FLORENCE B. MATHIS ELEMENTARY SCHOOL
PARENT-STUDENT HANDBOOK
2025 - 2026

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www.bcbe.org

Equal Opportunity Policy

It shall be the policy of the Baldwin County Board of Education ("Board") that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

Guarantee of Free Appropriate Education

The Baldwin County Board of Education guarantees the right to a free appropriate education for all school age persons regardless of handicap. The school system will arrange and provide free evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services. Parents may contact the Office of Student Intervention Services, Section 504 Coordinator, Baldwin County Board of Education, (928 – 5173), for further information and/or to refer their child for an evaluation.

FLORENCE B. MATHIS ELEMENTARY SCHOOL

Dear Parents:

Welcome to Florence B. Mathis Elementary School! We are excited to begin the 2025-2026 school year with you.

Our administration, faculty, and staff are looking forward to an incredible year. At Florence B. Mathis Elementary School, we are committed to providing high-quality instruction to every student, and we strive to build the foundation your child needs to succeed both in school and in life.

This handbook is designed to provide you with information concerning the operational and educational policies of the Baldwin County Board of Education and Florence B. Mathis Elementary School. Please familiarize yourselves with the contents and discuss the information with your child.

I encourage you to get involved with your child's education by helping him or her be prepared for school every morning.

Please feel free to contact me via email or you may contact the school office at 251-943-1244. I look forward to knowing you and your children this year!

Gina Gipson
Principal

600 9TH Avenue Foley, Alabama 36535
Phone: 251-943-1244 **Fax**: 970-2004 **Website**: bcbe.org/mathiselementary

ARRIVAL AND DISMISSAL

Arrival:
Students should arrive on campus between **7:10 a.m. and 7:45 a.m.** Students who enter their classrooms after 7:45 a.m. are marked tardy. Car riders MUST be dropped off in the carline on the west side of the school.

Dismissal:
1st Wave Bus riders/Car riders are dismissed at **2:45 p.m.** and exit near covered walkway.
2nd Wave Bus riders/Walkers are dismissed at **2:50 p.m.**
3rd Wave Bus riders are dismissed at 3:00 p.m.

Check-outs
Students participate in vital learning activities until the end of the school day. Early checkouts can disrupt the learning process for students, especially if they become excessive. When possible, please schedule appointments outside of school hours.

If an early checkout is unavoidable for a student, he or she must be checked out BEFORE 2:15 p.m. **Checkouts after 2:15 p.m. will only be permitted in cases of extreme emergency and at the discretion of the principal or his or her designee.**

ATTENDANCE INFORMATION
- School begins at 7:45 a.m. and students arriving at school after 7:45 a.m. will be marked as tardy. The BCBE Attendance office monitors all absences and tardies, and excessive absences/tardies are reported to the District Attorney.
- In the event that parents need to check their child out early, they must do so in the office. ID will be verified. **There will be no early dismissals after 2:30pm**. Early dismissals prior to or check-ins after 11:30 a.m. constitute a full day absence.
- Up to 3 days per year of pre-approved "Administratively Excused" absences may be granted by the principal. Requests must be made in writing at least two weeks in advance of the planned absence.
- Parents must send a note or physician's excuse within 3 days of a student returning to school from an absence. For permissible reasons for excused absences see Baldwin County Board of Education Policy #985.
- Students with 3 unexcused absences, 10 excused absences, or 10 tardies may be subject to the early warning system.

BAND
Band is an elective of choice for a 6th grade student. If a student's behavior and grades are adversely affected by his or her participation in band, a conference must be held with the principal, parent, and teacher to determine the student's continuation in band.

BULLYING/HARASSMENT
***See Baldwin County's Student Code of Conduct Handbook**
Bullying is when one person picks on or hurts another person again and again. Bullying may include physical attacks, verbal attacks, or exclusion of a student or group of students. At Florence B. Mathis Elementary School, we will not tolerate bullying. It is a continuous pattern of intentional behavior. Students who experience this type of treatment from another student should let an adult know right away so that a plan can

be put in place to end this type of behavior. We want all of our students to feel safe at school and to enjoy coming to school. We will not allow bullies to prevail.

CAR RIDERS

At times, the loading and unloading areas are slow, so please be patient. The children's safety is of utmost concern for all of us. Parents who choose to drive their child to and from school need to observe the following:

- Arrive between 7:10 a.m. and 7:40 a.m. to drop off your child. Tardy bell rings at 7:45 a.m.
- Students should be completely ready to exit the car once you are in the carline. Students should exit the car when stopped at the breezeway. We dismiss from the entire length of the breezeway.
- Arrive between 2:45 p.m. and 3:10 p.m. to pick up your child
- Drivers, watch out for all children.
- Do not park for afternoon pick up until after 2:30 p.m.
- Do not block carline traffic. If you have an issue that will cause a delay, please pull forward and park out of the way of carline
- **Drivers must not exit their cars for any reason. Parents picking up Pre-K students must do so in the front of the school then drive to the carline for dismissal.**
- **Drivers must not park across the street and walk onto campus to pick up your child**
- Watch adults on duty for stop, load, and go directions

ELECTRONIC COMMUNICATION DEVICES (SEE BOE POLICY #6.21)

Students in Alabama elementary and secondary schools are prohibited from possessing, using, or operating any wireless communication device in the building or on the grounds during the instructional day. Devices must be turned off and stored off their person in bookbags from K-5th grade students. 6th grade students will turn in cell phones at the beginning of the door to a lockbox. "Wireless communication devices" includes, a cellular telephone, tablet computer, laptop computer, pager, gaming device, or any other portable electronic device, such as a smart watch, that has the capability of exchanging voice, messaging, or other data communication with another electronic device. The "instructional day" is defined as the period of time during which a public elementary or secondary school is (1) open and in session for purpose of meeting the minimum number of instructional days or hours pursuant to Section 16-13-231, Code of Alabama, 1975, and the term also includes (2) class time, class transitions, lunch, non-instructional times, and (3) any other time as specified by the Student Code of Conduct. The use of wireless communication devices by students is also prohibited while students are being transported on a school bus, except as provided for herein.

Students who chose not to follow this law will be subject to the following consequences.
1st offense: Wireless device will be confiscated and parent must pick up from the front office. Under no circumstances will the device be returned to the child at the end of the school day.
2nd offense: Wireless device will be confiscated and parent must meet in person with an administrator. Student will be assigned at least 2 days in school suspension. At the time of the meeting, the device will be returned to the parent.

3rd offense: Wireless device will be confiscated, student may be suspended out of school up to 10 days, and parent must meet in person with an administrator. At the time of the meeting, the device will be returned to the parent.

CHILD NUTRITION PROGRAM

A good meal is not only essential to academic achievement, it is also part of a good education. The school cafeteria serves a well-balanced breakfast and lunch daily. Breakfast and lunch menus are published on the bcbe.org website. **Breakfast will not be served after 7:40 a.m. unless a school bus has been delayed.** All Baldwin County students will be provided free breakfast and lunch this school year. Students will still have to put their PIN numbers in daily. Students may purchase additional a la carte items. See below: Prices for adults are below:

Lunch Prices: BCBE Employee and Visitors **$4.85**

Breakfast Prices: BCBE Employee and Visitors **$3.15**

Due to space restrictions, we do not allow parents/families to eat with students during lunch. Students should bring a lunch from home or eat a cafeteria lunch. Lunches may not be brought to school from fast food restaurants.

COMMUNICATION

- Teachers must use the district adopted Parent Square App. due to security and safety measures. Remind may not be used.
- Teachers will do their very best to respond to your messages within 24 hours.
- Teachers have families too! They will not respond to messages after 5:00 pm. These messages will be returned on the next business day.

DIGITAL DISCIPLINE POLICY

Most students do not have problems when using technology. However, there must be corrective actions in place for any individual who may commit acts that cannot be ignored. Thank you for your support!

Computer use involving illegal activity (pornography/weapons/drugs and alcohol, etc.)

- 1st Offense: 5 day suspension ~ Computer taken (maximum) 45 days / SRO (Contact Law) Enforcement if necessary
- 2nd Offense: Principal's Discretion

Use of Proxy

- 1st Offense: Delete the proxy and warning ~ (Maximum) Computer taken (maximum) 10 days ~ Depending on the history of the computer, more consequences may be necessary. Parent contact
- 2nd Offense: (Maximum) One day suspension ~ Computer taken (maximum) 20 days ~ Parent contact
- 3rd Offense: (Maximum) Three day suspension ~ Computer taken (maximum) 45 days ~ Parent contact and SRO

Intentional damage to school property and/or vandalism to digital device

- Suspension; Repair and/or pay for damages

Inappropriate downloads, Internet activity, communications, or inappropriate use – also including hidden folders and deletion of history.

- 1st Offense: Warning ~ Lunch and/or P.E. Detention ~ Loss of use (maximum) 5 Days ~ Parent Contact ~ Delete the inappropriate content
- 2nd Offense: One day Detention ~ Computer taken (maximum) 10 days ~ Parent Contact
- 3rd Offense: One day of School Suspension ~ Computer taken (maximum) 20 days ~ Parent Contact
- 4th Offense: One day suspension ~ Computer taken (maximum) 45 days ~ Parent Contact

Physical Misuse or Neglect (leaving computer/bag unattended, exposure to food/drink, dropping/throwing of items)

- Day user for a specified amount of time. TBD depending on circumstances. Student will be responsible for any applicable fees for repair or replacement.

Harassment/Intimidation/Cyber Bullying

- 1st Offense: Essay on cyber bullying ~ Other consequences TBD based on the severity of the offense ~ Parent conference ~ Depending on severity (maximum) 1 day suspension ~ Computer taken (maximum) 10 days
- 2nd Offense: Parent conference ~ (Maximum) 3 days suspension ~ Computer taken (maximum) 20 days

Additional Offenses: Principal's Discretion

***This guidance is for the computer only; other sanctions may apply as per the harassment policy.**
****Any violation, which results in violation of State and/or Federal Laws, will be reported to the SRO on Campus.**

Most students never have any problems if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed must, therefore, be left to the discretion of school officials. Repeated offenses may result in additional corrective actions.

EMERGENCY CLOSING OF SCHOOLS

In cases of inclement weather that causes an unscheduled closing of school, *School Messenger* telephone messages will be sent and local media sources will be notified. Please enroll online to receive critical information via email or text message. Also, verify that **phone numbers** on file with the school **stay up-to-date**. It is very important that in case of an emergency closing, you have completed the section regarding "Emergency Information" on your child's enrollment card making the school aware of your instructions for dismissing your child. If an evacuation is required, students at Florence B. Mathis Elementary will walk to Foley High School for pick-up by their parents/guardians. If the designated area at Foley High School is moved, students will be bused to St. Paul's Episcopal Church. Students will not be dismissed to anyone other than a legal guardian in emergency situations. Your careful attention to these procedures will help us keep your child safe.

ENROLLMENT INFORMATION

- All students must have current immunization certificates (blue card) from the Health Department or a Physician on file.
- All students must have a copy of their Social Security card on file.
- All students must have a copy of their certified birth certificate on file.
- Original social security cards and birth certificates are required for initial enrollments.
- All students must have two (2) current proofs of residency on file
- Any student not residing with both parents listed on their birth certificate must have a copy of custody/adoption papers on file at the school (see BCBE Policy #910)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records. A copy of the policy is available in the school office.

FIELD TRIPS

Field trips serve as an invaluable learning experience and provide much enrichment to our program. You will always be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often this deadline is several weeks before the actual date of the trip because reservations and payments are necessary. The cost of a field trip is determined by the cost of fuel, bus driver's salary, admittance fees, cost of meals, etc. This cost is divided among the number of students planning to attend. As a result, it is usually necessary that a reservation and deposit be made.

1. The permission form and money must be submitted through My School Bucks by the deadline in order for your child to participate.

2. All parents who accompany a field trip must be an official chaperone and agree to follow the Chaperone Guidelines. Chaperones must follow school procedures. Chaperones may not smoke or vape. Also, younger or older brothers or sisters cannot attend. Parents must also have a background check completed, go to website: https://bib.com/SECUREVOLUNTEER/Baldwin-County-Board-of-Education/ to register.

3. **There will be NO REFUNDS for either the child or the adult once a reservation and a deposit have been made. This includes suspensions from school, illness, tardiness, or a death in the family, rescheduled trips, etc.** Any time a ticket is purchased for admittance to a presentation or other entertainment activities, there are no refunds.

4. Strict discipline guidelines are in place while on field trips. If a child misbehaves on a field trip, we reserve the right to retain the child at school with another class when future trips are taken. Students and parents should be especially cognizant of the following:

- Any student with two or more visits to the office for major discipline infractions may be denied field trip privileges.
- The dress code applies to field trips as well as the school campus. Failure to adhere to the dress code will result in a forfeiture of the field trip privilege.

ILLNESS

Students who become ill at school will be sent to the office. Early dismissal will be given, providing the parents or legal/guardian can be contacted and can arrange for the student to be picked up at school. If a student has a temperature, the parent must take the student home. Students must be fever-free before returning to school. We are not allowed to give non-prescription medication to students. Health records are maintained on each child. If your child has a medical problem, please be certain we know about it, especially in cases of epilepsy, diabetes, heart condition, asthma, or other serious condition. Keep a child home from school and seek medical advice or care if there is:

- Temperature elevated to 100.4 or greater
- Vomiting two or more times in the previous 24 hours
- Diarrhea or stools that are frequent, loose or watery, compared to child's normal pattern
- Blister-like lesions, especially if they develop into pustules. May "weep" and crust.
- Skin rash that is new and accompanied by a fever
- Pink/reddish color to white part of the eye and thick discharge may be yellow or greenish in color
- Ringworm-A common skin infection, usually resulting in red, itching, scaly circular rash
- Any open wound, draining or pustular lesion on the skin
- Symptoms that prevent the student from active participation in usual school activities or student is requiring more care than school can safely provide

MEDICATION

Students requiring a daily dosage of medication will be furnished a form that must be completed by the physician, parent/guardian and returned to the school. Parents must bring the medication to school. Only empty bottles will be sent home with the child.

PARENT CONFERENCES

Parent-teacher conferences are important in improving learning. Appointments for conferences are made to coincide with the teacher's planning period, before or after school. Parents may call the school at 943-1244 for assistance in scheduling a conference, or parents may send an email or note directly to the teacher.

PARENTS RIGHT-TO-KNOW NOTICE

In accordance with Title I of the Every Student Succeeds Act (ESSA) of 2015, parents through the Right-To-Know provision, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments.

When requesting this information, send your written request to Gina Gipson, Principal, Florence B. Mathis Elementary School, 600 9th Avenue, Foley, AL 36535 or to Ms. Ashley Clolinger, Federal Programs Coordinator, 1091 "B" Avenue, Loxley, Alabama 36551.

Our school has a Continuous Improvement Plan in place to help structure a learning environment for all students attending our school. It may be viewed in the school library or on our website at bcbe.org/mathiselementary. We welcome your input and value your opinions and suggestions.

PARENT NOTIFICATION: FLORENCE B. MATHIS ELEMENTARY IS A TITLE I SCHOOL

Title I is a federal program designed to help students in our nation's schools. In accordance with the Every Student Succeeds Act and Title I, the goal is to help all children be successful at school. Schools in communities that meet requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Some of the benefits that we offer to all students are after-school tutoring.

Selection for Title I services is based on reading and/or math assessments, teacher recommendations, grades, and other pertinent information. Children who may benefit from intervention are selected for the program. They rotate in and out of the program as their needs are met. Your child may be selected for Title I intervention and receive small group or individual instruction in one or more skills or concepts, in addition to the instruction provided in the regular classroom.

A compact is used as part of the school-wide program. This compact is designed to help us work together to best meet the needs of each individual student. Please take a moment to review and sign the compact with your child and promptly return it to your child's teacher.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at school, in the home, and in the community.

PROMOTION STANDARDS

The teacher and principal are responsible for the decision to promote a student. The decision is based on the student's performance during the school year and the criteria established by the Board of Education. Parents are notified through a *Notice of Academic Status* whenever a student is being considered for retention. This notice will list areas of concerns and parents are urged to set up a conference to discuss what needs to be done.

RECOGNITION

Awards or special recognitions are given to students for the following accomplishments:

1) Perfect attendance (No early dismissal, tardy, or absence for the grading period)
2) "A" Honor Roll
3) "A/B" Honor Roll
4) Peer Helpers
5) Citizenship
6) Most Improved

REPORT CARDS

Baldwin County Schools operate on a nine-week reporting system. Progress Reports are sent home in the middle of each quarter. Parents are encouraged to study the report

card carefully and, if necessary, to schedule conferences with teachers to discuss the child's progress.

RESPONSE TO INSTRUCTION (RTI)

Through implementation of RTI, the Florence B. Mathis Elementary School faculty will identify and monitor students at risk, use problem-solving and data-based decision-making to provide research-based interventions, and adjust the intensity of interventions based on the student's response. Parents may refer students to RTI if their child is struggling academically or having behavior problems. Please call Tina Waters, Mathis Instructional Coach (251) 943-1244 if you would like more information about RTI.

SCHOOL HEALTH SERVICES

SCHOOL NURSE

The school nurse is an experienced professional who is in charge of the school health program. The nurse or health aide takes care of students in many ways. She is available or on call when a child is ill or seriously hurt. Some of the services provided by the school nurse are vision and hearing screening, communicable disease detection, counseling for health-related problems, administering medication, and acting as a liaison between local agencies and doctors.

The school nurses provide several opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand-washing, vision and hearing, dental screening, and health and hygiene classes. Medications given at school require a Medication Authorization Form to be completed by the physician and the parent for prescription medication. Over the counter medications must be signed by the parent and cleared by the RN. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions. The "Changing Body Program" is presented to the 5th graders. Scoliosis screening is provided for grades 5-9 (ages 11-14) as required by state law.

SCHOOL MATERIALS AND SUPPLIES

Students are expected to bring the proper materials and supplies in all classes. This includes a notebook, paper, pencil, pen, textbooks, and Chromebooks.

SEXUAL HARASSMENT

***See Baldwin County's Student Code of Conduct Handbook**

The Baldwin County Board of Education recognizes that harassment on the basis of gender is a violation of both federal and state discrimination laws. The board is committed to providing learning and co-curricular environments that are free from sexual harassment where all students and employees can work together comfortably and productively.

Sexual harassment will not be tolerated from students, employees or non-employees, including volunteers and suppliers, who have contact with employees and students in the workplace, school or school sponsored events or any event sanctioned by the Baldwin County Board of Education.

SNACK

Students may bring a snack from home. We will sell ice cream once a month for $2.00. Students will be able to purchase Kona Ice two days each month.

Students may also purchase ice cream on their birthday for the entire class! Ice Cream may be purchased for a flat fee of $30.00. This fee is paid on My School Bucks. Cash or check is not accepted. The birthday student will receive a party hat and "Happy Birthday" message on the marquee. This must be reserved and paid for two weeks in advance. Students are served birthday cake ice cream. Substitutions are not allowed.

A la carte items (availability differs school to school). A la carte items must be paid for at time of purchase.

Item	Price
FRUIT/VEGETABLE	
Fruit (fresh, canned, dried)	$0.75
Frozen fruit cup/sorbet	0.75
Vegetable (excluding potato products)	0.75
Potato Side Items (fries, tots, mashed potatoes)	1.00
Fruit Snacks/Fruit Roll-Ups	0.75
DAIRY	
Milk, bottle 8 oz	0.75
Yogurt, 4 oz (any flavor)	0.75
Yogurt, squeeze	0.75
Cheese Stick	0.75
Pudding Cup	0.75
GRAINS	
Roll or Biscuit	0.75
Muffin all flavors OR Brownie	0.75
Cereal, all flavors	1.00
Cereal Bars and Rice Krispy Treats, all varieties	1.00
Cookies, all varieties	1.00
Crackers, goldfish, animal, graham	1.00
Chips and Popcorn, all varieties	1.00
Grits/Cheese Grits	1.00
Powdered Donut Holes	$2.00
BEVERAGES	
Juice Box or Carton, 4 or 6 oz	0.75
Sparkling Juice	1.50
Water Plain	1.25
Water, Sparkling (High School Only)	1.50
ENTREES	
Extra Breakfast Entrée (Grain and Meat or 2 Grains)	1.25
Breakfast Sausage Links (2 each), Sausage Patty (1 each)	1.00
Crispito, 1 each	1.00
Extra Lunch Entrée	1.75
Second Breakfast (full meal)	3.05
Second Lunch (full meal)	4.65
Fruit and Yogurt Smoothie and Yogurt Parfait	$2.25

STUDENT CONDUCT

Each teacher has classroom procedures and a discipline plan in place that he/she uses with your child. The teacher will adapt his/her plan to fit this expectation policy.

This year, the district is implementing a system that will directly email parents regarding major infractions, minor incidents, and positive referrals. If you receive an email, please read the teacher feedback regarding the incident. Please note some emails may inform you of a minor incident while others may be a major infraction. In addition, you may receive a positive referral email as well!

Appropriate Behavior Recognized:
We have designed this plan to ensure that our students can receive a quality academic program without disruptions. Appropriate behavior will be recognized and awarded. Inappropriate behavior will not be tolerated.

Bus Conduct: Students are expected to follow the same conduct rules on buses as in the classroom. The bus driver has the same authority on the bus as the teacher does in the classroom. A student who is uncooperative on the bus will be referred to the office for disciplinary action and possible suspension from riding the bus.

On the bus students should:

- Keep hands and head inside the bus
- Keep hands and feet to themselves
- Remain seated and quiet
- Keep aisles clear at all times – including feet, legs, bodies, and books
- No eating, drinking or chewing gum on the bus
- Help keep the bus clean; do not throw paper on the floor or out the windows, nor vandalize the bus in any way – cutting or writing on seats could result in payment of damages
- Show respect and courtesy to the bus driver and others including drivers of vehicles traveling beside or behind the bus

Students are assigned to a specific bus. Please do not request a change in bus for your student. This causes confusion and may overload the bus.

If a child who normally rides in a car needs to ride a bus for any reason, the parent/guardian must write a note requesting permission. The principal must approve this note before 10:00 a.m. Permission will be granted provided seating is available. **NO PHONE MESSAGES REQUESTING A STUDENT RIDE HOME IN ANY WAY OTHER THAN THAT NOTED DURING REGISTRATION CAN BE MADE VIA TELEPHONE**.

Cafeteria Conduct: While in the cafeteria students should wait quietly in lines, eat quietly, and use good manners. Before leaving, each student is responsible for picking up any trash from products he/she brought to the table. Canned or bottled carbonated beverages and food from restaurants is not allowed in the cafeteria.

Discipline Procedures: Florence B. Mathis Elementary holds a high standard of conduct for students. Each classroom teacher has designed his/her own classroom rules, which includes positive reinforcement as well as consequences for infractions. If a child does not appropriately correct his/her behavior with a teacher's management system:

- The child will be referred to the principal's office.
- In instances where misbehavior is severe such as verbal or physical aggression toward a student or staff member, the student will be sent immediately to the principal's office.
- Bullying will not be tolerated. Children suspected of such behavior will be referred to school administrators and counselors.
- Fighting or acts of violence will not be tolerated. In most cases, such behavior will result in suspension. Due to the variety of disciplinary infractions that can occur within an elementary school, each situation will be handled individually. Appropriate consequences will be determined according to the severity of the infraction and developmental age of students.
- The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. Students are permitted to keep personal wireless devices only in lockers, the school office, or other locations.

- Please be aware that teachers, administrators, or other school personnel cannot discuss disciplinary consequences with anyone other than a child's own parents or guardians. Confidentiality prohibits the school from sharing such information with individuals other than a child's parents, school system personnel, or in extreme cases, law enforcement personnel.
- All Baldwin County Schools are alcohol free, drug free, tobacco free, and weapon free. Violators of these offenses will be suspended.
- Phone use by students is limited to emergency situations as determined by the staff. Emergency situations do not include forgotten items.

SUSPENSIONS AND EXPULSION

See Baldwin County Board of Education Student Code of Conduct Handbook
www.bcbe.org

VISITORS AND VOLUNTEERS

We welcome visitors to our school! In order to keep instruction from being disturbed, there are rules that must be adhered to. **Classes may not be interrupted during instructional time to talk to your child's teacher**. Teachers have been instructed not to conference with parents during instructional time. All visitors and volunteers must follow the following guidelines. Generally office personnel can take care of forgotten lunches, books, etc.

1. **ALL** visitors or volunteers **MUST** sign in through the office upon entering the school and get a visitor's pass.
2. Volunteers/visitors can only go into the classroom if it has been prearranged with the teacher. It is the responsibility of the visitor or volunteer to inform and obtain approval to visit or volunteer prior to 7:45 a.m. of the day of the visit or work. This includes eating lunch, providing snacks for the class, making copies, or other teacher-requested help.
3. Non-school aged children, or children not attending Florence B. Mathis Elementary School are not allowed in the classrooms during school hours (7:45-2:45).
4. Visitors who abuse their visitor/volunteer privileges will forfeit the right to visit the school as a volunteer.