



# Student/Parent Handbook

2018-2019

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## **ATTENDANCE, DROP OFF, & PICK UP POLICIES**

- The school day begins at 8:30 a.m. and ends at 3:30 p.m.
- In the morning, students should be dropped off at the top of the stairs in the parking lot and should enter through the double doors near the office.
- The school opens at 7:30 a.m. Any students who are dropped off between 7:30 and 8:00 will be directed to a supervised study hall. Between 8:00 and 8:30, students are gathered in the multipurpose room for supervised free time.
- The school insists that students be punctual in reporting to school each morning. Any student who is tardy should report to the office with a parent to be signed in. A pass from the office is required for admittance to class. Parents should not accompany students to the classroom to explain tardiness.
- If a student is absent, a call or email from the parent is expected as soon as possible to inform the school of the child's absence. Homework and missed assignments can be picked up in the office by arranging with school personnel. Students and parents are also encouraged to check Haiku for homework.
- Parents should not visit classrooms during the school day to deliver items (such as lunches and homework) to students. These items should be given to the office personnel, who will ensure the student receives the item.
- Parents are required to sign out students who are leaving prior to the end of the school day. Early checkouts must be made prior to 3:15.
- Students are to be picked up promptly after school. They are to wait in front of the building and are not allowed to wait in the parking lot or near the street. Students must be picked up in the car line; students may not walk across the parking lot. If it is necessary for students to remain at school later than the dismissal time, arrangements must be made with school personnel.
- Afterschool care is available for a fee from 3:30-5:00 p.m.
- If a student is to be picked up from school by an individual not previously authorized to do so, the parent must provide authorization in writing by sending a note or email to the school.
- Any individuals who are picking students up may be asked to provide identification.
- If a student becomes ill at school and must be sent home, the school will contact a parent or another individual who is authorized to pick up the student.
- It is recommended that doctor and dentist appointments be made after school hours. If it is necessary to schedule an appointment during the school day, afternoons are better than mornings so that students do not miss language arts remediation in the morning.
- Parents planning family vacations during the school year should notify the school ahead of time. It is expected that make-up work be completed as instructed.
- If parents plan to go out of town and leave their student with a caretaker, please notify the school ahead of time and provide the caretaker's name and phone number.

## **EXPECTATIONS FOR STUDENT CONDUCT**

We believe it is important for students to take responsibility for their own actions. We must maintain standards of behavior in order to ensure an environment conducive to learning. All students are expected to adhere to the Bodine Pledge: *As a student of Bodine School, I will give my best effort, keep a positive attitude, and respect myself and others.*

### **DRESS CODE**

Every student is expected to arrive at school each day in dress code and remain in dress code until leaving campus. Every faculty and staff member is responsible for monitoring compliance with the dress code. Casual dress days may occur throughout the year and will be announced in advance.

Boys are required to wear:

- A tucked in, collared shirt (a long sleeve button-down or a polo shirt). The shirt must be a solid color.
- Khaki, black, brown, or navy trousers or shorts of an appropriate fit with a belt or an elastic waistband. Shorts must be knee-length.
- Closed-toe and closed-heel tennis shoes, sneakers, boots, or loafers, with socks.

Girls are required to wear:

- Khaki, black, brown, or navy trousers of an appropriate fit with a belt or an elastic waistband, worn with a tucked in, collared shirt (a long sleeve button-down or a polo shirt). The shirt must be a solid color.
- Khaki, black, brown, or navy skirts, jumpers, capris, shorts, or skorts that reach past a student's fingertips when standing, worn with a tucked in, collared shirt (a long sleeve button-down or a polo shirt). The shirt must be a solid color.
- Khaki, black, brown, or navy collared dresses that reach past a student's fingertips when standing.
- Jeggings and other skintight pants are not appropriate.
- Leggings/tights paired with a skirt, jumper, or skort of appropriate length are permissible. Leggings/tights must be a solid color.
- Shorts must be worn under skirts/dresses to maintain modesty.
- Closed-toe and closed-heel tennis shoes, sneakers, boots, or loafers, with socks.

Students may wear any outerwear when arriving to school and when departing from school. During the school day, while students are outside, any outerwear is permissible as well. However, if outwear is worn inside, it must be a solid color.

Hair should be styled and worn so that it does not block a student's vision. Hair should be well-groomed and not dyed an unnatural color. Students are asked not to wear excessive or distracting jewelry.

## PARENT/TEACHER COMMUNICATION

Parent Information Meetings are held in August in order for teachers to review their classroom procedures and expectations with parents. Individual conferences are scheduled with parents 3 times a year in order to review each student's goals and objectives for the year as outlined in the Individual Education Plan (IEP) and to review the student's progress. The IEP is based on the student's psychoeducational assessment as well as data collected from assessment tools used throughout the school year. It is recommended that students be reevaluated every 3 years by a psychologist.

Parents can schedule additional conferences at any time during the school year to discuss concerns. Parents should contact the student's teacher to schedule a conference rather than initiating an impromptu conference.

Parents can communicate with faculty and staff via email. Time sensitive information should be communicated by calling the school office. While some teachers may choose to provide personal phone numbers, this is not a school policy. All school-related communication should be relayed via school email or telephone.

Throughout the school year, parents will receive important information through mass emails; these emails will be sent from [communications@bodineschool.org](mailto:communications@bodineschool.org). Parents should notify the school of any changes in mailing address, phone number, and email address during the school year. Changes in contact information should be sent to **[communications@bodineschool.org](mailto:communications@bodineschool.org)**.

## STUDENT RECORDS

Parents have the right to full access to information gathered and maintained by Bodine School as part of their student's permanent record. To request copies of records, parents must use the *Request for Student Records Form* found at **[www.bodineschool.org/news](http://www.bodineschool.org/news)** (copies of the form are also available in the school office). If a student leaves Bodine School, the student's records can be sent to the new school upon written request from that school and with parental consent as long as any financial obligations to Bodine School have been paid. Bodine School will release academic records including attendance, transcripts, immunization records, school administered achievement tests, and progress reports. Bodine School does not release medical records (other than immunization records), diagnostic evaluations, or IEPs to other schools.

## **ELECTRONIC DEVICES & STUDENT PHONE CALLS**

Electronic devices, with the exception of cell phones, are not to be brought to school unless otherwise permitted by school personnel. Cell phones must remain off during school hours and stored in backpacks. No games, videos, or music can be accessed while on school property. The school reserves the right to confiscate any electronic device for any reason. The school is not responsible for any lost, damaged, or stolen electronic devices. Students may use the phone in the office to call home with permission from school personnel. Calls should be made before or after school or during lunch/break.

## **PARTY INVITATION POLICY**

Students may only hand out party invitations at school if every student of the same gender in the class or grade is invited. Otherwise, invitations are to be mailed and the party is not to be discussed at school.

## **LUNCH, FOOD, & DRINKS**

Students have a daily lunch period. Students may bring their own lunch from home that does not require microwaving or participate in the school's catered lunch program. Any dietary restrictions or allergies should be reported to the school. Students are not permitted to chew gum or drink caffeinated beverages at school.

## **FIELD TRIPS**

Attendance on field trips is considered mandatory for all students. Parents are notified ahead of time about any upcoming field trip, explaining the nature of the trip and any special arrangements that are necessary. A general release for participation in field trips is signed on an annual basis by parents during the enrollment process.

## **LEARNING MATERIALS, SUPPLIES, & LIBRARY BOOKS**

Textbooks, workbooks, and classroom supplies are provided by the school. If materials are lost or damaged by a student, the family is responsible for the replacement or repair costs. Students are expected to treat educational materials appropriately.

All library books are checked out through the librarian. Reference books are to be used in the library only. Families will be billed for the replacement cost of damaged or lost books.

## **HOMEWORK POLICIES**

Homework is assigned for the purposes of reinforcing skills taught in the classroom; developing organizational skills; improving reading, writing, and math abilities; and encouraging independence and self-reliance. Homework is sent home with the student and should be completed and returned as instructed by the teacher. Other than BIRDS and fluency practice (and comprehension reading/journaling for younger students), your child should be able to complete homework independently. If your child has difficulty with homework, please contact your child's teacher.

## **SUMMER REQUIREMENTS**

All returning Bodine students are required to attend a half-day, four week summer program at Bodine School during the month of June. Information about the program is released each year early in the second semester. In lieu of attending the summer program, returning Bodine students may work with an approved tutor for a specified number of hours over the course of the summer; these arrangements must be approved by Bodine administration.

In addition, all Bodine students are required to complete summer reading assignments. Summer reading requirements are communicated through mass email and posted on the school's website at **[www.bodineschool.org/news](http://www.bodineschool.org/news)**.

## **SCHOOL SECURITY, EMERGENCY CONDITIONS, & INCLEMENT WEATHER**

Lockers, student desks, computers, and storage areas are considered school property and are subject to search when school personnel have reason to believe that drugs, dangerous weapons, or articles which may be detrimental to the efficient operation of the school are contained therein.

All exterior doors are locked at 8:30 a.m. and remain locked throughout the school day. All visitors must enter through the main office and be checked in.

All school staff are provided a crisis manual which details the school's plan for emergency conditions such as fire and severe weather. The manual is viewable at **[www.bodineschool.org/news](http://www.bodineschool.org/news)**.

In the event of inclement weather, Bodine School will make an independent decision regarding school closure. Updates will be communicated through local news outlets and at [www.bodineschool.org/news](http://www.bodineschool.org/news) and at **[www.facebook.com/bodineschool](https://www.facebook.com/bodineschool)**.

## HEALTH RECORDS & MEDICATION POLICIES

A complete, accurate, and current health record must be on file for every student. This information plays a significant part in understanding and educating a student. This record is submitted electronically by the parent each year when completing the enrollment process and must be on file prior to the student's attendance. In addition, the Shelby County Health Department requires that all students be legally immunized. Legal immunizations are those required for a student to attend school. Documentation of immunizations must be received by the school office.

In the event there exists a valid health reason which makes the administration of medication to a student advisable during school hours or the hours in which the student is under the supervision of school personnel, the following procedures shall apply. Medication is defined as all prescription or over-the-counter drugs/medication. The school reserves the right to discontinue the service at any time.

1. The administration of any medication to a student by a school employee must be requested and authorized in writing by the student's parent or legal guardian. Authorization must be provided through the *Administration of Medication Form* available at **[www.bodineschool.org/news](http://www.bodineschool.org/news)**. Copies of the form are also available in the school office. Such request and authorization will be effective for the current school year only unless a shorter period is specified.
2. Medication must be brought to the school office by a parent or legal guardian.
3. Medication may be administered by designated school employees who have received training in proper medication procedures. Students cannot self-administer any medication.
4. Before administering any medication, the school employee shall determine that the medication is in the original pharmacy manufacturer's container, labeled with the following information:
  - a. Name of student
  - b. Name of medication
  - c. Dosage, mode, and time of administration
  - d. Name of physician prescribing medication
  - e. Date of expiration or prescription or effectiveness of medication
5. No medication shall be administered until it is determined that the dosage conforms with the direction and/or authority from the parent and physician.
6. All medication, including prescription and non-prescription drugs, shall be kept in a secure place as determined by the school employee. All medications shall be given immediately to school personnel and will not be kept in the possession of the student.
7. Changes in dosage of medication must be submitted to the office in writing.
8. The administration of medication to any student may be discontinued during the period for which it has been prescribed, provided the student's parent or legal guardian is given oral or written notice in advance of the date of discontinuance.