

C.H. BRUCE ELEMENTARY SCHOOL

Building Relationships Until Children Exceed!

Student/Parent Handbook 2019-2020



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<http://schools.bibb.k12.ga.us/bruce/site/default.asp>

Bruce Elementary is a school-wide Title I school. The Title I Program is the largest federally funded program in education. The purpose of these funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. As a school-wide Title I school, services can be provided to help all students; however, particular focus is on the school's most at-risk students. Title I funds allocated to our school are used to fund additional personnel, professional learning for staff, parental involvement, materials, and resources to enhance instruction in core content areas of reading, math, science, and social studies.

At Bruce Elementary, we continuously monitor student achievement and set high expectations for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we develop a partnership to assist all students to achieve. Your involvement in the development and review of our school's Parental Involvement Plan, School-Parent Compact, and School Improvement Plan is important.

As a parent of a child at Bruce Elementary, you have the right to ask about the qualifications of your child's teachers or paraprofessionals who provide services to your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Dr. Angela James at Bruce Elementary at 478-779-4550 or email me at angela.james@bcsdk12.net

We encourage you to get to know your child's teachers, class routines, and expectations.

August 1, 2019

A Message from Your Principal

Dear Students and Parents,

Welcome to C.H. Bruce Elementary School. I would like to extend a special welcome to the Pre-Kindergarten, Kindergarten, and other new students and their parents to C.H. Bruce Elementary School. This year promises to be an exciting, rewarding and challenging year. The faculty and staff look forward to working with you in providing the very best learning experience for our children. Together, we can help our students develop to their maximum potential. We will strive for excellence in academics, service, and leadership. We will become a beacon of light in this community and county.

I hope you will take every advantage of the many opportunities offered to you at C.H. Bruce Elementary School. I want you to take pride in yourself and in your school. I want you to dedicate yourself to the task of preparing yourself for the challenges of today and the future. Allow us to work together with you and your parents to prepare you to meet these challenges with vigor and vitality. I challenge each of you to do your best everyday and enjoy your time here at Bruce Elementary.

This handbook has been designed to better acquaint you with vital information regarding Bruce Elementary School. We hope that it will answer some of your questions and serve as a guide for you as you join in our efforts to provide a quality educational program for our students.

Building Relationships Until Children Exceed!

Sincerely,

Dr. Angela James

Principal



Bruce Mission Statement:

Each student demonstrates strength of character and is college ready.

District Vision Statement: Develop a highly trained staff and engaged community dedicated to educating students for a 21st century, multi-ethnic, global society.

Our staff believes:

- All children can learn and achieve.
- In establishing high expectations for all students.
- In creating an interactive learning environment that promotes intellectual, social, emotional, and physical development.
- In teaching what will cultivate good character and leadership skills.
- In establishing a good relationship with our community to promote the best social and learning environment for our students.

Student Expectations:

Be in uniform

Respect yourself and others

Use your quiet voice

Come to school prepared

Exhibit good manners

School Pledge

I will act in such a way that I will be proud of myself and others will be proud of me, too.

I came to Bruce to learn and I will learn.

I will have a good day.

I may not be the best at everything I do,
but in everything I do I will give my best!

Grading System

| | | |
|----------|--------------|----------|
| A | Outstanding | 90-100 |
| B | Good | 80-89 |
| C | Satisfactory | 70-79 |
| F | Failure | Below 70 |

| | |
|----------|--------------------|
| O | Outstanding |
| S | Satisfactory |
| I | Improvement Needed |
| U | Unsatisfactory |

First and second grades are not graded in science and social studies. Students in grades 1-5 are graded S, I or U in Physical Education.

Parent Conferences

We encourage parents to maintain an open line of communication with their child's teacher. Parents and/or teachers may request a conference at any time during the school year. We ask that parents send a note to school at least one day in advance requesting the date and time (morning or afternoon) or during the teacher's planning time. Parents may also call the school office and leave a message for the teacher. The teacher will schedule a conference appointment either for the date and time requested, or for the first available appointment. An administrator will attend the conference if the teacher and/or parents desire. However, we urge you to discuss matters concerning the teacher and/or child with the teacher first. We stand ready to work with you to make this a happy and successful year for your child. Only through complete cooperation between the home and school can we accomplish our goals.

Parent-Teacher Organization

The PTO is an important part of Bruce School. We invite you to join the PTO and work with us in helping our children reach their maximum potentials. Membership dues are \$5.00 per family.

School Volunteer Program

Parents and community members are encouraged to serve as volunteers in the school. Areas of service include organizing student folders, tutoring, helping with Field Day, and numerous other areas. All volunteers must stop by the office and sign in.

The program is vital to our continuing to provide a wide range of opportunities for your children. Any area in which you might serve is welcomed. It allows you to become actively involved in your child's school.

Response-to-Intervention

The Response to Intervention Team (RTI) is a state-mandated, building level committee that is designed to evaluate student progress and to plan alternative instructional patterns prior to or in lieu of referral for further evaluation and possible special education placement. The RTI Team meets on a regular basis throughout the school year. Parents are invited to attend any RTI meeting involving their child.

Student Registration

When enrolling a student in the Bibb County Public Schools you must provide the following documentation:

- Certified copy of birth certificate (not hospital certificate)
- Certificate of immunization (State of Georgia form). Before entering sixth grade, each child must have at least one additional dose of MMR vaccine, for a total of two MMR vaccines, and chickenpox, also known as varicella, vaccine administered on or after the child's first birthday and at least thirty days apart. The responsible official of any school or facility may grant a waiver of up to 30 days (90 days for children arriving from outside the state of Georgia) if, in his/her opinion, a deferment of the certification requirement is justifiable. Parents/guardians may submit proof of immunization on the routine school certificate of immunization (Form 3231). Some health departments are in the process of computerizing forms. These are also acceptable.
- All students born after January 1, 1992 must have the Hepatitis B vaccinations (3 injections).
- Certificate of eye, ear, and dental examination (State of Georgia form).
- An official copy of the child's social security number. "A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement objecting to the requirement."
Official Code of Georgia 20-2-150
- Proof of residence (Current utility bill - Georgia Power)

Student Transfers

A student transferring between Bibb County Public Schools must obtain a withdrawal form from the school he or she is leaving and present the form at the school in which he or she is enrolling.

School Hours

8:45 a.m. - 3:15 PM

Students are not allowed on the school campus earlier than 8:00 A.M. Teachers are not on duty to supervise students before that time. DOORS ARE LOCKED UNTIL 8:00 AM.

Students can not to loiter in the breezeway, halls, or outside the buildings.

Unless serving detention, students must be picked up by 3:30 p.m. Teachers are not on duty after 3:30 to supervise students.

We will **not** allow early dismissals after 2:30 P.M. Although this maybe an inconvenience, we want to assure that every student has the opportunity to learn.

School Meals

Breakfast will be served from 8:00 - 8:30 a.m. daily. A student who walks or rides in a car pool must be in the lunchroom by 8:30 a.m. if she/he wishes to eat. Students arriving after 8:30 (except for bus students) will not be served. Students who charge breakfast are required to sign a charge slip. Students who charge will receive a charge letter on Wednesday with their signed papers. All prices are subject to change per Bibb County School Nutrition Department.

Breakfast

Student Price: 45¢

Reduced Price: 20¢

Adult Price: 75¢

Lunch

Student Price: 90¢/day OR **\$4.50/week (payable each Monday)**

Extra Milk: 30¢/each

Adult Price: \$3.00 /day

In the event a child cannot pay on Monday, the student may charge for that day. Charges can not be carried over to the next week. Charges cannot exceed \$4.50. **Students cannot charge breakfast or lunch during the months of April and May.**

Children who are not enrolled in Bibb County Public Schools must pay adult price (\$3.00) for lunch.

A student who can not drink milk for medical reasons must submit a note to the teacher from his/her doctor. If a student has any medical documentation relating to allergies, it must be submitted to the school office, immediately. The office will submit the information to the Nutrition Department.

Ice Cream

Ice cream may be purchased daily for \$1.00. **Students who charge lunches may not purchase ice cream.** Students may purchase extra milk as they pass through the serving line. Students may buy one ice cream after completing their meals. It is a privilege not a right to purchase ice cream. Teacher discretion is used when selling ice cream to students.

Safety Rules

Walkers

When leaving the school, all walkers should use the crosswalk where the **crossing guard** is on duty.

School Buses

School buses are a service the Bibb County Schools provide to assist parents in transporting children to school. Students are expected to sit in their assigned seats, exercise self-control, demonstrate respectful and courteous behavior toward bus drivers, and obey the driver's instructions. **STUDENTS MAY RIDE ONLY THE BUS WHICH THEY ARE ASSIGNED.**

On occasion, students who normally ride the bus may plan to be picked up in an automobile or walk with a friend. When this occurs, please send a note to your child's teacher notifying her of the change in transportation. Students will be dismissed by their normal mode of transportation unless a written note with parent telephone number accompanies the child to school. The note will be verified by the office. **Transportation changes will not be accepted over the telephone for safety reasons.**

Gifts to Students

Please do not have balloons, flowers, or other gifts delivered to students at school. These items cannot be delivered to classrooms, and are not allowed on school buses.

School Parties

Class parties in grades 1-5 will be held only before Winter Break and Valentine's Day from 2:30-3:00 PM. Teachers and parent volunteers coordinate these activities. Parents can not send treats to classes for other special occasions unless approval is given by the principal. Children may not exchange gifts or party invitations at school. **When purchasing treats for students, please do not purchase gum.**

Dress Code

C.H. Bruce Elementary School, in the pursuit of excellence, both academically and behaviorally, adopted a mandatory dress policy. Based on a study conducted by our School Council, we adopted a unified dress policy to determine if there are measurable growths in academic performance or a decrease in behavioral issues while providing a unified, safe environment conducive to learning.

Students may wear:

- Khaki (tan or beige) navy, black or walking shorts, slacks, jumpers, Capri pants, skirts and skorts. All pants must be plain (unembellished), non-faded, without holes or fraying, and fitted at the waist and length (cannot touch the floor). Skirts, skorts, and jumpers may be no shorter than 2" above the knee.
- Plain (unembellished) and solid white, navy, or black collared shirts with sleeves containing no designs or logos except the school logo or crest. Clothing **MUST** be the appropriate size. Non-collared Bruce spirit wear may be worn everyday.
- Solid navy, white, gold, or black turtlenecks, long sleeve collared shirts, sweatshirts and sweaters (pullover or cardigan without hoods).
- Shirts will be tucked in and belts worn if there are belt loops. Socks must be worn and shoes must have closed toes and backs with heels no higher than 2 inches. Only students who can tie them may wear shoes with laces.
- Hats, caps, hoods, bandannas and scarves may not be worn on the head while in the building.

Items not permitted by the Bibb County School District dress code will not be permitted in the unified dress policy at C.H. Bruce Elementary School.

Opt-Out: We recommend this policy be mandatory with exemptions granted for religious reasons or special circumstances. Parents who wish to have their child exempt from the uniform dress policy must make an appeal in writing using a standardized form and submit it to the

School Advisory Council. Families for whom the unified dress policy will create a financial hardship should contact the school counselor or school social worker for assistance.

Medication

The administering of medication by the staff of the school system to students shall be permitted if it is not feasible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event the administering of medication to a student during school hours is necessary, the school must provide control and supervision of the administration of the medication as detailed below.

- 1) The principal or a staff member designated by the principal shall be responsible for administering medication to students and storing all medication in a reasonably secure location.
- 2) All medications must be brought to the principal or staff person responsible for administering them in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
- 3) Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for a period of time exceeding 20 school days, shall file with the principal of the school a medication authorization, signed by the parents or legal guardians of the student, and the student's physician. The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be administered, including the quantity or dosage to be administered and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician.
- 4) The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary.
- 5) Any student not complying with this policy and possessing any medication on the school campus shall be subject to disciplinary action.
- 6) **The size of our student body prohibits us from administering non-prescription medicines such as aspirin, Tylenol and cough syrup.** Please administer these medications at home whenever feasible. For example, many non-prescription medicines can be given in the morning before leaving home, after school, and later in the evening. We appreciate your understanding in this regard.

- 7) Students may not have medicines in their possession at school. All prescription medicines must be in the original container and will be dispensed through the office. Bibb BOE Policy JGCD (An instrument to measure liquid medicine should be sent with the medication.)

School Visitors

In order to ensure the safety of our children, we must implement some rules concerning visitors in our building.

- 1) All visitors in the building must sign in at the office and wear visitor's identification while in the building. Visitors must sign out when they leave the building.
- 2) No one may go to classrooms unless directed there by the office. If your child forgets his lunch or any other items, please bring it to the office. School personnel will deliver it to your child. Preschool children who accompany parents must remain with their parents. It is imperative that younger children's presence not disrupt classes in session.
- 3) Parents cannot stand in the hallways outside classroom doors at dismissal time.
- 4) Due to safety reasons we ask that all visitors enter the building using the front door during the school day.
- 5) Students can only be dismissed early through the school office. Teachers will not dismiss students without prior notification from the office. Early dismissals will not be permitted after 2:30P.M.

School Attendance

For students to do their best, he or she must attend school every day. Poor attendance is one of the chief causes of failure. C.H. Bruce Elementary School will follow Bibb County School District's attendance policy.

- 1) **Absences - ALL ABSENCES MUST BE DOCUMENTED.** On the day a student returns to school, he or she should bring a written note signed by their parent stating the reason for the absence and the date. The note should be given to the teacher. **FAILURE TO PRESENT AN EXCUSE WITHIN THREE (3) DAYS SHALL RESULT IN AN UNEXCUSED ABSENCE. DOCUMENTATION PRESENTED AFTER THREE (3) DAYS WILL NOT BE CONSIDERED.**

FOR DOCTOR, DENTIST, COURT, COMMUNITY AGENCY APPOINTMENTS, ETC., OFFICIAL DOCUMENTATION MUST BE SUBMITTED ON AN ORIGINAL FORM. COPIES WILL NOT BE ACCEPTED.

STUDENTS IN GRADES 1-5 WHO EXCEED TEN (10) UNEXCUSED ABSENCES IN A SCHOOL YEAR WILL NOT BE PROMOTED.

- 2) **Tardies** - Students who arrive after 8:45 a.m. must report to the office for permission to enter class. Parents and guardians must bring students into the building to sign them in when they are tardy to school.

- 3) **Leaving School** - If it becomes necessary for a child to leave school prior to dismissal time, he/she must report to the office first. **A parent must sign out the student in the school office. The person signing a student out of school will be required to show a picture ID.** Students will not be dismissed until the parent arrives at school and the teacher has been notified by the office. Early dismissals will not be permitted after 2:30 P.M.

Student Fees, Fines, and Charges

The Board of Education is required by law to provide a free education to all Bibb County students. Neither, tuition or fees may be charged to county residents for state-funded courses.

The school will provide textbooks, equipment and media materials required for completing each course of study funded for credit under the Quality Basic Education Act. All such items remain the property of the Board of Education.

Students may be required to provide clothing appropriate for each course. A definition of such clothing may be generic, but not specific to color or brand. The school shall provide special safety equipment or clothing for any basic course.

Schools may charge fees for extracurricular activities as long as the charge is not a condition of attendance or credit within the normal day's academic program.

Examples are: gate admissions, student publication, graduation fees, replacement/repair costs for loss or abuse of property, and activity fees.

Signed Papers

STUDENT FOLDERS CONTAINING SIGNED PAPERS AND SCHOOL INFORMATION WILL BE SENT HOME EVERY **WEDNESDAY**. Report cards will also be sent home on the Wednesday following the end of the grading period.

Please set aside time each Wednesday to review your child's work. Papers should be signed and returned on Thursday. If you wish to keep your child's papers beyond Friday, please send a note to the teacher. Signed papers must be kept on file by the homeroom teacher. If signed papers are not returned by the following Wednesday, no additional papers will be sent home until that set is returned. Teachers in Grades 4 and 5 will send home progress reports every two

weeks in lieu of signed papers since students have more than one teacher. These reports are to be signed and returned to the child's homeroom teacher.

School Records

Bibb County School Board Policy and rules regarding educational records contain expressed and implied rights of parents and students. A copy of this policy and rule is housed at each public school and the Central Office. Upon request, parents and students can review the policy and rules relative to educational records.

Student Recognition Programs

At the end of each nine week grading period, students in Grades 1 through 5 will receive awards in the following categories during the Student Recognition Program:

Top Flight Eagle Award - Students must have **All A's** and must show outstanding behavior during the nine-week grading period.

Principal's Honor Roll- Students must have **ALL A's** during the nine-week grading period.

Soar High Achiever - A/B Honor Roll. Students must have all A's and B's to receive this award.

Upward Bound Award - B Honor Roll. Students must have all B's to receive this award.

Perfect Attendance - Students can receive this award if they have no absences, tardies, or early dismissals during the nine-week grading period.

Citizenship - Outstanding behavior during the nine-week grading period. Student cannot receive this award if they have had an office or bus referral during the nine-week grading period.

Most Improved Award (M.I.A.) Award - Teachers will award a ribbon to students who have made improvements in behavior and academics for the nine weeks. Only one ribbon will be awarded per subject and/or class.

Bring Up Grades (B.U.G.) Award- Beginning with the 2nd grading period, any student who has increased any academic grades while not decreasing in any other academic subjects may receive this award.

Kindergarten students are eligible to receive a ribbon in the following areas:

Top Eaglet Award - All Standards Accomplished & Good Citizenship.

Soaring Eaglet Award - All Accomplished and some In Progress (according to their Kindergarten report card)

Perfect Attendance- No absences, tardies, or early dismissals during the nine-week grading period.

Citizenship - Outstanding behavior during the nine-week grading period. Student cannot receive this award if they have had an office or bus referral during the nine-week grading period.

Most Improved Award (M.I.A.) Award - Teachers will award a ribbon to students who have made improvements in behavior and academics for the nine weeks. Only one ribbon will be awarded per subject and/or class.

Parents are invited to attend the award ceremonies. Notices will be sent home with students prior to the ceremony. Students are encouraged to do their best each day. It is very important for students to remember the student recognition program occurs each nine weeks so they have an excellent chance of receiving the awards.

Students will receive trophies and medallions at the end of the school year and teachers will give recognition in special areas such as:

1. Junior Fire Marshals
2. Math Team/Math 24 Team
3. Quiz Bowl
4. Music
5. Spelling Bee
6. Accelerated Reader (AR)
7. Safety Patrol

R.E.A.C.H.

In Bibb County Public Schools, all students are screened for possible referral for gifted education services each year. Teachers observe students looking for the typical traits, attitudes and behaviors (TABS) of a gifted child as well as review achievement test scores, grades, and special recognitions and awards received by students.

Students demonstrating exceptional performance are referred to the school eligibility team for further consideration. Students may also be referred to the school eligibility team for consideration by parents or they may refer themselves.

Elementary students who do qualify for the gifted education program will attend a class one day a week either in their home school or at another school that has been designated as a center. Middle school and high school students who qualify for the gifted program are able to choose from an array of content-based classes according to their strengths and interests. All courses of study are appropriately modified in content, teaching strategies, and expectations of student

mastery to be appropriate for gifted learners. Problem solving, critical thinking, abstract thinking, organization and research are stressed in all areas of learning.

In order to qualify for gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity and motivation. For further information, contact the Office of Gifted Education, 484 Mulberry Street, Macon, GA 31208, (478) 765-8596.

Grading Systems - Grading and Reporting

The purpose of grading and reporting is to communicate to parents/guardians and students the Georgia Performance Standards (GPS) and/or Common Core Georgia Performance Standards (CCGPS) that students are expected to meet, each student's level of performance in meeting those standards, and the adequacy of that level of progress or proficiency at the time of reporting so that success may be recognized and improvements can be made when needed.

It is expected that students will be provided multiple opportunities with fair and valid classroom assessments to demonstrate proficiency on each course standard. Every assessment will correlate to Georgia Performance Standards and/or Common Core Georgia Performance Standards and all standards will be assessed.

Diagnostic, formative, and summative assessments will be utilized by teachers to gather data regarding student performance so that instruction may be aligned to students' needs. Diagnostic data provides a snapshot for teachers to gauge the students' prior knowledge and will not be included in grading. Formative assessments are opportunities for students to practice new learning, can occur during instruction, and may include observations of students and conversations with students. Formative assessment, being a practice

opportunity for students, may or may not be included in grading. Summative assessments are given after instruction and ample practice opportunities, when the teacher is soliciting demonstration of mastery of the standards from the students. Optimally, the final course work average will predominantly be composed of summative assessment data.

Parents will receive progress reports indicating student progress toward grade level/course standards at the midpoint of the grading term and report cards at the end of each grading term. Parents can access student grades through the Student Information System (SIS) for students in kindergarten through twelfth grade. Parents of students enrolled in special education, ESOL, EIP, Title I, or gifted courses may receive supplemental progress reports from their child's teacher. These reports reflect progress toward specific program goals that may or may not reflect grade level/course standards.

The teacher of record assigns grades following the procedures set forth in this regulation. Grading may be done in collaboration with resource and co-teachers. No classroom teacher shall be required, coerced, intimidated or disciplined in any manner to change the grade of a student. A violation of this rule regarding assigning of grades constitutes an ethics violation.

A. Any grade change will be supported by written documentation on the Administrative Grade Change Authorization Form supporting the change which shall include the name of the person requesting the change and all required approvals.

B. This procedure does not prevent principals or other administrators from discussing grades and grading with the classroom teacher.

This procedure does not prevent a school or central office administrator, or the superintendent from changing a student's grade. Any grade change made by a person other than the classroom teacher follow the established procedure and must be approved in writing by the governing Superintendent, Deputy Superintendent, and the School Principal. This must be clearly indicated in the student's school records, and must indicate the person responsible for making such grade change (see grade change form).

Make-up Assignments

The teacher must permit the student to complete missed homework, tests or examinations within five school days after the student returns to school. If it is the fourth marking period, the teacher must permit the student to complete the homework, test or examination by the end of the teacher's post-planning days. All work can be completed whether the absence is excused and unexcused.

Teacher discretion may be used to extend the make-up time in extenuating circumstances. It is the student's/parent's responsibility to make arrangements with the teacher to make up and complete missed assignments and/or tests. When a student completes a make-up homework assignment, test or examination, the teacher will report the score, and the school information specialist will update the student's transcript and report card upon signed approval by the principal.

Make-up Work After Absences

Teachers must permit students to make up work missed during absences for any of the following reasons:

- A. Participation in school-sponsored activities such as field trips or other designated events,
- B. Personal illness,
- C. Medical requirements,
- D. Family illness,
- E. Death of a family member,
- F. Observance of a religious holiday,
- G. Orders of government agencies,
- H. Hazardous conditions,
- I. Suspension. (ISS and OSS)

Any assignments or projects given prior to days of absence are due immediately upon the first day a student returns. However, in extenuating circumstances, this may be extended.

Extra Credit

Teachers may assign students extra credit projects/assignments. These projects/assignments must be directly related to instructional material for improvement or enhancement and must be made available to the entire class.

Conversion of Letter Grades to Numerical Grades for Transfer and Dual Enrollment Students (Grades 1-12)

If a grade range is provided by previous schools attended, conversion will be made by assigning the midpoint of the range, not to exceed the values listed in the following conversion scale. If a grade range is not provided, the following conversion scale will be used. Grades earned by a student who is involved in a dual enrollment program with a post-secondary institution will have numeric grades recorded based on this scale. Dual enrollment course grades will have 5 extra points added to the course grade.

| Letter Grade | Numerical Equivalent | Grading Scale | Progress | Mid-Point Conversion Scale |
|---------------------|-----------------------------|----------------------|-----------------|-----------------------------------|
| A+ | | | | 98 |
| A | 4.0 | 90-100 | Excellent | 95 |
| A- | | | | 92 |
| B+ | | | | 88 |
| B | 3.0 | 80-89 | Satisfactory | 85 |
| B- | | | | 82 |
| C+ | | | | 78 |
| C | 2.0 | 70-79 | Needs | 75 |

| | | | | |
|----|-----|-------------|----------------|----|
| | | | Improvement | |
| C- | | | | 72 |
| D | 1.0 | 70 | | 70 |
| F | 0 | 69 or below | Unsatisfactory | 65 |

I. GRADING

A. GRADE Kindergarten

Standard Grades for School Subjects

The indicators below will be used to report student progress on essential skills in the content areas and social development on the report card. These reflect the Georgia Kindergarten Inventory of Developing Skills (GKIDS).

Academics

M - Mastered

E - Emerging

N - Not Met

Computation of Grades

Class assignments, homework assignments, group participation, make-up work, extra credit work, and student assessment activities should be used for computation of grades in Kindergarten. Student assessment activities may include oral tests, teacher-made tests, nine-weeks tests, project based learning tasks, and teacher observation. Final grades will be based on mastery of standards at the end of the school year.

Final Grades

The following final grades will be based on mastery of standards at the end of the school year and will be noted on the report card:

M - Mastered

E - Emerging

N - Not Met

B. GRADES 1-5

Standard Grades for School Subjects

Numerical grades will be assigned to the core subjects of Language Arts (1-5), Reading (1-5), Mathematics (1-5), Science (3-5), and Social Studies (3-5):

90-100 = Excellent Progress

80-89 = Satisfactory Progress

70-79 = Needs Improvement

Below 70 = Unsatisfactory Progress, Failing

I = Incomplete Work for the grade level.

"I" must be approved by the principal. The student must make up the incomplete work by the mid-term of the succeeding marking period.

A low score signals the need for intervention, which should be provided immediately to the student to assist with mastery of content.

Computation of Grades

The following will serve as the basis for grading progress in all subjects:

1. Class assignments, projects, group participation, make-up work, homework, and extra credit work will constitute 50% of the grade.
2. Student assessment activities including oral tests, teacher-made tests, nine-week tests, term papers, teacher observation, rubric, check list, matrix, and research will constitute 50% of the grade.

Number of grades per grading period in each category shall be at least:

1. Five (5) from no. 1 above per 9 weeks
2. Five (5) from no. 2 above per 9 weeks

The final grade in each of the core subjects (Language Arts, Reading, Mathematics, Science, Social Studies, and Health) will be calculated by averaging numerical grades for the four marking periods.

The final letter grade in Art, Music, Band, PE, Computer and Foreign Language will be calculated by converting the four marking period grades to numerical equivalents and averaging the numerical equivalent to determine the final grade. Five-tenths percentage points or above in any subject area grade should be rounded upward to the next highest grade.

E=3

M=2

N=0

II. Student Conduct Grades K through 12

Students will earn a conduct grade for each marking period which will be documented on the report card. Its purpose is to encourage students to conduct themselves in an orderly, courteous, dignified, and respectful manner. The conduct grade will reflect student conduct during the previous grading period.

Student Conduct Rubric

Excellent

E No infractions

Satisfactory

S One or more minor infractions

Needs Improvement
N Any moderate infractions

Unsatisfactory
U One or more serious infractions or multiple moderate infractions

Overall Excellent (E) or Satisfactory (S) Conduct Grade Actions

Students receiving an excellent or satisfactory conduct grade may earn extra privileges/incentive which will be determined at the school level.

Overall Needs Improvement (N) Conduct Grade Consequences

Students receiving a needs improvement conduct grade may be referred for participation in the RTI/Student Support Team process for the development of a behavior intervention plan which includes positive interventions, strategies and supports designed to address the behavior in question.

Overall Unsatisfactory (U) Conduct Grade Consequences

Students receiving an unsatisfactory conduct grade may be referred for participation in the RTI/Student Support Team. **Any personal recognitions or serving as a representative of the school may be denied.**

Using grades for punishment is a violation of the Georgia Code of Ethics. Anyone using grades for discipline will face investigation of by the Professional Standards Commission (PSC).

REVISED: June 19, 2014

ADOPTED: July 29, 2014

School Counselor

C. H. Bruce Elementary School has a full-time counselor. She is responsible for counseling with the students to help them understand and accept themselves as individuals and understand their relationship to the social, educational, and psychological world. The counselor is responsible for providing individual counseling, classroom guidance, and group counseling to students in grades K-

She makes and follows up on outside referrals, including any child abuse related issues. The School Social Worker and Special Education Social Worker provide additional services.

SCHOOL-WIDE DISCIPLINE PROGRAM

Bruce Elementary School is participating in a new discipline approach that includes the EBIS component. Effective Behavioral and Instructional Supports (EBIS) is a research-based, prevention oriented model for school-wide discipline. EBIS training translates research to practice through a network of structures to promote social and academic behavior. The implementation of the discipline program will begin the first day of school and teachers will teach students the new plan and how they can be rewarded based on good behavior.

This year, teachers will take the following steps to correct student behavior before sending students to the office:

1. Time out in the classroom
2. Time out in another teacher's class
3. No Ice Cream Privilege
4. After school detention (a notice will be provided)
5. Parent Contact

Teachers at every grade level have developed a discipline plan that will be used throughout the school year. Students will be able to earn 7 out of ten signatures or punches a week. These punches/signatures can be used to determine whether students participate in fun activities. Students who earn 3 out of 4 fun Friday's will be able to participate in the monthly PBIS celebration.

Students can be sent to the office for the following violations and can receive ISS (In School Suspension) or OSS (Out of School Suspension) based on the seriousness of the infraction:

1. Profanity
2. Hitting or touching school personnel
3. Vandalism (destroying school property)
4. Fighting
5. Leaving school without permission
6. Willful disobedience (extreme disrespect)
7. Bullying (Counselor)

Students who bring items to school other than the necessary materials will not be allowed to keep them. The school is not held responsible for any stolen contraband (cell phones, game boys, MP3 players, etc.) brought to school. These items will be confiscated and sent to the office. Students should bring only items needed for class such as, pencils, paper, textbooks, etc.

Using the Schoolwide Behavior Expectation Matrix, teachers and parents will help by reinforcing these desired behaviors throughout the school. Teachers will track student behavior daily using a chart, and students will not earn a Bruce Eagle Buck for the week if these behaviors are not exhibited.

Students - Weapons and Dangerous Instruments

A student shall not possess, handle, transmit, carry or have under his/her control any weapon while at a school building, school function, or on school property or a bus or other transportation furnished by the school district.

For purposes of this policy, the term "weapon" includes without limitation:

- A pistol, revolver, rifle, shotgun, machine gun, pellet gun, loaded cane, or any other type of firearm;
- A machete, dirk, sword cane, bowie knife, switchblade knife, ballistic knife, or any other knife, a straight-edge razor, ice pick, or box cutter;
- A spring stick, metal knuckles, or blackjacks;
- Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain;
- Any disk, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
- Any explosive devise or compound other than fireworks; or,
- Any weapon of like kind.

Possession of any weapon in violation of this policy is also a violation of Georgia law and is punishable by a fine of not more than \$50,000.00, imprisonment for not less than one or more than five years or by both.

A violation of this policy shall result in a referral to the appropriate law enforcement authorities for prosecution under *O.C.G.A.* § 16-11-127.1 and a recommendation to the Student Disciplinary Tribunal that the student be expelled from school.

The prohibitions and information set forth in this policy shall be included in any Student Handbook, which may be published by any school or educational facility in the school district. The administrator in charge of each school and facility in the school district shall insure that each teacher or instructor in the facility reads and explains this policy to the teacher's students at the beginning of each semester. LEGAL REF: *O.C.G.A.* § 16-11-127 - 127.1

August 1, 2019

Parents:

Please read each item below carefully and sign accordingly. Then, tear out this sheet from the handbook and return it to your child's teacher tomorrow.

Student's Name _____ Homeroom Teacher _____

I have thoroughly read the Bruce Student Handbook for 2018-2019 and the Bibb County Student Guideline for Success 2017-2018. I have reviewed these policies with my child.

Date _____ Parent's Signature _____

During the school year, there will be opportunities for students to be videotaped or photographed for the newspaper or television. We need your permission for your child to participate.

_____ YES, my child has permission to be photographed or videotaped for media coverage.
_____ NO, my child may not be photographed or videotaped for media coverage.

Date _____ Parent's Signature _____

Received Date _____ (School Use Only)

