

# Mary M. Bethune Elementary School



## Parent and Student Handbook 2021-2022

“Home of the Panthers”

5925 Old Carriage Dr.  
College Park, GA 30349  
School: 470-254-7940  
Fax: 470-254-7945

School Website <http://school.fultonschools.org/es/bethune/Pages/default.aspx>

**Principal's Message**

July 13<sup>th</sup>, 2021

Dear Bethune Staff, Students, and Families,

Greetings, and welcome to the 2021-2022 school year! Given the challenges we faced last year, we are very excited to open our doors back up to all students this August. As we prepare to embark on what I know will be an amazing year at Mary McLeod Bethune ES, please take a moment to reflect on and celebrate some of our accomplishments from this past year. Even during the pandemic, the progress at Bethune could not be stopped!

❖ **iReady:**

- 12% increase in students scoring on/above level from Fall to Spring as measured by iReady Reading Diagnostic
- 18% increase in students scoring on/above level from Fall to Spring as measured by iReady Math Diagnostic

❖ **Junior Beta Club:**

- Bethune ES was named a 2020-2021 National Beta School of Merit

❖ **School Climate and Health/Safety:**

- Continued decline in number of office discipline referrals (from 70 to 12) and suspension days (53 to 16) when comparing 2019-2020 and 2020-2021
- 0 school/classroom closures due to COVID-19 during the 2020-2021 school year

❖ **Parental and Community Involvement:**

- Fully functioning PTA and SGC boards with increased enrollment of members for PTA

The above accomplishments reflect our shared commitment to the belief that all students deserve access to high-quality instruction, personalized learning experiences, and a safe and nurturing environment. As we begin to look ahead to 2021-2022, we will continue our efforts to ensure all students are prepared for future success. We plan to build on the progress we have experienced over the past few years by increasing our focus on routines and relationships, tier one instruction, and interventions.

I look forward to working closely with you during the upcoming school year to ensure our students have the support necessary to reach their full potential.

Your Partner and Principal,

*Taylor Pratt*

Taylor Pratt

**Administrative Leadership Team**

Taylor Pratt- Principal  
[prattt@fultonschools.org](mailto:prattt@fultonschools.org)

Eboni Berry- Assistant Principal  
[berrye@fultonschools.org](mailto:berrye@fultonschools.org)

Vacant- Curriculum Support

Kendral Sherman- Counselor/SST Coordinator  
[shermank@fultonschools.org](mailto:shermank@fultonschools.org)

Vacant- Instructional Coach-Literacy

Danielle Holmes- K-2 Instructional Coach-Literacy  
[holmesd2@fultonschools.org](mailto:holmesd2@fultonschools.org)

Jermaine Coleman- Instructional Coach-Math  
[colemanj4@fultonschools.org](mailto:colemanj4@fultonschools.org)

Crystal Cox-IST- Instructional Support Teacher  
[coxcl@fultonschools.org](mailto:coxcl@fultonschools.org)

---

**Quick Facts**

School Hours:	7:10 a.m. – 2:10 p.m.
Office Hours:	7:00 a.m. – 3:30 p.m.
Breakfast Hours:	7:10 a.m. – 7:40 a.m.
Registration Hours:	8:00 a.m. – 12:00 p.m.
Early Dismissal End Time:	1:40 p.m.
Office Closed for Dismissal:	2:00 p.m. – 2:30 p.m.
School Colors:	Blue, Gold and Black
School Mascot:	Panther
After School Program:	Wings



Mary M. Bethune Elementary School is a Title I school, that met the state requirements for academic performance. A huge component of our success as a Title I school depends on parental awareness and engagement. Thank you for your continued support, hard work and dedication to excellence.

### **What Is Title I?**

It's the largest federal assistance program for our nation's schools. The goal of Title I is a high-quality education for every child, so the program provides extra help to students who need it most.

The program serves millions of children in elementary and secondary schools each year. Most school districts participate. Title I also serves children who attend parochial and private schools. Services may be provided at a public (this includes charter schools), or at the private or parochial school (under certain conditions).

### **The Title I School Works To:**

- Identify students most in need of educational help (students do not have to be from low-income families to receive help)
- Set goals for improvement
- Measure student progress, using standards set forth in the state's Title I plan
- Develop programs that add to regular classroom instruction
- Involve parents in all aspects of the program

### **Parents' Right To Know**

In compliance with the requirements of the No Child Left Behind statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your child's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal, Mr. Taylor Pratt, at (470) 254-7940.

**For more information on Title I, please visit:**

**<http://www.doe.k12.ga.us>**

**Mary M. Bethune Elementary School**

---

## A

### Attendance

#### **Absences**

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational and social experiences. To maximize instructional opportunities, regular attendance is encouraged.

#### **Written Excuse for an Absence/Tardiness**

Any student who has been absent from school is required to present a written excuse to the teacher or front office staff within **three (3) days** of returning to school. If the written excuse is not provided within 3 days, the absence(s) will remain on the student's record as "unexcused" for the remainder of the school year. The excuse must state the student's name, the reason for the absence and be signed by the student's parent or guardian. Excuses will be kept on file at the school until the beginning of the next school year. Students who have missed ten (10) days of school or more in a school year may be required to provide additional verification such as a medical excuse from a doctor or dentist.

***Unexcused Absences:*** An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused. When a student accumulates 3 unexcused absences, the teacher will contact the parent. When 5 are accumulated, a referral will be made to the school social worker.

***Make-up work due to absence:*** Parents/guardians are encouraged to request make-up work for any excused or unexcused absence; however, it is a student's responsibility to contact the teacher or teachers to request make-up work. Make-up work may be requested before, during or after the student's absence, subject to the following: Parents may request make-up work in person, by phone or by letter by 9:00 a.m. in order for it to be received by 9:00 a.m. the following day.

Requested assignments may be picked up in the school office or sent home with another student as designated by the parent, or students may request the work upon their return to school.

***Tardiness:*** Parents are responsible for getting students to school on time. A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. The official school day begins at 7:40 a.m. each morning. If the student arrives after 7:40, the parent is required to bring the student in the building to sign them in. Parents are required to submit a written excuse for any tardiness that is a result of medical appointments within three days of the tardy. If the written excuse is not provided within three days, the tardy will remain on the student's record as "unexcused" for the remainder of the school year. When a student is late, important classroom instructional time is lost and it creates a distraction to other students when entering the classroom. Parents must escort tardy students into the school and sign them in at the front office. As not to disrupt instructional time, tardy students will walk to their classrooms independently or with staff assistance. **Five unexcused instances of tardiness will result in a referral to the school social worker.**

### **Academic Student Recognition**

Students will be recognized at the end of each semester for achieving excellence in academics, extracurricular activities, and behavior. Awards will be presented to students in all grades who meet the criteria. Some of the awards include:

**Principal Honor Award:** Each semester students in grades **2-5** who earned all **A's** in all subject areas for each report card marking period (including Art, Music, and Physical Education) are eligible for this award. Students must also receive all **S's** in conduct.

**A/B Honor Roll Award:** Each semester students in grades **2-5** who earned all **A's and B's** in all subject areas (including Art, Music, and Physical Education) determined by overall semester average are eligible for this award. Also, one "**A**" must be in a core subject. Students must also receive all **S's** in conduct. **K-1** students must receive all **S's** in all areas. Principal's Award recipients are not eligible for this award.

**Certificate of Achievement Award:** Each semester students in grades **K-1** who earned all **S's** in all subject areas (including Art, Music, and Physical Education) determined by overall semester average are eligible for this award.

**Most Improved:** Each semester students in grades **K-5** who have shown significant gains academically and/or behaviorally in their classroom are eligible for this award.

**Perfect Attendance:** Each semester students in grades **K-5** who have no absences are eligible for this award.

**Other:** Other award categories may be determined by school administration.

## **B**

**Birthday Celebrations**

Student birthdays will be recognized on the day of their birthday and during our monthly Panther pep rallies. Invitations to birthday parties should be distributed outside of school and not interfere with the instructional day. Parents may request to celebrate birthdays with their teacher with at least a two- day notice. Parents may purchase store bought treats to be given to students during lunch or recess. Celebrations may last 30 minutes during lunch or 15 minutes during recess only. Balloons, party favors, and gifts are a distraction and will not be permitted.

**Bicycle Riders**

For safety reasons, students riding bicycles should walk their bike while on the school grounds at all times. Bicycles should be secured and locked in the bike rack at all times. The school is not responsible for stolen or damaged bicycles.

**Bus Transportation**

Bus information is distributed at Open House, during late registration and via the district website. Parents should provide their child's bus number to the homeroom teacher during Open House or the first day attending school.

Students must ride their scheduled bus and get on and off at their designated bus stop only. In cases of emergency, the principal and/or the transportation department may grant permission to ride another bus or change stops with written or verbal permission from parent or guardian. Parents are required to submit, in writing, a request for a change of transportation to the front office the day of the request. Upon approval, the change of transportation will be given to the bus driver by a school official.

**Riding the bus is a privilege contingent upon proper and courteous conduct.**

Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep arms and hands inside the bus, keep hands and feet to self, refrain from eating or drinking, cooperate with the bus driver and act in a respectful manner at all times. Specific regulations regarding bus transportation are provided in detail in the Fulton County Discipline Manual.

All rules governing student conduct while on campus/school property apply while students are on the school bus. Due to the additional safety factors and for the protection of the driver and students on the bus, school administrators have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations. School bus drivers have the right to assign seats or move students when deemed necessary. Consequences may occur if a problem continues after the bus driver has communicated verbal and/or written warnings and has attempted intervention strategies. Examples of possible consequences are: verbal/written warning, parent

conference, in-school office time-out, out-of-school suspension, and/or bus suspension. Depending on the severity of the offense, the administrator may place the student on the most appropriate step of the cycle, which may include immediate probation, suspension, or permanent removal from the bus. Bus discipline does not prevent additional sanctions as provided in policy, procedures, school rules, or federal, state and local laws.

If students experience issues on the bus, parents should bring the matter to the attention of a school administrator in order for an investigation to take place. Parents are not allowed to enter Fulton County school buses or act inappropriately towards school bus drivers, staff, or students at any time.

## C

### **Cafeteria and School Nutrition Program**

The school participates in the school lunch and breakfast programs. ALL students enrolled at Mary M. Bethune Elementary are eligible to receive a FREE breakfast and lunch on a daily basis. Breakfast is from 7:10 a.m.-7:40 a.m.

All students must bring a lunch from home or eat a lunch provided by the school cafeteria. No child may elect not to have a lunch in front of them during the lunch block. In the event of a forgotten lunch, parents may deliver it to the front office; however, students will not be called to the office to pick up the lunch. The lunch must be picked up when they transition to the cafeteria.

### **Cafeteria Rules**

Students are expected to show their Panther P.R.I.D.E. in the cafeteria. Please see the Panther P.R.I.D.E. matrix for specific expectations. Additional rules for the cafeteria include:

1. Students will remain quiet when in the hallway, entering and exiting the cafeteria, as well as while waiting to be served.
2. Students may talk in a quiet voice with other students sitting around them after the initial transition into the cafeteria.
3. Students are expected to clear the cafeteria table/floor area of all debris and push chairs under their lunch table prior to exiting the cafeteria.
4. Students are to keep their hands and feet to themselves and walk in line.
5. Students are to use food and condiments appropriately.
6. Students are not permitted to get up once seated. All extra purchased items should be taken care of as students go through the serving line. Only extreme emergencies will warrant a student leaving their seat.
7. Due to allergies and the spread of germs, sharing food and drinks is not allowed.

Note: Outside vendor foods (**e.g., fast food restaurants**) and carbonated soft drinks are not allowed in the cafeteria.



**Cell Phones**

From time to time, we realize that it may be necessary for a student to have a cell phone in school so that the student may contact the parent once he/she arrives home safely. Students are not allowed to have cell phones visible during the school day. Cell phones must be kept in book bags or turned in to the teacher. Cell phones cannot be on during the school day. Students who violate the policy will have their cell phones confiscated. Parents will be contacted and items confiscated can only be picked up by the parent/guardian of the student who had the item(s).

**Change of Address, Phone Number or Contact Information**

The school must maintain accurate records and contact information on all students in the event of an emergency. Please send a note or request a “Student Information Update” form when updating changes in address, phone numbers (home, cell or office), email, or emergency contacts. Send the completed update form to the front office via your child’s teacher as soon as the change occurs.

**Clinic**

A clinic assistant oversees the school clinic. Please note that if your child has a contagious condition, including, but not limited to, diarrhea, vomiting, fever, pink eye, or head lice, he/she should remain at home. Children must be diarrhea, vomit & fever-free (without the assistance of fever-reducing medication) for 24 hours before returning to school. The school may request that parents provide a doctor’s note before allowing the child to return to school after an illness.

**Communication**

School events will be published on the school website, posted on the school marquee, shared through Blackboard, and communicated in the school’s monthly newsletter/calendar and daily student communication log.

The 3<sup>rd</sup> Thursday of each month, students will bring home a “VIP” (very important papers) blue folder. This folder will include the school communication, work samples, and other important correspondence. All documents requiring signatures should be signed and returned to the teacher on Friday in the folder. The cost for replacement VIP folders is \$3.00 and can be purchased from the front office.

Phone calls, emails, report cards, conferences, Remind, Class Dojo, newsletters, and class websites/blogs may also be utilized in order to communicate with parents. Please allow staff 24-48 hours to return phone calls, emails and messages. All concerns with students and staff should be presented to the person closest to the issue first. Parents should begin by speaking to or conferencing with the person whom can provide the most information. Administrative staff will direct parents to contact the teacher or staff member to discuss the concern prior to intervening.

If additional information is required, parents may schedule a conference or speak with the Counselor (regarding social/emotional needs), Curriculum Support Teacher (regarding academics), Assistant Principal, Principal, and Area Executive Director or Area Superintendent, in the order denoted.

### **Conferences**

Parent-teacher conferences are an integral part of reporting student progress and Mary M. Bethune emphasizes a close relationship between home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. A parent-teacher conference is scheduled for the first semester of the school year and additional conferences may be scheduled as necessary. Teachers are not able to conference with parents during instructional time, during staff meetings or during professional development sessions.

### **Car Riders**

Mary M. Bethune Elementary School maintains a busy car rider line. Parents are encouraged to let their children ride the school bus if the student qualifies for Fulton County bus services. If a parent chooses to drive their child to school or pick up their child after school, we ask that the parent please adhere to the following:

1. Students may not be dropped off before 7:10 a.m. Our faculty and staff members arrive for their morning duty at 7:10 a.m. each morning. Therefore, students may not arrive for school until after 7:10 a.m. Students who arrive before 7:10 a.m. will be unsupervised and the parent is responsible for student supervision before 7:10 a.m.
2. All students arriving to school between the hours of 7:10 a.m. – 7:40 a.m. must be dropped off in the car rider line on the side of the school, where employees are on duty to receive them. Parents are encouraged to drop their children off before 7:35 a.m., so this will allow the student time to report to their classroom before 7:40 a.m.
3. If a parent would like for their child to take advantage of the free, nutritional breakfast provided for all students, the parent must make sure the student is here at school early enough to eat breakfast and report to class before 7:35 a.m.
4. Parents dropping their children off at school are required to follow the designated traffic patterns. Parents must drive slowly through the car rider line. Cars should form a single line in front of the doors to the side entrance of the building. For the safety of our students and staff, parents should not attempt to bypass cars in front of them.
5. Students may not be dropped off in the parking lot without staff supervision, because they are not permitted to cross through the parking lot without a staff member accompanying them.
6. The car rider line closes promptly at 7:40 a.m. For students arriving to school after 7:40 a.m., which includes the student sitting in their parents' car in the car rider line, they are considered tardy. The parent must park their car in a visitor parking space in the front of the building, escort their child into the building and sign their child in. For safety

reasons, parents must refrain from parking their car in the fire lane along the curb. The Fulton County Police Department may issue a ticket and/or tow the car. Staff members will record the license plate number of any vehicle not following these guidelines. The information will be reported to the Fulton County School Police Department.

7. We will begin dismissing students at 2:10 p.m. each day. All students must be picked up by 2:20 p.m. If a parent consistently picks up their child after 2:20 p.m., an administrator will contact the parent to discuss expectations for picking their child up on time. If it continues to be a concern, the school's social worker will be contacted to help resolve the matter.
8. All parents picking up students in the afternoon must have a Bethune ES car rider decal with their assigned car rider number written on it. Parents can obtain a car rider number during Open House. If a parent needs a car rider number after the school year begins, the parent can see any front office secretary to obtain a car rider number.
9. During dismissal staff members will escort students to their parent's car. School staff members supervise carpool lines 30 minutes before the morning bell and 30 minutes after the dismissal bell. Parents arriving after the arrival and dismissal bells are expected to park, enter the building and sign students in/out.

**Excessive tardiness and/or late pick-ups will result in a referral to the school social worker.**

### **Change of Transportation / Irregular Departure / Student Check-out**

If a student is to go home in a different manner, the parent/guardian must provide a written note for the classroom teacher or front office. The note should be submitted the morning of the change and must be approved by an administrator. Emergency changes in transportation must be faxed or emailed to the school office from the parent or legal guardian with picture identification. "Call-in" dismissal changes are not accepted.

If it is necessary for a student to leave school early, please discuss this with the student and send a written note to the teacher. Any student leaving before the regular dismissal time must be signed out through the front office by a parent, legal guardian or parental designee who is 18 years of age or older and listed in the student's Infinite Campus records. Students will not be released to a parent from the classroom. Any changes to student records, including adding additional contacts approved to check out students must be sent to the school data clerk in writing. In order to avoid disruptions to the dismissal process, no student check-out will be allowed after 1:45 pm.

## **D**

### **Discipline**

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others.

The education of Fulton County students involves parents, teachers, administrators, and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. These guidelines are drawn from Section JD, “Student Discipline” of the Fulton County School System Board Guidelines, as a part of the Student Discipline/Code of Conduct. Every parent should receive and sign for a copy of the Code of Conduct at Open House or during the first week of attendance. All families are expected to read the policies and become familiar with them.

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation by a few. Therefore, disrespect, bullying, weapons, drugs and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or state laws related to these offenses may be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested.


























Certain forms of misconduct and disobedience of school rules and board policy by students make it necessary for disciplinary action to be taken. The misbehavior may occur at school, on the way to and from school or at school-sponsored activities. Disciplinary action is intended to show the student how he/she has ownership of the problem, to help the student formulate ways to prevent the problem from recurring and to inform parents of the misconduct. The administration may use a variety of local school interventions including, but not limited to the following: student conferences, parent conferences, time-out for the student with a teacher or administrator, out-of-school suspension, long-term suspension or expulsion. Professional counseling and evaluation of the student for consideration for placement in a special program may also be recommended. Consequence ranges on the Elementary School Student Responsibility Cycle cover general infractions. However, responsibility cycles cannot cover all possible examples for violating the listed offenses; therefore, the school administration retains the option to impose either a lesser or more severe consequence if warranted by individual circumstances. Offenses not covered by the Student Discipline Cycle are handled by the school administration as provided in policy, procedure, school rules, or federal, state and local laws.

When local school intervention has been exhausted, at times it becomes necessary for a student to be suspended out of school. When students are suspended, the student cannot be on any Fulton County campus at any time or participate in any Fulton County School sponsored activities.

Parents will be notified in writing and via telephone when a suspension occurs. If a student returns to school on a day or days when he/she should be suspended, the school will contact the parent. If the school is unable to reach the parent/guardian, the School Social Worker will be notified, along with the local School Resource Officer.

Mary M. Bethune ES implements a PBIS system to reinforce appropriate behavior in all areas of the school. The system is known as Panther P.R.I.D.E. and has been displayed below.

**BES Panther P.R.I.D.E.**

	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Restroom</b>	<b>Playground</b>
<b>P</b> Personal Responsibility	Be on time. Use time wisely 	Always walk to the right 	Know your lunch number Keep your area clean 	Wash hands 	Follow teacher's directions. Make Good Choices. 
<b>R</b> Respect	Listen while other are speaking 	Respect hallway displays 	Say please and thank you Respect cafeteria staff and monitors 	Respect the privacy of others 	Take turns using equipment 
<b>I</b> Integrity	Complete your own work. 	Use hall pass only for intended reason, and return to class in a timely manner. 	Pay for all items 	Use the bathroom for the intended purpose 	Tell an adult of any problems 
<b>D</b> Discipline of Self	Follow class rules. Be an active listener and participate. 	Keep your hands and feet to yourself 	Wait your turn 	Use the water and supplies wisely. Return to class promptly. 	Stay in designated areas 
<b>E</b> Excellence	Have a goal and achieve it 	Quiet in the hallway 	Use good manners 	Keep the restroom clean 	Keep the play area clean 

**Dress Code**

Students are encouraged to wear school uniforms. The uniforms consist of the following colors:

- Tops: yellow, white, navy or light blue
- Bottom: khaki and black

**Rule 12 Dress and Grooming (Respect and Responsibility)**

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

- Clothing must fit correctly. Pants, shorts, and skirts must be worn at the waist. Sagging pants will not be permitted. Pants with holes without leggings/shorts are not acceptable during school. Pants may not drag on the floor. A belt should be visible and at the waist.
- Students are not allowed to wear hats or hoods in the building.
- Undergarments must be covered by another appropriate article of clothing at all times.

- Curlers, head scarves, combs, hair picks, bandanas, sweatbands, sunglasses and gloves may not be worn during instructional time. Head apparel, except for religious or medical purposes, may not be worn inside the school building.
- Shoes must be worn at all times. Students are not allowed to wear flip-flops, slippers, slides, or high- heeled shoes for safety reasons.
- Students are expected to wear appropriate clothing that adheres to the school’s dress code. If a teacher notices a student isn’t dressed according to the school’s guidelines for acceptable attire, the teacher is required to send the student to an administrator. Teachers are not to reprimand the student.

## **E**

### **Early Check Out**

To be considered in attendance for a school day, a student must be present for at least one-half of the school day. Students leaving school before meeting this requirement will be considered absent for a school day. A parent or guardian may be required to bring appropriate documentation for early checkout at the time the student is released from school.

### **Early Intervention Program (EIP)**

The EIP program serves qualifying students who require additional instruction in various core curricular subjects. Students qualify based on their standardized test scores, an instructional checklist and via teacher recommendation. Students who qualify for EIP services receive remediation in a pull out or push-in classroom setting by a certified teacher.

### **Emergency Closing of School**

It is vital that students and parents have a plan should the school close during the day due to an emergency. Please discuss emergency plans so students will know what to do in case of an emergency. Parents should complete an Emergency Contact form for each child at Open House or upon registering. Time permitting, updates related to emergencies, late dismissal, evacuation plans or after school activity cancellations will be posted on the school website, disseminated via School Messenger and various social media outlets, or announced on the local television stations.

### **Exceptional Education Program**

Qualifying students will receive academic and/or behavioral services via the exceptional education program based on a student’s Individualized Education Plan (IEP). You may contact your child’s homeroom teacher, special education teacher, or the school IST if you have questions regarding your child’s IEP.

### **Extra-Curricular Activities**

Several opportunities are available for students to participate in extra-curricular activities, with opportunities varying by grade level and from year to year (e.g., Girl Scouts, chorus, news broadcast, Jr. Beta, etc.). All students are encouraged to participate when available; however, participation may be limited due to scheduling.

## **F**

### **Field Trips**

Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Fulton County school buses. A donation is requested to pay for the field trips. In the event that we are unable to raise adequate funding for the field trip, the trip may be cancelled due to lack of funding. Every child must have written permission from a parent or guardian before he/she can attend a field trip. No verbal permissions will be accepted from parents. Principal approves grade level criteria for field trip eligibility based on conduct and or performance. **Refunds for field trip fees will not be issued to students who lose the privilege of attending the trip.**

Parents of currently enrolled students may be permitted to attend field trips for the purpose of assisting with chaperoning students, if the teacher requests additional chaperones. It may be necessary for chaperones to pay for the cost of the field trip. Chaperones must ride the school bus with the students and teachers. Siblings, other family members, and students not enrolled at our school are not permitted to attend the field trip. For overnight trips, parent chaperones must first undergo a background check through the school system. Parent chaperones should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.

## **G**

### **Grading Procedures**

Each student will receive a report card every nine weeks. Progress reports will also be sent home at regular intervals during each grading period. Grades are viewable online using Infinite Campus. Support with Infinite Campus will be provided by the parent liaison at the request of a parent or guardian. At the end of each semester, a cumulative grade (18 or 36 weeks) will be given. Individual parent-teacher conferences are scheduled with the parents or guardian of every child during the first semester in order to discuss student progress. Additional conferences are held as needs arise.

#### **Methods and Frequency of Reporting**

Teachers should use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, rubrics, quizzes, projects, reports,

homework, class participation and other assignments. Teachers should use their own judgment in determining how much weight to give each graded activity. Grades should be based on the individual student's mastery of standards for the grade level in which the student is currently placed, subject to any Individual Education Plan (IEP). Grades should not be determined by a bell curve. Academic grades should not be lowered because of unsatisfactory conduct except in cases of cheating. Students' grades will not be lowered due to submitting the assignment late. There is no policy that supports deducting points for late assignments.

The board policy indicates that the **minimum** number of grades used to determine the final grade should be nine per semester, per subject area.

Students coming from another school system or private school are given the grade the sending school indicates. The final grade is determined by combining the transfer grade and the grades earned in the Fulton County School.

Students withdrawing from a Fulton County school are given the grade they have earned in each subject up to the date of withdrawal.

**Grading Weights for Grades K-5**

Category	Weight
Major Grades	50%
Minor Grades	40%
Practice	10%

- **Major:** An assignment or assessment that is cumulative in nature, measuring multiple standards/skills, and/or when there is a significant amount of dedicated instructional time devoted to the content being assessed.
- **Minor:** An assignment or assessment that measures an individual standard or subset of standards/skills within a unit and/or when there is a small amount of dedicated instructional time devoted to the content being assessed.
- **Practice:** Daily assignments, observations, and/or engagement activities given in class or for homework given to students to build and/or remediate skills.

**Grading Scale**

Listed in the chart below are the academic symbols used for the Report Card and the Progress Skills Checklist in grades K-5.

	Report Card
Grades K-1	S (satisfactory/80-100) N (needs improvement/70-79) U (unsatisfactory/0-69) NG (no grade)
Grades 2-5	A (90 – and above) B (80-89)



	C (70-79) F (below 70) NG (no grade)
--	--

## H

### Homework

Homework is a necessary part of each student’s educational program and can account for up to 10% of the grade for each subject. The purpose of homework is to reinforce skills taught in the classroom, increase academic success, develop student responsibility, and provide opportunity for parent involvement. Teachers will assign homework at their discretion and will inform parents of expectations for homework. On occasions, teachers will assign homework on Friday. Homework assignments will be meaningful practice work that directly ties to standards, elements, and concepts taught. Please contact your child’s teacher if you have any questions regarding homework. It is the student’s responsibility to know what the homework assignment is, and complete all homework assignments on time. Homework should not exceed the following general guidelines; however, adjustments can be made based on each individual student’s needs:

- Kindergarten and 1st grade 10 – 20 minutes per day
- 2<sup>nd</sup> grade 20 – 30 minutes per day
- 3<sup>rd</sup> grade 30 – 40 minutes per day
- 4<sup>th</sup> grade 40 – 50 minutes per day
- 5<sup>th</sup> grade 50 – 60 minutes per day

If a student is absent due to illness, requests for homework must be received in the office by 9:00 a.m. Work can be picked up at the end of the day or sent home with another student. Make-up work must be provided for all students with excused absences. Students are permitted 2 days per day absence to complete and turn in all make up assignments.

## I

### Instructional Program

Mary M. Bethune ES is organized into seven grades, Pre-kindergarten through fifth. The self-contained classroom organization may be modified to group for instruction and team teaching. The curriculum for kindergarten-5th grade includes instruction in the following areas: Reading/Language Arts, Mathematics, Science, Health, Social Studies, Music, Physical Education and Art. Parents with questions about their child’s instructional program should schedule an appointment with their student’s teacher.

## **Instructional Materials and Supplies**

Textbooks and other instructional materials and supplies are furnished free of charge to all elementary students. If a textbook or library book is lost or damaged, parents are required to make restitution. Immediate written notice will be sent to parent/guardians when a student needs to make restitution for lost or damaged books or materials. If restitution has not been made within ten days, students will not be issued a replacement text; however, they will be allowed to use a loaned textbook at school only. When a student's delinquent fees and restitution for lost or damaged materials equals or exceeds \$150, a notice will be sent to parents stating that a claim will be filed in small claims court. Fees collected for lost and damaged materials are credited to the school's textbook account.

## **L**

### **Lost and Found**

All lost and found items are housed behind the cafeteria stage. Please help us get things back to students by putting names on all students' jackets, coats, sweaters, lunchboxes, and backpacks.

## **M**

### **Media Center**

The media center is equipped with carefully selected books, kits, videotapes, films, recordings, computers, and other instructional technology. The media specialist is available to work with classes and individual students, and all students are encouraged to take full advantage of the materials in the media center. Students are responsible for the care and timely return of all materials checked out. Lost/damaged items will result in a fine and possible loss of check-out privileges.

## **O**

### **Observations**

Parents who would like to observe the instruction in a classroom are required to make an appointment via a school administrator or designee. The request must be submitted to the Curriculum Support Teacher at least 24 hours in advance of the desired date/time and be mutually agreed upon between the parent, teacher and administrator or designee. Classroom observations are limited to 30 minutes in any one teacher's classroom on a given day, unless determined otherwise by a school administrator, and excessive observations will not be permitted. An administrator or designee will accompany parents to the classroom and remain for the 30 minute observation, then escort the parent back to the front office for check out upon completion of the observation. Observations will not be permitted during testing, the first and last 2 weeks of school, during special events, when the regular teacher is out of the classroom or

at other times the administrators deems inappropriate. All parents are expected to maintain confidentiality regarding other students during observations.

## **P**

### **Parking**

All parents and visitors must park in the parking lots in the lined spaces. All “RED” painted curbs are fire lanes and must be kept clear at all times. Handicapped spaces must be reserved strictly for the handicapped. The district may fine up to, but not limited to, \$250.00 for illegal parking violations.

### **Parties**

Mary M. Bethune ES celebrates a Winter Holiday Party and an End of Year Celebration in each classroom. Arrangements for these events will be coordinated by the teacher and select others. Other holidays will not be celebrated with parties or other activities that interfere with instructional time. A snack or other treat distributed by school staff may be given on special days but should not interfere with the regular instructional schedule.

### **Phone Usage**

Students are not allowed to use the school phone unless a staff member deems the request an emergency, such as clarification of dismissal, a lost house key, forgotten medication, etc. Students may not use the phone to request forgotten items such as books, homework, signed papers, agendas, contracts, etc., as our goal is to assist students in the development of responsibility.

## **PTA**

PTA membership is open to and strongly encouraged for all family members of students and friends of Mary M. Bethune ES. PTA membership dues are paid annually and membership in another PTA does not constitute membership in the Mary M. Bethune ES PTA. More information about joining the PTA and attending PTA meetings can be found on the school website or by speaking with the school parent liaison.

## **R**

### **Registration**

New and returning students must reside in the Mary M. Bethune ES attendance zone. Each school year, every student must be able to show proof of residence upon request. The following documents must be furnished for all students entering a Fulton County School District for the first time:

1. **Ear, Eye and Dental Screening:** No child entering a Georgia school for the first time shall be admitted unless the child has a certificate of eye, ear and dental screening. This Georgia Department of Human Resources certificate (Form 3300) must be signed by the Health Department or a licensed Georgia physician.
2. **Immunization Certificate:** Georgia requires students to be immunized against measles, mumps, polio, rubella, whooping cough, tetanus, diphtheria, hepatitis B, influenza, and varicella. Immunization information must be on the proper Georgia Department of Human Resources form; these are available through the Fulton County Department of Health and Wellness or local physicians (Form 3231).
3. **Birth Certificate** must be government issued; hospital certificates are not acceptable. Birth certificates for children born in Georgia may be requested from: Georgia Department of Human Resources Vital Records 2600 Skyland Drive, NE Atlanta, Georgia 30319-3640 phone: 404-679-4701 fax: 404-524-4278
4. **Proof of Residency:** Per Board Policy JBC, "School Admissions," two documents indicating residence in the attendance area must be provided for all students. This includes students who are 18 or older; emancipated; adult students. Enrollment of any child who meets the definition of homeless is determined by guidelines in Fulton County Board of Education Policy JBCA. Appropriate records for verification of residency must include any two of the following:
  - Copy of home mortgage payment book
  - Current utility bill (gas, electric, or water)
  - Apartment lease showing name of legal guardian
  - Homeowner's insurance registration/card
  - Current paycheck stub
  - Current bank statement
  - Copy of sales contract for a home
  - Receipt to have utilities connected
5. **Social Security Numbers** are voluntary. Waivers are available in local schools. Applications for social security numbers are also available in local schools. A migrant number is acceptable.
6. **Academic Records:** If possible, please bring most recent report card, withdrawal form from previous school and/or transcripts, as these are essential for proper placement of students.

## **S**

**Sexual Harassment**

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching; visual harassment such as the display of sexually suggestive objects or pictures; requests or demands for sexual involvement, accompanied by implied or explicit threats

**School Governance Council**

The School Governance Council provides input and recommendations to the principal on school programs and services. The committee also identifies school and community needs and evaluates the success of school-wide efforts. Council members include parents, staff, business partners and the principal. Meetings are held monthly throughout the school year and are open to parents and visitors. Meeting dates and agenda minutes will be shared via the school website.

**School Pictures**

Individual student pictures are taken in the fall and the spring. Class pictures are taken in the spring. There are no retakes on spring pictures due to time restraints. Please check the school website, student communication logs, school newsletters, posters and fliers for dates.

**Security**

Exterior doors to the building are locked at all times. Parents, volunteers, guests and visitors are required to enter the building using the main front doors, check in with the front desk staff, sign in at the front office and obtain a name badge. Upon leaving the building, all visitors are required to sign out at the front desk and return the name badge.

**Student Insurance**

Group accident insurance is available for students through a private company approved by the Board of Education. Information and details of the plan are provided to parents during the first week of school or by request.

**Student Records**

Parents or legal guardians may examine their student's records and have the records explained by contacting the school to set up an appointment for record review. In addition, principals, counselors, teachers, or other authorized personnel who have a responsibility for supervising, instructing, or helping a student shall have access to student's records. Parents requesting student records and/or applications to be completed for private schools, should hand deliver the request to the school data clerk for processing, along with a fully addressed and stamped envelope. Records/transcripts will be mailed to the designated institution via U.S. Mail, and records for

recommendation from staff members will be mailed from Mary M. Bethune ES to the requesting institution. Please allow 24-48 hours for processing on all requests.

## **Student Rights and Responsibilities**

### **Student Rights**

Students have a right to:

1. Discuss education concerns with teachers and other school staff.
2. Receive a copy of the Guidelines for Student Behavior.
3. Receive fair discipline without discrimination in every aspect of the education system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.

### **Student Responsibilities**

Students have a responsibility to:

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class and complete homework and projects.
2. Strive for academic growth.
3. Respect the rights, feelings and property of fellow students, parents, school personnel, visitors, guests and school neighbors.
4. Conduct themselves properly on school grounds, to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
5. Accept the consequences for failure to follow discipline guidelines adopted by the school and district

## **Student Devices**

As part of the personalized learning initiative within Fulton County Schools, Mary M. Bethune ES has received devices for use in grades K-5. Students in grades K-5 will have regular access to devices. In order to continue using the devices, students must meet necessary requirements for digital citizenship and maintain appropriate classroom and school behavior. Students may lose the right to use devices if they are used inappropriately, damaged, lost, or stolen.

## **Snacks**

Some classes are scheduled for a late lunch and may be allowed to bring a snack to school. Chewing gum, candy, soda, sunflower seeds, and large bags of chips are not permitted on school property or on the school bus and should not be packed for snack or for lunch.

## **Security**

We are committed to providing a safe and secure learning environment for your child. Please be prepared to show a photo I.D. when checking out a student. This is for your child's protection

and for school security. All peripheral entrance doors are locked at 7:40 a.m. for safety reasons. You should enter the building through the doors in the front office. As required by Georgia State law, all parents, visitors, and guests must check-in and sign-in at the front office.

You must sign-in and wear a visitor's badge when you are in the building. Visitors without a visitor's badge will be asked to return to the office to obtain one. After the instructional day begins, parents are not permitted to take items, such as homework, lunches, glasses, etc., to classrooms, unless approved by school administration.

## **T**

### **Teacher and Student Support Team**

#### **Curriculum Support Teacher (CST)**

The CST is an expert teacher selected to assist other teachers in organizing and implementing the curriculum. The CST participates in district-wide activities such as curriculum development and coordinates initial screenings of students new to the school to ensure appropriate placement. All placement, instructional, textbook and academic concerns should be discussed with the teacher first. If additional information is required, a conference may be scheduled with the CST.

#### **Instructional Coach**

The Instructional Coach works closely with grade levels and individual teachers to improve classroom instruction. The Instructional Coach shares best practices during monthly professional learning community meetings, analyzes data to inform planning and lesson implementation, and serves as a model for effective classroom instruction.

#### **School Guidance Counselor**

Counseling and guidance services are available to every student in the school via the school guidance counselor. The school guidance counselor provides assistance with educational planning, interpretation of test scores, occupational information, study skills, school and/or social concerns and character education. The counselor provides classroom guidance lessons, parent training and individual and small group counseling for students. Students may request to visit with the school counselor when experiencing challenges at home, school or an alternate setting, and parents may also request that the school counselor meet with their student for varied reasons.

#### **Instructional Support Teacher (IST)**

The IST is an expert teacher that is selected to support teachers that serve students in the exceptional education program. The IST assists school/cluster-based personnel in improving the quality of teaching and student learning for students with disabilities. The

IST assumes responsibility for the knowledge and application of the appropriate curriculum and ensures instructional programs for students with disabilities are in compliance with all State and Federal laws, State Department of Education, and Fulton County Board of Education policies, rules, and regulations, including the Georgia Standards of Excellence.

### **Talented and Gifted (TAG) Program**

The Talented and Gifted Program identifies gifted students based upon State Board of Education Rule 160-4-2-.38. All Fulton County students are screened for the gifted program twice a year. If a student is referred for the gifted program, the school must gather information in the areas of multiple criteria: mental ability, achievement, creativity, and motivation. Students must qualify in three of the four areas of multiple criteria in order to be eligible for gifted services.

### **Technology**

#### **Social Networking Web Sites**

As a sign of technological times, many students are using social networking/photo sharing websites such as Facebook, Twitter, Snapchat, and Instagram to communicate with their peers and others. These sites, when used safely, offer young people and adults a unique opportunity to interact; however, these sites can become a hurtful or dangerous place for students when used inappropriately or without proper guidance and supervision.

While the Fulton County School District firewall prevents such access at school, these sites can still be accessed on personal computing devices and/or home computers. While at school, students often share or act on information they have read at home, which creates disruptions and negatively impacts peers, relationships and the learning environment.

In some instances, students create hurtful websites and post negative messages about other students and adults, which is considered a form of “cyber harassment”. Please talk with your child about appropriate internet behavior and the importance of refraining from posting something mean, hurtful, profane or obscene online. Having access to your student’s online networking account or internet use is a step in the right direction of understanding your child.

Please take the time to review your family’s safety guidelines for using the internet wisely.

### **Truancy**

Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant.



*Excused Absences:* The Fulton County Board of Education Policy number JBD denotes that a student's absence from school or class will be considered excused when it's due to any of the following circumstances:

1. Personal illness of the student.
2. Situations where attendance at school would be detrimental to the health of the student or others.
3. A serious illness or a death in the immediate family necessitating absence from school.
4. Compliance with a court order or order issued by a governmental agency, including an order for a pre-induction physical examination for service into the armed forces, mandating an absence from school.
5. Observance of religious holidays necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Absences not exceeding a total of six days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
  - a. scholarship interviews/college visitations,
  - b. travel opportunity with educational beliefs,
  - c. graduation or wedding of an immediate family member,
  - d. specialized educational experience,
  - e. other circumstances that is mutually agreeable to the parent and principal.
8. Up to five of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas.
9. Up to ten (10) instructional days (60 instructional hours) per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system)
10. That are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.
11. School days missed as a result of an out-of-school suspension.
12. An absence not to exceed one-half day for registering to vote. Students may register to vote at their high school.
13. Serving as a Page in the Georgia General Assembly. Students serving as pages in the Georgia General Assembly shall be recorded as present.

A written excuse for each absence is necessary and should be submitted to the teacher immediately upon the student's return to school. Written excuses are kept on file at school. House Bill 1190, (section 10-Minimum Number of Unexcused Absences – 20-2-690.1) that passed during the 2004 legislative session, adds responsibilities for parents and guardians of school-age children who have five or more of unexcused absences. This is a misdemeanor, and you could be subject to one of more of the following penalties at the discretion of the court:

- 1) a fine not less than \$25.00 and not greater than \$100.00,
- 2) imprisonment not to exceed 30 days, or
- 3) community service

Each additional unexcused absence from school is considered an additional violation of the state mandatory attendance policy and must be reported as a separate offense. A social worker referral will be initiated. A letter will be sent home addressing this issue if it should occur.

Students must be present a minimum of one-half of the school day in order to be considered present for the day. Thus, students arriving after 11:00 a.m. are considered absent for the day. Likewise, students who leave school before 11:00 a.m. and do not return in time to be present for a combined minimum total of 3 hours and 15 minutes are also considered absent for the day.

### **Tardies**

The instructional day begins at 7:40 a.m. and ends at 2:10 p.m. Students who are not in their classrooms at 7:40 a.m. are considered tardy and should get a tardy slip from the office before reporting to their class. Students who are tardy must be accompanied to the office by a parent to be signed in. Students arriving after 11:00 a.m. are considered absent for the day. Students who ride a Fulton County school bus to school are not considered tardy if their bus arrives to school late. Excessive tardiness of three or more per month will result in a letter of Notification of Excessive Tardiness from the school. Continued tardiness may result in a referral to the school social worker.

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

Students are not to bring toys, electronic games, trading or playing cards, MP3 players, iPods, iPads, tablets, radios, or any other such item to school at any time. Additionally, students are requested not to bring anything considered “valuable” to school to limit the risk of losing or misplacing the item. Parents are asked to be aware of what students bring to school. School personnel cannot be responsible for lost, stolen or broken personal items. School staff will take inappropriate items away from students and require a parent/guardian to retrieve it from them or an administrator at a later date.

### **Testing**

Testing is an integral part of our educational system in helping us assess and meet students’ needs. The tests are in accordance with the State of Georgia Testing Program. The following standardized tests are administered to the students during the year:

- iReady Diagnostic- August 9-27, November 29-December 17, May 16-26
- BAS- August 23-September 10
- WriteScore (Grades 3-5)- November 8-19
- Georgia Milestones Assessment (Grades 3-5)- May 25-May 13
- GKIDS Assessment for kindergarten students / Ongoing all year
- Universal Screeners and Benchmark assessments are administered throughout the year

Parents of 3rd and 5th Grade Students as required by Georgia law, no 3rd grade student or 5th grade student will be promoted to the next grade level if the student does not meet grade level expectations on the Georgia Milestones Assessment (GMAS) in reading for 3rd grade students and reading and math for 5th grade students, as well as meet promotion standards and criteria established by the local board of education for the school that the student attends.

## U

### **Uniforms**

Students at Bethune Elementary are expected/required to be in uniform during the school day. The uniform consists of a navy blue, white, light blue, or gold polo style shirt and khaki or black shorts or pants.

## V

### **VIP Folder**

The 3<sup>rd</sup> Thursday of each month, students will bring home a “VIP” (very important papers) blue folder. This folder will include the school communication, work samples, and other important correspondence. All documents requiring signatures should be signed and returned to the teacher on Friday in the folder. The cost for replacement VIP folders is \$3.00 and can be purchased from the front office.

### **Visitors to the Building**

We have visitor parking spaces for anyone who is coming to visit our school, and they are conveniently located in the front of the building. We ask our visitors to refrain from parking in the fire lane or any other space that is not a valid parking space. For the protection of our students, all visitors are required to sign in at the front office, provide a photo I.D., complete or have a Fulton County Volunteer Form on file and wear a visitor’s badge at all times. All visitors must enter through the main office entrance. Visitors are not allowed to deviate from or visit areas of the building other than the destination the visitor signed in for. For example, if a visitor signed in to visit the media center, the visitor can’t go any other place in the building other than the media center. If a visitor would like to visit multiple destinations, the visitor must return to the front desk to sign-out and sign back in, obtaining a new visitor’s badge, listing the new destination. Report to the desired location, wearing the visitor’s badge. Refrain from going any other places in the building, other than the location selected when signing in at the front desk.

If a parent wants to volunteer, the parent must first complete the Fulton County Volunteer Screening Protocol. This link can be found on the Fulton County Home Page. You may also contact our parent liaison or their child’s teacher to schedule a day and time to volunteer. If the parent wants to volunteer in the classroom, the parent must contact their child’s teacher. If a parent wants to volunteer anywhere else in the building, the parent must contact our parent liaison.

All volunteers must follow these guidelines when volunteering here at our school:

1. Park in a visitor's parking space or the parking lot. Refrain from parking in the fire lane.
2. Remember siblings, family members and other children are not allowed to accompany volunteers to the school when the parent is coming to volunteer.
3. Volunteers must dress appropriately.
4. Report to the front office and inform the front office secretary of approved purpose for volunteering in the building.
5. Provide the front office secretary with the proper I.D.
6. Complete and submit or state that the Fulton County Volunteer Form is on file. (Once the form has been completed and submitted, the parent is also checked to make sure he or she is not listed on the sex offender's list).
7. Complete or state that he or she has completed the required Child Abuse Training. Volunteers are mandated child abuse reporters.
8. Sign-in. Obtain and wear a visitor's badge.
9. Report to the assigned location for volunteering, wearing the visitor's badge. Refrain from going any other places in the building, other than the location selected when signing in at the front desk.
10. Remember volunteers cannot:
  - a) give medication to students at any time
  - b) administer or grade students' assignments or assessments
  - c) punish students
  - d) divulge personal information about students and staff
  - e) monitor students without the presence of a certified staff member

## **W**

### **Walkers**

Students walking to and from school are expected to utilize sidewalks, follow directives from school staff/crossing guards, obey safety rules, follow school arrival and dismissal procedures, and promptly enter or leave the school grounds. If a parent or guardian is meeting a walker for dismissal, they must meet them at the designated neighborhood location. No loitering is permitted, and no student should return to school grounds after hours without adult supervision. A parent or guardian must be at designated location to receive students in grades Pre-K-2. Students will return to school with a teacher if the parent or guardian is not there and student must be picked up from the school. Students in grades 3-5 will walk home. Students in grades Pre-K-2 may walk home with sibling if sibling is in grades 3-5.

### **Withdrawal Procedures**

If a parent needs to withdraw their child from Mary M. Bethune Elementary School, the parent must contact the school's data clerk. Please allow 24 hours for all withdrawal requests to be processed. All library books and textbooks must be returned to school and, if the books are not

returned to the school before the student is withdrawn, the cost of the book(s) must be paid. If the student has cafeteria charges on his or her account, the charges must also be paid. A copy of the school records can be given to the parent(s) or forwarded to the new school upon their request.