



Student/Parent Handbook

2021-2022

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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.
- The school opens at 7:30 a.m. Students arriving between 7:30 a.m. and 8:15 a.m. will be supervised in the multipurpose room. Students arriving between 8:15 a.m. and 8:30 a.m. will report directly to their classroom.
- Any student who is tardy should report to the office.
- If a student is absent, a call to the office or email to the teacher 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.
- 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 office personnel, who will ensure the student receives the item.
- Parents are expected as soon as possible to inform the school of their child's early checkout time. Parents must visit the main office to check out their child. 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 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.

PARENT PARTNERSHIP POLICY

Bodine School believes that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the School's mission.

Thus, Bodine School reserves the right not to continue enrollment or not to re-enroll a student if the School reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purposes.

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.

Boys are required to wear:

- A collared shirt (a long sleeve button-down or a polo shirt). The shirt must be a solid color.
- Khaki, black, brown, gray, 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, gray, or navy trousers of an appropriate fit with a belt or an elastic waistband, worn with a collared shirt (a button-down or a polo shirt). The shirt must be a solid color.
- Khaki, black, brown, gray, or navy skirts, jumpers, capris, shorts, or skorts that reach past a student's fingertips when standing, worn with a collared shirt (a button-down or a polo shirt). The shirt must be a solid color.
- Collared dresses that reach past a student's fingertips when standing. Dresses must be a solid color.
- 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. Shoes should be flat.

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

Fridays are casual dress days. On casual dress days, students may wear appropriately fitting jeans or jean shorts without holes or tears. Students may also wear a Bodine t-shirt. If students choose not to wear jeans or a Bodine t-shirt, they must follow the usual dress code guidelines.

HARASSMENT POLICY

General Statement of Policy

Bodine School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity which makes up the community. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and decrease self-esteem. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

It is hereby the policy of Bodine School to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability. Any unlawful harassment of a student by a member of the school community is a violation of this policy. The school shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Definitions

“School community” includes but is not limited to all students, school employees, contractors, unpaid volunteers, and other visitors. “Unlawful harassment” means verbal or physical conduct based on a student’s actual or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment.

Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to

- a) unsolicited derogatory remarks
- b) jokes
- c) demeaning comments or behavior
- d) slurs
- e) mimicking
- f) name calling
- g) graffiti
- h) innuendo
- i) gestures
- j) physical contact
- k) stalking
- l) threatening
- m) bullying
- n) extorting or the display or circulation of written materials or pictures.

Reporting

Any student or other person who believes that unlawful harassment of a student has occurred may inform any school employee. Any student who believes that s/he has been the target of unlawful harassment as defined in this policy may bring their complaint to the attention of any school employee.

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 the student's progress.

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. All school-related communication should be relayed to staff via school email or school telephone.

Throughout the school year, parents will receive important information through mass emails; these emails will be sent from 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**.

STUDENT RECORDS

When 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. Student transcripts consist of a student's Bodine progress reports and immunization records. Bodine School will retain a student's permanent record for a period of one year after his/her date of last attendance. Student transcripts are available to parents online in TADS Educate.

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.

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. While some portions of homework might require parent participation, most homework should be completed independently by the student. If your child has difficulty with homework, please contact your child's teacher.

SUMMER REQUIREMENTS

All returning Bodine students are expected to attend Bodine School's Summer Reading Program. Information about the program is released each year early in the second semester. If a student is unable to attend the summer program, he/she may work with a multisensory, structured language 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.

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.

In the event of inclement weather, Bodine School will make an independent decision regarding school closure. Updates will be communicated through local news outlets, at www.bodineschool.org, and at 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. 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/forms. 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 manufacturer's container.
5. 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.
6. Changes in dosage of medication must be submitted to the office in writing.

Bodine School COVID-19 Safety Protocols

Keeping our campus healthy is a collective effort, one we are asking everyone in our community to support. With everyone's understanding and cooperation, we have a much better chance of minimizing risk and maintaining a healthy environment for our students, employees, families, and the community.

Before You Arrive

- All families must commit to supporting Bodine School's health, wellness, and safety protocols and must agree to keep children home when they are not feeling well, have COVID-like symptoms, or have potentially been exposed to COVID-19.
- If a member of your family has tested positive for COVID-19 or has been in close contact with someone who has tested positive for COVID-19, contact the Main Office at (901) 754-1800.

When You Arrive

- Early drop-off begins at 7:30 a.m., and our school day begins at 8:30 a.m.
- When students enter the building, Bodine School personnel will direct them to a handwashing station and monitor proper hygiene.

While On Campus

- Bodine School will follow the latest health directive from the Shelby County Health Department regarding the use of facial coverings.
- To promote hygienic safety throughout the day, Bodine School has installed and encourages the continuous use of handwashing stations and hand sanitizers as well as touchless sinks, commodes, and dispensers, and the use of hospital-grade disinfectants for scheduled cleanings.

Confirmed Cases

We believe our prudent safety practices will mitigate spread. However, if we learn of a positive COVID-19 test within our community, it will be handled as specified below:

- Isolation/quarantine where needed
- Rapid and effective decontamination
- Continuous evaluation of CDC guidelines

As always, we will remain communicative and provide you with more information if and when needed as the COVID-19 situation evolves. If you have any questions, please contact communications@bodineschool.org.

LEARNING IN QUARANTINE OR ISOLATION DUE TO COVID-19

Among Bodine School's many capabilities is our ability to serve and engage our community in ways that are flexible and accommodating while still delivering on our mission. During the COVID-19 pandemic, Bodine will offer virtual learning for a maximum of 10 school days for students who must quarantine or isolate due to COVID-19 exposure or illness.

Bodine will use technology to extend the reach of the classroom beyond the physical space on campus providing real-time access to students who are at home. Students will be able to access the classroom remotely and maintain their daily learning schedule. When students are absent due to reasons related to COVID-19, they are still able to actively participate in their classes, learn, ask questions, and receive feedback in real time through existing technology in each classroom.

Parents of students who have been exposed to or have tested positive for COVID-19 will need to notify the school by emailing Sheri James at sjames@bodineschool.org or calling (901) 203-3873. To help the school prepare, please notify the school three (3) school days prior to an anticipated virtual learning start date.

REMOTE LEARNING DURING COVID-19

In the event we are notified by government officials of the need to close the campus, school will continue remotely. Bodine reserves the right to transition to Remote Learning if/when in the best interest and safety of the Bodine community. In the event we are required to limit or restrict access to campus, Bodine will transition to teaching remotely. During any period of temporary remote learning, we remain committed to:

- Delivering on our mission
- Providing students with a high-quality, student-centered learning experience
- Communicating clearly and consistently