

**BONAIRE ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2010-2011**



**Our County Mission is to produce  
high achieving students.**

## PHILOSOPHY

Bonaire Elementary School is committed to the mental, physical, social, and emotional development of its students, enabling them to become productive citizens of our ever-changing world.

Every child is a worthwhile individual and has the right to be respected regardless of race, creed, sex, handicap, or socio-economic status. Each child is taught that he/she should accept the responsibilities that accompany these rights.

Every child is provided a strong foundation in the basics of language arts and mathematics as well as science/health, social science, physical education, computer education, and fine arts with emphasis on utilizing instructional strategies that compliment each student's learning styles.

Every child is encouraged to develop a sense of self-awareness, self-worth, and pride in his achievements. Opportunity is afforded each child to plan, work, and play together. Each child is guided to respect the work and judgments of each of his fellow students and to cooperate with them.

Bonaire Elementary School is constantly engaging in self-evaluation and updating learning techniques to provide meaningful, educational experiences for each child.

## OBJECTIVES

1. To provide an environment conducive to optimal physical, emotional, and social health.
2. To teach the basic skills in the areas of language arts, mathematics, science/health, social science, physical education, computer education, and fine arts, and to continuously evaluate student progress, re-teaching when necessary.
3. To provide opportunities for creativity, intellectual curiosity, and development of a positive self-concept.
4. To prepare students to solve problems, to think critically, and to accept responsibilities in an ever-changing world.
5. To promote education and guidance in maintaining healthy bodies for use in wholesome play and recreation.
6. To treat each child with understanding, genuineness, and care.
7. To promote experiences for pupils to become effective members of our democratic society.
8. To guide each student to develop self-discipline and effective work habits, enabling them to advance successfully to higher levels of learning and into appropriate social and occupational roles.

### Highlights

- \* Students are not allowed to enter the building before 7:45am.
- \* We ask that visitors not drop in between 8-8:30am and 3:30-3:50pm to discuss their child's progress or to talk with the teacher. Teachers are supervising children at these times.
- \* Students are not allowed to give out birthday invitations at school. Balloons & flowers will not be allowed to be delivered to students at school.

## **A Day in the Life of a Bonaire Elementary "Wildcat"**

From 8:00 a.m. to 8:30 a.m., our students get their materials ready for instruction. Homework is turned in and any messages or notes are given to the teacher. Students complete morning work during this time that often includes writing in their agenda, journal, and the problem of the day. Breakfast is served in the cafeteria from 7:45 a.m. to 8:25 a.m.

If your child arrives after the starting time of 8:30 he/she is considered tardy. Please sign your child in at the office. We appreciate your efforts to ensure your child arrives on time.

### **Transportation, Dismissal, and Drop off Guidelines**

Please adhere to these procedures for the safety of all children.

All students who are "car riders" will use the drop-off and pick-up area located at the front of the building. We will have staff members in front to assist with the drop-off and pick-up process. **Students will not be allowed to enter the building before 7:45 a.m. in the morning.**

All students will need to be picked up by 3:50 p.m. Students not picked up by 3:50 will be walked to the office and parents will have to sign them out.

Teachers and paraprofessionals will be assisting students to cars. **Please do not get out of your car if you are in the drop-off or pick-up line.**

The circular drive in front of the gym is reserved for daycare vans and buses. This area is off limits to parking between 7:30 a.m. and 8:30 a.m. and also between 3:00 p.m.-4:15 p.m.

Our standard procedure is that your child goes home the same way everyday unless we have a phone call or note from you. Beginning at 3:15 p.m., all teachers are notified over the intercom of any changes in transportation. We begin releasing students at 3:30 p.m. Please make sure your child's teacher has received a note from you or you have called the school with a transportation change.

### **Absences**

As part of the Federal Child Protection Act, we are required to know why a child is absent from school. Therefore, you are required to send a note to your child's teacher stating the reason for the absence. If your child will be out more than two days, please call and let us know. We have a hospital homebound program for students who are expected to be out of school for ten or more days. Please let us know if your child's doctor requests an extended illness leave for your child. **Your child is not counted absent if he or she arrives by 12:00 p.m. or leaves after 12:00 p.m.** However, your child would be considered tardy or considered an early dismissal.

**The Board of Education has adopted very strict policies on absences, tardies, and perfect attendance honors. These policies are explained in the Houston County Student Handbook.** The following is a brief summary:

1. Students will be counted present when they are:
  - a. In attendance at least one-half of the instructional day.
  - b. At least 12 years of age and are serving as pages of the Georgia General Assembly.
2. Absences will be considered justified and validated when a student is:
  - a. Personally ill and when attendance in school would endanger their health or the health of others. At the discretion of the principal, a statement from a doctor may be required to validate extended illnesses/excessive absences.
  - b. Celebrating religious holidays observed by their faith.
  - c. Conditions render attendance impossible or hazardous to their health and safety.
  - d. Military related absence approved in advance by the school superintendent.
3. **Students must submit a written excuse within three school days upon return after an absence; failure to do so will result in the absence(s) remaining unexcused.**
4. Students shall be permitted to make up work when absences are excused for reasons above.
5. When a student is denied bus transportation due to misconduct, his absence from school is not excused.
6. No pupil shall be allowed to be absent from school during the regular session to take private music, drawing, dancing, or other lessons.
7. Students in kindergarten through 8<sup>th</sup> grade are expected to achieve 95% attendance. This equals only nine days of excused absences. Students who achieve 90-94% attendance-missing 9-18 days-will be promoted at the discretion of the school principal.
8. Three unexcused tardies or early dismissals will equal one unexcused absence.
9. To be eligible for a "perfect attendance award", a student may neither be absent nor tardy, nor may a student be dismissed before the end of the instructional day. This also includes lunch on Field Day.
10. If your child is in the hospital, please call and let the school know. We will contact our county nurse, the child's teacher, and the principal so that we can send a card or possibly visit.

### **After School Program**

We offer an After School Day Care Program from 3:30 p.m.-6:00 p.m. for students in grades Pre K through Fifth grade. Please stop by the school office for prices and specifics. Mrs. Crego is the ASP supervisor. The telephone number where she can be reached between 3:30 p.m. and 6:00 p.m. is 929-7129.

### **Agendas**

We use a special notebook for our students in grades PK – 5 called the "Agenda". This is a time-management tool for students. Students will be taught how to use this notebook. Please feel free to use it to send messages to your child's teacher. Daily homework assignments will be in these agendas. Please check this agenda daily for messages from your child's teacher.

## Coats, Jackets, and Hats

Please write your child's name on all coats, jackets, and lunchboxes. We have a lost and found area in the hallway outside of our Media Center.

## Conferences with Our Staff Members

For the safety of our children and to maximize instructional time, we are asking all of our parents to please follow the guidelines below.

### **Guidelines for classroom visitation:**

- Before visiting your child's classroom, parents/visitors should contact the teacher to set up a specific time and date for the visit.
- It is suggested that classroom visits should be limited to no more than one hour unless agreed upon by the teacher.
- All visitors must sign-in in the office and wear a visitor's badge while they are in the building.
- We ask that visitors not drop in between 8:00-8:30 AM and 3:30-3:50 to discuss a child's progress or to talk with the teacher. Teachers are supervising students at this time.**

## Homework

Homework is given for review purposes. Parents are encouraged to look over these assignments and help when needed. Parents are encouraged to look at the agenda each night and check for homework or other assignments that may be due.

## Media Center

Our media center is open each day from 8:00 a.m. until 3:40 p.m. Children may check out books during those hours. Students will need to pay for lost or damaged books. You are encouraged to visit the media center with your child. We will have a number of book fairs that you may also enjoy.

## Medicine Given at School

We are more than happy to administer medicine to your child when needed. You must send the medicine in the original container with the specific instructions for your child. If medicine must be given on a daily basis for more than two weeks, we need to have your doctor complete and sign a special form. This will be sent home with your child, or you may pick it up in the office. It is suggested by our county nurse that when your child is sick and the doctor prescribes a medicine for your child to be taken three times a day, this should be administered at home in the morning, when the child returns home from school, and at bedtime.

## **Parent Volunteer Program**

We have a Board Policy for our Parent Volunteer Program. If you went through the orientation session and background check the previous year, you are still certified as a parent volunteer. Please note that every 5 years a background check must be completed. If you are new and have not been through our parent volunteer orientation you will need to attend a meeting. These meetings will be announced in advance. The following areas require you to be certified as a parent volunteer: Mentoring Program, one-on-one Tutoring, Clerical Work in the Classroom, Proctoring, Media Assistant (which includes helping at our book fairs), and Field Trip Chaperones.

## **Personal Possessions**

Please make sure that children leave their valuable possessions at home. No radios, tape players, IPODS, or any electronic games should ever be brought to school. No toys should be brought to school unless it is a designated "Toy Day". Toy guns and knives are not allowed due to board policy. Suspension is the punishment for bringing items of this nature. Please carefully read the Houston County Student Handbook. The Weapons Policy will also be discussed in the discipline handbook that we will send home with your child at the beginning of the year.

## **Report Cards**

Kindergarten through Fifth grade students receive report cards every nine weeks. Please check the Houston County Student Handbook for the exact dates that report cards will be sent home.

## **School Closings**

If school is closed for any reason, it will be announced on television and also on radio stations. Please check the Houston County Student Handbook for vacation and holidays.

## **School Lunches**

**You are welcome to have lunch with your child any day except the days that we serve our Thanksgiving and Christmas lunches.** Our lunchroom simply will not hold the number of parents that would attend. Thank you in advance for your understanding. Lunch monitors watch the students during breakfast and lunch. The first ten minutes of lunch is silent time so that children will eat their food before they get caught up in their conversations. If you are sitting with your child, this rule will not apply so that you and your child can share this time. Thanks for your understanding and cooperation with these procedures.

## **School Parties**

We have class parties before our Christmas Break and at the End-Of-The-Year.

**Houston County Board Policy does not allow us to have birthday parties or to give out birthday invitations at school. We also cannot give you addresses or telephone numbers for students. In addition, balloons and flowers will not be accepted for students at school. There are no exceptions to these rules.**

## **Testing**

Students in first-fifth grade will take the state-mandated CRCT test in the spring. Third grade students must pass the reading section of the CRCT to be promoted to the next grade level and fifth grade students must pass both the reading and math sections of the CRCT to be promoted. These test results will be sent home as soon as we receive them. Our 5<sup>th</sup> graders will also participate in a state mandated writing test during the spring. Our Assistant Principal for Instruction will be glad to discuss test results with you. You will receive notices of exact test dates and the dates are also included in the Houston County Student Handbook as well.

## **Parent Teacher Organization**

Our Parent Teacher Organization is a valuable asset to our school, students, and staff. It also gives parents a chance to help our school be the very best that it can be. The PTO will sponsor a fall fundraiser to help raise money for school projects. In the past, monies from the fall fundraiser have provided many instructional tools for our school. We hope that you will become an active member of our PTO.

## Bonaire Elementary Extracurricular Clubs

The clubs listed below are extracurricular activities. Students must keep good academic grades and good conduct grades in their classes. The students must also display good behavior and participation in club activities. Please carefully read the club objectives and guidelines. Due to such a large student body in our upper grades, students are limited to participation in two clubs.

This listing of clubs is being provided at this time to inform you of the clubs we have to offer here at Bonaire Elementary.

Name of Club/Organization: Student Council  
Faculty Sponsor/Contact: Christina Paolozzi & Carol Wyatt  
Membership Requirement: 4<sup>th</sup> or 5<sup>th</sup> grade student, good behavior, B average or better, students vote for representatives  
Financial Obligations/Dues: Shirt (approximately \$10)  
Mission/Purpose: To create student leaders within the school.  
Planned Activities: The Student Council will sponsor programs that will promote student involvement with social interaction, community service, and school improvement.

Name of Club/Organization: Media Assistants  
Faculty Sponsor/Contact: Peggy Thornton  
Membership Requirement: 4<sup>th</sup> or 5<sup>th</sup> grade student, good behavior, B average or better  
Financial Obligations/Dues: N/A  
Mission/Purpose: To create an environment in which students learn the behind the scene processes of running a Media Center and to be involved in these processes.  
Planned Activities: Students will be involved in the day to day process of our Media Center.

Name of Club/Organization: Ecology Club  
Faculty Sponsor/Contact: Kim Hvizdzak  
Membership Requirement: 4<sup>th</sup> & 5<sup>th</sup> grade students, B average or better, good behavior  
Financial Obligations/Dues: T-Shirt (approximately \$10)  
Mission/Purpose: To provide students with the awareness, appreciation, understanding, skills, and commitment to address environmental issues. To also assist students as they become more aware of their environment by working in our outdoor classrooms, nature trails, and completing projects to enhance the environmental beauty of the school.  
Planned Activities: Projects for the school and upkeep of Outdoor Classroom

Name of Club/Organization: Chorus  
Faculty Sponsor/Contact: Suzette Moraska  
Membership Requirement: 4<sup>th</sup> & 5<sup>th</sup> grade students, B average or better, good behavior  
Financial Obligations/Dues: T-Shirt (approximately \$10)  
Mission/Purpose: Students work on unison, as well as 2 and 3 part singing. Students learn simple vocal warm-up exercises and sing a variety of fun challenging pieces.  
Planned Activities: May include the following: Perform at Galleria Mall in December, Christmas Concert at School, and a Spring concert in May

Name of Club/Organization: Dance Team  
Faculty Sponsor/Contact: Jennifer Simpson & Larissa Beecher  
Membership Requirement: 4<sup>th</sup> & 5<sup>th</sup> grade students, B average or better, good behavior  
Financial Obligations/Dues: Price of performance uniform and competition uniform  
Mission/Purpose: To learn a variety of hip hop and jazz choreography  
and to represent our school and student body.  
Planned Activities: May include the following: Perform at our Christmas  
break celebration, festivals, and perform at our end of the  
year celebration

Name of Club/Organization: Art Squad  
Faculty Sponsor/Contact: Blake Johnsa  
Membership Requirement: 4<sup>th</sup> & 5<sup>th</sup> grade students, B average or better, good behavior  
Financial Obligations/Dues: N/A  
Mission/Purpose: To learn and apply various art techniques.  
Planned Activities: Create projects that will be displayed around the county  
and in the community.