

**G. O. BAILEY PRIMARY
1430 NEWTON DRIVE
TIFTON, GA 31794**

229-387-2415

SCHOOL YEAR 2007-2008

Dear Parents and Students:

The faculty and administration of G. O. Bailey Primary School welcome you. We are excited and happy to have you as a part of G. O. Bailey.

This booklet is prepared to serve as a guide for all students and parents. We encourage you to read all of the policies and to help your child become familiar with them. Our goal is to have an instructional program that enables each child to reach his or her greatest potential.

We hope that this booklet will enable you to become familiar with our school and its services. If we can help you in any way, please call us at 387-2415.

Sincerely,

Diane Lane
Principal

Jan Wise
Assistant Principal

ADMINISTRATIVE STAFF

Diane Lane	Principal
Jan Wise	Assist. Principal
Melissa Dillard	Counselor
Jane Bennett	Media Specialist
Jean Dillard	Secretary
Marlene Mathis	Clerical Aide
Kate Hand	Food Service Manager

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SCHOOL HOURS

7:30 – 8:10	Breakfast Served
8:00	Teachers Are in Classrooms
8:00	Students Report to Class
8:20	Tardy Bell
3:10	All Students Dismissed
3:30	All children need to be picked up by 3:30
3:30	Teachers Dismissed

ARRIVALS

FOR THE SAFETY OF YOUR CHILD, WE ASK THAT YOU OBSERVE THE FOLLOWING:

1. If your child rides a bicycle or walks, inform your child to follow traffic laws and cross the road on Ferry Lake Road at the crosswalk. Bicycles are to be pushed when on campus.
2. Students are to be let out and picked up at the main entrance in our driveway at the front of the school. Children should **NOT** walk in between cars. Please do not drop students off on Newton Drive.
3. All students should be here no later than 8:20 a. m. If they plan to eat breakfast, they should arrive no later that 8:10 a. m.
4. Make a special effort to have your child in school everyday.
5. For the safety of your child, he/she should not be on the school campus before 7:30 a. m. Staff members are not on duty before 7:30 a.m.

ATTENDANCE / TARDINESS

Regular attendance on the part of each student is a must if they are to be successful in school. Missed work is difficult to make up. There is not a substitute for the daily classroom discussion and work.

If a student is absent from school, the parent must write a note to send to school with the child to provide an excuse for the absence within 3 days. Upon returning to school, the student should bring the excuse to the office to receive a blue admittance slip to class. The excuses will be kept on file in the office. By county policy, only 3 notes written by the parent will be accepted each nine weeks. Additional absences after that nine weeks will require excuses from a doctor.

Students should arrive at school with enough time to settle in for the beginning of the school day. A student is tardy after 8:20; late arrivals disrupt a smooth beginning for the class. If a student accumulates a total of 15 tardies and/or early dismissals, a referral will be made to the Attendance Support Team.

If a student comes in after the 8:20 tardy bell, he/she should report to the office first to receive a blue admittance slip to class.

For your convenience, a summary of the Tift County Schools' Attendance policies has been placed at the end of this student handbook. For the full policy, visit the Tift County Schools' website at tiftschools.com.

AFTERNOON DISMISSALS

We really need the cooperation of **all parents** to improve our afternoon dismissal process. Our primary concern is to make sure that students are dismissed in a safe and orderly manner. To do this, it is imperative that we have parents' cooperation. All students will be dismissed at 3:10. We are asking that parents of students in kindergarten and first grade arrive first at 3:10 p.m. to pick up students. We are asking the parents of second and third graders to come at about 3:20 to pick up students. If all parents arrive at the same time, there will be a large traffic jam on Newton Drive.

Each student will receive an afternoon pick up card to be displayed on the visor of the passenger side of the vehicle. It is imperative that each vehicle show which child rides in that vehicle. It will greatly expedite the pick up process. The card will attach with rubber bands to the visor. All you will have to do each day is flip down the visor to display the card with the names of students who ride home in that vehicle and then flip it back up after you have gone through the pick up line.

It will take a few days to get everyone in the routine, but it will be a more efficient system if everyone cooperates. We want to make sure that your child gets in your vehicle in a safe and timely manner.

We are asking that you **do not park and walk up to get your child.** Although you are trying to hurry and get your child, it actually slows the process. Please give us a chance to work out the drive through system and you will find, in the long run, that it will be faster and safer for your child. **Your child's safety is our only concern.** Please drive through at the designated times and pick up your child. If for some reason you need to park and walk up to get your child, please do not call them to come to you. All parents will be asked to wait on the far side of the driveway and a staff member will escort your child safely to you. They will not be allowed to walk over to you unsupervised. We are asking that you wait on the far side so that you will not slow the car loading process and hinder our efforts to maintain order and safety on the porch.

It will be very important for all parents NOT to try to pick their child up at the same time. If parents of 2nd and 3rd grade students will wait and come at 3:20, the line will be shorter and the wait not as long. As long as students are picked up by 3:30, you will be right on time.

It will take a few days to adjust to the routine, but with your cooperation we can have a safe, orderly, and prompt school dismissal for students who ride home in cars. Please help us by displaying the pick up card with your child/children name(s) on them. We are committed to doing our best, but it can only work if you help us.

TEXTBOOKS / LIBRARY

All textbooks are on loan to students free of charge. Students are expected to return all books in good condition. There is a charge for all damaged and lost classroom and library books.

GRADING

Student mid quarter reports are sent home every 4 ½ week intervals of the nine weeks quarter. For the first nine weeks, primary school students will not receive mid-quarter reports. They will, however, receive mid-quarter reports each of the remaining nine-week grading period.

HEAD LICE

If a child is diagnosed as having lice, the parent will be called to come to the school, pick up the child, and will not be permitted to return to school until his/her head is free from lice and nits. **WHEN THE STUDENT RETURNS TO SCHOOL, THE PARENT MUST BRING THE CHILD IN TO BE CHECKED BY THE CLINIC AID. THE CHILD MUST BE CLEARED BEFORE THE PARENT LEAVES SCHOOL. If the child is not clear they will need to go back home with the parent.** If the child is clear, they will be given an admittance slip to class. The student will be allowed **TWO** excused absences for head lice treatment. Any days after those two days will be counted as unexcused absences.

MEDICATION

Parents must provide all medication that is to be dispensed by the school. If your child is to have Tylenol or other over the counter medications, you must provide the medication for your child's use only. All medications must be in the original containers. Our clinic aid, Mrs. Bernice Reese can answer any questions related to the dispensing of medicines.

Each student will be given a *Tift County School's Health Record* to be filled out and returned to the homeroom teacher. If your child takes medicine on a regular basis, please stop by to see Mrs. Reese for more information.

VISITORS

We encourage parents and community members to visit our school; however, for the safety of your children, all visitors **MUST** register in the office upon entering the building so they can be given a visitor's pass. If you wish to observe a class, please make an appointment to be sure that your visit will not interfere with assemblies, tests, etc.

BREAKFAST AND LUNCH

Breakfast	\$.50 per day
Reduced breakfast	\$.15 per day
Adult & Non Student	\$1.40 per day
Lunch	\$.60 per day
Reduced lunch	\$.20 per day
Adult & Non-student	\$2.30 per day

Breakfast is served from 7:30 a.m. until 8:10 a.m. Students eating breakfast must be in the line before 8:10 a.m. in order to be served. The doors will close at 8:10 a.m.

Parents are welcome to come and have lunch with their children. Please let the teacher know and/or the lunchroom staff so that they can plan accordingly for extra lunches.

During our breakfast time, we serve breakfast to over 400 students. For this reason, we cannot accommodate parents during the breakfast time. Please do not accompany your child to the breakfast line nor plan on sitting in the lunchroom with them as they eat. It is a very busy time for lunchroom workers and staff members. Students are our priority during this time. Please help us by **NOT** coming to breakfast with your child.

A current free/reduced meal application (one filled out at the beginning of each school year) **MUST** be on file and approved before a child may receive a free or reduced lunch or breakfast.

If a child brings his lunch, please do not send glass containers of any type in the lunch box.

LUNCHROOM RULES

1. Children may talk softly.
2. If anything is needed, children should remain in their seats and raise their hand.
3. Child should not share food or drink.
4. Children should not play with their food or food containers.
5. Children will clean up their eating area.

TELEPHONES

Students will be allowed to use the phone in an emergency. They should obtain permission from their teacher and then go to the secretary. Please discuss changes in afternoon routines with your child prior to the beginning of the school day. We discourage parents from calling the school after 2:00 to make changes in how the child will go home. It is really hectic at the end of the day and we want to be sure that all students get messages about any changes in their afternoon transportation.

If you change the way your child is going home in the afternoons, please notify the teacher about that change by sending a note if you know about such changes in advance. We do not change the way a child goes home on just the word of the child. Please send a note or call the office about any changes.

At the primary school level, this is no need for students to have cell phones at school. If students bring cell phones, teachers will keep them until the end of the day and then send them back home with the child. We do not want parents' cell phones to get lost or stolen if young students bring them to school.

STUDENT DRESS REQUIREMENTS

Research has indicated that there is a distinct relationship between a student's attire and his/her classroom behavior, attitude, and achievement. A student is expected to be neat, clean, and dressed for success at our school. The Tift County Board of Education has approved a standardized dress code for all Tift County Schools students. A copy of that dress code has been included at the end of this handbook. You can also access this information on the Tift County Schools website.

BUS RULES

The bus drivers will give bus Rules and Regulations to the students when school begins. Please read over these rules with your child. The bus driver has the responsibility for the safety and conduct of the students riding the bus to and from school or an activity. Students are to obey their drivers at all times. Students are expected to help keep buses clean and neat.

Students who become disciplinary problems on a bus may have their riding privileges suspended. Parents will be notified of any suspensions as well as the possibility of additional disciplinary action in Tift County's Code of Student Conduct Handbook.

PARENT-TEACHER CONFERENCES

Communication between the parent and the teacher contributes greatly to the student's success. Parents should always feel free to request a conference and may do so

by calling the school office. Teachers are available for conferences before 8:20 am and after 3:10 pm.

Parent-Teacher conferences are held in October and January of each year. You will be notified of the exact dates. This is an opportunity for a child's parents and teacher to meet to discuss how the child can achieve the best possible education by meeting his/her individual needs. We encourage you to plan your work and personal schedules so that you can attend.

SCHOOLWIDE DISCIPLINE

G. O. Bailey and all Tift County Primary Schools have implemented school wide discipline. The rules and expectations will be consistent in all classes in grades K-3. You will be receiving a copy of this plan. Please familiarize yourself and your child with the guidelines for behavior as well as the rewards and consequences.

BALLOONS AND FLOWERS

Parents and guardians should not send or bring balloons and flowers to the school for a child. These items are not allowed in the classroom or on the bus.

LOST ARTICLES

Please put your child's name on his coats, sweaters, and all other personal items so that we may help in returning lost items to the owner. To claim articles found at school, check with the school office. Unclaimed items are not carried over from one school term to the next.

ICE CREAM

Ice cream, costing \$.75 each, will be sold on Monday for Kindergarten, Tuesday for 1st grade, Wednesday for 2nd grade, and Thursday for 3rd grade. No ice cream will be sold on Friday or party days. Please remind your child to turn in their ice-cream money to their teacher first thing in the morning as it has to be turned in to the office by 9:00 am.

PENCILS AND NOTEBOOKS

Students may purchase pencils and notebooks from the vending machines located in the school. Pencils are \$.25 and notebooks are \$.75.

EARLY CHECK OUTS

If a student must be checked out early from school for a doctor or dental appointment, etc..., you must sign them out through the office. Please come to the office and the classroom teacher will be notified that the student is leaving early. For safety reasons, it is necessary that all early dismissals be documented through the office. Please remember

that 15 early dismissal and/or tardies can turn into an unexcused absence. Be sure to bring doctor's notes if your child has a medical appointment and must leave school early. Make sure that all early dismissals are for a valid reason.

G. O. Bailey Primary School
Parent/Student/Teacher Compact
Fall 2007

In a collaborative effort between parents, students, and the school, a compact was designed that addresses the role that each would undertake in improving student achievement. The compact should be discussed between all stakeholders.

Compact Linked to Learning:

This compact pledges our school community to increase student reading and math skills so all students will be proficient by the end of 3rd grade.

Parent's Pledge: I will:

- Monitor my child's progress and let the teacher know right away if I notice any problems.
- Use reading and math materials the school sends home each week to help my child.
- Read to my child 20 minutes a day and keep a list of new words.
- Limit TV to one hour a day and talk to my child about our favorite programs.
- Help my child to see how to use reading and math to pursue interests and goals.

Student's Pledge: I will:

- Ask for help from my teacher and my family if I am having trouble doing my work.
- Read on my own and with my family everyday.
- Work on my math and reading skills at home, using the materials my teacher sends home.
- Write down assignments, do my homework everyday, and turn it in when it's due.
- Talk to my family about my favorite TV program.

Teacher's Pledge: I will:

- Build a relationship with every family in my class.
- Keep families informed of their children's progress and needs in each subject.
- Make sure every student gets the help he/she needs as soon as it is needed.
- Send home learning materials in math and reading
- Explain my approach to teaching, expectations, and grading to students and their families.
- Work on my reading and math strategies so that I can reach all children.
- Make sure students understand assignments and what they'll learn from them.

Student's Signature _____

Parent's Signature _____

Teacher's Signature _____ Principal's Signature _____

G. O. Bailey Primary School
Fall, 2006

STUDENT/TEACHER /PARENT COMPACT

In a collaborative effort between parents and school, a compact was designed that addresses the role that each would undertake in improving student achievement. The compact will be discussed between parent and teacher as it relates to the child's achievement. Additionally, there will be frequent reports on a student's progress and reasonable access by the parent to the school staff.

PARENT/GUARDIAN AGREEMENT

(Any person who is interested in help this student may sign in lieu of the parent☺)
I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- ___ See that my child is punctual and attends school regularly.
- ___ Support the school in its efforts to maintain proper discipline.
- ___ Establish a time for homework and review it regularly.
- ___ Provide a quiet, well lighted place for study.
- ___ Encourage my child's efforts and be available for questions.
- ___ Stay aware of what my child is learning.
- ___ Read with my child and let my child see me read.

Signature _____

STUDENT AGREEMENT

- Observe regular study hours.
- Conform to rules of student conduct.

Signature _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

Signature _____

PRINCIPAL

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Encourage teachers to provide homework assignments that will reinforce classroom instruction.

Signature _____

G. O. BAILEY PRIMARY SCHOOL

STUDENT HANDBOOK

2007-2008

**Diane Lane, Principal
Jan Wise, Asst. Principal**