

**BERRY** Elementary &  
**COLLEGE** Middle School

---

STUDENT HANDBOOK

2018-2019

# Berry College Elementary & Middle School Parent/Student Handbook

## Table of Contents

Welcome from the Director.....	5
Mission Statement.....	6
Strategic Initiatives.....	7 & 8
• Purpose.....	7
• Vision .....	7
• Aspirations.....	7
• Assumptions.....	7
• Pillars.....	8
History of BCEMS.....	9
Accreditations.....	9
Governance.....	9
Affiliations.....	9
Philosophy.....	10
Role of Families in the School.....	11 & 12
Community Service.....	12
Berry College Students.....	13
• Berry College Student Work Program .....	13
• Berry College Teacher Education Program.....	13
• Berry College Practicum and Observation.....	13
<b>Policies and Procedures</b>	
The School Day.....	14 & 15
• Arrival.....	14
• Dismissal.....	14
• Morning Car Rider Policies.....	14
• Afternoon Car Rider Policies.....	15
• School Parking Lot Safety.....	15
• Permission to Leave with Non-Family/Non-Guardian.....	15
Berry College Bus Service.....	16,17 & 18
• Cage Parking Lot Safety.....	16
• Morning Bus Policies.....	16
• Afternoon Bus Policies.....	16
• Berry College Bus Rules and Policies.....	17
• Bus Suspension.....	18

<b>Early Dismissal Days</b> .....	18
<b>Attendance</b> .....	19
• Tardiness.....	19
• Absenteeism .....	19
• In the Event of an Absence .....	20
• Leaving During the School Day.....	20
• Excused Absences.....	20
• Unexcused Absences.....	20
• Make Up Work .....	20
• Planned Education Absence.....	21
<b>Dress Code</b> .....	21
<b>Technology Policy</b> .....	22
<b>Discipline</b> .....	23 & 24
• Shared Expectations for Student Behavior .....	23
• Consequences for Not Meeting Student Behavior Expectations .....	24
<b>Lunch</b> .....	25
<b>Homework</b> .....	25
<b>Assembly</b> .....	26
<b>Parent Communication</b> .....	26
• Communication with Teachers .....	26
• Communication with School .....	26
• School Blog .....	26
• BCMS Facebook page .....	27
<b>Visiting the School</b> .....	27
<b>Parent Orientation Night</b> .....	27
<b>Parent-Teacher Conferences</b> .....	27
<b>Progress and Grade Repots</b> .....	27
<b>Standardized Testing</b> .....	28
<b>Student Support</b> .....	28
<b>Kids' College After School Program</b> .....	28 & 29
<b>Enrichment Classes After School Program</b> .....	29
<b>BCMS Sports Teams (Grades 5-8)</b> .....	30
• Academic Requirement .....	30
• Participation .....	30
• Role of Parents.....	30

## Parent and Student Information

Admission to BCEMS.....	31
Tuition Agreements and Payments.....	31 & 32
Withdrawal from BCEMS.....	32
• School Records Request .....	32
BCEMS Medical Policies.....	33 & 34
• Administering Medication to Students.....	33
• Students with Special Health Needs.....	33
• Guidelines for when children should be kept home.....	34
• Illness at School.....	34
Security of Buildings.....	35
• Emergency Preparedness and Drills .....	35
School Closings.....	35
• Inclement Weather home.....	35
• BerryALERT.....	36
Field Trip Policies and Procedures.....	36 & 37
• Kindergarten – 4 <sup>th</sup> Grade .....	36
• 5 <sup>th</sup> – 8 <sup>th</sup> Grade .....	37
Personal Belongings.....	37
• Personal Technology .....	37
• Label All Belongings .....	37
• Student Lockers (Grades 4-8).....	38
• Toys.....	38
• Lost and Found.....	38
School Supplies.....	38
Non-school Notices .....	38
Library .....	39
BCEMS AHERA.....	40
BCEMS Forms.....	41-46
• Handbook Form.....	41
• Student Expectations Form.....	42
• Bus Policy Form.....	43
• Technology Policy Form.....	44
• Field Trip Chaperone Information.....	45 & 46
• Special Medical Needs Form .....	47

## Welcome Letter from the Director

Dear BCEMS Students and Parents,

Welcome to the new school year at Berry College Elementary & Middle School! The beginning of a new school year always brings excitement about the possibilities for great adventures and discoveries. We consider our students, families, faculty, staff, and Berry College to be part of a valuable educational partnership. Together we are responsible for creating, caring for, and contributing to our safe, engaging learning environment. Your family is an integral part of our school family. Your student has been chosen to be part of his or her classroom because of individual gifts, abilities, and potential. Thank you for sharing our goal of educating the head, heart, and hands of our students.

Our BCEMS Parent/Student Handbook is a resource to help us with important channels of communication. We hope the information about our school's philosophy, traditions, policies, and expectations, will help you throughout the school year. We encourage and welcome you to contact us at the school office (706-236-2242) when you have questions or concerns.

Warmly,

Lori Frederick  
Director

## **Berry College Elementary & Middle School**

### **Our Mission**

Berry College Elementary and Middle School is dedicated to the development of the full potential of every child through the education of the head, heart and hands.

### **Charter School of Education and Human Science & BCEMS Mission**

In conjunction with the Charter School of Education and Human Sciences, BCEMS is committed to providing our students, the College and community with a model of a safe, child-centered learning environment in which students fully develop their potential through a curriculum designed to magnify the education of the head, heart and hands.

### **Berry College Mission**

Berry College is a comprehensive liberal-arts college with Christian values. The college furthers our students' intellectual, moral and spiritual growth; proffers lessons that are gained from worthwhile work done well; and challenges them to devote their learning to community and civic betterment. Berry emphasizes an educational program committed to high academic standards, values based on Christian principles, practical work experience and community service in a distinctive environment of natural beauty. It is Berry's goal to make an excellent private liberal arts education accessible to talented students from a wide range of social and economic backgrounds.

# **BCEMS Strategic Initiatives**

## **Purpose**

Berry College Elementary & Middle School will continue to provide an integrated education of the head, heart and hands as the means by which to graduate responsible students with the knowledge, experience, integrity and passion to improve the communities in which they live and attend school.

## **Vision**

Guided by our mission, history and purpose, Berry College Elementary & Middle School will be a model academic community by:

- Fusing rigorous academic preparation with firsthand experience through research, work, service, leadership and campus activities.
- Developing partnerships with the local and extended community.
- Using our incomparable campus to its fullest.
- Preparing students to be “Life Ready”.

## **Aspirations**

- To graduate 8th grade students with PREPARATION gained through academic and personal growth for lives of integrity, leadership and service as responsible, engaged global citizens.
- To challenge students to PRACTICE by integrating and applying knowledge in academics, work, and service.
- To foster the campus as a sustainable PLACE for educational, recreational and cultural growth.
- To develop and maintain PARTNERSHIPS that support and strengthen our students and communities.

## **Assumptions**

Berry College Elementary & Middle School will maintain an average enrollment of 140 students, with a student to faculty ratio of 13:1.

Berry College Elementary & Middle School will emphasize a vibrant school experience based on an integrated education of the head, heart and hands.

Berry College Elementary & Middle School will remain affordable, balancing the cost of attendance with funded and unfunded sources of financial aid.

Berry College Elementary & Middle School will remain selective, balancing traditional predictors of success with a commitment to economic diversity.

# Pillars

## Upholding the Mission of the School

### Preparation and Practice

#### *Education of the Head*

- A curriculum based on National and State standards
- Research and the research process
- Continuous development of strong reading skills
- Regular application of writing skills across the curriculum
- A strong social sciences foundation
- The hands-on discovery of scientific ideas and principles
- The development of Spanish as a second language
- The integration of instructional technology throughout the curriculum
- Ability to speak and present in public with confidence
- Artistic and creative expression via a fully-integrated fine arts program
- The study, appreciation and creation of music
- Physical wellness and sportsmanship through P.E. curriculum

### Practice and Place

#### *Education of the Heart*

- The enrichment of social, personal, leadership skills and self-esteem
- The development of trust and confidence within our community
- Nurturing a sense of personal responsibility and self-control
- Acts demonstrating how to “Serve Others, Not to Be Served”
- Student mentoring through Berry Buddies
- A commitment to social justice and cultural diversity
- Respect and appreciation for the natural environment

### Practice and Partnerships

#### *Education of the Hands*

- Serving the community through worthwhile work
- Engaging in structured entrepreneurial activities
- The development of an appreciation of team-based activities, sports, and recreation
- Serving the school community by presenting spirited and educational assemblies
- Serving the environment through after school Enrichment Classes and Kids’ College.
- Serving Berry College students for their college classes through collaboration, observation and participation in their lessons and projects
- Providing an environment for the Berry College Student Work program.



## **Brief History of Berry College Elementary & Middle School**

The Berry College Laboratory School, later renamed Berry College Elementary & Middle School (BCEMS), was established in 1977 by the Berry College Department of Education as a demonstration school for the Southeastern United States. BCEMS continues this mission to this day as a unit of Berry College's Charter School of Education and Human Sciences.

BCEMS provides a practicum setting in which classroom teachers and college professors collaborate to provide guidance for college students who are involved in observations and guided teaching experiences. The latest knowledge about research in effective teaching practices is integrated with practical classroom application. College students also participate in the life of the school through the Student Work Opportunity Program as classroom aides. In addition, the school serves the Charter School of Education and Human Sciences as a site for field experience and for responsible research.

### **Accreditation**

Berry College is fully accredited by the Southern Association of Colleges and Schools and accredited with quality by the Georgia Accrediting Commission.

### **Affiliations**

BCEMS is a member of the following organizations:

- Greater Rome Chamber of Commerce
- National Association of Laboratory Schools
- Georgia Independent Schools Association

### **Governance**

BCEMS is an integral part of the Charter School of Education and Human Sciences. As such, it falls within the governance structure of the College.

- The BCEMS Director consults with the Dean of the Charter School of Education and Human Sciences on issues that affect personnel, budget and proposed policy changes. Further, the school is divided into two sections:
  - Elementary (Kindergarten - 4<sup>th</sup> grade)
  - Middle Grades (5<sup>th</sup> - 8<sup>th</sup> grade)
- The school administrators and faculty of the school make decisions concerning such matters as curriculum, admissions, grouping and class placement.

## Philosophy

The BCEMS faculty and staff are dedicated to the education of children in a personalized, aesthetically pleasing environment in Hamrick Hall and the Barstow Library on the beautiful Berry College mountain campus. Additional classroom facilities are utilized in the Cook Building at the Charter School of Education and Human Sciences on the College's main campus. The BCEMS faculty and staff guide children in discovering their unique talents and abilities and encourage them to become self-directed decision-makers.

Every child at BCEMS has the opportunity to develop his/her potential through a carefully planned education program based on National and State Curriculum Standards.

Integrated inquiry-oriented strategies reflect the children's interests. This inquiry provides a collaborative environment in which children construct a personal knowledge of the world.

All academic areas are emphasized. The integration of music, art, foreign language and physical education is woven into the school's instructional milieu. Students' artistic and cultural awareness, expression and appreciation are enhanced through field trips and special programs.

Members of the faculty of the Charter School of Education and Human Sciences serve in a consultative manner. This collaboration, coupled with individual teacher development, assures that the faculty is constantly aware of the latest in research and educational literature. Additionally, BCEMS provides an opportunity for graduates and undergraduates in teacher education to observe master teaching based upon the latest educational practices.

## Role of Families in the School

Our faculty and administration seek to form educational partnerships with our families. Our hope is that parents and guardians will support and serve BCEMS by attending school events, volunteering time and talents, and becoming engaged members of our school community. Parents enrich the school curriculum by sharing their talents and interests with the children. They are invited into the school as teachers of mini-courses and as instructional assistants. Parents are vital participants in school activities. They teach children through example by assisting with activities that promote the school's mission by volunteering for and participating in events hosted by BCEMS. An advisory board made up of parents and faculty meet on a regular basis. Parents also work together to assist with the school's fundraising event – the Berry Half Marathon and 5K.

BCEMS events include:

- **Mountain Day Olympics:** An outside field day packed full of games, traditions, activities and lots of good fun. This is held one day during the week in October (Martha Berry's birthday).
- **Berry Heritage Day:** In celebration of our Berry history, BCEMS honoring our heritage for an assembly. As a school, we may visit local historical landmarks (Possum Trot, Oak Hill, Frost Chapel, House O' Dreams) to learn about and celebrate Miss Martha Berry's legacy to us. This event is also held in the fall (Martha Berry's birthday).
- **Thanksgiving Lunch:** This special lunch is held the week before Thanksgiving in the Krannert Ballroom on main campus. Families are invited to sign up and attend this lunch. A regular lunch fee is charged to the student. There is an additional cost per family member(s) who attend.
- **Puppet Show:** A Hamrick Hall stage performance by students in 5<sup>th</sup> & 6<sup>th</sup> grades under the direction of BCEMS Art Teacher, Claire Howard. Time of year varies.
- **Young Authors' Event:** Throughout the year, students in Kindergarten - 8<sup>th</sup> grades compose poetry, fiction, personal narratives, and informational works in journal writing. The steps of the writing process (research, brainstorming, drafting, revising and publishing) are part of the daily learning process. In the spring, each student selects and publishes his or her favorite piece of written work to share at the Young Authors' Event. Parents and family are invited. Final published books are presented to students.

- **Spring Program:** A Ford Auditorium stage performance for students in Kindergarten - 4<sup>th</sup> grades under the direction of the music teacher and classroom teachers. Hosted and narrated by 4<sup>th</sup> grade students, elementary classes perform songs, choreography, and skits. Spring Program is held in the evening in mid to late May.
- **Middle School Arts Premiere:** As a final project to showcase the art skills learned over the years at BCEMS, students in 7<sup>th</sup> & 8<sup>th</sup> grades traditionally celebrate the end of their year with premiere films. These creative projects vary year to year and are produced by the 7<sup>th</sup> & 8<sup>th</sup> grade classes under the direction of the middle school teachers. The premiere is typically held in late spring.
- **Eighth Grade Graduation:** This event is held at Frost Chapel on mountain campus to celebrate the years of education at BCEMS. Parents, extended family, and friends are welcome.
- **Family Fun Nights:** BCEMS events are offered throughout the year. All current BCEMS families are welcome.
- **The Berry 5K/10K/ Half Marathon (and 1 mile Fun Run):** This event is our main fundraiser and occurs on a Saturday in March (Race Date for 2019 is March 9<sup>th</sup> ). BCEMS parents are all asked to volunteer before, during, and/or after this event to make sure it's a terrific experience for thousands of runners and their families.

## Community Service

Service to others is a constant theme at BCEMS, making community service an essential part of the BCEMS program. Various hands-on projects are done by classrooms and in partnership with college buddies during the school year. BCEMS supports Angel Express with donations at Christmas (toys, household goods, books, coats, blankets, bicycles, and gift cards). Several charitable projects are chosen during the year for school wide participation.

Becoming responsible stewards of our Earth is also a constant theme. We model and teach respect for others, responsibility, self-control, and other universally-themed values that encourage caring for the world and future generations. Encouraging and practicing “Reduce, Reuse, Recycle” brings attention to environmental issues and becomes a way of life for our students.

## **Berry College Student Work Program**

Berry College students are offered a variety of paid work experiences on campus. Working at BCEMS is an especially sought after experience. These college students assist our teachers in a variety of ways and often work all four of their college years at BCEMS. Our school absorbs the cost of these employees in order to provide a much smaller child-adult ratio. We consider the college student worker's contribution to school atmosphere and additional support for students to be an invaluable resource. College students are also employed in the school office. They assist the office staff with many aspects of school business.

All college student workers are required to have a criminal background check in order to work at BCEMS. They are expected to maintain a professional attitude and high quality code of ethics while working at the school.

## **Berry College Teacher Education Program**

Berry College places its best and brightest seniors at BCEMS to student teach. These students move gradually from assisting the master teacher to solo teaching. They are supported by the BCEMS faculty and are supervised by professors of the Berry College Charter School of Education and Human Sciences. Most students choose to work as interns. This includes several additional weeks of work beyond the normal student teaching schedule.

All student teachers are required to have a criminal background check in order to enter the Berry College Teacher Education Program and work at BCEMS. They are expected to maintain a professional attitude and high quality code of ethics while working at the school.

## **Berry College Practicum and Observation**

Berry College professors work with our teachers to provide opportunities for college students to observe the practical application in our classrooms of concepts being taught in college courses. Opportunities are provided for college students to teach mini-lessons and tutor individuals and small groups within our classrooms. These experiences provide enrichment for our students as well as cutting-edge research-based instruction under the guidance of college professors.

**The School Day:** Classroom Instruction 8:15 a.m. until 2:50 p.m.

**Teacher arrival and preparation time lasts until 8:00 a.m. In the absence of an appointment, parents and students should refrain from entering the building until 8:00 a.m.**

## Arrival

- School doors open for student arrival at 8:00 a.m.
- Class instruction begins promptly at 8:15 a.m.

You have two arrival choices:

1. Your child may board the Berry bus near Berry's front gate in the Cage Center parking lot between 7:40 and 7:55 a.m.
2. You may drop off your child at the Hamrick Hall building between 8:00 and 8:10 a.m.

## Dismissal

You have three dismissal choices:

1. You may pick your child up from Hamrick Hall via the afternoon car line. We begin calling car riders at 2:50 p.m.
2. Students who are not car riders will ride the Berry bus to the Cage Center parking lot. You may pick your child up via car line in the Cage Center parking lot (3:15 to 3:30 p.m.).
3. Students who are not picked up from the buses will be taken to Kids' College. You may pick your child from Kids' College, our after school program (see pages 28 & 29).

## Morning Car Rider Policies

Car line drop off in the morning is designed to be a safe and efficient way for students to arrive at school. Cars should drive carefully and approach the porch area in a single file line. **Students should exit their cars on the passenger side when their car is near the steps. No individuals should walk in front of or behind vehicles.** Parents should remain in their cars and proceed in line, driving with caution to exit the parking lot.

- Please do not sit in the car line and block other cars from entering the parking area.
- When you are not using the car line drop off for morning arrival, please park in the Frost Chapel Parking lot and escort your child up the hill to enter the school building from the side doors.
- Please supervise your child at all times in the parking lot.
- All cars must yield to the Berry school buses. Please do not drive in the parking lot while buses are unloading in the morning.

## Afternoon Car Rider Policies

We begin dismissal of students who are car riders at 2:50 p.m. Cars should approach the porch area in a single file line. The plastic tag with your family's name and assigned car line number should be displayed for easy recognition. Students should remain on the porch/inside door until escorted or given verbal direction by BCEMS faculty/staff to walk to their car. **Students should enter their cars on the passenger of the vehicle so that no individuals are walking in front or behind vehicles.** Parents should remain in their cars and proceed in line.

- If you need to enter the school building during dismissal time, please carefully park in a designated parking space. Please do not leave your car unattended in car line.
- You may park in the Frost Chapel Parking lot and walk up the hill to enter the school building from the side doors during dismissal.
- Please supervise your child your child at all times in the parking lot.
- Students who have not been picked up by the time the Berry school bus loads (3:00 p.m.) will ride the bus to the Cage Center parking lot.
- Cars must yield to the Berry school bus at all times. Please do not drive your car in the parking area when buses are loading/unloading.

## School Parking Lot Safety

- Please do not walk or allow your child to cross through the parking lot during arrival or dismissal. Use walkways and paths to front or side entrance.
- Please abide by all traffic patterns and signs.
- The Do Not Enter sign at the end of our driveway where traffic flows out provides for the safety of our community and all who drive through our campus.
- Parents visiting the school for events, conferences, volunteering, etc. are asked to use only designated parking spaces at the school.
- Please do not park on the grass as this can result in a parking ticket.
- When all spaces are filled, parents may park in designated parking spaces at Friendship Hall or the Frost Chapel lot.
- Vehicles parked in the school lot are not to be moved during times the bus is loading/unloading children.

## Permission to Leave with Non-Family/Non-Guardian

Please contact the BCEMS office if your student will be picked up by an individual other than parent/guardian or individuals designated on your student information forms from the beginning of the year. If your child will be going home with another student, if you have a new babysitter, etc., please provide this information via email. Whether the change is for car rider or bus rider, this information helps BCEMS and bus personnel to ensure the safety of your children.

## Berry College Bus Service

Children may ride the Berry school bus to and from the main campus parking lot behind the Cage Center. Parents/guardians may drop off and pick up students via the car line in the Cage Center Parking lot. All BCEMS students and parents will receive a copy of Berry College's Transportation Department Bus Policies that requires student and parent signatures to indicate understanding and agreement with policies. Students in Kindergarten - 3<sup>rd</sup> grades ride the first bus and 4<sup>th</sup> - 8<sup>th</sup> grades ride the second bus.

### **Cage Center Parking Lot Safety**

- Please abide by all traffic patterns and signs.
- Use caution at all times and be patient while our bus personnel proceed to safely load buses and release students to cars.
- Please remain in your vehicle at all times.
- Children should not be left unattended in the Cage Center parking lot.

### **Morning Bus Policies**

In the morning, the Berry school buses will be parked at the end of the tree island in the Cage Center parking lot. Traffic will come in the main entrance to Berry, turn left at the gatehouse and drive to car line road on the left. Traffic will then proceed in two car lines, taking turns to merge into one car line in front of the bus. Cars should stop at the bus door to discharge children from the passenger's side and onto the bus. **Please do not allow students to walk in front of or behind vehicles.** Please do not park and allow your student to walk across the parking lot.

The bus will arrive at the stop by the tree island in the Cage Center parking lot at 7:40 a.m. to receive children.

- The bus will depart at 7:55 a.m.
- **Once the bus starts moving, it will not stop to pick up latecomers.**

### **Afternoon Bus Policies**

The Berry bus typically leaves the school building in time to arrive at the Cage Center by 3:15 p.m. Children must be picked up no later than 3:30 p.m. from the bus line.

- Parents should remain in their cars and proceed in line with the plastic tag with your family's name and assigned number displayed for easy recognition.
- Children should enter their vehicle on the passenger side of the vehicle so that no individuals are walking in front of or behind vehicles.
- **Please do not walk to the bus door to pick up your child.**
- The bus drivers will only dismiss children from the bus to your car via car line.
- Students who are not picked up via the bus line in the Cage Center parking lot will ride the bus and be checked in to the after school program, Kids' College, at the Charter School of Education's Cook Building on main campus.
- **If you do not have your car tag, you will be asked to show your driver's license.** Please understand that our bus personnel are working to keep your children safe.



## Berry College Bus Rules and Policies

The Physical Plant Department of Berry College is responsible for transporting BCEMS children to and from the elementary school and middle school. The following rules are ones they have issued. If children do not comply with above rules, parents will lose the privilege of having their children bused. These rules and policies apply to daily bus service and field trip transportation.

1. Due to the amount of traffic in the campus parking lot, parents must stay in line to pick up their children. Please do not park and walk students to the bus or allow students to leave your car before reaching the bus door. This is fair for everyone.
2. Students will have assigned seats and remain properly seated at all times - feet in front and back against the seat.
3. Students are only allowed to bring a backpack and lunchbox on the bus. To insure the safety of the driver and the other students, these items will not be allowed on the bus: *car seats, school projects, show and tell, live animals/insects, sports equipment (any items that will not fit into a backpack)*. Parents need to make arrangements to transport these items to and from school.
4. Students should not bring onto the bus the following items: *tobacco, alcohol, illegal drugs, glass objects, balloons, matches, nuisance items, hazardous materials, weapons, or objects that might distract the driver or jeopardize the students' safety*.
5. Talk quietly - obscene language or gestures are grounds for removal.
6. Keep arms, hands, books and other objects in the bus at all times.
7. Food, drinks, chewing gum may not be consumed or used on the bus and may be grounds for expulsion.
8. Students will be totally silent at all RR crossings until the bus is completely across the tracks.
9. Damaging the bus or littering is prohibited.
10. Hitting, fighting, pushing or spitting is inappropriate behavior and grounds for expulsion.
11. Throwing objects of any kind is inappropriate behavior inside or outside the bus and is prohibited.
12. Students should keep body parts and personal belongings out of the aisle at all times as this causes a safety hazard and prevents easy exiting.
13. Never walk or bend down in front of a bus or walk beside or close to the wheel of a bus. When crossing in front of a bus, make sure you can see the eyes of the bus driver and that the bus driver acknowledges you.
14. Students should stay seated until the bus comes to a complete stop and should not stand up until the driver has applied the parking brake and opened the door.
15. Video games, electronic games, iPods or CD players are not allowed on the bus.
16. Students are not allowed to play with the controls of the bus (horn, door, etc.).
17. A written permission slip approved by the office is mandatory if someone other than the parent or designated person is picking up your child.

## **Bus Suspension**

Berry College's bus personnel are committed to keeping our students and community safe. Children who do not follow the bus rules will be given a written citation by the bus personnel. Bus personnel include the driver, other transportation personnel, and college students who ride the bus as chaperones and open car doors at the Cage Center parking lot. All bus personnel are to be treated with the same respect.

If a student does not follow bus rules and policies, depending on the nature of the behavior, a student may be suspended from the bus. The first bus suspension may be for a period of 5 days. In the event the same student continues to have difficulty following the bus behavior policies, the student will be suspended from the bus for 3 weeks or more. Additional citations may result in suspension for the year.

In the case of any bus suspension, parents must come to school for a joint conference with their child, the Director, and the bus driver, before the child returns to riding on the bus.

## **Early Dismissal Days**

When school dismisses at 1:00 p.m., car riders are dismissed at 12:45 p.m. The buses arrive at the Cage bus lot at approximately 1:15 p.m. Kids' College is not available on early dismissal days.

## Attendance

Research shows that regular class attendance directly correlates to the success of students at school. We believe in the importance of good attendance. All school days on our calendar, regular and early dismissal, include lessons and opportunities for learning created by our teachers for your children. By expecting and encouraging regular attendance, it is our goal to help your child develop a habit of punctual attendance to help him or her to be successful in the classroom and in future endeavors beyond the classroom.

**To support your child's regular attendance at school, please carefully consider:**

- Schedule vacations during the break and holiday times allotted on the school calendar.
- Schedule appointments (doctor, dentist, orthodontist, etc.) for before and after school hours and during break and holiday times whenever possible.

## Tardiness

We expect and encourage on-time arrival for all classes. On-time arrival minimizes the number of interruptions for the classroom community and optimizes learning opportunities for all students.

- Students who are in their classrooms ready to work by 8:15 a.m. are considered on-time.
- Students who are not in their classrooms ready to work by 8:15 a.m. are considered tardy.
- For arrival at 8:15 a.m. or later, a parent/guardian must sign their child in at the front desk in the BCEMS office and order their child a lunch if needed.
- Five tardies warrant administrative notification.
- Excessive school tardiness will be considered by the Director of BCEMS, the Faculty and the Dean of the Charter School of Education when end of year grade promotion and contract renewal decisions are made.

## Absenteeism

Our classrooms are communities of learning and we value your student's presence each and every day. An absence, whether excused or unexcused, equals learning time that is missed. A student's absence from a classroom not only affects his or her own learning, but it also affects the entire classroom community.

- A student who misses three or more hours of a school day will be considered absent.
- For students in grades 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, class attendance on a per class basis may be considered in the event of excessive absences.
- A student with eight or more "non-related" absences in one semester may be denied credit needed for grade promotion.
- School attendance records will be considered by the Director of BCEMS, the Faculty and the Dean of the Charter School of Education when end of year grade promotion and contract renewal decisions are made.

## In the Event of an Absence

- A note written by a parent, and in some cases a treating physician, will suffice to explain the absence. Notes should be turned in to the BCEMS office.
- Whether excused or unexcused, the note will be kept in the student's file to support his or her permanent school attendance record.

## Leaving During the School Day

Students may only leave the school building after a parent/legal guardian comes to the BCEMS School Office to sign the student out. To ensure that we always know that students are present in our classrooms, the procedure for early sign out is as follows:

- Parent/legal guardian comes to the BCEMS School Office.
- Office staff member contacts the classroom teacher to call the student to the office.
- Parent/legal guardian provides signature, time, and purpose for the early sign-out on the sign-out sheet on the front desk.
- Student leaves the building with the parent/legal guardian.
- If a student returns for the remainder of the school day, the parent/guardian provides signature and time on the sign-in sheet in the BCEMS School Office.
- Notes from physicians, orthodontists, etc., to explain the absence may be placed in the box on the front desk for a student's permanent file.

## Excused Absences

Absences for the following reasons may be considered "excused" for the purpose of the student's school attendance record:

- Illness or injury of the student.
- Illness, injury, or family emergency.
- Religious Holy Day

## Unexcused Absences

Any absence not listed above will be considered unexcused for the purpose of the student's school attendance record.

## Make-Up Work

- Make-up work should be requested by the parent/student in grade 1<sup>st</sup> - 4<sup>th</sup> and by the student in grades 5<sup>th</sup> - 8<sup>th</sup> upon his or her return to school *after* an absence.
- Students will be allowed to make up all work missed because of an *excused absence*.
- Teachers will not be required to give a student make-up work for *unexcused absences*.
- Tests may be taken at the teacher's discretion, during breaks and recess, so the student does not miss additional instruction time.
- Make up work should be completed in a timely manner and turned in by the date set by the teacher.
- Failure to make up missed work may result in loss of grades or credit.

## Planned Educational Opportunities

Special opportunities may offer students the chance to represent his/her school, church group, scout troop, community organization, etc., that would necessitate school absence. Requests for permission to be excused should be submitted in writing to the Director of BCEMS at least 10 days in advance of the absence for consideration.

Special educational opportunities may also develop for a student when a family has an unusual circumstance. This does not include family trips and vacations, which should be scheduled when school is not in session. Requests for permission to be excused for educational opportunities must be submitted in writing to the Director of BCEMS at least 30 days in advance of the absence for consideration. The Director of BCEMS will consider student achievement, attendance record, and discipline record when making decisions about Planned Educational Opportunity Absence requests.

## Dress Code

BCEMS reserves the right to regulate the dress of our students. While the rules are not rigid, compliance is expected. Pride and respect in dress reflects pride and respect for self and others. Parents are asked to see that their children dress in neat, clean clothing. It is assumed that parents will regulate their children's appearance both at school and in all related activities. Parents will be notified when an outfit appears inappropriate for school dress.

- Outfits that may be inappropriate include tops that leave bare shoulders, excessively short skirts or shorts, and t-shirts or sweatshirts with offensive logos, words, or images.
- Athletic shoes **must** be worn by students to participate in Physical Education on Tuesdays and Thursdays.
- Flip flops do not offer enough protection for the playground area. Consequences of wearing flip flops include splinters, cuts from tripping, and broken flip flops.
- During inclement weather (cold, rain, snow, etc.) students continue to spend time outside. We recommend sending your child to school with appropriate outdoor gear (rain boots, jacket, gloves, etc.) Please put your child's name in all clothing, jackets, and personal belongings.
- Hats are not to be worn anytime inside school buildings except on Spirit Days.
- Hats that provide protection from the sun or for warmth during our colder months may be worn *outdoors* during recess and Physical Education.

## Technology Policy

BCEMS routinely incorporates many form of technology into curriculum and instruction. We are committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of Berry College. It is a privilege to use these resources. BCEMS has security precautions in place to maintain the safety and integrity of the community.

Expectations of technology users:

- Be courteous and ethical.
- Follow directions.
- Treat technology (laptops, iPads, keyboards, printers) with care.

Acceptable uses of the network are activities that support teaching and learning. All BCEMS students and parents will receive a copy of the BCEMS Technology, Computer and Network Facilities Acceptable Use Policy (page 44) that requires student and parent signatures to indicate understanding and agreement with policies. Misuse of technology, computers and network facilities may result in suspension of privileges and additional consequences.

# Discipline

The BCEMS Discipline Policy and individual classroom management systems are aligned with our school's mission to educate the head, heart, and hands. School wide policies and codes reinforce specific classroom guidelines established by individual teachers. BCEMS students are expected to model behaviors that promote a safe learning environment for students, faculty, and staff.

- Students are responsible for their behavior.
- Classroom teachers are responsible for helping students to understand, meet, and exceed expectations for behavior in our classrooms and throughout our school.
- Parents are responsible for helping students to understand, meet, and exceed expectations for behavior throughout our school.

## **Shared expectations for student behavior in all grades include:**

- Respect self, peers, adults, our school's mission, our discipline policy, our facilities, resources, personal property, and technology.
- Treat others the way you would like to be treated.
- Follow directions at all times.
- Speak honestly.
- Listen attentively.
- Respect authority.
- Give your best effort in all you do.
- Be kind and helpful.
- Use good sportsmanship.
- Use peaceful problem solving skills.
- Use your best manners.
- Ask permission.
- Maintain an organized, clean personal space (cubby, desk, locker, etc.)
- Make sure a teacher knows where you are at all times.
- Clean up and leave a space better than when you found it.
- Serve as a role model for younger students and peers. Seek help and guidance when needed.
- Demonstrate responsible behavior for participation in field trips and field experiences.
- Follow the technology policy and use all technology appropriately.
- Follow expectations for dress code.
- Follow expectations for student behavior on buses.
- Follow arrival, dismissal, and attendance procedures.
- Follow expectations for personal technology (cell phones, tablets, notebooks, computers, iTouch, iPhone, etc.).

## Consequences for Not Meeting Shared Expectations

Consequences for not meeting shared expectations behavior will be individual, reasonable, and appropriate for the developmental level of the student. Consequences will be natural when possible.

Consequences may include the following:

- Apology to those who were disrespected.
- Chance to repeat process appropriately.
- Age-appropriate time separation from group.
- Restoration and/or restitution for damaged/stolen property.
- Notification to parents of student behavior.
- Conference with parents present.
- Conference with classroom teacher.
- Conference with the Director of the School.
- Break/Recess Suspension.
- In-School Suspension.
- Out-of-School Suspension.
- Permanent Dismissal from BCEMS.

Student behavior that includes any of the following will be considered as to its impact on the safety of our students, faculty/staff and environment, and may be subject to the severest penalties:

- Physical violence and/or physical bullying.
- Emotional harassment and/or emotional bullying.
- Sexual harassment.
- Racism and/or bigotry.
- Threats of terrorism.
- Cyberbullying on- or off-campus.
- Circumstances that involve alcohol/drugs.
- Circumstances of firearms, weapons, or inappropriate materials brought to school that endanger students and/or the environment.
- Extreme and/or persistent defiance of authority that threatens student safety and/or disrupts the learning environment.



## Lunch

Food Service at Berry College prepares and delivers hot meals to Hill Dining Hall for our children. Students may choose to purchase a hot meal on a daily basis for \$5.00 per lunch. Charges for meals are invoiced to your child's tuition bill each month. Menus will be provided via email, on the BCEMS website and on the BCEMS blog. Children may bring lunch boxes if desired. (*Snack food does not constitute a lunch.*) (Please remember to mark your child's name on the lunchbox). Students without a lunch must purchase one.

Meal count will be reported to Food Service by 9:00 a.m. each school day, and only that number of meals will be prepared, delivered and served.

A peanut-free table will be available at the dining hall for students. Students with nut allergies indicated on the Special Medical Needs form (page 47) on file in the office and with the teacher will be assigned to the peanut-free table.

In order for a smooth-running, successful lunch program, good behavior and manners are expected. The following policies and procedures are needed to ensure an orderly, calm, enjoyable lunch period for all:

- Students should enter the cafeteria quietly, orderly, and either enter the line for school lunch or be seated with their sack lunch.
- Students are to eat quietly while the music is playing.
- Students may speak to one another using a quiet tone of voice once music time is over.
- Students are to sit at their class' assigned tables.
- Students must ask for permission to get up from the table.
- Students are to use proper table manners.
- Students are to clean up after themselves before leaving the lunch table.
- Students are to remain seated until their teacher dismisses them from the dining hall.

## Homework

Educational research shows that students who complete regular homework assignments are academically stronger than students who do not. Parents and students should consider homework an essential part of the school day. Parents can support students by encouraging responsibility and best effort. Failure to complete homework assignments will result in lowering of the grade in academic classes.

Homework is assigned at all grade levels. 1<sup>st</sup> - 4<sup>th</sup> grades have weekly homework packets that are sent home with clear expectation of due date. Kindergarten starts weekly homework packets in January. Students in 5<sup>th</sup> - 8<sup>th</sup> grades are responsible for recording and completing homework assignments on a daily basis.

Parents are expected to provide time, materials and an appropriate space for the child to complete homework. If a child is struggling to complete homework, the parent should talk with the teacher. Short-term tutoring or remedial help may be offered to a child who is experiencing difficulty. **It is the parent's responsibility to contact the teacher if help is needed.**

## Assembly

Assemblies take place on Fridays at 1:45 p.m. in Hamrick Hall's multi-purpose room. The middle grade students have important roles as leaders during these assemblies. This is a time for building school community through student sharing of classroom events and special presentations. Assemblies celebrate service to our community, character education, school history, and current events. Parents are welcome to attend school assemblies.

## Parent Communication

Our goal is to create an environment where our parents and teachers talk to one another about problems and solutions. This preserves the integrity of individuals and our school as we build strong parent-teacher-administrator relationships.

Occasionally during the course of the year misunderstandings or problems may arise between the teacher and a student, teacher and parent, parent and the school, or any other several possible areas. Improved communication is frequently the best remedy.

The policy for these situations, and complaints or problems will be handled in the following manner:

1. All questions, problems, or complaints should be brought directly to the student's teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are!), it should then be brought to the Director.
3. If it is still not resolved at this point, it should then be presented to the Dean of Education and Human Sciences in writing for her consideration.

## Communication with Teachers

There are several ways to contact your child's teacher. Many parents communicate with teachers via email. Teachers may or may not check email during the school day, however this type of communication allows for the teacher to respond while not interrupting classroom learning. If you would like to speak to your child's teacher, please call the school office and leave a message. Messages are delivered at times that do not interrupt the classroom.

*In the case of an urgent, emergency situation, please call the BCEMS office 706-236-2242.*

## Communication with School

BCEMS uses email as a means of communicating with parents. Please make sure that our school office has your preferred email address at all times. If you are not receiving emails on a regular basis, please contact the BCEMS office. Periodically, materials and invitations to events will be mailed to the home address you provided on your student's information pages. Please keep address changes updated with our school office.

*In the case of an urgent, emergency situation, please call the BCEMS office 706-236-2242.*

## School Blog

Weekly classroom updates, information about school events, and important school and classroom announcements can be found on the BCEMS school blog, "Junior Viking News." The blog can be found at [www.bcems.wordpress.com](http://www.bcems.wordpress.com).

## **BCEMS Facebook Page**

Important announcements and school information are posted regularly to our school Facebook page, “Berry College Elementary & Middle School.” Photos of daily school activities and events are frequently shared.

## **Visiting the School**

BCEMS welcomes visits by parents. If you would like to visit your child’s classroom, please schedule the visit in advance with your child’s teacher so that your visit does not at all interrupt classroom instruction (8:15 a.m. until 2:50 p.m.). **All visitors to the school must sign in and out at the front desk in the BCEMS office and wear their visitor pass/name badge.**

BCEMS welcomes visits by returning (alumni and past) BCEMS students and families. Parents of returning students should request permission from the BCEMS Office and teachers at least one week in advance for a visit during lunch and/or recess.

Children who are not currently enrolled BCEMS students must be accompanied and supervised by their parent/guardian. They may not ride the Berry bus, play on the playground, or attend field trips unless under the direct supervision of a parent/guardian.

## **Parent Orientation Night**

Parent Orientation Night is the opportunity for parents to spend an hour in their child’s classroom at the beginning of the school year. Your child’s homeroom teacher will explain classroom procedures, curriculum, expectations, and give you an idea of what the year will look like for you and your child.

Parent Orientation Night is a “parents-only” evening. We strongly encourage you to attend. During Parent Orientation Night, your child’s teacher will be trying to meet and connect with all of the parents in the classroom. If you have specific needs to address with your child’s teacher, please arrange a separate time.

## **Parent-Teacher Conferences**

We are partners with you in educating your children, and parent conferences are an optimal means of discussing your child's progress. Conferences are offered at the end of each grading period to discuss students’ quarterly progress reports. Although we have four official grading periods, parents and teachers may wish to contact each other from time to time during the semester.

Conferences are typically held during the school day at Hamrick Hall (the elementary school building) or on main campus in the Charter School of Education’s Cook Building. You will receive information from your child’s teacher and/or the BCEMS office about scheduling your conference.

## **Progress and Grade Reports**

A report card is a written assessment and record of school achievement. Students in Kindergarten - 8<sup>th</sup> grades receive four grade reports during the school year at the end of each 9 week period. Students in 5<sup>th</sup> - 8<sup>th</sup> grades have the opportunity to benefit from seeing progress recorded online using Schoology.

## **Standardized Testing**

IOWA Assessment testing is administered in late February/early March of each year to students in Kindergarten - 8<sup>th</sup> grades. Testing dates are indicated on the school calendar. Please make sure your child receives plenty of rest, eats a good breakfast, and arrives at school on time on these days. Encourage your child to do his/her best in the most supportive and positive manner possible. Please do not schedule medical appointments or vacations during this important week. Let's all work together to alleviate any undue stress.

## **Student Support**

For students who may benefit from short-term academic support, both elementary and middle grade students may be referred for Student Support. Each nine week grading period, teachers may recommend students to the Student Support personnel. Student Support offers skill practice and review in individual or small group settings outside of the school day.

In the event a student needs additional support, teachers, Student Support personnel and the school Director will help with recommendations.

## **Kids' College After School Program**

### **Mission**

Kids' College serves elementary and middle students with an after school program from 3:30-5:30 p.m. providing quality enrichment activities. These classes encourage cooperative learning, teamwork and self-esteem via the assistance of college students, faculty and members of the community.

### **Support Staff**

Joan McPherson-Blose, Office Manager at BCEMS, is the director of Kids' College. The director works closely with the BCEMS Director, college student workers and members of the Berry and local community.

### **Cost of Attendance at Kids' College**

- \$5.00 per day per child to attend from 3:30-4:00 p.m. or \$20.00 per week per child
- \$10.00 per day per child to attend from 3:30-5:00 p.m. or \$40.00 per week per child
- \$15.00 per day per child to attend from 3:30-5:30 p.m. or \$65.00 per week per child

Cost per day per child who attends Kids' College after sports, enrichment programs or any after school program or activity:

- \$10.00 per day

If you have any other question, please call Joan McPherson-Blose at the BCEMS 706-236-2242.

## **Late pick-up**

Any child not picked up by 5:30 p.m. will be charged \$1.00 per minute for the first 5 minutes and \$5.00 for every minute thereafter. This may seem harsh, but many workers have classes to attend and families to care for.

## **Refreshments**

Students will be given refreshments at Kids' College each afternoon. Please make prearrangements with Ms. Joan for any children with dietary restrictions.

## **Kids' College Schedule**

Students in Kindergarten - 3<sup>rd</sup> grades are assigned to the "Little Kids Room" in the Cook Building room 139.

Students in 4<sup>th</sup> through 8<sup>th</sup> grades are assigned to the "Big Kids Room" in the Cook Building room 103.

Monday, Wednesdays, & Thursday: Children arrive at the Cook Building at 3:30 p.m.

- Mondays: Students in Kindergarten - 3<sup>rd</sup> grades work on homework/silent reading from 3:30-4:00 p.m.
- Monday, Tuesday & Thursday: Students in 4<sup>th</sup> - 8<sup>th</sup> grades work on homework/silent reading from 3:30-4:00p.m.
- If your child attends Kids' College regularly, please remind your student to keep a book in his or her backpack to read during this time (and all times).
- Snack
- Weather permitting, outdoor play.
- Crafts, indoor games or a movie (approved list).

Tuesday & Friday children arrive at the Cook Building at 3:30p.m.

- Homework and silent reading as needed for students in 4<sup>th</sup> through 8<sup>th</sup> grades and as requested for younger students.
- Snack
- Optional Cook Computer Lab from 3:30-5:30 p.m.

## **Kids' College Emergency Phone Numbers:**

Ms. Joan's cell: 678-522-3890 (please send a text message)

Kids' College Classroom in Cook 706-232-5374 x2353

## **Enrichment Classes**

At the beginning of each semester, after school Enrichment Class offerings will be announced. In the past Enrichment Classes have included Middle School Chorus, Chess Club, Art Classes, Lego Robotics, Gardening, Weather, Sewing, etc. The schedule of classes depends on availability of instructors, classrooms, and student interest. Sign up for Enrichment Classes is optional. Some Enrichment Classes have a fee for the instructor and/or materials. Sign up and payment is between the student's family and the instructor. Classes may be held at Hamrick Hall or at the Cook Building.

# BCEMS Sports Teams

## Eligibility Policy

BCEMS students in 5<sup>th</sup> through 8<sup>th</sup> grades may participate in BCEMS' Middle School Sports Program. Student athletes are considered leaders and ambassadors of our school as they represent BCEMS at competitions. With this in mind, we have high academic and behavioral expectations for team members. The goal of this policy is to promote responsible participation in athletics.

- Academic Requirement
  - Student athletes are expected to maintain satisfactory or above achievement in all classes (minimum 70 average). Student athletes who do not meet this expectation may be suspended from practice and competition.
  - Student athletes who are struggling to meet expectations should seek assistance from teachers and parents to devise a support plan.
  - A student athlete who has been suspended from participation in sports may only return to the team with permission from the school director.
  
- Participation
  - Student athletes who have voluntarily joined a team, whether through walk on or try-out, are expected to attend practice and competition.
  - Student athletes are expected to demonstrate sportsmanship to team members and to other teams.

## Parental Support for BCEMS Middle School Sports Program

- Most BCEMS teams have a small fee for student participation to help with the cost of officials, equipment, entrance fees, etc.
- Our sporting events (volleyball games, cross country races, basketball games) depend on parent volunteers to help with concessions, tickets, set-up, clean-up, and general support for the team and coaches.

# Parent and Student Information

## Admission to BCEMS

Students entering BCEMS for the first time must provide these documents prior to the first day of school:

- Birth Certificate (copy)
- Social Security number
- Certification of Immunization (Form 3231)
- Certification of Eye, Ear, and Dental Examination
- BCEMS Information Form
- Handbook Form (page 41)
- Student Expectations Form (page 42)
- Bus Policy Form (page 43)
- Technology Policy Form (page 44)
- Field Trip Chaperone Information (page 45 & 46)
- Special Medical Needs Form (page 47)

Students returning to BCEMS need to provide these documents prior to the first day of school:

- Updated Emergency Contact Information
- Handbook Form (page 41)
- Student Expectations Form (page 42)
- Bus Policy Form (page 43)
- Technology Policy Form (page 44)
- Field Trip Chaperone Information (page 45 & 46)
- Special Medical Needs Form (page 47)

## Payments

The Reservation Agreement that each parent signs states, “I agree to make payments as indicated above, plus any additional charges for lunch, milk, Kids’ College, and/or other service charges. Advance payments will appear as credits on the monthly statement.”

- Payments can be mailed to the Berry College Business Office, Mount Berry, Georgia, 30149-0129
- Payment can be made at the cashier’s window on the second floor of Hermann Hall.
- Payment can be made online: [berry.afford.com/paynow?storeid=577](http://berry.afford.com/paynow?storeid=577).
- Payments must be made on or before the 25<sup>th</sup> day of each month for the following month’s fees. Past due accounts are subject to a student’s suspension from BCEMS.

If a student withdraws for health reasons or permanent relocation or any other reason approved by Berry College, copies of the child's permanent records will not be forwarded to the next school until the unpaid balance is paid in full. This policy also applies to eighth grade students who graduate from BCEMS.

A client with an account balance two months overdue is in jeopardy of being dismissed from BCEMS by the Berry College Business Office. Also, school records will not be forwarded until the unpaid balance is paid in full. All finances are handled exclusively by the Berry College Business Office.

## **Withdrawal from BCEMS**

The Reservation Agreement that each parent signs states, "I understand that my obligation is to pay the tuition for the full academic year, and no portion of the tuition or tuition obligation, paid or outstanding, will be refunded or cancelled, notwithstanding absence, withdrawal, or dismissal of the student. A release from this obligation may be considered based upon withdrawal of the student for health reasons or permanent relocation. Decisions for the release of tuition payment are not required in any case and shall be made in the sole discretion of Berry College." This will be done in consideration of the fiscal effect on the overall school program.

## **School Records Request**

It is important to know the steps to request school records from BCEMS:

- Visit the school where your child will be enrolling/transferring.
- Sign the new school's release of records form.
- This form can be emailed, faxed, mailed or delivered to the BCEMS Office.
- All requests for records and teacher recommendations must be turned in to the BCEMS Office.
- The BCEMS Office will send all requests for records to the Berry College Business Office for approval.
- After receiving approval to release records, the BCEMS Office will send school records to the new school.
- This process can take up to two weeks.
- Please keep in mind that if a request for records release is sent during the school year, this process will need to be completed again at the end of the school year for the final records to be released.



## Medical Policies

### Administering Medication to Students:

- BCEMS Faculty/Staff may not administer any medication to any student unless a written request is made in advance, signed by the parent, and agreed to by BCEMS Faculty/Staff personnel.
- BCEMS Faculty/Staff will contact parents/guardians and seek verbal permission for administration of medication on behalf of a student who becomes ill during the school day. Only with the express verbal consent about time and dosage will medication be administered by BCEMS Faculty/Staff.
- Students should not have medication of any kind on their person or with their personal belongings (back pack, purse, lunch box, locker, etc.) unless deemed medically necessary by doctor's note for emergency purposes (inhaler, EpiPen) with a Special Medical Needs form provided and on file in the BCEMS office.
- Medical and parental written authorization must be provided by the parent for the student's file and emergency notebook.
- Prescription medication must have the child's name, specific dosage and instructions.
- It is the responsibility of the parent/guardian to pick up personal medication from the BCEMS office. A student cannot carry prescription or non-prescription medications on his/her person (except for emergency purposes inhaler, EpiPen).

### Students with Special Health Needs

If your child has special medical needs related to allergies, diabetes, seizures, etc., please make sure the current teacher and office staff are well-informed. Specifically, if your child requires any treatment or medical intervention, we ask that you complete the Special Medical Needs form (page 47) and turn it in to the BCEMS office before your child starts school.

Please provide two of all prescribed items (inhaler, EpiPen, and medication) in a clear Ziploc bag to your child's teacher, clearly marked with your child's name printed on all items. One prescription will be in your child's teacher's orange emergency backpack (*this backpack will be taken whenever your child leaves the classroom*) and one will stay in the front pocket of your child's backpack (*in case medication is needed on the bus or at after school events*). Your child should bring their backpack to school every day.

At the end of the school year, we will ask you to claim these items from your child's teacher. We will dispose of any items not claimed. This form will need to be updated at the beginning of every school year with updated information and new prescription medication.

## **BCEMS offers the following guidelines as to when children should be kept home**

- Children should not attend school with a fever (a temperature of over 99.2). Children who have had a fever should not return to school until they have been symptom free/free of fever for 24 hours.
- Children who have been vomiting should not be sent to school.
- Children with a sore throat should be evaluated by a physician to be sure it is not strep. Children who have been diagnosed with strep should not return to school until antibiotics have been administered for at least 24 hours AND are free from fever.
- Children with chicken pox should not return to school until ALL blisters are scabbed over (even in areas that cannot easily be seen). If even one blister is clear and watery, the child should stay home.
- Conjunctivitis (pink eye) is a transferable disease, which means contact must be made. After consulting with a physician and with proper medication, your child may return to school.
- Children with head lice cannot return to school until the lice have been treated and there are no signs of eggs or bugs. The best overall treatment to protect against lice is through hand washing and refraining from the sharing of personal items (coats, sweaters, combs, etc.).
- Children who have a contagious health problem shall be excluded from the school until a physician certifies in writing that no continued danger exists to other students. Conditions which require such written certification include hepatitis, mumps, impetigo, rubella, meningitis, ringworm, scabies, scarlet fever, strep throat, whooping cough, chicken pox, etc.

## **Illness at School**

If a child becomes ill at school, we will contact parents/guardians to request that arrangements be made to pick up the child as quickly as possible. In the event we are unable to reach the parents/guardians, we will contact the emergency contact. Please keep your emergency contact names and phone numbers up to date with the BCEMS office.

A child who is ill shall be isolated from the group until the parent is notified and comes for the child. Any child who has a 99.2 or higher temperature or who is vomiting shall NOT remain with other children.

## Security of Buildings

Our building policies have been created in partnership with Berry College's Campus Safety personnel in order to ensure the safety of our school community. When entering the school building, please come through the main doors, sign in at the front desk, and get a name tag. You may use the intercom system to ring the front office. When leaving the building, please sign out at the front desk.

Only students in adult supervised after school activities may be in the school building after the buses leave at the end of the day.

## Emergency Preparedness and Drills

We routinely practice fire and tornado drills as well as emergency situation drills. We have the resources and support provided by Berry College Safety personnel to help with preparedness in emergency situations. Building evacuation routes and tornado location maps are located in all classrooms and throughout the school, and each classroom has an emergency escape window.

## School Closings

In the event conditions mandate the closing of the BCEMS, the following guidelines will be followed to affect dissemination of the information to parents, the media, and other departments affected by the closure.

1. In most cases, BCEMS will follow the decision of Floyd County Schools in determining school closure due to inclement weather.
2. The assistant to the president of Berry College, in consultation with the Director of BCEMS, makes the early morning decision relating to closings. The Director notifies the media, BerryALERT (page 36) and the teachers.

In case of **early school closings that occur during the school day** due to inclement weather or other emergency, we will attempt to contact you via phone numbers provided on your student information forms. We will contact parents/guardians first. In the event we cannot reach parents/guardians, we will contact emergency persons indicated on your student information forms.

*Please keep all phone contacts updated with the BCEMS school office.*

## Inclement Weather

Decisions about school closings due to inclement weather are made with the primary goal of providing safety for our students, faculty and staff. Closures due to weather will be announced in as timely a fashion as possible via BerryALERT (see page 36), media services, our school blog and Facebook page.

## BerryALERT

As part of Berry's commitment to safety, Berry College maintains an emergency notification system E2CAMPUS, also known as "BerryALERT", which enables emergency, inclement weather or BCEMS closing information to be broadcast to the entire BCEMS community. This isn't a daily communication program, but one that allows you to be reached regarding major safety issues should they occur on the Berry campus, including the BCEMS. We **strongly encourage everyone to register** both an email and cell phone number as this will help ensure that you receive an alert in a timely manner in the event of an emergency.

**Annual registration is required** in order to keep the information current. Contact information is purged at the conclusion of each academic year ( July - June), so everyone who wishes to participate will need to self-register a cell phone number and/or an email address starting in July each year. The registration page is located at: <https://formsiq.berry.edu/formsiq/form.do?pt=OG2gV0y-yyc-kCucwa1>

## Field Trip Policies and Procedures

Field trips are closely linked to our curriculum and provide valuable extensions to classroom learning. Field experiences are not just extra, but a critical part of the teaching and learning experience here. In the event that your child is unable to attend a field trip, we ask you to notify your child's teacher in advance to get alternate assignments to be completed at home while the class is away.

### Kindergarten - 4<sup>th</sup> Grades Field Trip Policies

- The minimum adult to student ratio for off-campus field trips should be at least one adult for every ten students.
- Teachers are ultimately responsible for all planning, gathering of documentation, directing and scheduling before and during field trips.
- All off-campus field trips should be grounded in the BCEMS curriculum.
- Off-campus class or student parties will not be sponsored or endorsed by BCEMS.
- Any field trips that meet the requirement of being tied to the BCEMS curriculum and which require visiting a private home requires the host to provide the following to the supervising teacher and BCEMS Director at least one week prior to the start of a field trip:
  - Pre-approved plan of activities and activity times related to the curriculum.
  - Pre-approved safety guidelines for providing a contained space and ability to supervise all children at all times.
- All chaperones must have a signed BCEMS Chaperone Responsibilities form (pages 45 & 46) and a copy of their driver's license and auto insurance card on file with their child's teacher. Any adult agreeing to serve as a chaperone during field trips must accept responsibility for following teacher instructions regarding supervision and behavior.
- Adult chaperones must accept sole responsibility for any siblings or guests they bring.

## 5<sup>th</sup> - 8<sup>th</sup> Grades Field Trip Policies

- The minimum adult to student ratio for off-campus field trips should be at least one adult for every 15 students.
- Teachers are ultimately responsible for all planning, gathering of documentation, directing and scheduling before and during field trips.
- All field trips should be grounded in the BCEMS curriculum.
- Off-campus class or student parties will not be sponsored or endorsed by BCEMS.
- Any field trips that meet the requirement of being tied to the BCEMS curriculum and which require visiting a private home requires the host to provide the following to the supervising teacher and BCEMS Director at least one week prior to the start of a field trip:
  - Pre-approved plan of activities and activity times related to the curriculum.
  - Pre-approved safety guidelines for providing a contained space and ability to supervise all children at all times.
- All chaperones must have a signed BCEMS Chaperone Responsibilities form (pages 45 & 46) and a copy of their driver's license and auto insurance card on file with their child's teacher. Any adult agreeing to serve as a chaperone during field trips must accept responsibility for following teacher instructions regarding supervision and behavior.
- Students siblings or other guests may not accompany chaperones on Middle School field trips.

## Personal Items

### Personal Technology

Personal technology devices including but not limited to laptops, tablets, portable music devices, and e-Readers are **not allowed at school**.

Cell phones are the only exception. Students may bring cell phones, but the cell phones cannot be used during school hours. Cell phones must be turned off and remain in an area designated by the child's teacher. Cell phones may not be used on the school bus, at break or at lunchtime.

Students who need to use the phone must use the office or classroom phone with permission from their teacher.

### Consequences for not following the Personal Technology policy:

- 1<sup>st</sup> Infraction: the teacher will take up the cell phone or other mobile device, and it will only be released to a parent.
- 2<sup>nd</sup> Infraction: parents and student will meet with the Director.

### Label Items

Items of clothing such as jackets, coats, etc., are frequently unclaimed at the end of the year. Sometimes several children have identical articles of clothing (even the sizes are identical). Please help to prevent loss of costly items of clothing by labeling all clothing, lunch boxes, notebooks and umbrellas.

## **Student Lockers**

Students in 4<sup>th</sup> - 8<sup>th</sup> grades are given the privilege of using a locker. Lockers at BCEMS are not locked. We respect our own property and that of our peers. Lockers are to be maintained by individual students. At the beginning of the school year, each student will be assigned one locker and given a magnet with his or her name. The name magnet should remain on the outside of the locker so that we may easily and quickly identify the student's locker. Students may decorate the inside of their lockers with items that are removable. Food should not be kept or left in lockers aside from a daily lunch box.

BCEMS reserves the right to inspect student lockers when circumstances justify this action for the good of the community. If an inspection reveals the presence of materials that are not allowed at school, the objects will be removed and consequences for not meeting student expectations will result.

## **Toys**

Toys and games are not to be brought to school unless the teacher specifically requests them for a particular day. This includes computer games, iPods and hand-held games.

## **Lost and Found**

Any items that are found at school will be placed in the "Lost and Found" bin in the multi-purpose room. Valuable items such as phones, personal technology, jewelry, wallets, etc., will be kept in the office.

## **School Supplies**

BCEMS will provide all school supplies. Parents are responsible for supplying a backpack, an umbrella to remain at school, and a lunch box if your student is bringing lunch. We also recommend sending an extra set of clothes to keep at school for the year in case of emergency.

## **Non-School Related Notices**

Notices of non-school organizations, meetings and events that are not part of the regular school program may not be sent out from school unless approved by the Director. Birthday party invitations are not to be handed out at school unless every child in the classroom receives one.

## Library

The purpose of our library is to serve all our students with their varying reading levels, interests, and academic and supplemental educational; needs. Our focus for all is independent reading for pleasure, as well as sharpening reading comprehension skills. Classes come to the Library each week, and students are welcome to visit the Library individually with teacher permission throughout the school day.

Students and parents may explore our Library any time here: <http://berry.mysurpass.net>

Books check out for one week at a time. Students are welcome to keep books longer than a week, but they're encouraged to bring the book in and have it re-checked. Books must be returned before another book is checked out. E-mail reminders of overdue books are sent every Wednesday.

Sometimes books are misplaced or lost: in that case, we ask that you pay for the book so your students can continue to check out and enjoy Library books. When the book is found and returned during the current school year, your payment will be refunded.

Our school has a policy for challenged materials. If there is a Library book which a parent does not want their son or daughter to read, these options are available:

- Have your child return the book and select a different title.
- You may ask the Librarian to send an email when your child wished to check out a book, asking for approval before it's check out.
- Ask the classroom teacher to help select books of appropriate difficulty and/or subject matter for your child.
- You may ask for a review of a specific book by requesting the Library Resources Reconsideration form, available from the Librarian or the Director.

## BCEMS AHERA

### ANNUAL AHERA NOTIFICATION REQUIREMENTS

#### TO: PARENTS/LEGAL GUARDIANS/TEACHERS/EMPLOYEES/ORGANIZATIONS

This notification is being sent to you pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA) October 22, 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, Subpart E, et seq. effective December 14, 1987. These regulations are defined in the United States Environmental Agencies Regulations. Specifically, 40 CFR §763.84(c) which requires that the local education agency Berry College Elementary School notify you at least once a year of asbestos inspections, response actions, and any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our campus.

We have documented through a thorough asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our campus. The Asbestos Management Plan documents plans for managing and maintaining the asbestos containing building materials in-place and/or plans for removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances, and operations and maintenance recommendations are all documented in the Asbestos Management Plan.

The Asbestos Management Plan is available for your review in our office. Should you have any questions or desire further information, please contact me at (706)368-5627.

Name of Designated Person: Eddie Elsberry, Director of ECoS

Eddie D Elsberry  
Director of Environmental Compliance & Sustainability

DATE: June 6, 2012



# Berry College

## Elementary & Middle School

### Handbook

I have read the 2018-2019 Berry College Elementary and Middle School Handbook.

I understand the information in the handbook and agree to support the rules of the school.

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

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

# BCEMS Shared Expectations for Student Behavior Kindergarten - 8<sup>th</sup> Grades

- Respect self, peers, adults, our school's mission, our discipline policy, our facilities, resources, personal property, and technology.
  - Treat others the way you would like to be treated.
  - Follow directions at all times.
  - Speak honestly.
  - Listen attentively.
  - Respect authority.
  - Give best effort in all you do.
  - Be kind and helpful.
  - Use good sportsmanship.
  - Use peaceful problem solving skills.
  - Use best manners.
  - Ask permission.
  - Maintain organized, clean personal space (cubby, desk, locker, etc.)
  - Always tell a teacher of your whereabouts.
  - Clean up and leave a space better than when you found it.
  - Serve as a role model for younger students and peers. Seek help and guidance when needed.
  - Demonstrate responsible behavior for participation in field trips and field experiences.
  - Follow technology policy and use all technology appropriately.
  - Follow expectations for dress code.
  - Follow expectations for student behavior on bus.
  - Follow arrival, dismissal, and attendance procedures.
  - Follow expectations for personal technology (cell phones, tablets, notebooks, computers, iTouch, iPhone, etc.). I have read, or have had read to me, the Shared Expectations for Student Behavior Kindergarten - 8<sup>th</sup> grades and agree to follow the expectations set forth.
- 

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

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

## BCEMS Bus Rules and Policies

1. Due to the amount of traffic in the campus parking lot, parents must stay in line to pick up their children. Please do not park and walk students to the bus or allow students to leave your car before reaching the bus door. This is fair for everyone.
2. Students will have assigned seats and remain properly seated at all times - feet in front and back against the seat.
3. Students are only allowed to bring a backpack and lunchbox on the bus. To insure the safety of the driver and the other students these items will not be allowed on the bus: *car seats, school projects, show and tell, live animals/insects, sports equipment (any items that will not fit into a backpack)*. Parents need to make arrangement to transport these items to and from school.
4. Students should not bring onto the bus the following items: *tobacco, alcohol, illegal drugs, glass objects, balloons, matches, nuisance items, hazardous materials, weapons, or objects that might distract the driver or jeopardize the students' safety*.
5. Talk quietly - obscene language or gestures are grounds for removal.
6. Keep arms, hands, books and other objects in the bus at all times.
7. Food, drinks, chewing gum may not be consumed or used on the bus and may be grounds for expulsion.
8. Students will be totally silent at all RR crossings until the bus is completely across the tracks.
9. Damaging the bus or littering is prohibited.
10. Hitting, fighting, pushing or spitting is inappropriate behavior and grounds for expulsion.
11. Throwing objects of any kind is inappropriate behavior inside or outside the bus and is prohibited.
12. Students should keep body parts and personal belongings out of the aisle at all times as this causes a safety hazard and prevents easy exiting.
13. Never walk or bend down in front of a bus or walk beside or close to the wheel of a bus. When crossing in front of a bus, make sure you can see the eyes of the bus driver and that the bus driver acknowledges you.
14. Students should stay seated until the bus comes to a complete stop and should not stand up until the driver has applied the parking brake and opened the door.
15. Electronic devices, including but not limited to tablets, cell phones, laptops, and hand held gaming devices are not to be used on the bus. All electronic devices should remain turned off and stored in backpacks or book bags.
16. Students are not allowed to play with the controls of the bus (horn, door, etc.).
17. A written permission slip approved by the office is mandatory if someone other than the parent or designated person is picking up your child.

**The physical plant department of Berry College is responsible for transporting BCEMS children to and from the elementary school. The rules above are ones they have issued. If children do not comply with above rules, parents will lose the privilege of having their children bused.**

---

I have read or been read the bus rules and policies and agree to follow the rules.

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Technology Acceptable Use Policy

BCEMS routinely incorporates many forms of technology in curriculum and instruction. We are committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of Berry College.

Acceptable uses of the network are activities that support teaching and learning. Network users are encouraged to use technology, computers and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions.

Acceptable uses of technology, computers and the network include, but are not limited to:

- network file storage
- word processing and other software
- electronic mail
- accessing databases such as Grolier's Online and others
- accessing Internet resources such as web sites and other reference tools

Unacceptable uses of computers and the network include, but are not limited to:

- accessing Internet resources or visiting web sites deemed inappropriate by the staff and administrators
- violating the privacy rights of students and employees
- gaining unauthorized access to computer systems or files
- copying print, software, music or video for use in violation of copyright law
- inappropriate content in e-mail, other documents or online postings
- using profanity, obscenity, or other language which may be offensive to another user
- using the network for financial gain or for intentionally spreading computer viruses
- downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- taking and/or publishing digital images that are inappropriate, embarrassing or harassing to other students or employees
- intentionally bypassing any Internet filters

I understand and will abide by the policies above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I am aware of the policies set forth by BCEMS and agree to allow my child access to the use of technology, including mobile laptops and iPads.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## BCEMS Chaperone Responsibilities

Being selected as a chaperone for a field trip is a vote of confidence in you as a responsible and caring part of the educational team. Your volunteering to assist in providing the safest possible learning experience for our students is much appreciated. We know you understand the importance of effective supervision of the students assigned to you.

**SUPERVISION:** We cannot emphasize enough the importance of constant supervision. *Please do not allow the students assigned under your supervision to stray, change chaperones, swap vehicles, etc. – keeping your assigned group together at all times is the only way to ensure the safety of all students when on a field trip.* As we visit locations together please keep your group together whenever possible. Please keep their attention by asking students questions and by pointing out to your group things that attract your attention, in other words, *keep them focused*. Please be aware that students tend to group together and stroll through venues rather than concentrating on the information at hand. (As adults, we tend to get so absorbed in what we are seeing or doing that we lose track of our students. This should be avoided at all costs.)

During meals or snack times, try to allow students to have time together with other chaperones sitting together at another table. However, please *be observant as to your students' behavior and their location*. Students usually have been instructed as to manners and expected behavior; however, sometimes it can be forgotten. A *gentle reminder* usually works. Any students requiring corrective action beyond a gentle reminder must be directed immediately to the supervising teacher.

Unfortunately, in this day and time we need to *closely monitor our students using public restrooms and visiting public places*. Under *no circumstance should a student be allowed to go alone* to anything. If something is left behind (such as a jacket in a vehicle) by a student, then you should accompany the student assigned to you only after making arrangements for another chaperone to monitor your group. Work closely with the teachers in providing them with information and asking for guidance as situations arise.

**SCHEDULING:** The *teachers will be responsible for any schedule changes. All adults are to adhere to the schedules with their assigned group*. (No unexpected side trips with your group such as shopping are to be done.) Hint: It is wise to bring your own watch.

**ACCOUNTABILITY:** Keeping an accurate account of your group can be done in a number of ways, i.e.: have a buddy system, assign each student a number and have them “number off” as a check up; color-coded system, carry a list of your students at all times and/or calling the roll upon boarding and de-boarding. Have your students “buy into” being a team with you as the captain.

**BEHAVIOR:** Behaviors that are *expected* from the student should be reinforced. These behaviors include: (a) *not talking when teachers, chaperones, and tour guides are speaking*, (b) *keeping hands and feet to themselves*, (c) *using good manners in public and with each other* (please, thank you, etc.), and (d) *not forgetting they are representing their school*.

Enjoy your students by *bonding with them from the very beginning*. Let them know *what you expect and what they can expect from you*. As one teacher suggested, “*Nip misbehaviors in the bud! Tell a teacher!*” Another good thing to remember is to *praise good behavior – share what’s positive*.

**ADDITIONAL TIPS:** Please *do not provide “special” treats unless you have brought enough for all students on the trip and you have first consulted with the teacher...especially in regards to allergies. ALWAYS be aware of food or other allergies that children in your charge may have.*

As a parent traveling with your own child, there may be a temptation to look out for your child. *Please do not bring extra snacks for your child or show preferential treatment*. This has been proven to work best for the parent and the child. It gives your child an opportunity to be one of the group.

*You are most appreciated for donating your time and effort*, providing a great learning experience for our students. *You are the most important person on our team. Keep in touch with the teachers* on updates, problems, accomplishments, and be sure to report all good and bad behavior. If *potential hazards or unsafe situations arise, then please make sure the supervising teacher is immediately made aware of the situation* so they may take corrective action and file an incident report with the Director.

Please know your time as a chaperone is greatly appreciated. Relax, enjoy the trip and thank you!

I, \_\_\_\_\_, hereby understand my responsibilities as a field trip chaperone.

In the event of an emergency during a trip, I can be reached at this cell phone #:

\_\_\_\_\_

I have provided a copy of my driver’s license and insurance card to my child’s teacher.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## BCEMS SCHOOL YEAR 2018-2019: SPECIAL MEDICAL NEEDS

<b>Student Name:</b>			<b>DOB:</b>	
<b>Grade:</b>				
<b>What is your child allergic to?</b>	<input type="checkbox"/> Dairy	<input type="checkbox"/> Peanuts	<input type="checkbox"/> Soy	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Eggs	<input type="checkbox"/> Sesame	<input type="checkbox"/> Sting	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Fin Fish	<input type="checkbox"/> Shellfish	<input type="checkbox"/> Tree Nuts	<input type="checkbox"/> Other: _____

**Is your child's allergy life threatening? YES NO**

**Please specify all additional important information about your child's allergy:**

**Please list prescriptions that you have provided to BCEMS: (EpiPen, Inhaler, Benadryl, etc.):**

**Please describe prescribed medical intervention procedures:**

### IN CASE OF EMERGENCY:

**Physician's Name and Phone#:**

**Emergency Contact #1:**

**Emergency Contact #2:**

**Parent/Guardian Printed Name:**

**Parent/Guardian Signature:**

**Date:**

**For BCEMS Office Use:**