



BAY MINETTE ELEMENTARY
STUDENT HANDBOOK
2026-27

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**DID YOU KNOW? BAY MINETTE ELEMENTARY SCHOOL HAS APPROXIMATELY
850 STUDENTS IN GRADES PRE-K THROUGH SIXTH GRADE. THERE ARE
OVER SIXTY TEACHERS SERVING THE STUDENTS AT BMES!**

Mission Statement:

We believe that all students can and will learn at high levels.

Vision Statement:

*It is our commitment to Encourage, Educate
and Excite students about learning.*

Motto:

At Bay Minette Elementary School, we work hard to play hard!

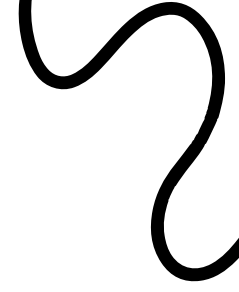
BCPSS Mission Statement:

*In partnership with the community, the Baldwin county public
schools' mission is to prepare all students for college and career
readiness through a culture of equity and opportunity.*

BCPSS Vision Statement:

*The vision for Baldwin County Public Schools is to foster a nurturing
environment with high expectations for students to achieve their
potential and graduate with countless opportunities.*

#workhardtoplayhard



All inquiries, questions, or comments regarding Title XI concerns should be sent to:
Loxley Central Office Satellite, 1091 B Avenue
Loxley, Alabama 36551
251-937-0308

In accordance with Board Policy #6.10, all complaints regarding sexual harassment should be filed and reviewed under the Board's student sexual harassment policy and procedures. Any person may report sex discrimination, including sexual harassment (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title XI Coordinator as identified in this Code of Conduct, or by any other means that results in the Title XI Coordinator receiving the person's verbal or written report.

All other complaints under Title XI should be filed with the Title XI Coordinator and will be reviewed according to the Board's general complaint and grievance policy and procedures. Title VI and VII the Board does not discriminate based on race, color, disability, creed, religion, 'sex, age, or national origin in its education programs or activities it operates. All student inquiries, questions, comments, concerns, or complaints regarding non-discrimination policies and noncompliance with Title VI and VII of the Civil Rights Act of 1964 should be registered with the appropriate Assistant Superintendent based on the student's grade level in accordance with the Board's general complaint and grievance policy and procedures.

Forms to register a specific complaint are located on the Board's website, with school principals, and with the system contacts listed below:

Any person having inquiries concerning the board's compliance with regulations implementing Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and to identify children with disabilities may also contact the following individuals:

Ms. Dawn Frenette, Special Services Coordinator & District IDEA Services Coordinator
251-970-7324 OR dfrenette@bcbe.org

Ms. Dionne Dunton, Instructional Support Supervisor & District Section 504 Coordinator
251-970-7322 OR dduntoN@bcbe.org

STUDENT DISCLAIMER

This Handbook and Student Code of Conduct is not intended to, nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, the Baldwin County Board of Education (Board) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

For students or parents having difficulty reading and understanding information in this document, consider one of the following options: Contact your student's school office for help or contact your school counselor and schedule an appointment time for guidance.

Baldwin County Board of Education

Mr. Marty McRae, Superintendent
2600A North Hand Avenue
Bay Minette, AL 36507 (251) 937-0306

2026-2027 Board members

Mr. Tony Myrick, President & District 3 (Robertsdale)

Mrs. April Bradley, Vice-President & District 7

****Mr. Ken Bradley, District 1 (BMES Feeder Pattern**)**

Mrs. Andrea Lindsey, District 2 (Daphne)

Mrs. Rondi Kirby, District 4 (Foley)

Mr. Jason Woerner, District 5 (Elberta)

Mr. Cecil Christenberry, DISTRICT 6 (Fairhope)

Regularly scheduled board meetings are held on the third Thursday of each month in the Tharp Building at the Central Office in Bay Minette. For additional information, please visit our website at www.bcbe.org

BMES STAFF

OFFICE PERSONNEL

ALLYSON MAXWELL, PRINCIPAL
MORTEZ L. BARNES, ASSISTANT PRINCIPAL
SARA CLAIBORNE, ASSISTANT PRINCIPAL
TONYA CLAY, BOOKKEEPER
HEATHER HAYES, REGISTRAR
DEBBIE RIGBY, TEACHER CLERK
JAMIE PAUL, TEACHER CLERK
HAYLEE ETHREDGE, CURRICULUM LEADER

AUDREY STARNES AND O'NEIL ROBERSON, COUNSELORS
MCKENZIE LEE, SOCIAL WORKER

KAYLEIGH HALL AND CYRSTEN DEMKO, NURSES
BRIAN HARRIS, SCHOOL RESOURCE OFFICER

INSTRUCTIONAL STAFF

**SHANNON CULVER, BUILDING BASED
MATH COACH**

**SHANNON LEE, INSTRUCTIONAL
COACH**

**DORIS MCMANUS, LOCAL READING
SPECIALIST**

ENRICHMENT INSTRUCTORS

SAMANTHA BENDER, MUSIC TEACHER

CHLOE GREEN, PE

JAMIE MCGOWIN, PE

KEEGAN RUSSELL, PE

JESSICA MERCHANT, ART TEACHER

JAMIE MYERS, BAND TEACHER

JAN SMITH, LIBRARIAN

BMES STAFF

Preschool

Katie Clewell and Courtney Tyree
Marcia Hastings and Nicole Hudson
Tina Byerly and Meagan Nease
Jessica Woods and Wendy White

Kindergarten

Bailey Cox Brooklyn Grace
Ann Higgins D'Natia Kennedy
Erin Taylor Brittany Wallace
Aides: Sarah Peaden & Kierra Bryars

First Grade

Payton Cox Lorri Stacey
Jayden McKinley Anna McKinnis
Brenna Edmondson Brenda Karpanty

Second Grade

Ben Mallon Emily Trump
Katie McKinney Melissa Waldorff

Third Grade

Kylie Boutwell Maggie Hollinger
Heather Gresham Holly James
Amber French Nancy Wells

Fourth Grade

Chelsey Hood Anna Webb
Erin Mims Hayley Phillippi
Shannon Garrett Hannah Helmer

Fifth Grade

Mavis Caster Leona Rudolph
Tonya Means Jamie Taylor
Charlene Beasley Winifred Riley

Sixth Grade

Rachel Hess Andrea Leggins
Ashley Rider Heather Sims

Specialty Teachers

Julie Bellendir Bailey Bounds
Tara Chamblee Angie Cieutat
Yesenia Lane Laurie Mashburn
Kristie McClay Emma Crysell
Nora Morris Katie Robinson
Joy Samp Kim Wiggins
Edith Leonard

Paraprofessionals

Khadijah Bryant Tamesha Knight
Candace Mondaca Shellie Morris
Patty Pelot Kellie Phillips
Takira Watson Bobbie Wesley
Carthea Nye Kim York

Building and Grounds

Manager- Brent Pugh
Catherine Allen Willie Andrews
Brad Boling Tonya Holt
Jeri Weaver Norma Weekley
Mary Hollingsworth

Child Nutrition Program

Manager- Carolyn Bryars
Tanganyika Baker Lisa Gill
Becky Comalander Sheena McKee
Grittiya Hilbert Charnita Kennedy
Latasha Jackson Martha Soto

TITLE I SCHOOL

PARENT AND FAMILY ENGAGEMENT PLAN:

Title I schools develop and distribute a Parent and Family Engagement Plan, which outlines how the school will involve parents in their child's education.

SCHOOL-PARENT COMPACTS:

These agreements outline shared responsibilities between parents, students, and school staff in supporting student achievement.

ANNUAL TITLE I MEETINGS:

Schools are required to hold annual meetings to inform parents about Title I programs and activities. Information will be shared when these meetings are scheduled.

CONTINUOUS COMMUNICATION:

Title I schools are expected to maintain ongoing communication with parents about student progress and school activities.

PARENT AND STUDENT ACTIVITIES:

Schools often offer take home activities to help parents support their child's learning at home.

HOW TO FIND INFORMATION

SCHOOL WEBSITE:

Baldwin County schools often publish their Title I information and plans on their respective websites.

SCHOOL OFFICE:

Parents can also contact the school directly to request information about Title I programs and their rights.

BALDWIN COUNTY PUBLIC SCHOOLS WEBSITE:

The main district website also provides resources and information about Title I.

PARENT RESOURCE ROOM:

Some schools have designated Parent Resource Rooms where parents can find materials and information about Title I programs.

RIGHT-TO-KNOW PROVISIONS

Parents in Title I schools have the right to request information about their child's teacher's qualifications and the qualifications of any paraprofessionals providing services to their child.

LOW-INCOME STUDENTS:

Title I programs are primarily designed to support students who are from low-income families.

PARENTAL INVOLVEMENT:

Title I programs emphasize the importance of parental involvement in supporting student success.

WE ARE A SMOKE FREE, TOBACCO FREE, DRUG FREE, AND WEAPON FREE CAMPUS.

EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board that no student shall be denied the benefit of any education program or educational activity based on race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate public education is available to all students with disabilities.

It shall be the policy of the Board that barriers to enrolling and retaining students with limited English proficiency, homeless status, migrant status and immigrant status shall be removed, including but not limited to, the denial or delay of enrollment of such students due to lack of birth certificate, lack of school records or transcripts, lack of immunization or health records except otherwise outlined in AL Immunization Law, lack of proof of residency, lack of transportation or guardianship or custody requirements. Notwithstanding the foregoing, the Board recognizes and confirms the importance and necessity of requiring certain enrollment related documentation.

In the event students are enrolled without all required documentation, the Superintendent shall develop and implement administrative procedures to ensure and facilitate the supplemental provision of such documentation.

All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements. Title XI the Board does not discriminate based on sex in the admission to, or employment in, its education programs or activities it operates.

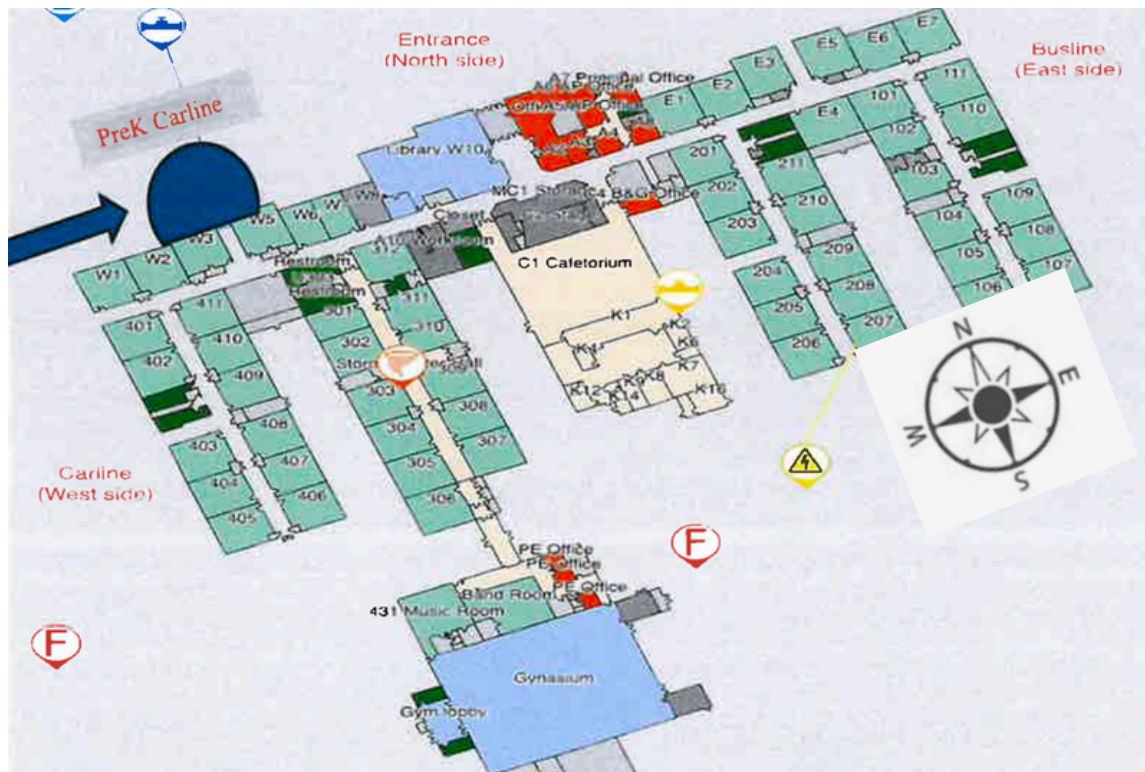
BELL SCHEDULE

MORNING	AFTERNOON
CAR LINE BEGINS AT 7:10	FIRST BUS BELL 2:55
FIRST BELL 7:30	SECOND BELL & CAR RIDERS 3:05
TARDY BELL 7:40	THIRD BELL BUS & WALKERS 3:10
PREK LINE BEGINS AT 7:45	LATEST CHECKOUT 2:30

CAR LINE PROCEDURES

Morning K-6 car line begins at 7:10 and the gate closes at 7:40. Students arriving after car line ends will need to check in through the office with a parent. Parents will need to park in the side parking lots to escort students to the front. Students cannot be dropped off unattended. The front parking lot will be closed from 7:40 to 8:00 for safety of PreK car line.

PreK carline begins at 7:45. Cars will line up at the old elementary school and drop students at the west side front entrance (see below).



ATTENDANCE

Code of Alabama (1975) §16-28-3 requires all children between the age of six (6) and seventeen (17) years of age to attend school for the minimum number of scholastic days prescribed by the Alabama State Board of Education. All laws regarding school attendance shall be strictly enforced by the Baldwin County Public Schools.

The Baldwin County Board of Education believes students should be in attendance and on time for school. Absences are coded as either excused or unexcused. The determination is made by the written excuse sent by the parent/guardian to the homeroom teacher. Preferably, on the day the student returns to school, he/she should present a written note stating the reason for the absence. It must be presented within three days of the absence.

This note will determine how the absence is coded. Excused absences are those due to illness, inclement weather as deemed by the Superintendent, legal quarantine, death in the immediate family, or emergency conditions as determined by the principal and consent of the parents. Absences for other than the above must be approved by the principal prior to (before) the absence. If approval is not granted before the absence, it will be coded unexcused.

The information that explains the Early Warning System is given out at the beginning of school. Letters are sent from the school and the Board of Education when unexcused absences occur.

Remember, when a student checks out of school, classwork is being missed and the determination of whether this work can be made up is based on the reason for which the student was checked out. Guardians or designated adults have the authority to give permission for a student to be checked out.

Upon return to school from excused absence(s), students have up to three days to complete and turn-in make-up work to teachers.

*All who are checking out students must be prepared to show a picture ID before student will be called. Latest checkouts at 2:30.

REMINDERS

Parents of students in grades K-12 may submit up to nine (9) parent written excuses per calendar year.

After nine (9) absences have accrued in a year, a doctor's or legal excuse will be required for additional absences to be excused.

If a student misses more than half of a school day, a full absence will be accumulated.

The student can be recommended to truancy court if the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences.

Petition for review by the Attendance Committee at the school can be filled out at any time after notification, but in any event, no later than 20 calendar days before the final day of the academic year.

The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

*Good attendance continues to be a priority on our campus. Administration reserves the discretion to restrict students from participating in extracurricular school activities and functions if their attendance is non-compliant. This includes tardies, early check outs and excessive absences.

*Daily Transportation changes must be emailed to the office no later than 1:30. jpaul@bcbe.org

TARDINESS

Car line closes at 7:40, therefore Students arriving at school after this time must be accompanied by a parent. The parent is expected to come into the school office and check in the student. At bay minette elementary school, learning happens from bell to bell. Promptness is important to our learning environment.

GRADING POLICY

Baldwin County Schools operate on a nine-week reporting system. Report Cards are distributed each 9 weeks with progress reports sent home every 5 weeks.

Parents are encouraged to study the progress reports carefully, sign and return them to acknowledge having received the reports. if necessary, schedule conferences with the teachers. Any below average grades should be discussed with the teacher(s) after the notices are sent. Grades are based on the following scale:

A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= Below

BCPSS utilizes the Power School software program to allow parents to have access to variety of their student's information and grades. parents may access the Power School Home/Parent Portal to view the student's demographics, attendance, discipline, fees, grades, schedule, reports, and alerts. Access to the Power School link can be found on our website, www.bcbe.org. To obtain a login to the Web site, contact your student's local campus registrar.

MULTI TIERED SYSTEM OF SUPPORT (MTSS)

mtss is a tiered system of academic and/or behavioral intervention that provides support to students who experience difficulty maintaining grade level performance. Student data and growth is reviewed on a regular basis. Students, not meeting grade level standards, are referred to the problem solving team (pst). a student improvement plan is created and The PST collaborates with the highly qualified teacher to provide interventions to promote student progress. Monthly PST meetings allow the team to monitor student progress and adjust interventions based on the response of the student. Please call the curriculum leader at (251) 937-7651 if you would like more information about this process. The Parent Notification Letter will be used to keep parents informed of their child's progress.

SPECIFIC DISCIPLINE IN REGARD TO STUDENT THREATS TO HARM OTHERS

Disciplinary actions dealing with threats, whether deemed serious or just joking, will be handled consistently and in a timely manner by the administration. Specifically, actions that create panic, fear and chaos will not be tolerated at any grade level. Please note the following procedures and consequences stated below regarding student threats, subject to any rules and laws regarding students with disabilities:

First occurrence- up to 2-day suspension (Grades K-3)/3 day suspension (grades 4-6) at the discretion of the principal based on all the facts and circumstances

- Call parents and schedule a re-entry conference with campus SrO present.
- Notify SrO for law enforcement determination on whether additional investigation necessary.
- School counselor will meet with all students involved.
- Digital history checked on Chromebook or laptop reviewed.
- Notify parents of students)/victim(s) involved in the situation.

Second occurrence - 5 days suspension

- Notify SrO for law enforcement determination on whether additional investigation necessary.
- Re-entry conference with parents and SR0 present.
- Alta Pointe referral will be offered.
- School counselor will meet with all students involved.
- Digital history checked on Chromebook or laptop. Contact David Besancon, Ed Technology Director. If concerns are evident, system technology department will be notified for a deeper investigation.
- Notify parents of students (victims)involved in the situation.

Third occurrence - Contact Assistant Superintendent or Superintendent for additional guidance and whether suspension, pending expulsion and/or placement into an alternative educational setting is warranted.

POLICE DEPARTMENT INVOLVEMENT

It is the policy of the Baldwin County Board of Education to have the respective Police Department contacted to investigate every incident involving illegal or prohibited drug possession, consumption, sale, or distribution. All students involved in any such conduct may be subject to arrest, transportation to the Police Station, and in the normal course of investigation, interviews by the Police Department.

BEHAVIOR

Appropriate school behavior is expected at all times. Consequences for infractions follow all conduct policies and procedures outlined by the Baldwin County Board of Education. Students disrupting the learning environment are subject to the following system of behavioral support:

1ST OFFENSE: STUDENT CONFERENCE

2ND OFFENSE: PARENT PHONE CALL

3RD OFFENSE: PARENT/STUDENT CONFERENCE

4TH OFFENSE: COUNSELOR CONSULTATION

5TH OFFENSE: OFFICE REFERRAL

***CONSEQUENCES WILL VARY DEPENDING ON THE OFFENSE**

All infractions will be processed per BCBE policy. Dispositions include, but are not limited to: removal from class, off-campus suspension, Loss of privileges. A list of these infractions may be found on the BCBE website (www.bcbe.org). Discipline steps can be revised based on the severity of the infraction.

***NO REFUNDS WILL BE GIVEN FOR ACTIVITIES MISSED DUE TO
ASSIGNED CONSEQUENCES BY AN ADMINISTRATOR.**

ANTI-BULLYING AND ANTI-HARASSMENT POLICY (BOE POLICY 6.25)

Prohibition- BCPSS is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable will not be tolerated. In accordance with Alabama law, no student shall engage in nor should any be subjected to bullying and/or violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision and in accordance with applicable Federal and State law.

DEFINITIONS-

a. Bullying - a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

b. Hostile environment - the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

c. Violence - the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

d. Threat - a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat can carry out the threat.

e. Threat of violence - an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. Intimidation - an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. Student - a person enrolled in BCPSS.

DRESS CODE POLICY

All Students are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption. The Board prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a substantial disruption of, or interference with normal school operations. The local school principal will be the final authority for determining appropriate dress within the framework of the policies below. All schools will utilize a dress code. The dress code will consist of guidelines that students must follow to ensure appropriate attire. Appropriate dress and grooming in the school atmosphere can be determined by neatness, cleanliness, safety, appropriate selection of attire, and freedom from distraction of other students and/or the learning process. Any article of clothing or grooming that the principal can reasonably expect to cause a material or substantial disruption of, or interference with, normal school operations can be prohibited.

ALL ATTIRE:

- A. NO PICTURES, EMBLEMS, OR WRITINGS ON CLOTHING THAT**
- B. ARE LEWD, OFFENSIVE, VULGAR, OR OBSCENE,**
- C. ADVERTISES OR DEPICTS TOBACCO PRODUCTS, ALCOHOLIC BEVERAGES, DRUGS OR ANY OTHER ILLEGAL SUBSTANCE OR**
- D. CONTAINS FIGHTING WORDS OR INCITES CRIMINAL ACTIVITY OR**
- E. CAN REASONABLY BE EXPECTED TO CAUSE A MATERIAL OR SUBSTANTIAL DISRUPTION OF, OR INTERFERENCE WITH NORMAL SCHOOL OPERATIONS.**

SHOES:

Must be always worn and fastened properly in the front and back of foot.

- B. CLASSES MAY REQUIRE CERTAIN SHOES AND/OR PROHIBIT CERTAIN SHOES FOR SAFETY REASONS.**
- EXAMPLE: P.E., CHEMISTRY**
- C. NO BEDROOM SLIPPERS**
- D. FOR ELEMENTARY SCHOOL STUDENTS, NO OPEN TOED OR OPEN HEELED SHOES MAY BE ALLOWED FOR SAFETY REASONS (EXAMPLE: NO CROCS)**

TOPS:

- A. TOPS THAT REVEAL THE BODY IN AN INAPPROPRIATE MANNER ARE NOT PERMITTED. THIS INCLUDES BUT IS NOT LIMITED TO MID- DRIFTS, CROP TOPS, BARE AT THE SIDES, SUNDRESSES, "SPAGHETTI STRAP" TYPE TOPS, RACER BACKS, OFF-THE-SHOULDER TOPS, LOW-CUT FRONT, OR LOW-CUT TOPS**
- B. NO CUT OFF/CROP TOPS. (NO MIDRIFF CAN BE SHOWING)**
- C. NO SLEEVELESS GARMENTS.**
- D. NO SEE-THROUGH GARMENTS**
- E. DESIGNED SO THAT THE NECKLINE DOES NOT REVEAL CLEAVAGE.**
- F. DESIGNED TO COVER ALL UNDERGARMENTS**

UNDERGARMENTS.

- G. FIT PROPERLY- NO OVERSIZED OR OVERLY TIGHT TOPS**
- H. NO TANK TOP/UNDERSHIRT CAN BE WORN AS A SHIRT**

SHORTS:

- A. LENGTH SHOULD BE AT FINGERTIP/HAND OR MID-THIGH, WHICHEVER IS LONGER.**
- B. FIT PROPERLY- NO OVERSIZED OR TIGHT SHORTS**
- C. NO SPANDEX, BIKER, OR SEE-THROUGH SHORTS**
- D. MUST BE HEMMED AND NOT ROLLED UP**

DRESSES:

- A. LENGTH SHOULD BE AT FINGERTIP OR MID-THIGH, WHICHEVER IS LONGER**
- B. SPLITS MAY NOT EXCEED (3)INCHES ABOVE THE TOP OF THE KNEE**

PANTS:

- A. PROPER FIT, NO SAGGING, BAGGY FIT ITEMS. (NO PAJAMA BOTTOMS)**
- B. NO SEE THROUGH OR SPANDEX LEGGING PANTS.**
- C. PANTS THAT ARE TOO TIGHT OR ALLOW FOR EXPOSURE OF UNDERGARMENTS ARE NOT PERMITTED.**
- D. LEGGINGS, YOGA PANTS, AND OTHER TIGHT FITTING, SPANDEX OR LYCRA-BASED PANTS MUST BE WORN WITH AN ACCEPTABLE TOP THAT COVERS THE PRIVATE AREAS OF THE BODY.**
- E. LEGGINGS/TIGHTS MAY BE WORN ONLY UNDER SHIRTS AND DRESSES OF APPROPRIATE LENGTH SO THAT THE BUTTOCKS AND PRIVATE AREA ARE COVERED.**
- F. NO HOLES IN JEANS IN INAPPROPRIATE AREAS (LENGTH RULE): PANTS OR JEANS MAY ONLY HAVE HOLES AT THE KNEE OR BELOW. PANTS OR JEANS THAT HAVE HOLES ABOVE THE KNEE ARE NOT ALLOWED UNLESS THERE IS MATERIAL BENEATH THE HOLES.**
- G. SWEATPANTS AND WARM-UP SUITS WILL BE ALLOWED.**

ACCESSORIES:

- A. STUDENTS MAY NOT WEAR HATS OR HEAD COVERINGS IN SCHOOL BUILDINGS OR ON SCHOOL PREMISES. THIS INCLUDES BUT IS NOT LIMITED TO BANDANAS, ATHLETIC HEADBANDS, HEADSCARVES/HAIR WRAPS, HOODIES, AND OTHER FORMS OF HEADGEAR OR HAIR COVERING.**
- B. EXCEPTIONS INCLUDE: -HEAD GEAR USED AS PART OF A UNIFORM SUCH AS THE JROTC CAP, BAND UNIFORM HATS, AND ATHLETIC HEADGEAR WORN WITH A UNIFORM ON THE PLAYING AND PRACTICE FIELDS ARE ALLOWED. -RELIGIOUS PURPOSES, WHICH HAVE BEEN APPROVED PRIOR TO WEARING. -DURING EXTREME COLD WEATHER, STUDENTS WILL BE ALLOWED TO WEAR TOBOGGANS OUTDOORS ON CAMPUS.**
- C. OTHER THAN SAFETY-RELATED ACCESSORIES FOR SAFETY RELATED PURPOSES, ACCESSORIES SUCH AS MASKS, HATS, CAPS, SWEATBANDS, OR OTHER HEAD COVERING WILL NOT BE WORN IN THE BUILDING.**
- D. NO GANG RELATED CLOTHING/ITEMS WILL BE ALLOWED.**
- E. STUDENTS MUST COVER AND/OR CONCEAL ANY COURT AND/OR LAW-IMPOSED TRACKING AND/OR MONITORING DEVICES.**

CAFETERIA INFORMATION

Students will receive free breakfast and lunch for the 2026-2027 school year. The price for a visitor breakfast is \$3.25 and lunch is \$5.15. A la carte prices vary based on item.

BUS TRANSPORTATION CODE OF STUDENT CONDUCT

BCPSS provides bus transportation to students who are eligible to ride based on State and Local Board of Education provisions. Safety is of utmost importance in the transportation of students. therefore, the Board expects students to follow all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. When it becomes necessary to deny a student the privilege of riding BCPSS buses, it becomes the parent's sole responsibility to transport the student to and from school in a timely manner. Parents/Guardians are urged to contact the school principal with any transportation concerns or problems.

****ANY TRANSPORTATION CHANGES MUST BE MADE BY PARENT EMAIL OR WRITTEN NOTIFICATION BY 1:30 EACH AFTERNOON TO ALLOW FOR COMMUNICATION OF THE CHANGE TO TEACHERS AND STUDENTS.**

BEHAVIOR EXPECTATIONS AND RULES ON BUSES-

BCPSS School officials will impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus conduct rules and regulations adopted by individual schools and the transportation department.

BUS RULES

- 1. OBEY AND COOPERATE WITH THE BUS DRIVER (THE DRIVER MAY ASSIGN SEATS FOR STUDENTS)**
- 2. BE SEATED IMMEDIATELY AFTER BOARDING AND REMAIN SEATED**
- 3. DO NOT TALK TO THE DRIVER EXCEPT IN EMERGENCIES**
- 4. DO NOT SCUFFLE WITH OR HARASS OTHER STUDENTS**
- 5. DO NOT FIGHT, QUARREL, YELL, OR USE PROFANITY**
- 6. KEEP FEET, ARMS, AND BELONGINGS OUT OF THE AISLE AND KEEP FEET OF THE BUS SEATS**
- 7. KEEP HANDS, HEAD, AND OBJECTS INSIDE THE BUS**
- 8. DO NOT EAT, DRINK, OR CHEW GUM ON THE BUS**
- 9. DO NOT SMOKE OR STRIKE MATCHES/CIGARETTE LIGHTERS ON THE BUS**
- 10. DO NOT BRING FIREWORKS, WEAPONS, REPLICAS OR ANYTHING THAT MAY ENDANGER THE LIVES OF OTHERS ON THE BUS**
- 11. DO NOT COMMIT CARELESS OR WILLFUL ACTS WHICH MAY CAUSE INJURY TO OTHERS**
- 12. KEEP BUS CLEAN BY PICKING UP ANY TRASH THAT IS DROPPED**
- 13. DO NOT COMMIT CARELESS OR WILLFUL ACTS WHICH MAY CAUSE DAMAGE TO THE BUS (PARENT/LEGAL GUARDIAN MAY BE HELD FINANCIALLY RESPONSIBLE FOR REPAIRS OR REPLACEMENT)**

ADMINISTRATIVE RESPONSES TO DISCIPLINE REFERRALS FOR VIOLATION OF BUS EXPECTATIONS AND RULES MAY INCLUDE, BUT ARE NOT LIMITED TO:

FIRST OFFENSE: SUSPENDED FROM RIDING THE BUS FOR UP TO TWENTY (20) SCHOOL DAYS AND SUSPENSION FROM SCHOOL.

SECOND OFFENSE: SUSPENDED FROM RIDING THE BUS FOR UP TO FORTY (40) SCHOOL DAYS AND SUSPENSION FROM SCHOOL.

THIRD OFFENSE: SUSPENDED FROM RIDING THE BUS FOR UP TO ONE (1) SCHOOL YEAR AND EXPULSION FROM SCHOOL.

ELECTRONIC COMMUNICATION DEVICES (SEE BOE POLICY #6.21)

The Board seeks to comply with Alabama law in regards to its cell phone policies and procedures. The Board aims to reduce distractions that can interfere with academic engagement and achievement. By promoting a learning environment free from the distraction of cell phones, the Board also aims to foster face-to-face interactions, enhance social skills development, and promote well-being among students.

In accordance with Alabama law and Board Policy, no student shall use or operate any wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day. In addition, no student may possess a wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day, as that term is defined under the law, unless the wireless communication device is turned off and stored off their person in a locker, car, or similar storage location.

ELECTRONIC COMMUNICATION DEVICES CONTINUED

Under the law and Board Policy, the “instructional day” is defined as the period of time during which a public elementary or secondary school is 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 class transitions, lunch, non-instructional times, and any other time specified herein. 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. In accordance with Alabama law and Board Policy, “wireless communication devices” include, 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.

Notwithstanding the above, a student may use, operate, or possess a wireless communication device in a public elementary or secondary school building or on the grounds thereof during the instructional day in any of the following circumstances: (1) The use, operation, or possession is pursuant to the student's Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan as determined by the student's IEP, 504 or IHP team. (2) The use, operation, or possession is for educational or learning purposes under the supervision of local board of education personnel. (3) The use, operation, or possession occurs during an emergency threatening the life or safety of the student or another person.

In accordance with, and subject to Alabama law, and any additional requirements or rules adopted by the Alabama State Department of Education, the Board adopts the following procedures in regard to electronic communication device use in schools. Principals and/or their designees will also have the authority to further restrict or deny the use of such devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. The following BCPSS's electronic communication device procedures should serve as guidance to administrators and should be followed, subject to any subsequent changes to State law, Board policy, and/or rules or requirements provided by the Alabama State Department of Education. The Board hereby delegates to the Superintendent and his or her designee the authority to put additional procedures or measures in place to ensure that State law, State Department rules or requirements, and/or Board policy is followed in regards to student use of electronic communication devices. The Superintendent, principal, or his or her designees may also further define what constitutes “possession for educational or learning purposes under the supervision of local board of education personnel” as well as “the use of such wireless communication devices during an emergency threatening the life or safety of the student or another person.”

School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination should be in accordance with the law. Any students found to be in violation of the Board's wireless communication device policy will be subject to discipline under the Board's Parent and Student Handbook/Student Code of Conduct. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. In the event students are suspended and/or expelled for violating the Electronic Communication Device Policy, due process shall be provided in accordance with board policy 6.20 and the student code of conduct.

BOARD POLICY 6.20 AND THE STUDENT CODE OF CONDUCT

As indicated above, the Board recognizes the importance of communication and collaboration and provides certain technology devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, schools should enforce the following procedures in addition to Board Policy 6.21 as it relates to student use and possession of electronic communication devices:

-An electronic communication device used in violation of Board policies and procedures will be confiscated by a school staff member or principal or designee, and the student may be subject to appropriate disciplinary action as set forth in the Student Code of Conduct. Said disciplinary action may be up to and including loss of use of electronic communication device privileges for the rest of the semester or school year, suspension and/or expulsion.

-If an electronic communication device is used in any way to bully or harass another student, whether on campus during the school day or after school hours/off campus, the offending student shall lose the privilege of bringing their electronic communication device to school for a period of time to be determined by school administration in addition to any other sanction or consequence as outlined in the Student Code of Conduct.

-Except for those devices approved by Board personnel for use during instructional time and for instructional purposes, all electronic communication device shall be TURNED OFF, SILENT, or in AIRPLANE mode upon entering school and including but not limited to during educational/instructional time. This time includes not only traditional classes but physical education class, specials, assemblies, transition times, lunch, and other similar time periods throughout the day as may be further defined by the principal. If the student does not turn their electronic communication device off, silence, or place on airplane mode, and the electronic communication device disrupts class, that electronic communication device will be confiscated by an administrator and kept until the parent comes to retrieve it. Electronic communication device shall be kept in a locker, the student's vehicle, and/or an approved storage device – not in clothing pockets nor accessible during instructional time.

-Any student in possession of an electronic communication device that is not legally his or hers will be subject to discipline due to theft under the Student Code of Conduct.

-The Board finds that students may be allowed to wear Apple (Smart) Watches depending on the grade of the child and/or in the event a Smart Watch is required in order to accommodate a student based on his or her disability and/or if otherwise outlined under applicable law or regulation; however, any student seen actively texting or utilizing that watch during instructional time will be subject to discipline under the Student Code of Conduct as a Cellphone Violation. Please talk to your student about individual accountability with Smart Watches.

NOTICE TO PARENTS AND STUDENTS OF TEACHERS' BILL OF RIGHTS AND CLASSROOM MANAGEMENT PLANS

Under Alabama law, the Teachers' Bill of Rights requires teachers to have an approved classroom management plan and affords teachers the right to exclude disruptive students from their classrooms in limited circumstances if they follow that plan. The purpose of the Teacher Bill of Rights, and its being included in the Student/Parent Handbook Student Code Conduct, is to outline for parents and students the Board's established standards applicable to the development and approval of a teacher's required classroom management plans; the standards applicable to the removal of a student from the classroom by a teacher under Alabama law, and the appeal process available to a teacher if a student is returned to the classroom by the principal in limited circumstances.

SAFETY AND SECURITY

According to school board policy, AL visitors **MUST** provide appropriate identification before entering the building and then report to the office, sign in, and get a name badge. Classroom visits should be planned with the classroom teacher. Our faculty and staff reserve the right to question any person on our school campus that is not properly identified. You will be asked to return to the office. The security of all persons on BCBOE campuses is of utmost importance. Doors must always remain locked. Please do not hold doors open for others, allow the front office to properly vet each visitor. Safety before courtesy. Large events (plays and awards ceremonies) allow visitors to enter the gym through the front gym doors and sign in without entering the hallways or needing to enter through the front locked doors. Visitors who need to access the hallways will be required to enter through the front office.

EMERGENCY PROCEDURES

Drills are conducted periodically during the school year. Fire drills are conducted 6 times throughout the year. Severe weather drills and lockdown drills are conducted twice a year.

Parents may **NOT** check out students during emergency conditions unless instructed to do so. Standard emergency procedures will be followed. Parents should not call the school during emergency situations or inclement weather as the telephone lines must remain clear.

Emergency information will be most quickly disseminated using the Baldwin County Board of Education mass phone calling and email system. Accurate phone numbers and email addresses are critical in making sure you receive critical information.

EMERGENCY DISMISSAL- ON CAMPUS-

Whenever an emergency makes it impractical or dangerous for regular dismissal or checkout procedures, the following emergency plan will be implemented:

Other than bus riders, students must be picked up in their designated car line. The office will page the student and he/she will report to the designated car line to sign out and leave immediately. Bus procedures will be followed as directed by emergency personnel.

PROCEDURES-

1. The police or other officials will direct all traffic away from the school and to the safe place.
2. Designated office staff will check off the names of students as parents sign out each student with picture ID.
3. An area will be designated for the parents to wait, and non-homeroom teachers will bring the student to them.
4. Parents will not enter the student waiting area.

EMERGENCY DISMISSAL- OFF CAMPUS REUNIFICATION-

In the event an emergency requires police or other officials to secure the grounds and restrict public access to the campus, students will be moved to an off-campus site for checkout and dismissal.

Bay Minette Elementary School, in cooperation with Bay Minette Police Department and Volunteer Fire Department, will set up an orderly procedure for students to be safely moved and taken to a safe location, depending on the situation.

FREQUENTLY ASKED QUESTIONS

VISITORS

BAY MINETTE ELEMENTARY SCHOOL WELCOMES VISITORS TO THE CAMPUS. WE ENCOURAGE THE COMMUNITY TO ATTEND PLANNED SCHOOL EVENTS AND ACTIVITIES.

VOLUNTEERS

WE WELCOME COMMUNITY VOLUNTEERS. PLEASE CONTACT THE OFFICE or your child's teacher FOR OPPORTUNITIES TO SERVE OUR STUDENTS AND FACULTY.

DROP OFF ITEMS

BMES INTENDS FOR STUDENTS TO LEARN RESPONSIBILITY BY BEING PREPARED FOR SCHOOL. IF AN ITEM NEEDS TO BE BROUGHT TO THE SCHOOL, THE OFFICE STAFF WILL COLLECT THE ITEM AND DELIVER TO THE STUDENT. THE INSTRUCTIONAL DAY WILL NOT BE INTERRUPTED TO DELIVER ITEMS TO STUDENT, THEREFORE VISITORS WILL NOT DELIVER ITEMS AND/OR THE STUDENT WILL NOT BE CALLED TO THE OFFICE.

STUDENT HEALTH

BMES IS FORTUNATE TO HAVE TWO SCHOOL NURSES TO ASSIST WITH STUDENT MEDICAL NEEDS, HEALTH EDUCATION, AND EMERGENCIES. PLEASE DO NOT SEND ANY KIND OF MEDICATION (PRESCRIPTION OR OVER THE COUNTER) TO SCHOOL WITH YOUR CHILD. ALL MEDICATION MUST BE BROUGHT BY A PARENT AND GIVEN TO THE NURSE IN THE ORIGINAL CONTAINER. IF YOU HAVE ANY QUESTIONS REGARDING MEDICAL NEEDS AT SCHOOL, CALL 251-937-7651.

MAKE UP WORK

IT IS CRITICAL STUDENTS ARE AT SCHOOL ON TIME, READY TO LEARN, AND STAY ALL DAY UNLESS ILL OR IN CASE OF AN EMERGENCY. STUDENTS ARE ENCOURAGED TO COMPLETE MAKE UP ASSIGNMENTS WHEN RETURNING TO SCHOOL. STUDENTS HAVE THREE DAYS UPON RETURNING TO SCHOOL TO TURN IN MAKE UP WORK.

SNACK

BAY MINETTE ELEMENTARY WILL NOT SELL SNACKS. STUDENTS NEED TO BRING SNACK FROM HOME.

PHYSICAL EDUCATION

BMES STUDENTS HAVE 40 MINUTES OF PHYSICAL EDUCATION EACH DAY. A DOCTOR'S NOTE IS REQUIRED TO BE EXCUSED FROM ACTIVITIES. ANY STUDENT WITH AN EXCUSE WILL ATTEND PE WITH OTHER STUDENTS AND FOLLOW DIRECTIONS FROM THE PE TEACHER.

FIELD TRIPS

FIELD TRIPS ARE CONSIDERED AN EXTENSION OF CLASSROOM LEARNING. FIELD TRIP FORMS MUST BE COMPLETED, INCLUDING INSURANCE INFORMATION. REFUNDS WILL NOT BE GIVEN TO STUDENTS WHO CAN NOT ATTEND THE FIELD TRIP FOR ANY REASON. FIELD TRIPS SHOULD BE PAID ON MY SCHOOL BUCKS. CHAPERONES ARE NOT ALWAYS REQUIRED, HOWEVER, FIELD TRIPS OFTEN HAVE LIMITED SEATS FOR CHAPERONES. CHAPERONES MAY BE CHOSEN ON A FIRST COME, FIRST SERVE BASIS OR BLIND DRAWING.

**Purchase ice cream for your child and the
classroom for a birthday celebration!**

Purchase the package on myschoolbucks.com



**Want a school T-shirt?
Visit Costa Prints to purchase a shirt
to show your BMES spirit!**

#bmes

#workhardtoplayhard

#baldwinproud