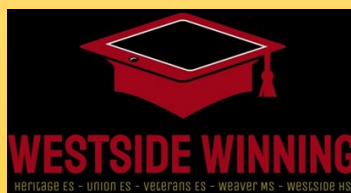


**Union Elementary School**  
**2021-2022**  
**Student & Parent Handbook**



**LaShun Crawford, Principal**  
**Donna Mallett, Assistant Principal**  
4831 Mamie Carter Drive  
Macon, GA 31210

***Tier 1 Strong***  
***Leadership... Scholarship... Citizenship***

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## WHAT WE BELIEVE



### VISION

Each student will demonstrate strength of character and will be college or career ready.



### MISSION

The Bibb County School District develops a highly trained staff and an engaged community dedicated to educating each student for a 21<sup>st</sup> century global society.



### VALUES

- Competence
- Loyalty
- Open Communication
- Defined Autonomy
- Honor

## HOW WE MAINTAIN ACCOUNTABILITY

### NON-NEGOTIABLES

- MTSS (RtI & PBIS)
- Personalized Learning
- Leader in Me



The Results Pyramid® ©2008 by Leadership



### TIER 1 STRONG

- Ensuring all students perform on or above grade-level
- Teaching and reinforcing positive academic and social behaviors
- Consistently implementing evidence-based strategies
- Continually collaborating to improve student outcomes

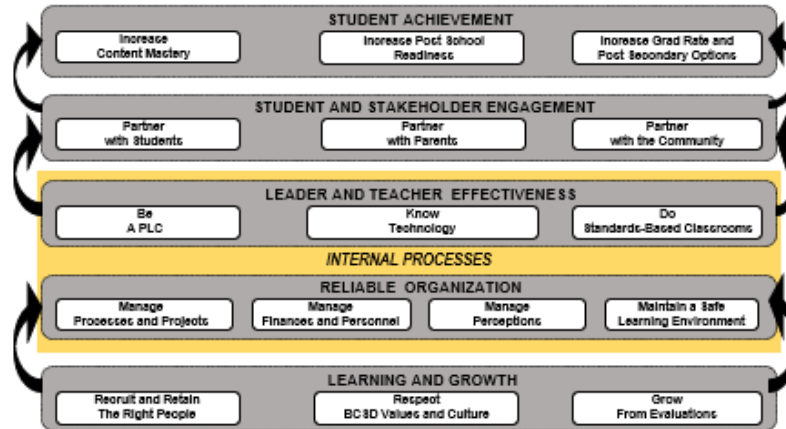
*All departments and employees play a part in us being Tier 1 Strong!*

***Tier 1 Strong***

***Leadership... Scholarship... Citizenship***

# VICTORY IN OUR SCHOOLS

Overriding Objective = CCRPI > 70



## STRATEGIC PRIORITIES

**Priority 1:** Get students reading on grade level.

**Priority 2:** Be successful on the Georgia Milestones.

**Priority 3:** Increase the number of students in school every day.

**Priority 4:** Close the knowing-doing gap.

**Priority 5:** Work hard to support schools.

**Priority 9:** Establish a culture of accountability for everyone.



***Tier 1 Strong***

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# Union Student Handbook & Code of Conduct Handbook

August 2, 2021

Parents/Guardians:

Please read Union Student-Parent Handbook and the district's Guidelines to Success Handbook. Then, sign and cut out this sheet from the handbook and return it to your child's teacher tomorrow.

We look forward to a successful school year!

Faculty & Staff of Union Elementary School

---

## Union Student Handbook & Student Code of Conduct Handbook

Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Homeroom Teacher \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

I have read the Student Handbook for 2021-2022 and the Bibb County Student Code of Conduct for 2021-2022. I have reviewed both documents with my child.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

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# Academic Calendar



## 2021-2022

July 22 – 30, 2021	Pre-Planning
August 2	First Day of School
September 6	Labor Day
September 7	Asynchronous Learning Day
October 11 - 15	Fall Break
October 18	Asynchronous Learning Day
November 11	Veterans Day
November 22 - 26	Thanksgiving Break
November 29	Asynchronous Learning Day
December 17	Last Day of the Semester
December 20 - January 4	Holiday Break
January 5, 2022	Professional Learning (No Students)
January 6	Second Semester Begins
January 17	Dr. Martin Luther King, Jr. Day
January 18	Professional Learning (No Students)
	Inclement Weather Make-up
February 21 - 22	Winter Break
	Inclement Weather Make-up
February 23	Professional Learning (No Students)
	Inclement Weather Make-up
March 21 - 25	Spring Break
May 25	Last Day of School (½ Day for Students)
May 25 - 27	High School Graduation
May 26 - 27	Post-Planning
May 30	Memorial Day

JULY 2021						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				22

SEPTEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		21

OCTOBER 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

NOVEMBER 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				16

DECEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	13

JANUARY 2022						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					16

FEBRUARY 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					17

MARCH 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		18

APRIL 2022						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						21

MAY 2022						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				18

JUNE 2022						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

First and Last Day of the Semester
Holidays
Pre/Post-Planning and Professional Learning
Asynchronous Learning Day for Students / Professional Learning Day for Staff

First semester: 88 days    Second semester: 90 days  
Revised: 4/16/2021

## COVID Update (See Appendix)

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*Leadership... Scholarship... Citizenship*

## Welcome to A New School Year



Welcome to Union Elementary School, where we are “***Soaring to Success!***” The faculty and staff are ready to embrace this school year by providing all students with quality instruction and leadership development. Our main goal is to provide a safe and positive learning environment for all students, parents, staff, and community members. Union Elementary is a community school where high expectations and monitoring of goals will be encouraged daily.

Union Elementary is a Title I School that “ensures all children have a fair, equal, and significant opportunity to obtain a high quality education.” Title I funds provide paraprofessionals, a family engagement facilitator, academic coaches, and instructional supplies to enhance instruction. Family events will be provided during the school year to strengthen family engagement (e.g., parent-teacher conferences, curriculum nights, student-led conferences, and parent workshops). We encourage all parents to participate and support school events.

Parents and visitors are always welcome at Union Elementary. The staff needs the support of all stakeholders to ensure Union Elementary succeeds at high levels. Teachers provides instructional activities that are research-based and data –driven. Some activities include learning stations, small group instruction, technology integration, and goal setting.

As Union Elementary strives to meet students’ academic needs, we also focus on developing students’ social and emotional skills. Positive Behavior Intervention and Support (PBIS) and Leader in Me (LIM) guide the development of the whole child. Union’s staff is committed to educating all students. We need the support of our students, parents and community --- let’s keep the lines of communication open. Parents are always welcome to schedule a conference with teachers and administrators to share thoughts, ideas, and feedback. ***Together, Union Elementary will “Soar to Success!”***

LaShun Crawford  
Principal

Donna Mallett  
Assistant Principal

***Leadership... Scholarship... Citizenship***

## Union's STAFF (2021-2022)

**PreK:** Kimberly Miller

**Kindergarten:** Abria Moore & Natasha Patterson / Kayla Murry & Lillian Hall  
Sarita Robinson & Peggy Fellows / Mary Johnson & Sherry Sanders

**First Grade:** Demetria Buckner, Sonja Mortley, Minnetta Pooler, & Frakesha Williams

**Second Grade:** Dontavius English, Laretta Holton, Amy Stokes, & Courtney Weaver

**Third Grade:** Ciara Mason, Albeyon McMillan, & Shereka Smalls

**Fourth Grade:** Gloridine Alexander, Desmond Hopkins, Sharon Moss

**Fifth Grade:** Kristen Baugh, Ashley Harper, & Sherrod Rockmore

**Counselor:** April Griffin

**Family Engagement Facilitator:** Lorea Reid

**Media Specialist:** Adrienne Denson

**Media Clerk:** Nolani Boyington

**Academic Coaches:** Latonya Dean & Tomika Jones

**In-School Suspension:** Chiquita Brewer

### PEC Teachers

Christine Rodriguez  
Ramonda Berlin  
Katherine Brinkley  
Kalia Harpe  
Shelia Willis  
Rebecca Willingham

### EIP

Shellie Adams  
Kuwana McKenzie  
Cathy Epps

### OFFICE

Daphne Bailey (Secretary)  
Alysha Allen (Registrar)  
Arlesha Hall (Clerk)  
Shannon Coney (Nurse)

### PARAPROFESSIONALS

Daniel Sutherland  
Katherine Andel  
Pamela Jackson  
Peggy Fellows  
Lillian Hall  
Sherry Sanders  
Sandra Thompson  
Shelia Walker  
Lillie Breedlove  
Bonnette Womack  
Natasha Patterson  
Towana Collins  
Takosha Williams  
Tori Hall  
Empress Buxton  
Mia Slocumb

### SPECIALS

Camille Hudson (Lab)  
Shetarui Tarte (Lab)  
James Wolf (Music)  
Prentice Risper (PE)

### CUSTODIANS

Adel Glover  
Terry Adair  
Melissa Willams

### CAFETERIA

Brittany Preston  
Synethia Wade  
John Burroughs  
Indica King

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## **School Hours / Student Arrival & Dismissal**

### **School Hours**— 8:20 AM - 3:20 PM

Students who are unsupervised by an adult are not allowed on campus until 7:50 AM. Staff members are not on duty to supervise students until 7:50 AM.

All visitors must present a photo ID .

### **Student Arrival**

Students should arrive to school between 7:50—8:10 AM to eat breakfast or report class.

Students arriving after 8:20 AM will need to be signed in by an adult (present photo ID upon arrival).

### **Afternoon Dismissal/Checkout**

Students will be dismissed at 3:20 PM. Walkers will be dismissed prior to dismissing car riders for safety measures. Students must be picked up by 3:40 PM. Students picked up after 3:40 PM will need to sign-out students in the office. Students picked up after 3:40 PM on a consistent basis will need to meet with an administrator.

Student Checkout: Students will only be released to individuals listed on the student's emergency card (must present a photo ID). The parent/guardian who completes the emergency card will be the only individual authorized to make changes to the emergency card.

No early dismissals after 2:45 PM.

## **Attendance**

Daily attendance is the expectation for all students, except when there is illness, injury, or serious situations that will affect attendance. Students will be recognized during each grading period for perfect attendance (no late arrivals / early dismissals).

**Absences:** ALL ABSENCES MUST BE DOCUMENTED. Please send a note dated and signed by the parent/guardian on the day your child returns to school. Failure to provide an excuse within three days will result in an unexcused absence. Documentation may not be sent by fax, e-mail, or telephone. Please read the district's attendance policy and attendance consequences in the BCSD Code of Conduct.

## Dress Code

The following is a list of acceptable items for the Union Elementary School's Dress for Success Unified Dress Code.

- All clothing must be appropriate size and length.
- **KHAKI** or **NAVY** walking shorts, slacks, jumpers, Capri pants, skirts, and skorts. All pants must Not have holes or fraying, and must be fitted at the waist and length. **PANTS CANNOT TOUCH THE FLOOR.** Shorts and skirts **MUST BE LONGER THAN THE TIPS OF THE CHILD'S FINGERS** when arms hang at the sides.
- Girls wearing skirts and jumpers must wear shorts or biking shorts in uniform colors (navy or Khaki) underneath their skirts and jumpers. BLACK bottoms are not allowed.
- Plain, solid, WHITE, NAVY BLUE, LIGHT BLUE or YELLOW collared shirts with sleeves containing no designs Or logos except the school logo.
- Solid WHITE, NAVY BLUE, or YELLOW turtlenecks, long sleeved collared shirts, sweatshirts (pullover or cardigan).
- ◆ Please have jackets/sweaters that are worn throughout the school day reflect school colors: WHITE, NAVY BLUE, or YELLOW.
- Shirts will be tucked in and belts worn if there are belt loops.
- Socks must be worn and shoes must have closed toes and backs. Shoelaces must be tied at all times for safety.
- Cub Scout and Girl Scout uniforms are acceptable.
- Fridays: Beginning after Labor Day, Fridays will be "Union Star T-Shirt Days." Students may opt for any Union t-shirt in lieu of their collared uniform shirt on Friday's, and all other items of clothing must be within the unified dress code.

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. Please understand that exemptions are not automatic and will only be granted for legitimate reasons. Students will be required to participate in Dress for Success until the time the parent is able to meet with the School Advisory Committee. Currently, no student is exempt from our Unified Dress Code.

**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.**

# School Supply List

## Union Elementary School Supply List 2021-22

Suggested Supply List	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
FACE MASKS	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY
Crayons Box of 24 Classic Colors	4	2	1	2	1	2
Dry Erase Markers (Expo)	4	1 pack		1	1 pack	2 packs
#2 Pencils	24	24packs	24	24packs	24packs	24
Notebook Paper Wide Ruled 500 sheets		2	3	1	4	4
Spiral Notebooks Wide Ruled 200 Count						5
Mead Composition Notebook (9 3/4 x 7 1/2 ")	4	3	3	10	4	5
Sturdy Laminated Folder with Brads	4					10
Sturdy Laminated Pocket Folder No Brads	4					
Plastic 3 Prong Folder with Pockets	1	4	3	5	4	
Scissors Metal Blunt (Fiskar recommended)	1	1				
Scissors Metal Pointed End				1	1	1
Elmer's School White Glue	1					1
Glue Sticks	12	12		3 packs	3 packs	10
Index Cards (3" x 5") white only	1	1			1	2 packs
Eraser Pink Block	2	1				
Eraser Pencil Caps		1 pack		1 pack	1 pack	1 pack
Pencil Box	1	1	1	1	1	1
Pencil Bag	1	1	1	1	1	1
Multiplication Flash Cards					1	1 pack
Division Flash Cards						1 pack
Clip Board (not with folder attached)						1
Highlighters				2	2	4
Sticky Notes		1 pack			1 pack	4 packs
Antibacterial Hand Sanitizer	2	2	2	2	2	2
Box of Tissue (large size)	2	2	2	2	2	2
Ziploc Bags Gallon Size	1	1		1	1	1 pack
Ziploc Bags Quart Size	1	1		1	1	1 pack
Ziploc Bags Sandwich Size	1	1		1	1	1 pack
Paper Towels	1 Roll	1 Roll	1 Roll	1 Roll	1 Rolls	1 Roll
Lysol or Clorox Wipes	1	1	1	1	1	1
Antibacterial Liquid Soap	2	2	2	2	2	2

REMINDER: ROLLING BOOK BAGS, SHOES WITH WHEELS AND/OR LIGHTS ARE NOT ALLOWED

## ***Educating The Whole Child***



Positive Behavioral Interventions & Support (PBIS) is “an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes.” Union Elementary is a PBIS school. Our PBIS expectations are:

- ♦ **Be Respectful**
- ♦ **Be Responsible**
- ♦ **Be Safe**
- ♦ **Be a Leader**



Leader in Me (LIM) is “a whole-school transformation model and process that powers students with leadership and life skills they need to thrive in a 21st Century society.” Staff and students set goals to monitor, track, and celebrate Wildly Important Goals (WIG). Union is striving to become a Leader in Me Lighthouse School, a recognition for achieving at Leader in Me criteria at high levels. The Seven Habits of Highly Effective People are:

- 1. Be Proactive**
- 2. Begin with the End in Mind**
- 3. Put First Things First**
- 4. Think Win-Win**
- 5. Seek First to Understand, then to Be Understood**
- 6. Synergize**
- 7. Sharpen the Saw**

## ***Educating The Whole Child***

### **Our Counselor**

A full-time counselor provides students and families with resources for students to be successful. The counselor works collaboratively with our part-time family engagement facilitator to meet the academic, social, and emotional needs of all students. Our counselor provides the following services:

- ♦ **Classroom Guidance Lessons**
- ♦ **Small Group Social Skills**
- ♦ **Individual Counseling**
- ♦ **Teacher Collaboration**
- ♦ **Parent Collaboration**
- ♦ **Community Resources**

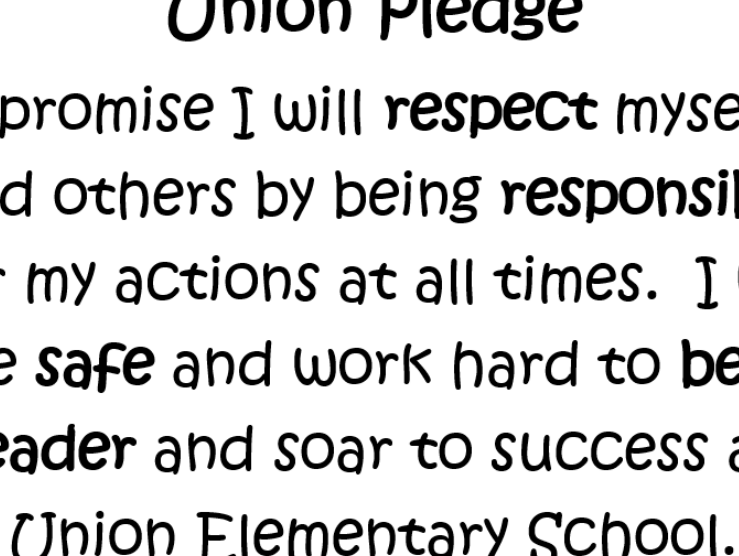
### **Our Family Engagement Facilitator**

Union has a part-time family engagement facilitator who works closely with families to provide a variety of resources. The family engagement facilitator serves as a community outreach contact for parents to increase parental involvement. The family engagement facilitator will provide workshops and assist with community events at Union Elementary. Your feedback from surveys and forms are greatly appreciated during the school year.

Union's goal is to ensure a safe learning environment for all stakeholders. The Positive Interventions & Supports and Leader in Me (PBIS-LIM) will guide staff in developing students' leadership skills and social-emotional skills.

Please review Union's PBIS-LIM matrix with your child. Your child will be responsible for following the PBIS-LIM expectations during school year.

Please support our efforts in ensuring a safe and fun learning environment for everyone.




# Union Pledge

I promise I will **respect** myself  
and others by being **responsible**  
for my actions at all times. I will  
be **safe** and work hard to be a  
**leader** and soar to success at  
Union Elementary School.

★ I promise I will **respect** myself ★  
★ and others by being **responsible** ★  
★ for my actions at all times. I will ★  
★ be **safe** and work hard to be a ★  
★ **leader** and soar to success at ★  
★ Union Elementary School. ★

# Union Elementary School

## Schoolwide PBIS/LIM Expectations

	Be Respectful	Be Responsible	Be Safe	Be a Leader
	Habit 2: Begin with the End in Mind	Habit 1: Be Proactive Habit 3: Put First Things First	Habit 4: Think Win-Win Habit 6: Synergize	Habit 5: Seek First to Understand, Then to Be Understood Habit 7: Sharpen the Saw
<b>Classroom</b>	Follow directions first time given. Wait your turn. Use your quiet voice and kind words.	Promptly complete all assignments. Stay on task. Return all necessary forms. Keep personal area clean.	Keep your hands and feet to yourself. Listen and follow directions. Sit correctly in your chair.	Find your voice. Know your classroom leadership role. Lead by example.
<b>Hallway</b>	Silent Transitions.	Keep hallways neat and clean.	Walk on the right side. Keep your hands and feet to yourself.	Know where to move. Know how to move.
<b>Restroom</b>	No voices. Value other's privacy.	Flush. Wash your hands. Keep the restroom clean.	Keep your hands and feet to yourself.	Report safety and emergency issues immediately.
<b>Cafeteria</b>	Use your manners. Use your inside voice. Use kind words.	Eat your own food. Clean up after yourself.	Keep your hands and feet to yourself. Listen for directions. Stay in your seat. Line up quietly.	Make healthy choices.
<b>Playground &amp; Gym</b>	Use kind words. Wait your turn. Share the equipment. Be friendly to everyone.	Use equipment properly. Clean up after yourself.	Keep your hands and feet to yourself. Use the equipment correctly. Tell an adult of any emergency. Stay in the designated area. Leave foreign objects on the ground.	Be a team player. Be kind to everyone.
<b>Bus</b>	Follow directions the first time given. Use a whisper voice.	Stay in your seat. Get off the bus in an orderly way.	Keep your hands, feet, and objects to yourself.	Be respectful. Be responsible. Be safe.

## **Student Clubs**

### **Purpose**

- To create a culture of community among our student body
- To foster student interests and instill leadership qualities through community service

Students and parents will receive guidelines, types of clubs, club dates, and community projects in August.

## **Student of the Week**

All students should strive to work hard each day to attend school daily, meet their Wildly Important Goals, and develop their leadership skills. Each home-room teacher will select a "Student of the Week" based on students' leadership skills, Wildly Important Goals progress, academics, attendance, and/or behavior.

"Student of the Week" Incentives will include the following:

- ***"Student of the Week"*** Certificate
- Morning Announcement Highlights
- Line Leader for the Day (Monday & Friday)
- Lunch with Administrators (Days may vary during the week. Lunch will be on the stage.)



## **Grading System**

### **Kindergarten Academics**

EXC- Exceeding

DEM- Demonstrating

DEV- Developing

EM- Emerging

ND- Not Demonstrated

### **Grades 1-5 Academics**

0-100 = A (Excellent Progress)

80-89 = B (Satisfactory Progress)

70-79 = C (Needs Improvement)

Below 70 = F (Unsatisfactory Progress, Failing)

First and second grade students: Science and Social Studies will not receive a grade.

Music and Physical Education (Gr. 1-5) will receive {E} Exceeds, (M) Meets, or (N) Needs Improvement.

## **Response to Intervention (RtI)**

The Response to Intervention (RtI) is a federally-mandated process that is designed to evaluate student progress and to plan alternative instructional interventions as needed.

Through the RtI process, school staff members work with parents in order to develop appropriate learning strategies. Parents are invited to each RtI meeting to help with identifying appropriate learning strategies for students to be successful during the learning process.

## **Homework**

Each student needs to be successful during the school year. Homework allows students to build confidence as they practice and extend their learning outside the classroom. It is vital for students to complete homework assignments each day. The following is list of additional daily activities to increase student achievement:

- Read with an adult at least 10 minutes and discuss text.
- Read to build fluency.
- Create and write stories.
- Practice letter sounds and sight words.
- Practice math facts (addition, subtraction, multiplication, division) to build math fluency.
- Practice handwriting .

## **Signed Papers**

Signed papers and school information will be sent home on Wednesdays with students. Please review your child's class assignment with your child.

Signed papers should be returned on Thursday with parents/guardians' signature. If you would like to discuss your child's signed papers, please schedule a meeting with your child's teacher. If you would like to keep your child's signed papers beyond Friday, please write a note to the teacher. If signed papers are not returned by the following Wednesday, no additional papers will be sent home until the that set is returned.

## Media Center

### Vision

The Union Elementary Media Program promotes literacy and learning through the development of effective lifelong readers and the creation of information literate citizens in a climate that fosters personal responsibility, values learning, and respects cultural diversity and independent thinking. The program strives to provide resources that support the enhancement and development of our state curriculum in addition to providing a wide variety of materials that support and reflect the varied interests, values, points of view, ethnicities, socioeconomic characteristics, and academic abilities of our school's community.

### Mission

The Union Elementary Media Program is to ensure that students and staff are effective users of ideas and information including information literacy, media literacy, visual literacy, and technology literacy.

### Hours of Operation

Monday-Friday 7:45 am -3:30 pm

(24/7 availability using Destiny, our online library)

### Overdue, Damaged and Lost Materials

Library materials must be returned on time to check out additional books.

There is no charge for overdue books. Parents must pay for all lost and damaged library materials before additional books can be checked out. This includes replacement cost if the book is now at a higher price than the original purchase price. Students that cannot check out books may continue to use any resources in the library and online books.

### Lexile Level

Whether your child struggles to read or can't get enough, the Lexile® Framework for Reading helps you, your child and educators personalize learning to help them navigate the path to college and career readiness.

The Lexile Framework for Reading is a scientific approach that places both the reader and text on the same developmental scale, making it easy to connect your child with books targeted to their reading ability.

Grade	"Stretch" Lexile Band
The Lexile® Framework helps to describe the text complexity necessary for students to meet the demands of colleges and careers.	
1st Grade	190L to 530L
2nd Grade	420L to 650L
3rd Grade	520L to 820L
4th Grade	740L to 940L
5th Grade	830L to 1010L

670L  
840L  
920L

## Awards / Student Recognitions

Grade levels will recognize students during the school year for progress toward Wildly Important Goals (WIGs). Students will be recognized after each grading period for achieving their Wildly Important Goals (WIGs).

### AR Reading Incentives

Student of the Month	Students with the Most AR Points – Per Class
Student of the Week	Students who read the most words each week
Grade-Level Student of the Month	Student with the Most AR Points per grade-level
Desserts for Dog Tags	Student who reaches their 9 week Reading
Millionaire Reader	Students who achieves a million words (on-lexile level) (Grades 3-5)
Mini Millionaire Reader	Student who achieves 500,000 words (Grades 2)
Tiny Tot M&M Reader	Words count to TBA (Grades K-1)
Mystery Trip Must pass @ 85% Correct	1st Grade – Read 45 Books; 2 <sup>nd</sup> Grade 55 Books; 3 <sup>rd</sup> Grade 65 books with 5 books worth 1 point or more; 4 <sup>th</sup> grade 65 books with 10 books worth 1 point or more; 5 <sup>th</sup> grade 75 books with 15 books worth 1 or more points

## Awards / Student Recognitions



### You can receive a Reading Certificate

To find the book ATOS level or Lexile visit  
[www.arbookfind.com](http://www.arbookfind.com) in Classlink or the Media Center



#### Ready Reader

(everyone gets this one)

Accumulate 5 points on books read To, read With, and/or read Independently.

#### Independent Reader

Read at least 3 books independently with a 1.2 or higher ATOS book level (or 160L Lexile® Measure) and earn 10 points. Only books read independently count toward the 3-book goal, but books read To, With, or Independently count toward the points. Do not recertify at this level

#### Rising Reader

Read 3 books independently with a 1.6 or higher ATOS book level (or 250L Lexile® Measure) and earn 10 points from books at or above that book level. Only books read independently count toward the 3-book goal and points. No more than 5 times

#### Super Reader

Read 3 books independently with a 2.0 or higher ATOS book level (or 330L Lexile® Measure) that are each worth at least 1 point. Only books read independently count toward the 3-book goal and points. No more than 5 times

#### Advanced Reader

Read 3 books with a 3.0 or higher ATOS book level (or 510L Lexile® Measure) that are each worth at least 2 points. Only books read independently count toward the certification. No more than 5 times

#### Star Reader

Read 3 books with a 4.0 or higher ATOS book level (or 660L Lexile® Measure) that are each worth at least 4 points. Only books read independently count toward the certification. No more than 5 times

#### Classic Reader

Read 3 books with a 6.0 or higher ATOS book level (or 900L Lexile® Measure) that are each worth at least 7 points. Only books read independently count toward certification. No more than 5 times

## Awards / Student Recognitions

End of the Year honors will be given to students who show exemplary character and academic achievement. The awards will be the following categories:

- ***Principal's Honor Roll*** - Must maintain all A's all year.
- ***A/B Honor Roll*** - Must have all A's and/or all B's all year.
- ***Superintendent's Perfect Attendance*** - No absences, no early dismissals, or tardies all year.
- ***Principal's Outstanding Attendance*** - No absences, but may have an early dismissal or tardy.
- ***Citizenship*** - Selected by teacher.
- ***Most Improved (Behavior and academic)*** - Selected by homeroom teacher.
- **Highest Grade Average in Reading, English, Math, Science, and Social Studies** – One Student per category from each grade level (Math and ELA only in grades 1 and 2).

**\*\*Students will also be recognized for their participation in clubs and other school activities\*\***

## **Fees, Fines, & Charges**

The Bibb County School District provides a free education to all Bibb County students. Schools provide textbooks and instructional materials to all students. Parents are responsible for all textbooks and instructional materials assigned to their child(ren).

Parents shall pay for all items not returned or returned with excessive wear and tear. Parents may contact their child's teacher or the school office for fee amounts to damaged or lost assigned items.

## **Health & Safety**

The health and safety of all students are important to the safety of others. If your child has a fever, please keep them at home. If your child develops a fever at school, parents will be contacted and students must be picked up.

Students must remain out of school until they have been fever-free for 24 hours without medicine.

## Registration

### Registering New Students for School

Parents can now register **new students** to Bibb County Schools with the new **Online Registration application**.

Pre-K families, DO NOT fill out this form unless your child has already been selected for the Pre-K program through the lottery process.

The following required documents listed below may be uploaded during online registration process.

1. A certified birth certificate
2. Student Social Security card
3. Immunization Record on GA Form 3231
4. Hearing, Vision, Dental Screening on GA Form 3300
5. A government issued picture identification for the parent or guardian
6. Two documents validating proof of residence, which may include:
  - Lease or Mortgage - **Required**
  - Plus one of the following:
  - Current utility bill (electric, water, or gas)
  - Most recent income tax return
  - Property tax statement
  - Automobile registration or insurance
  - Mail from any government agency
  - Last report card and/or transcript (if applicable)

If the Proof of Residence is not in the legal guardian's name, a Residential Affidavit must be obtained from the school prior to enrolling the student. Both the parent and the person they will live with will need to complete the Residential Affidavit at the school the student will be attending. Please contact the individual school to set up an appointment for this process to be completed. Please bring the Proof of Residence and a valid picture ID with you.



## **Student Transfers**

Internal - If you are transferring from one school in BCSD to another school in BCSD, please utilize Parent Portal to access our Online Registration platform. When you enter your new address and provide supporting proof of residence, you can contact the new school to complete the transfer process.

External - If you are transferring from a school outside of BCSD, please go to our information for enrolling a new student through our Online Registration system.

## **Student Withdrawals**

Please contact the office and inform us of your intent to withdraw, your reason for withdrawal, and to determine what additional steps may be required in order to clear records and request that records be sent to your new school.

## **Weapons Message**

### **ELEMENTARY MESSAGE:**

Students this is a reminder that we want to keep our school safe and secure. Our school district will not tolerate weapons in school, and this includes toys like BB guns and throwing stars. Even elementary school students who bring these items to school could be expelled. If you see another student with any of these items, you should report it to a teacher or administrator immediately. Thank you for keeping our school safe.

## Appendix

### COVID Update

#### COVID PROTOCOLS

- Masks are required in all BCSD facilities. Masks are not required outdoors and during breakfast/lunch.
- Masks are required on school buses.
- COVID-19 vaccinations are not required but are strongly recommended and encouraged for any eligible individual 12 years and older. Find a vaccination site at [www.vaccines.gov](http://www.vaccines.gov).
- Individuals should remain home if they feel unwell and contact their medical provider if they are experiencing any symptoms of COVID-19.
- Temperatures should still be checked each day when entering the building. Staff and students will not be required to record temperatures.
- Class sizes will be back to normal as much as possible. Students should take precautionary measures – hand washing, wearing masks (highly recommended) and socially distancing 3 feet in hallways.
- The Bibb County School District will take precautions to avoid large gatherings and stagger events using virtual and outdoor options when possible.
- Volunteers are allowed to enter the buildings. This Bibb County School District strongly encourages volunteers to wear a mask. Upon sign-in through CheckMate, volunteers and guests will be required to respond to COVID-19 safety questions before completing the check-in process.
- Parents are encouraged to make an appointment for visiting schools when possible.

## Appendix

### COVID Update (continued)

#### CONTACT TRACING AND QUARANTINES

- The Bibb County School District will rely on the Georgia Department of Public Health / North Central Health District to conduct all COVID-19 contact tracing. For GaDPH / North Central Health District information, visit <https://northcentralhealthdistrict.org/>.
- If a student or employee tests positive for COVID-19, he/she is expected to notify the principal or supervisor. Principals and supervisors will notify the school nurse and send out general notification of a positive COVID-19 case in their school or building. Central Office supervisors should notify Corey Goble ([corey.goble@bcsdk12.net](mailto:corey.goble@bcsdk12.net)) and Stephanie Hartley ([stephanie.hartley@bcsdk12.net](mailto:stephanie.hartley@bcsdk12.net)) of positive cases in Central Office departments.
- GaDPH will identify and notify close contacts. *If you are not contacted by GaDPH you are not considered a close contact.*
- It is imperative for parents to review and update contact information in Parent Portal frequently to ensure contact tracing is effective. Instructions for Parent Portal: <https://www.bcsdk12.net/parents/parentportal>
- Any student or employee contacted by GaDPH and notified that he/she is a close contact should immediately notify their principal or supervisor of their status. Principals and supervisors will notify the school nurse. Central Office supervisors should notify Corey Goble ([corey.goble@bcsdk12.net](mailto:corey.goble@bcsdk12.net)) and Stephanie Hartley ([stephanie.hartley@bcsdk12.net](mailto:stephanie.hartley@bcsdk12.net)) of cases in Central Office departments.
- Vaccinated students and employees who are identified as a close contact will not be required to quarantine. Any vaccinated individual identified as a close contact is still expected to report his or her close contact status to the principal or supervisor. A school nurse may ask for proof of vaccination.
- GaDPH will provide students and employees with guidance on when they may return to school or work following their isolation or quarantine period. Students and employees are expected to follow isolation and quarantine guidelines provided by GaDPH. COVID-positive individuals must isolate and quarantine for 10 days and must be fever-free for at least 24 hours without use of fever-reducing medication before returning to school or work. School nurses and Human Resources administrators may assist with clarifying and identifying return dates.
- Schools will assist GaDPH with contact tracing by keeping track of and providing seating charts. School administrators, teachers and staff are responsible for keeping updated records of seating charts.

## **Appendix**

### **COVID Update (continued)**

- When GaDPH needs assistance, school nurses will be the main point of contact at the school.
- When a positive case of COVID-19 is identified in a building, Bibb County School District will send out general notification via email to staff and via the Remind platform to parents. General notification of a positive case will be sent to the whole school or building, and the message will provide a minimal level of identification, such as the grade level impacted. By law, District personnel cannot share the name of an individual who has tested positive for COVID-19. Close contacts will be notified by GaDPH. *If you are not contacted by GaDPH, you are not considered a close contact.*
- Instruction of quarantined students will take place asynchronously through Canvas. Teachers and staff will use a designated attendance code for students who are in quarantine. Students must submit completed assignments in Canvas in order to be counted present for the duration of the quarantine period.
- If a student is absent for 3 consecutive days, a school employee must make contact to find out why the individual is absent.
- If an employee tests positive for COVID-19 or is identified by GaDPH as a close contact, he or she will not be required to use personal sick leave – for now. The District will verify close contact information against GaDPH records. Employees identified as close contacts will be expected to work from home during the quarantine period. This may include teaching classes remotely and/or participating in virtual professional learning.
- Bibb County School District will maintain data regarding the number of positive COVID-19 cases in schools and buildings.

## Appendix

### COVID Update (continued)

#### EXAMPLES OF COVID PROTOCOLS

The following scenarios are intended to provide guidance on COVID-19 situations. The Georgia Department of Public Health (GaDPH) will conduct all contact tracing.

**Scenario 1:**

*If the student/employee is UNVACCINATED and is identified by GaDPH as a close contact, he/she must quarantine for 10 days, and test on or after day 5 of quarantine.*

**Scenario 2:**

*If the student/employee is VACCINATED and is identified as a close contact by GaDPH, he/she DOES NOT have to quarantine. He/she must still notify the principal or supervisor of close contact status.*

*\*If he/she develops symptoms within two weeks of being identified as a close contact, he/she should get tested (remain out of school or work until results are received), and if positive, follow guidance in Scenario 3.*

**Scenario 3:**

*If the student/employee tests positive for COVID, REGARDLESS OF VACCINATION STATE, they must isolate for 10 days. Prior to returning to school or work, students/employees must be fever-free without the assistance of medication for at least 24 hours.*

**Scenario 4:**

*If the student/employee previously tested positive for COVID, isolated the required number of days, and has become a close contact, he/she DOES NOT have to quarantine so long as the new close contact is within 3 months of the previous positive test period.*



**The Union staff looks forward to developing each students' leadership skills and promoting student achievement for all students.**

*Tier 1 Strong  
Leadership... Scholarship... Citizenship*