li> <li>-Discuss or share something new you learned today while waiting.</li> <li>-Read Quietly</li> </ul>
<b>R</b> espect self and others	<ul style="list-style-type: none"> <li>-Follow all rules</li> <li>-Keep hands and feet to self</li> <li>-Keep area clean</li> <li>-Speak when spoken to</li> </ul>
<b>K</b> eep transitions calm and quiet	<ul style="list-style-type: none"> <li>-Single file</li> <li>-Use inside voice</li> <li>-Go directly to assigned area</li> <li>-Keep school supplies in book bag</li> </ul>
<b>S</b> timulate others by positive leadership	<ul style="list-style-type: none"> <li>-Encourage good behavior</li> <li>-Follow rules</li> <li>-Be considerate of others</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>



<b>Setting Expectations</b> 	<b>MEDIA CENTER</b>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>-Follow directions and listen carefully</li> <li>-Use a quiet voice</li> <li>-Take good care of library books</li> <li>-Use shelf markers correctly</li> <li>-Return books on time</li> <li>-Always place books in the book drop</li> <li>-Know your lunch number</li> </ul>
<b>A</b> cquire Knowledge	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Ask questions</li> <li>-Do your best</li> <li>-Read quietly</li> <li>-Choose “just right” books</li> </ul>
<b>R</b> espect self and others	<ul style="list-style-type: none"> <li>-Listen attentively</li> <li>-Speak positively</li> <li>-Follow all rules</li> <li>-Raise your hand before speaking</li> <li>-Keep hands and feet to self</li> <li>-Keep area clean</li> </ul>
<b>K</b> eep transitions calm and quiet	<ul style="list-style-type: none"> <li>-Listen for directions</li> <li>-Push your chair under the table</li> <li>-Line up quietly</li> </ul>
<b>S</b> timulate others by positive leadership	<ul style="list-style-type: none"> <li>-Encourage good behavior</li> <li>-Follow all rules</li> <li>-Be considerate of others</li> <li>-Display character education qualities</li> <li>-Report problems immediately</li> </ul>

# **Bulldogs' B.A.R.K.S**

## **School-wide Behavior Expectation Matrix**

### **INCENTIVE ACTIVITIES**

#### **Incentives:**

- Positive phone calls/notes to parents
- Pencils
- Stickers
- Treats
- Student of the Week/Character Education Certificate  
(Pictures mounted on Wall of Fame)
- Extra Computer Time
- Good Behavior Parties

#### **End of grading period incentives:**

- Recognition Program (Certificates)

Most Improved Students will have their pictures mounted on the Principal's Office Door and/or designated Bulletin Boards

### Pre-K

### Kindergarten

### First Grade

- 1 set of extra clothing
- 1 large towel
- 1 book bag

#### Wish List

- 1 large box Kleenex
- 2 bottles liquid soap
- 2 bottles hand sanitizer
- 2 containers Clorox wipes
- 2 packs Baby Wipes
- 1 Pack of clothes pins



- 1 Student Planner - \$5.00 can purchase at school
- 8 packs #2 pencils (no mechanical pencils)
- 12 ABC tablets
- 2 pack Crayons (16 Count)
- 1 bottle Glue
- 2 Glue sticks
- 3 Pocket Folders
- 1 set of extra clothing
- 1 Pack of notebook paper
- 1 Pair of Blount end scissors
- 2 Composition Notebooks
- 1 book bag

#### Wish List

- 3 large boxes Kleenex
- 2 bottles liquid soap
- 4 bottles hand sanitizer
- 1 large box Band-Aids
- 1 pack Baby Wipes
- 2 containers Clorox wipes
- 1 Pack of clothes pins

- 1 Student Planner - \$5.00 can purchase at school
- 1 pack #2 pencils
- 1 pair Blunt end scissors
- 2 packs Crayons (16 ct)
- 4 large erasers
- 2 glue sticks
- 10 packs notebook paper
- 2 pocket folders
- 3 spiral notebooks
- 1 composition notebook
- 2 packs index cards
- 1 bookbag
- 2 pk. Zaner Blouser Writing paper

#### Wish List

- 1 pack #2 pencils
- 4 large boxes of Kleenex
- 2 bottles hand sanitizer
- 2 bottles liquid soap
- 1 large box band-aids
- 1 pack Baby wipes
- 2 containers Clorox wipes
- 1 Pack of clothes pins

### Second Grade

### Third Grade

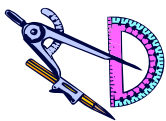
### Fourth Grade

- 1 Student Planner - \$5.00 can purchase at school
- 10 composition notebooks (no spiral)
- 2 boxes of crayons (24 ct)
- 1 scissors
- 2 glue sticks
- 2 bottles of glue
- 3 packs of notebook paper (wide ruled)
- 3 pocket folders
- 1 calculator
- 2 pack of erasers
- 1 pack multi-colored construction paper
- 3 packs of #2 pencils
- 1 ABC tablet

#### Wish List

- 3 boxes of Kleenex
- 2 bottles of hand sanitizer
- 2 bottles of liquid soap
- 1 large container baby wipes
- 1 large container Clorox wipes
- 1 large box of band-aids

1 Pack of clothes pins



- 1 Student Planner - \$5.00 can purchase at school
- 4 packs #2 pencils (no mechanical pencils)
- 1 pack erasable ink pins (black, blue, red)
- 1 pair scissors (Blount tip)
- 6 large book covers
- 1 pencil box
- 1 pack of colored markers
- 1 pack of colored pencils
- 2 boxes of crayons (16 ct)
- 2 packs of eraser toppers
- 2 packs of notebook paper
- 1 Pack of clothes pins
- 2 bottles of glue
- 4 glue sticks
- 8 pocket folders with prongs (2 red, 1 blue, 1 green, 1 orange, 1 black, 1purple)
- 4 composition notebooks
- 5 packs of index cards
- 1 pack of multicolored construction paper
- 1 clipboard
- 1 reusable shopping bag (available at Wal-Mart \$1)

#### Wish List

- 2 boxes of Kleenex
- 2 bottles of hand sanitizer
- 2 bottles of liquid soap
- 1 box of band-aids
- 1 pack of Baby wipes
- 1 Pack of clothes pins

- 1 Student Planner - \$5.00 can purchase at school
- 5 pack of Post it Notes
- 1 protractor
- 1 ruler
- 3 yellow legal pads
- 4 packs of #2 pencils
- 1 pair of scissors
- 6 large book covers
- 1 pack of colored markers
- 1 box of colored pencils
- 1 box of Crayons (16 ct)
- 3 large erasers
- 1 bottle of glue
- 1 glue stick
- 1 Pack of clothes pins
- 1 pack of graphing paper
- 5 packs of notebook paper
- 1 pencil bag
- 6 pocket folders
- 4 spiral notebooks
- 6 composition notebooks
- 1 book bag

#### Wish List

- 2 bottles hand sanitizer
- 2 bottles liquid soap
- 1 large box of Kleenex
- 1 large box of band-aids
- 1 pack of index cards
- 2 packs of Zaner Blouser writing paper
- 1 Pack of clothes pins

### Fifth Grade

- 1 Student Planner - \$5.00 can purchase at school
- 5 pack of Post it Notes
- 1 protractor
- 1 ruler
- 3 yellow legal pads
- 4 pack of #2 pencils
- 1 pair of scissors
- 6 large book covers
- 1 pack of colored markers
- 1 pack of colored pencils

- 3 Large erasers
- 2 glue sticks
- 1 Pack of clothes pins
- 2 packs of graph paper
- 3 packs of notebook paper
- 1 pencil bag
- 6 pocked folders
- 7 spiral notebooks
- 2 composition notebooks
- 1 pack of 6 subject dividers
- 1 USB (Flash or Jump) Drive

- 1 compass
- 1 box of crayons (16ct)
- 2 pack of index cards
- 1 bookbag

#### Wish List

- 1 large box of band-aids
- 1 large box of Kleenex
- 2 bottles of liquid soap
- 2 bottles of hand sanitizer
- 1 Pack of clothes pins

Walter P. Jones Code of Conduct Infractions	Bibb County's Code of Conduct	Teacher's Responsibility (Actions must be documented)							Administrative Responsibility & Action						
		Warning/Removal from General Population/Teacher-Parent Contact	In-class disciplinary action	In-class disciplinary action/parent contact-note	Referral to Counselor/student conference/behavior contract	Environmental change	Withdrawal of various student privileges	Detention during lunch or after school	Admin. Referral/Removal from class/parent contact-call	Administrator/Student Conference/parent contact-call	Admin./teacher-parent conference	ISS/OSS (1 or more days)	OSS(3 or more days)	OSS (5 or more days)/Parent Conference	OSS(10 days)/removal to Alt. Ed, Expulsion, or Long- Term Suspension
Minor Violations															
Academic Dishonesty	1	X			X	X									
Minor Classroom disturbance	1	X	X	X	X	X	X	X							
Minor disrespect	1	X	X	X	X	X	X	X							
Possession of electronic communication device	5	X	X	X											
Forgery	14	X	X	X	X										
Taunting	1	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bullying	10c				X					X	X	X	X	X	X
Violation of textbook, media center materials, computer equipment, use violation of technology policy	18c							X		X	X	X	X	X	X
Dress Code Violation	2	X				X									
Second Dress Code Violation	2	X				X					X				
Third Dress Code Violation	2	2	X				X				X		X		
Assault and threat toward staff member	20	20									X	X	X	X	X
Abusive Language/Profanity or Vulgarity	9a	9a	X	X		X					X		X		
Harassment	9b	9b									X	X	X	X	X

Walter P. Jones Code of Conduct Infractions		Teacher's Responsibility (Actions must be documented)							Administrative Responsibility & Action						
		Bibb County's Code of Conduct	Warning/Removal from General Population/Teacher-Parent Contact	In-class disciplinary action	In-class disciplinary action/parent contact-note	Referral to Counselor/student conference/behavior contract	Environmental change	Withdrawal of various student privileges	Detention during lunch or after school	Admin. Referral/Removal from class/parent contact-call	Administrator/Student Conference/parent contact-call	Admin./teacher-parent conference	ISS/OSS (1 or more days)	OSS(3 or more days)	OSS (5 or more days)/Parent Conference
Minor Violations															
Disrespect/Direct Disobedience/Refusal to carry out instruction of staff members		4	X	X	X	X	X	X		X	X	X	X	X	X
Tussling		4	X			X	X	X			X	X	X	X	X
Fighting		10c									X	X	X	X	X
Gang Related Activity		17									X	X	X	X	X
Sexual Harassment		16									X	X	X	X	X
Alcohol/Drugs Possessions (Sale, Use of etc.) Weapons, Combustibles		19									X	X	X	X	X
Failure to serve Teacher's Detention		7											X		
School Bus Violations		3										X	X	X	X
Gambling and/or selling items		13								X	X	X			

# Walter P. Jones Elementary School

## Acknowledgement of Receipt of Student Handbook

The undersigned hereby acknowledge receipt of a copy of the 2010-2011 Walter P. Jones Student Handbook and School-wide Discipline Plan. I have received, read, and understand the handbook and discipline plan and I agree to abide by the same.

I understand that if any student violates district, school or classroom rules that there will be disciplinary consequences as indicated by the district and/or school.

I have been provided with information regarding possible consequences and penalties for failure to comply with district, school and classroom rules.

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Signature of Parent

Date

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Signature of Student

Date

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

**Please complete and return this page to the school within 5 days of receipt of this Walter P. Jones Elementary School Student & Parent Handbook 2010-11 and School-wide Discipline Plan.**