



BON LIN ELEMENTARY

3940 N. Germantown Road

Bartlett, TN 38133

901-937-2344

PARENT/STUDENT HANDBOOK

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INTRODUCTION

The administration, faculty, and staff of Bon Lin Elementary School welcome you. We are committed to the reality that all students can learn and have a right to obtain the best education available. It is our responsibility to provide a positive school climate in which students are valued and respected, a safe and healthy physical environment, and an instructional program that provides students with a wide variety of learning activities. It is the responsibility of every student to be respectful and cooperative and to take advantage of every opportunity to learn and experience success. Parents have the responsibility to ensure that their children arrive on time to school and are prepared to learn. With all of us working together, this will be a successful school year!

MISSION

Bon Lin Elementary is a community of educators and stakeholders committed to ensuring academic success for all students by providing a diverse learning environment, fostering wise decision making skills, creating a sense of responsibility, and developing productive citizens.

Vision

The vision of Bon Lin Elementary is for all stakeholders to create academically, emotionally, physically, and socially well-rounded students by providing a safe, diverse, and academically challenging school environment.

Beliefs

1. Students learn best when actively engaged in developmentally appropriate, integrated, and diverse curriculum modified to meet individual needs and abilities.
2. Students develop skills for life by learning to utilize technology.
3. Students develop character, responsibility, decision-making skills, and enhanced self-image through positive interactions and relationships with others.
4. All individuals have the right to learn in a safe and nurturing environment.
5. Student academic success and growth are most accurately evaluated through a variety of teaching strategies and assessments such as cooperative learning, rubrics, differentiated instruction, and other research-based methodology.
6. Parents, students, and community are valuable, contributing stakeholders in our educational program.

POLICIES AND PROCEDURES

Communication

It is our hope at Bon Lin Elementary that the **agenda book** will aid in the communication process and assist our students to become better planners, organizers, and managers. Teachers will also use email and SeeSaw to communicate with parents.

Any Bon Lin Elementary School teacher can be contacted by dialing the **school's telephone number (937-2344)**. Please leave a message including a telephone number. The teacher will return the call the same day if possible. When it's not possible, they will return your call the next school day. Also, each teacher can be contacted through a Bartlett City Schools **email address**.

School Hours

Students may enter the building each day at 8:45 A.M. Please ensure that students are on campus and ready to begin school at 9:00 A.M.

Opening

A moment of silence is required at the beginning of each school day (Tennessee Code Annotated (TCA) 49-6-1004). During the opening, students also have the opportunity to recite the pledge, and listen to the morning announcements.

Supplies

The school maintains a bookstore that is open from 8:45 until 9:00 A.M., where students can purchase school supplies.

Visitors and Volunteers

Parents, guardians, and other members of the community are always welcome at our school. However, federal law requires for reasons of safety, that all visitors sign in at the office upon arrival, obtain a visitor's pass, and sign out at the time of departure. When entering the building you will be asked to present a valid state issued ID. No visitor should enter any classroom without proper authorization. Lunch visitors must be listed on the registration form as well. If a parent approves a lunch visitor, this must be in writing and shared with the teacher and front office. Volunteers will need to complete a BCS volunteer application.

Teachers are required to provide a list of visitors to the classroom to the main office at least one day in advance of parties or activities. **Only visitors on the approved list will be permitted to visit the classroom or cafeteria.**

Student Checkout

Students will only be released to their legal guardian(s) or other persons designated on their registration form. A valid state issued ID is required to identify these persons in PowerSchool. All students must be signed out in the office. **Please do not check students out after 3:30 due to traffic concerns.**

School Closings

In case of poor weather conditions, the teachers will follow the inclement weather forms. When it would be unsafe for students to come or remain at Bon Lin Elementary, the superintendent will notify the news media of the

closing as soon as possible. All local television and radio stations will be notified of school closings due to inclement weather. An inclement weather plan will be required to be on file with your classroom teacher. This plan will be followed for early dismissal. Teachers will not be able to call parents, and please do not call the school because phone lines need to be open for emergencies.

Parent Concerns

In an effort to maintain positive parent-teacher relationships, parents should first seek to resolve problems with teachers directly before involving the administration. However, the administrative staff is available to help resolve problems when appropriate.

Student User Agreement/Media Release

A Student User Agreement form (BCS policy 1021 and 1022) will be completed during registration. Students must agree to comply with the rules as outlined in the Acceptable Use Agreement and to communicate over the network in an appropriate fashion while honoring all relevant laws and restrictions. Parents will give or deny permission for their children in grades 3-5 to independently access the Internet; their child's work and image to be published on the Internet; and/or allow unrestricted media coverage of their child. BLE would like to be able to have pictures of students participating in school activities posted on Facebook, on the BCS website, and in local newspapers. Please be sure to sign and return this form.

PowerSchool

The parent portal in PowerSchool is available to keep parents up-to-date on their child's academic progress in grades K - 5. Teachers will post grades from the previous week by 4:00 pm each Tuesday. New usernames and passwords will be issued in early September when the parent portal opens for the year.

Progress Reports

Parents can check student's academic progress online through PowerSchool beginning in early September. A grade report will be sent at the interim of the nine-week term. Report cards are issued at the end of the nine weeks period.

Promotion/Retention (BCS policy 4009)

Promotion shall be considered on the basis of what is best for the child in terms of school success. Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs.

Retention is used to help students improve their knowledge base by providing an additional year of instruction, thus addressing the frustration and failure often associated with inadequate skills mastery.

A student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in a BCS approved research-based intervention prior to the beginning of the next school year. This provision does not apply to students with IEPs.

Special Programs

Special classes and programs at Bon Lin include:

- APEX (3rd - 5th grades)
- Special Education Classes
- Guidance Programs
- Student Assistance Program
- DARE (5th grade)
- Junior Beta Club
- ESL Program

Make-up Work

1. Time allotted for make-up work is equal to and may not exceed the length of the absence.
2. Unless extreme circumstances exist, assignments made prior to the absence do

not fall into this category and are due at the predetermined date. A zero will be given for any unreturned make-up work.

3. Students who are absent are responsible for getting and returning all missed assignments.
4. Teachers will help the students make up work upon their return.
5. Make-up work will not be provided prior to absence.

Homework

Homework is assigned to reinforce the skills and concepts taught during the school day. Students should have a designated study time, an appropriate place to study, and have a parent check to see that homework is satisfactorily completed. Homework that is completed and handed in on time will positively affect students' grades. Students should not spend more than 30 to 45 minutes completing homework. If your child is experiencing difficulty completing their homework in this amount of time, please contact your child's teacher.

Testing

A variety of standardized tests are mandated by the State of Tennessee and the Bartlett City School Board of Education. Results of these tests are used to diagnose students' needs, to plan for instruction, and to provide a basis for decisions concerning advanced educational and career choices. The following tests are administered to students at Bon Lin Elementary: TNReady. Additionally, students are tested regularly on AimswebPlus to determine mastery of skills and concepts that are a part of the day-to-day instruction.

Student Recognition

Students will be recognized for the following at the end of the year award ceremony:

Principal's Academic Award: This is for students who have earned all A's each nine weeks.

Faculty Academic Award: This is for students who have earned all B's each nine weeks and at least one A.

Citizenship Award: This award is for students who have earned E's in conduct each nine weeks.

Perfect Attendance Award: This is for students who have not missed a single minute of school.

At the end of each nine weeks, students will be recognized for conduct, grades, improvements(a grade going up in one subject while not falling in other subjects), and attendance. Please send your child's special accomplishments to Mr. McClellan at tmcclellan@bartlettschools.org so that we can celebrate their success. Special recognition is announced over the intercom and students are recognized in the office.

Library

The mission of the school library is to provide both recreational reading opportunities as well as support the instructional program of the classroom. Students are expected to exhibit proper care for books borrowed and to return them in a timely manner. Books, which are lost or damaged beyond repair, will be charged to the student and must be paid for under the same guidelines as those regarding textbooks.

Counseling

A counselor is available to serve the students as needed. The counselor's duties include individual and group counseling, helping parents in developing positive working relationships with school personnel, and working with students and parents to resolve individual and family problems that affect academic performance. For continued services, parents will need to sign a consent form.

Drug-Free Environment

In compliance with federal and state laws, students are prohibited from possessing, using, buying, and/or selling drugs, tobacco, and alcohol on school property or at any school-sponsored activity. Violations will be reported to the proper law enforcement authority.

Confidentiality Statement

Information contained in student records is recorded in compliance with federal and state laws and is confidential. Parents and guardians (following proper procedures) are granted access to the records of their children.

Celebrations

Classroom parties are held only for special pre-approved occasions. All parents must sign in before going to the classroom. The classroom teacher, with the assistance of a room parent, is directly in charge and should be consulted concerning all party and treat arrangements.

Birthdays

If your child chooses to recognize his/her birthday at school, treats should be non-edibles. If your child chooses to pass out birthday invitations at school, all students in the class should receive one, unless it is a party for only boys or only girls.

Fundraising

The PTO conducts fundraising projects during the school year. The proceeds go to the school first to purchase materials and equipment that supplement and enhance instructional programs. Students are encouraged to become actively involved in these projects. The school and its organizations may also raise funds through various means throughout the school year. Students are not permitted to solicit funds for unapproved non-school causes.

Field Trips

Field trips are carefully coordinated with the instructional program and must have exceptional educational value. Students are to behave appropriately and observe all rules regarding safety. The school provides transportation for field trips for students only. Students must pay a fee to defer the cost for bus drivers.

PTO

More than 85 rigorous academic research studies conducted over 30 years prove that children do better in school when parents are

involved. Higher grades, improved test scores, and attendance are a few of the improved areas. The Bon Lin PTO is passionate about creating and sustaining the parent/teacher/student link necessary, through programs that encourage all parents to be involved in their children's educational success.

Lost and Found

Clothing found in the school building or on the grounds should be taken to the lost and found bin in the hallway outside the gym. Clothing remaining unclaimed at the end of each nine weeks will be donated to local agencies.

CAFETERIA

Cafeteria Rules

The following rules were made to ensure that every student has the opportunity to enjoy lunch in a pleasant, safe environment.

1. Talk quietly by using your inside voice.
2. Go through the line only once. Leave your seat only when your lunch is over. Raise your hand for assistance.
3. Keep your table and area clean.
4. Be courteous, cooperative, and respectful to the monitors and your fellow students.
5. Food may not be taken out of the cafeteria.
6. Tables are provided for parents to eat with **their** child during lunch. All other tables will be for students only.

If students choose not to follow the cafeteria rules, it will be reflected in their conduct grade.

Lunch Charges

There are no school funds for lunch charges. Please make sure your child has lunch money in his/her account. If your child does not have lunch money, your child will be permitted to call you.

Extracurricular Activities/Clubs

Students are encouraged to participate in the various extracurricular activities offered at Bon Lin Elementary. As programs and interests change from year to year, activities may be

added or deleted. The following is a list of some clubs and organizations that students may choose to join:

- Student Advisory Council
 - Chorus
 - Yearbook Staff
 - Drama Club
 - Basketball - boys' and girls' teams
 - STEAM
 - Cheerleading
 - Dance Team
 - Benevolence
 - Safety Patrol
 - Art Club
- *Running Club
 - *Battle of the Books
 - *Bruin Buddies
 - *ESL homework
 - *Guitar Club
 - *Ukele Club
 - *Student Ambassadors
 - *Jr. Engineers
 - *24 Club

Physical Education

It is necessary for your child to participate in physical education to develop basic skills, coordination, and an appreciation for sports. Students should wear tennis shoes for this class. Notes from home will excuse the child from activity for one day and should be given to the Physical Education teacher. If the injury or illness lasts longer than one day, a doctor's note is required.

Illness and Accidents

When students are injured or become ill at school, parents are notified immediately. Once notified, they should arrange for the student to be picked up as soon as possible. Students that vomit and have a fever **must be picked up immediately from school**. It is recommended that students are fever free for 24 hours before returning to school. The school maintains a clinic. It is imperative that the school be provided with information regarding emergency contacts and procedures. Any changes in directory information during the year should be reported to the school office immediately.

Child Protection

If there are restrictions concerning who may contact or pick up a student, the school should be notified in writing. Copies of court orders or

other legal documents should be provided for the school's files.

Family Life

The Family Life Curriculum is taught during the spring. This curriculum has been approved by the Bartlett Board of Education and conforms to guidelines of the Tennessee Department of Education. Parents who want their students excluded from the Family Life Curriculum should submit a written request to the principal.

Medication (TCA 49-5-415 & BCS policy 6011)

If it is necessary for a student to take prescribed medication during school hours, parents must bring the medication to school in its original container displaying:

- *Child's name
- *Prescription number
- *Medication name and dosage
- *Administration directions
- *Licensed Prescriber's name
- *Date
- *Pharmacy name, address, and phone number

Parents must complete an authorization form. School personnel are not permitted to administer any kind of medication without having this form on file. Students are not permitted to bring any medication to school.

ATTENDANCE

Academic achievement and success are greatly dependent upon being on time for school and regular school attendance. Additionally, Tennessee law requires that every child between the ages of seven and eighteen years attend school.

An accurate record of each student's attendance is kept. This record includes absences, tardies, and students checking out early. A letter will be sent home to parents after five unexcused tardy or absences. If necessary, the matter will be referred to an attendance supervisor at the Department of Student Services.

Students who return to school after an absence should bring a note from a parent or guardian

stating the reason for the absence and any other pertinent information. Planned absences should be handled directly with the appropriate teacher(s).

Tardiness

Instruction begins at 9:00 A.M. Any student who enters school after that time must report to the office with a parent or legal guardian to sign the tardy sheet. Students will receive an 'Admit to Class' slip. Excused/Unexcused tardy students follow the same guidelines as absences.

Absences

Only the following reasons will be considered for excused absences:

1. Illness of student
2. Death or serious illness within the student's immediate family
3. Official representative of school in school-sponsored activity
4. Special and recognized religious holidays regularly observed by persons of his or her faith
5. Legal court summons not as a result of the student's misconduct
6. Extenuating circumstances created by emergencies over which the student has no control as approved by the principal

Note: If necessary, verification may be required from a doctor, official, or other source to justify absences.

Unexcused Absences

Absences resulting from truancy, out-of-school suspension, or other reasons not cited above shall be classified as "UNEXCUSED ABSENCES."

Truancy

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Continued violations may lead to suspension with re-admittance only through the superintendent and referral to

Juvenile Court for possible prosecution of violation of the compulsory attendance law.

TRANSPORTATION

Any change in transportation must be submitted in writing. Changes of transportation will not be taken over the phone. The car riders and day care bus riders will be dismissed at 4:00 P.M., followed by the bus riders. Students should enter and exit the building at the designated locations. Please make sure your child knows how to get home daily. **Students may only ride the bus that they are assigned to by Transportation.**

Bus Riders

At some time during the school year every student will travel on a school bus, if only during a field trip. Since the school bus is an extension of the school, students are to conduct themselves in a manner consistent with rules concerning safety and appropriate school behavior. Failure to abide by these rules may result in an office referral and the loss of bus riding privileges.

Bus Riding Rules

DON'T LOSE YOUR RIDING PRIVILEGE!

1. Observe the same conduct as in the classroom.
2. Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
3. Students should be at their assigned bus stop 5 minutes before the scheduled pickup time.
4. Cooperate with the driver. Students will board, depart, and cross the roadway as per instructions from the bus driver.
5. Students must remain in their seat, and the aisle must be clear. Keep head, hands, and feet inside the bus.
6. Bus driver is authorized to assign seats.
7. Be courteous, and use no profane language.
8. Keep the bus clean, and do not eat or drink.
9. Do not be destructive. Students will not throw any item in/out of the bus.

10. Backpack size is limited to one the student can pick up and hold in their lap.
11. NO candy or gum on the bus.
12. Live animals are not allowed on the school bus. Any recess balls must be kept in backpack.
13. Students may not have access to cell phones, pagers, radios, CD/DVD players, headphones, and other electronic equipment on the school bus.
14. Smoking and the use of any tobacco product on a school bus are prohibited.

Car Riders

1. Unloading cars begins at 8:45 A.M. with teacher supervision.
2. Enter the building at the designated location.
3. Students are tardy at 9:00 A.M. and must enter with a parent through the front door.
4. Parents must be in the car line by 4:00 PM.
5. Children will line up by car numbers.
6. Car rider procedures will be given at the beginning of the year. Please read them carefully.

For safety reasons no one should cross the driveway or go into the parking lot for any reason. Please do not motion for your child to walk into the parking lot.

Students must be picked up by 4:00 P.M. Parents will be asked to come into the building to sign their child out if they are picked up after 4:10 P.M. YMCA before/after school care is available.

Accessibility

The school makes every effort to accommodate students with disabilities. The school building is designed to assure full accessibility at all entrances to the building as well as to restrooms and other areas.

School Wide Discipline

The Bruin family provides a safe and friendly learning environment to ensure that each child

has a positive school experience. Because we strongly believe in the importance of pride in oneself and the community, we have designed our school wide expectations accordingly:

Prepared: show you are prepared to come to school on time and go into the class prepared to learn.

Responsible: show responsibility by bringing necessary supplies to class and taking responsibility for your actions.

Integrity: show integrity by being honest and showing respect for individuals, property, and yourself.

Dependability: show dependability by following directions, raising your hand before speaking, and following class/school rules.

Effort: show effort by completing and handing in all assignments on time and giving your best effort on everything you do at school.

The conduct grade is a visual reminder of the above expectations and is used to guide students in making the best choices. These traits are modeled continuously to promote success.

Top Five Most Effective Discipline Methods

1. Strong parent involvement and support
2. Incentives/rewards for good behavior
3. Deny privileges
4. Consistency in enforcement and consequences of school rules
5. Positive reinforcement/care and concern shown by teachers and administrators

Personal Possessions

The school provides no safeguards and assumes no responsibility for personal items brought to school by students. This includes but is not limited to jewelry, money, cell phones and other items that are not a necessary part of the educational process.

Assemblies and Special Activities

Assemblies and other activities are designed to be informative and/or entertaining. Attendance at any Bartlett City School function is a

privilege; therefore, students should be on their best behavior during any such event. The following rules are to be observed:

1. Sit in your assigned area.
2. No talking during assemblies.
3. Be attentive and courteous to the participants in the activity.
4. Be hospitable to all guests in our school.
5. Respond to the participants in an appropriate manner (no booing, stomping, or disrespectful noises at any time).
6. Leave the activity in a quiet, and orderly manner.

Determining a Need for ESL Services:

A NELB (Non English Language Background) student is determined based on the Home Language Survey filled out by parents at the beginning of the year. These students will be screened by the ESL teacher using the W-APT. A student qualifying for ESL (English as a Second Language) services will be scheduled by the ESL teacher based on the student's level of proficiency and language need.

******ESL students should not be making F's on a report card due to language issues. Interventions and accommodations should be made to make the content accessible to the ELL (English Language Learner) and ensure success.**

Grading Procedure for ELL students:

All students in the pullout program (receiving services from the ESL teacher) will receive a regular report card each 9-week grading period. **Required modifications should be implemented for the ELL students.** Students in the ESL program will receive the same interim report used for students in the regular classroom

Bullying (BCS policy 6022)

Tennessee law defines "harassment, intimidation, bullying or cyber-bullying" as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance. BLE supports a non-bullying environment. Any reports should be made to the administration.

After thoroughly and completely reading the Bon Lin Elementary School Parent/Student Handbook, I pledge to support and abide by all the policies, procedures and rules explained.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Verification _____ Date _____