

Bryan County Elementary School TRIBE Guide

2016 Title I Rewards School



Vision: Committed to Excellence and Success in All We Do!

Mission: Dedicated to rigorous educational tasks that challenge and motivate students while always being focused on continuous improvement

BRYAN COUNTY ELEMENTARY SCHOOL

A proud participant in **PBIS**.

(POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

BCES PBIS MISSION STATEMENT:

Positively Promoting Productive Life Skills



- PBIS is a program that encourages students to make positive decisions.
- We focus on students earning feathers as a class and a TRIBE award for individuals.
- TRIBE stands for students being trustworthy, respectful, independent, balanced, and encouraging.
- ALL faculty and staff help reward and encourage students modeling positive behavior choices.
- We use **SWIS** (School Wide Information System) and its data to drive our expectations and review of policy of procedures. SWIS will also help identify individual students for the behavioral RTI process.
- Teachers will teach **TRIBE** as part of their classroom/school-wide expectations. Teachers will also teach school-wide positions along with communication levels.
- Students will get the opportunity to work together as a team/class in order to earn Radical Redskins for the month.
- Students will be rewarded e-bucks for attendance and classroom behavior. Economics Day is held twice a year.

ATTENDANCE REQUIREMENTS

- **It is imperative that parents inform the school of any changes in their address, phone numbers, or places of employment.** There are occasions when BCES staff members will need to locate parents and/or guardians for **EMERGENCIES**. Therefore, updating student and family information is very important. Without current contact information, you will not be notified throughout the year via our notification system about upcoming events such as school pictures, PTO meetings, and school closing should the need arise.
- Students shall be in attendance at school as directed by the compulsory attendance laws. Students who have successfully completed a grade will be promoted if they have been absent fifteen (15) days or less. In the event that a student misses more than fifteen (15) days, promotion is denied unless the school is provided with an excuse from a doctor, the Health Department, a governmental agency, evidence of a verifiable death in the family, or a court order for each day beyond the fifteen (15) day limit. When a student is ill and is sent home by a school administrator or a school nurse, the absence is considered excused. Attendance letters will be sent home once a child has missed six (6) unexcused days.
- **A student that has been absent must have a doctor's note or written documentation for the teacher's records.** When your child will be absent from school, please call the school at 626-5033 in the morning. Please send in the excuse with your child when he/she returns.
- All visitors should report to the office. Special activities are scheduled to enable parents to be involved in their child's school experiences. While on campus, we ask that you dress in an appropriate manner to be around elementary school children (no beach attire, shoes at all times, and shoulders, chest, and other personal areas should be completely covered. Unacceptable statements, designs, or advertising on clothing may not be worn).
- A copy of our parental involvement policy can be found on the BCES website and in the Media Center.
- In order to volunteer, parents must attend volunteer orientation. County-wide volunteer trainings are at the Board of Education at least twice a year. An online form is posted on our school website that should be completed before attending any training. If you are unable to attend, please contact the school for makeup dates.
- If you would like to help your child's class in other ways, please contact your child's teacher.
- The parent resource center for BCES is located in Room 212. This is in the 5th grade hallway. Operational hours are on Tuesdays and Thursdays from 2:00 to 4:00. Additional brochures are located in the front office.
- Assignments and grades will be viewable on PowerSchool Portal. If you do not have internet access, computers are available for your use at the school. Please contact the school for more information. Progress Reports may be viewed in PowerSchool Portal. **Paper copies of Progress Reports** will only be given out for those students with **failing grades**.

SCHOOL-WIDE EXPECTATIONS

- Students must keep cell phones turned off and in their book bags while on school grounds/bus.
- Students shall not bring hats, toys, bats, balls, skateboards, trading cards, chewing gum, or candy to school. Please help us keep our new building beautiful.
- Students will not bring any type of weapon or inappropriate item to school.
- Please do not send large amounts of money to school with your child. If you choose to allow your child to bring valuable items, such as jewelry or electronics to school, please understand that Bryan County Schools (including BCES) cannot accept responsibility for stolen or lost money/items.
- Fighting at school and on the way to/from school is forbidden and is a basis for a number of days of suspension, depending on the severity, provocation, and other circumstances. Harassing and mistreating others is never appropriate behavior. This includes name-calling, inappropriate language, bullying, and intimidation. Improper touching of another person is grounds for suspension. Refusing to follow instructions promptly, arguing about the appropriateness of their behavior, or refusing to respond to reasonably asked questions are serious offenses.
- All students are to show respect for all staff members.
- Vandalism or theft of school and personal property is prohibited.
- Students are instructed not to buy, sell, barter, trade, give, or dispense goods, food, money, or services without teacher approval.

DISCIPLINARY PROCEDURES

Teachers at BCES do not refer students to the office unless it is absolutely necessary. Some offenses will warrant immediate referral to the office; for example, habitual classroom disturbance, fighting, stealing, blatant disrespect, and biting.

Morning Arrival

- BCES students may be dropped off at the car rider area beginning at 7:45 a.m. Please do not pull in the bus lane. Students may go eat breakfast in the cafeteria and then report to their classroom hallway. Students will be allowed to enter the classroom at 7:50. **School officially starts at 8:15 a.m.**
- Students will exit the bus one at a time in the order of bus arrival.
- Students will **walk single file** down the breezeway to their appropriate hall.
- Car riders will enter the building quietly and proceed immediately to the lunchroom for breakfast or the appropriate hallway.
- Students will wait outside their classroom in a seated position. They may read a book or draw quietly.
- Late bus/late arrival students will proceed to their classrooms quickly and quietly.
- Students who eat breakfast will leave the cafeteria **quietly** and proceed to their classrooms as **quickly** as possible.
- Announcements will be made at 8:15 a.m. Students are expected to stop and stand for moment of silence, pledge, and song and then they may sit or continue walking.
- Class resumes after announcements promptly at 8:20 a.m.
- Students are tardy at 8:20.

MORNING PROCEDURES

- Students will meet all school expectations during this time and listen to the adult on duty.
- After breakfast, students will report to outside classroom door and sit in a line by the door. Students will not enter classroom at this time.
- Students will take out AR books or something quietly to do while they wait. Students will sit cross-legged with their book bags in their lap. (Students who need to go to the bathroom may be allowed to go one at a time with permission from teacher on duty.)
- At 7:50 a.m. the students will be greeted by their classroom teacher and allowed into the classroom.
- Students should unpack book bags (**Bags with rollers/wheels are not allowed**) to prepare for the day (sharpen pencils, check paper supply, etc.)
- Students should begin morning activities assigned by the classroom teacher.

MORNING WORK ACTIVITIES

- There are many benefits to a smooth transition to the beginning of the school day. A silent morning activity is essential and is prepared prior to 7:50 a.m. It is an assignment that students complete independently between 7:50 and 8:20 a.m. **A silent morning task will be given to the students every morning!!** This gives the teacher an opportunity to take attendance, lunch count, collect notes, etc.
- The following are suggestions that you may use in your classroom:
 1. Journal writing
 2. Math drill/maintenance
 3. Science thought question
 4. Language activities: DOL
 5. Types of sentences
 6. Parts of speech
 7. Crossword puzzles
 8. Review outcomes
 9. Spelling activities (scrambled words)
 10. Handwriting activities

CLASSROOM EXPECTATIONS:

Be the **TRIBE**

T - Be trustworthy **R** - Be respectful **I** - Be independent **B** - Be balanced **E** - Be encouraging

Schoolwide Positions for students: In all positions, students will be at a Voice Level 0.

Position 1 - The Waiting Position

- The students will place their heads down on top of their arms on their desk or table.

Position 2 - The Listening Position

- The students will sit up straight, with their feet on the floor, arms on their desk or table, hands folded, and eyes on the speaker.

Position 3 - The Transitioning Position

- The students will stand up by their chair and quietly push their chair under the table or desk. They will stand up straight with arms by their side or cross arms over chest.

Position 4 - The Line Position

- The students will walk slowly and get in line. They will stand in line, facing the front, with feet together and arms by their side or cross arms over chest.

Position 5 - The Floor Position

- The students will walk to the carpet or designated area. They will sit with legs criss-crossed or folded (if wearing a skirt), hands folded in their lap, and eyes on the speaker.

CHAMPS- A Positive and Proactive Approach to Classroom Management

Conversation Level 0-4: Level 0 - quiet; no talking Level 1 - whisper Level 2- general conversation Level 3- presentation Level 4 - recess

Be safe, Be responsible, Be respectful

- Follow set classroom rules
- Raise hand and wait to be called on; do not blurt out or talk while teacher is talking
- Do not get up out of seat without permission

HALLWAY EXPECTATIONS

- No talking in hallways (unless answering a teacher question or an emergency)
- Keep to the right hand side in the light gray if available
- Nose and Toes - Nose and toes are always facing forward. Hands are down by your side at all times.
- In the class line, walk right behind person in front of you (straight line) -- not to the side.
- When walking with a buddy walking side by side is acceptable.
- Only ask questions if there is an emergency; still raise hand and wait to be called on
- If going to the restroom, nurse, or office, you must have a trustworthy buddy
- Stop at the predetermined checkpoints. Teach line leaders to look for the predetermined checkpoints. Tribe markers will be put up at the checkpoints.
- All students will rotate assigned helpers.

MEDIA CENTER EXPECTATIONS:

- Only 3 -4 visitors per class at a time.
- Respect the books (don't fold down the pages, don't get them wet or messy, put them back where they belong)
- Use a whisper voice to communicate.
- No visitors until after morning announcements
- If another class is present, please respect their lesson. Check out and scan books quietly.

RESTROOM EXPECTATIONS:

- Allow the monitor to inspect the stalls before any students go in AND after students finish
- Students will not take any items into the bathroom unless necessary (pencils, papers, etc.)
- Wash your hands after using the restroom (sing the ABC's in your head for help with making it to 20 seconds)
- Dry your hands for the count of 5 (5 Mississippi or 5 Redskins) Hold your hands still under the dryers (do not move them)
- Leave the restroom as neat as you found it
- Get water before lining up. Count 3 Redskins or 5 sips.

CAFETERIA EXPECTATIONS:

Arrival

- Students travel through the assigned lunch line at varying times.
- Students remain at zero voice level in line and wait to be served.
- The teacher on duty must monitor all classes in line. Then the teacher should make sure all lunchroom procedures are followed.
- Students will not hang on the rails or lean on the wall.
- Speak clearly and use level 3 voice to make your lunch selections.

During lunch

- The students may talk with a voice level 1 or 2 at the table. You may not talk between tables.
- The students will get all items needed **before** sitting down for lunch and **remain seated** until dismissed. Students will not be allowed to leave the lunchroom unless an emergency occurs. If a student brought a home lunch and needs to purchase milk, they must go through the lunch line. Students will raise their hand for any additional help.
- The students will listen to the teachers on duty.
- If the teacher on duty raises his/her hand all talking will stop to listen to the adult.
 - All slushies/unfinished food must be finished in the lunchroom and will need to go in the trash before the class exits.
 - No liquids, straws, cartons, etc. should leave the lunchroom unless a teacher requests it.
 - If you spill or drop food, pick it up or clean it up when it happens.
 - When an adult puts the lunchroom on silence, voice level 0 or not talking is the expectation. Students will be assigned silent lunch if talking continues.
 - If you have a special guest for lunch, you may choose 2 friends to eat with you.
- The teacher on duty dismisses the students on time.
- Students must be at zero level and have their area clean.
- The students will follow the directions of their own teacher for dismissal.
- Teacher will have students clean up, stand up, turn and take their plates to the trash can area.
- All trash must be picked up before leaving the table.
- Lunch is served each day in the cafeteria. Prices will be \$2.50 per meal for grades K-12. **Prices for parents or any other visitors to the school will cost \$3.50.** The reduced lunch price for children who qualify is \$.40 per meal. Breakfast costs \$.25 for those qualifying for reduced lunch and \$1.25 for those paying full price. **There is no cost for breakfast/lunch for children qualifying for free meals.** Payments for meals may be in cash, money order, personal checks, or online through *My School Bucks* at www.myschoolbucks.com. Meals may be paid for in advance. If parents forget to provide lunch money for a student, the child will be allowed to eat. After five charges, the parent will be contacted and informed of these charges. Slushies will be sold Mon. - Fri. at a cost of \$1.00.
- Food from outside restaurants cannot be brought to students. Students are not allowed to bring/drink carbonated beverages at lunch.
- Parents are welcome to eat lunch with their child. Please check with your child's teacher for specific lunch times. **Adult lunches cost \$3.50.**

Dismissal

- Leaving school before 3:20 p.m. is an early dismissal. Excessive tardies and early dismissals will result in a letter being sent home by the school.
- It is important to keep your child's teacher informed of any change in the regular mode of afternoon transportation. **Any transportation changes must be in writing. Parents should**

send a note, e-mail, or fax a note to the office before 2:30 p.m. The school fax number is 653-4350.

- The behavior of students while riding school buses is one of the most important factors concerning transportation safety. A school bus driver's attention should always be on the conditions of the road. Unfortunately, students too often distract the drivers, sometimes to the point that drivers must focus their attention on discipline problems instead of driving. Students **MUST** follow a few rules to make riding buses safe and enjoyable. Violation of these rules may subject the offender to disciplinary action.
- Students shall obey the instructions of the bus driver any time the bus is being used to transport students to or from school for any school-related function. Students shall keep hands, feet, and objects to themselves. Students shall remain in their seats while the bus is in motion and shall refrain from shouting, whistling, or making any other noises which disturb the driver. Students shall refrain from other disruptive conduct such as fighting, pushing, or other physical contact, or verbal profanity, vulgarity, or abusive language while on the bus.
- No student shall talk, whistle, shout, or make other noises from the time the bus stops for a railroad crossing until the bus is safely across the tracks.
- No student shall throw any object in the bus or from the windows of a bus at any time, nor shall any student cause any part of his or her or another person's body to protrude, extend, or project from any window, door, or other opening of the bus at any time.
- The bus driver may assign students to sit in particular seats for any reason at any time.
- Students on the bus or at the bus stop are expected to behave in a manner that would be appropriate in the classroom. The bus driver may return a student to the school if the student is endangering others or seriously misbehaving.
- Bus drivers are not permitted to wait for students who are tardy. Students are to be at the bus stop on time each day. Students must be at the bus stop five minutes before the bus is scheduled to arrive.
- The school system reserves the right to videotape students riding on its buses.

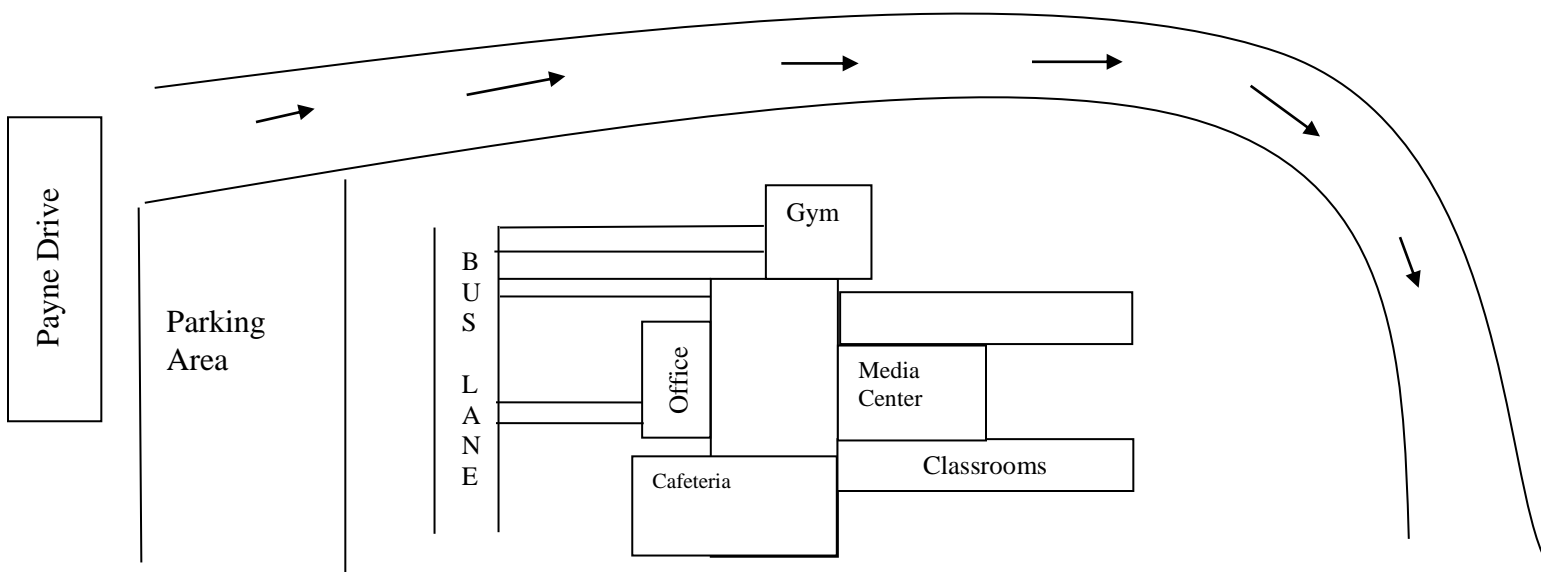
Parents:

- Please schedule all conferences with your child's teacher. Impromptu conferences cause distractions in the classroom and hinder student learning. Please contact the principal or the assistant principal if concerns are not resolved.
- Because we place such a high value on the relationship between parents, students, and teachers in the educational process, Bryan County has scheduled two county-wide Early Dismissal days per school year. Look for specific dates on the county and school website. Teachers will be contacting you to schedule conferences on and/or around these days. Please take advantage of these times if possible to meet with your child and his or her teachers to discuss individual goals and progress. You will be amazed at what your child is accomplishing at school!
- Teachers at BCES do not refer students to the office unless it is absolutely necessary. Some offenses will warrant immediate referral to the office; for example, habitual classroom disturbance, fighting, stealing, blatant disrespect, and biting.

STUDENT HEALTH CARE

The following procedures will be used to determine student illness and parent notification:

- Fever - Parent will be notified when a child has an elevated fever, and the child will be sent home. No child should return to school until fever-free for 24 hours.
- Rash - Parent will be notified when a child has a suspicious rash that could possibly be contagious.
- Nausea, vomiting, and related illness - Parent will be notified and asked to make arrangements to have the child picked up at school.
- If a student is unable to participate in PE due to medical reasons, please send notification to the school.
- Vision and hearing screenings will be conducted with all students in 3rd and 5th grades at the beginning of the school year. Fourth grade screening will be done on an as-needed basis.
- All medication is to be taken to the office or clinic by a parent and/or guardian with a note explaining the proper administration of the medicine. Students are not allowed to have medication in their book bags. While students are at school, medications will be kept and administered in the office or clinic. While at school, students may be administered prescription medications that have been prescribed to them. Medications must be kept in the original container and must clearly show that the medicine has been prescribed for the student. Nonprescription medicine must be accompanied by a note from the parent. Prescription medication will be logged in, and an inventory will be updated as medication is taken. Please bring all medication to the clinic.
- As a service to our parents, all BCES students will have weekly head checks. Any evidence of lice or nits in a child's hair will result in parent notification, and the child will be sent home. All lice or nits must be removed from the child's hair. Students must be checked by the nurse before the child is allowed to return to school.



Student Drop Off/Pick-Up

TRAFFIC PROCEDURES

AM Traffic Procedures

- Students cannot be dropped off before 7:45 a.m.
- Drop off will be in the car rider area. Adults will be on duty to assist. Drop off line is one lane only.

PM Traffic Procedures

- Car pick up will begin at 3:20 p.m. at the car rider area. Please double line. Please place your child's name sign on the passenger side of the windshield.
- Stay in your vehicle. Your child will be placed in your vehicle.

***Please do not park in the bus lane.

BRYAN COUNTY ELEMENTARY SCHOOL CLUBS

Name of Club: **Bryan County Elementary School Chorus**

Mission/Purpose: The purpose of the BCES Chorus is to provide vocally talented students the opportunity to develop proper vocal techniques in order to sing the highest quality vocal literature. These techniques include breath control, diction, phrasing, pitch rhythm, harmony, and vocal health.

Description of Past or Planned Activities: This group has a PTO Christmas Concert, Christmas Concert for school, Christmas Concert at Savannah International Airport, choral competition at AASU, Spring Concert for parents, Spring Concert for school

Name of Club: **Student Council**

Mission/Purpose: One student from each homeroom represents the class on the student council. This club works diligently to promote a positive relationship between the student body and the administration. It provides a learning experience that is interesting, meaningful, and practical, and it teaches life skills.

Description of Past or Planned Activities: The council annually participates in various philanthropy projects that include the Thanksgiving Food Drive, Christmas Angel fund, and the American Red Cross.

Name of Club: **Stem Club + Science Olympiad**

Mission/Purpose: Promote the exploration in the areas of Science, Technology, Engineering and Math.

Description of STEM students meet monthly after school to participate in STEM activities as in bridge building, geometric kite building, rockets, and hover crafts.

Past or Planned Activities: Science Olympiad is a Science Competition. Students meet after school to prepare for a yearly competition with other schools.
Both STEM and Science Olympiad are open to 4th and 5th graders.

Name of Club: **Writing Club**

Mission/Purpose: The mission for the BCES Writing Club is for students of all levels to be able to explore their writing talents through the use of different media and technology.

Description of Past or Planned Activities: Our main focus for the 2016-2017 school year will be to create a student made book and bring it to publication. We will also take active roles promoting good grammar and writing skills throughout the school.

Student Club Opt Out Form

Parents may complete the following form to opt a student out of club membership(s). Information describing school clubs is listed above. The form must be returned to the Principal by the parent/legal guardian in order to opt out.

PARENT AUTHORIZATION TO OPT STUDENTS OUT OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

I withhold permission for _____ to participate in the
(Student)
following extracurricular club(s) or organization(s): _____

Parent Signature

Date

