

# Sonny Carter Elementary School

All students learn and lead at their highest level and are surrounded by adults who ensure that each student achieves their fullest potential.



## Student and Parent Handbook 2020-2021



“Macon” Leaders Soar

The  
**Leader in Me**®

# WELCOME!

At Sonny Carter Elementary School, we provide a quality education for our students within a safe and happy environment. We strive to help our students maximize their potential. Parents are asked and encouraged to be active participants in the educational process.



This handbook is intended to serve as a guide for parents and students so that school policy may be carried out systematically and consistently. ***Please keep this handbook for your reference throughout the year.*** The rules and procedures contained herein are not intended to be arbitrary, but to reflect sound management practices. The fair and equal application of these policies will make our jobs as educators and as parents easier, our time at school more productive, and your child's education more pleasant and rewarding. Any statement in this handbook that may conflict with local or state board of education policy, or with state law, will be considered null and void.

Sonny Carter Elementary Faculty and Staff

## OUR VISION AND MISSION

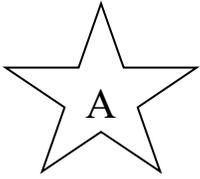
**Our VISION...Each student will demonstrate strength of character and will be college or career ready.**

**Our MISSION...Develops a highly trained staff and an engaged community dedicated to educating each student for a 21<sup>st</sup> century global society.**



\*\*\* **SONNY CARTER ELEMENTARY - QUICK FACTS** \*\*\*

- Main Office: 478-779-3350
- FAX: 478-779-3327
- Nurse's Office: 478-779-3331
- FACEBOOK: Sonny Carter Elementary School
- School Website: <https://www.bcsdk12.net/Domain/1013>
- **School Hours: 7:50 am to 3:20 pm**
- Morning Arrival/Carpool: 7:50 am to 8:15 am
- Breakfast: 7:50 am to 8:10 am
- School Begins: 8:20 am
- LATE: After 8:20 am
- School Ends: 3:20 pm
- Dismissal/Carpool: 3:20 pm to 3:40 pm
- LATE Pickup: After 3:40 pm
- Afterschool Program: 3:45 pm to 6:00 pm
- NO student checkout: 2:30 pm to 3:40 pm
- Dress Code: Page 7
- Absences: Page 5
- Medicine/Illness: Page 13
- Parties: Page 16
- Visitors/Volunteers: Page 22



## **AFTERSCHOOL PROGRAM**

Carter Elementary offers a fee-based afterschool program.

Hours of Operation: Monday-Friday, 3:45 pm to 6:00 pm

Rates: Registration Fee: \$25.00 (per child)

Daily Rate: 1 day: \$15.00 (per child); 2 days: \$30.00 (per child)

Weekly Rate: (3+days/week): \$50.00 (per child)

Afterschool Program Offers:

Healthy Snack, Academic Support, Hands-on Manipulatives

Enrichment Activities, Certified Teachers on staff!

## **ARRIVAL PROCEDURES**

### **\*Students will eat breakfast in their classroom during the COVID-19 Pandemic**

**Breakfast:** Students who eat breakfast at school may enter the building at 7:50 a.m. School breakfast is served daily from 7:50 a.m. to 8:10 a.m.

**Carpool:** Drop off carpool riders by entering the parking lot from Plantation Centre Drive. You may enter from the Zebulon Road entrance **ONLY IF YOU PLAN TO PARK IN THE PARKING LOT—DO NOT USE THIS ENTRANCE IF YOU ARE PLANNING TO GO THROUGH THE CARPOOL LANE.** You **MAY NOT** turn left into the carpool lane from the road around the parking lot. The spaces in front of the building are reserved for visitors. Students must exit the car on the passenger side and be ready to go when you pull up. Students should not need to get anything from the trunk, and parents may not get out of the car in the carpool line. There is only one lane in carpool drop off...students may **NEVER** be let out of car in the drive-through lane to walk through traffic to get to sidewalk.

**School Begins:** Students must be in their classroom in their seats ready to start the day by 8:20 a.m., so it is very important that they arrive on time.

## **ATTENDANCE POLICIES**

Compulsory Education Law (O.C.G.A. 20-2-690.1) requires that every parent/guardian or other persons who have control of any child between the ages of 6 and 16 shall enroll and send such child to school. All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. State Board of Education policy defines the school year as 180 attendance days. In order to learn, students must be at school! Students are expected to be in attendance for the full day.

## ABSENCES

Parents should not accompany students to or from the classroom at the beginning or end of the school day. Our staff members are available to help students. This policy exists to develop independence and responsibility in our students.

Please remember that a **written note** explaining the absence is required **within 3 days** after a student has been absent. Failure to present an excuse within three days shall result in it being recorded permanently as an unexcused absence.

*Documentation presented after three days will not be considered.* \*\*\***Documentation presented may be sent by text message, e-mail, or telephone.**\*\*\* Written excuses are also required for documentation when a child is tardy or leaves school early for a medical or dental appointment.

**Only (3) three handwritten parent notices will be accepted.** The principal or designee will determine whether or not an absence is excused, and may, at his/her discretion, require supporting documentation from a doctor, dentist, clinic, court, funeral home, etc. in order to make this determination. The decision of the principal or designee with respect to the justification and validity of the submitted documentation for an absence is final. Students shall be given a reasonable opportunity, not exceeding five (5) days, to make up work or tests which were missed because of an excused absence from school. It is the student's or parent's responsibility to arrange to make up work. Failure to make up work after a reasonable time will result in a grade of (0) zero.

### ABSENCES: TARDY/EARLY CHECKOUTS

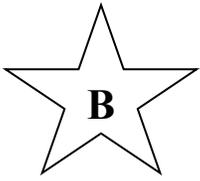
**After 8:20 am, students are considered tardy, and parents/guardians must park and walk their child into the main/front entrance to sign them in. A parent or guardian must accompany the child(ren) into the school building and wait for their child(ren) to have his/her temperature checked.** Please remember students should be in their classrooms in their seats ready to start the day by 8:20 a.m., so it is very important that they arrive on time.

Tardies must be recorded as **excused** or **unexcused**. Tardiness is defined as (i) being late for school, (ii) being signed out from school for any period during the day, or (iii) leaving school early. After the third unexcused tardy, the principal or designee shall conference with the parent in person or by phone.

Students will be counted **absent** if they leave school before 12 noon. Students must bring a note stating the time they must leave and the reason. The name of the person who will sign them out must be included. Students will not be released to any person whose name is not listed on the child's emergency card. A parent coming for a student at school must come to the office to sign them out. Parents may not go straight to the classroom.

**\*\*\* In order to maximize instructional time and maintain an orderly school environment and safe dismissal, no student may be checked out of school between 2:30 and 3:40 p.m. unless it is an EMERGENCY. \*\*\***

**In accordance with the Bibb County Guidelines for Success, students in grades K-5 will NOT be promoted to the next grade level if they exceed more than ten (10) unexcused absences in a school year.** Parents will be contacted after the third (3) unexcused or undocumented absences. Students who demonstrate a pattern of absences and tardies shall be referred to the Office of School Social Workers for counseling and appropriate intervention, which may include a charge of truancy being filed against the parent and/or student.



## **BACKGROUND CHECKS**

Bibb County School District requires school volunteers to complete a Background Check Authorization Form. That is, anyone who wishes to volunteer in a Bibb County School for a minimum of 20 minutes or attend a school field trip must be approved. This form is located in the school office. \*Field trips are not allowed during this pandemic.

## **BIBB COUNTY DRESS CODE POLICY & CARTER UNIFIED DRESS CODE POLICY**

We are so pleased that we are continuing with our unified dress code! This unified dress code will apply to every child in grades K through 5. Belonging to a motivated and high achieving group of learners will develop pride in our school, and thereby demonstrate pride in ourselves. It is important to note that the Carter Dress for Success Unified Dress Code is **MANDATORY** for all students. Parents of students who wish **NOT** to participate must make an appeal for exemption to the School Advisory Council. They must submit their intention in writing prior to the next scheduled meeting. Students are expected to follow the guidelines of the uniform policy until an exemption is granted.

Compliance with this code is **mandatory**. If a student is not in compliance with the uniform code, he/she will call home so that a parent or guardian can bring the required items of clothing to school. \*\*\*PreK and Kindergarten students should keep a change of clothes in their book bags in case of “accidents.”

**Students who habitually fail to comply with the uniform code will be subject to disciplinary action to ensure compliance with uniform code requirements approved by the Board of Education.** The intent of these requirements is to promote an environment consistent with the business of teaching and learning. To this end, students who are not properly attired may be subject to progressive disciplinary actions by the principal or designee.

In very rare circumstances, an exemption from the uniform policy may be granted by our School Council. Students who receive an exemption from the Unified Dress Code must follow the Bibb County Dress Code.



# Dress for Success

## Sonny Carter Elementary School - Unified Dress Code for 2020-2021

The following is a list of the acceptable items for the Sonny Carter Elementary “Dress for Success” Unified Dress Code for 2020-2021.

- **Masks are MANDATORY. (No writing on the mask.)** ALL clothing must be the appropriate size and length.
- **BOTTOMS** -- KHAKI, NAVY, or BLUE DENIM walking shorts, pants, jumpers, Capri pants, skirts, and skorts. Blue denim must be plain, non-faded, without holes, fraying, or other decoration. All pants, shorts, etc., must be fitted at the waist and be the proper length, meaning pants may NOT touch the floor. Shorts and skirts must be “fingertip length” (the hem of shorts and skirts must be longer than the tips of your fingers when your arms hang at your sides.) No athletic shorts/pants allowed.
- **TOPS** -- WHITE, LIGHT BLUE, LIGHT PINK, NAVY, or RED collared shirts with sleeves. Shirts must be plain, solid, collared, containing no designs or logos, except the school logo/crest. Turtlenecks, long-sleeved collared shirts, sweatshirts and sweaters (pullover or cardigan) are allowed but must be WHITE, LIGHT BLUE, LIGHT PINK, NAVY, or RED. No thermal shirts allowed. No hoodies allowed.
- **SKIRTS** -- Girls wearing skirts and jumpers must wear shorts or biking shorts in uniform colors (navy, khaki, or denim) underneath their skirts or jumpers.
- Shirts must be tucked in and belts worn if item has belt loops.
- **WEDNESDAYS & FRIDAYS are “Sonny Carter T-Shirt Days.”** Students may wear any “Leader in Me” T-shirt or Sonny Carter T-shirt containing the school logo/crest instead of a collared uniform shirt. All other items of clothing must be within the unified dress code.
- Socks must be worn and shoes must have closed toes and backs. Only students who can tie them may wear shoes with laces. Younger children, especially kindergarteners and first graders, tend to injure themselves or others when wearing boots. We strongly suggest they do NOT wear boots.
- Cub Scout and Girl Scout uniforms are acceptable.
- **OUTERWEAR:** When weather is cold or rainy, any outerwear students plan to wear all day must comply with the unified dress code colors (see above.) Coats only worn to and from school and on the playground do not have to comply with school dress code colors, but still must comply with Bibb County School District Dress Code policies. NO writing, logos, or advertising is permitted on outerwear.

*Participation is mandatory for all students (K-5) unless the School Advisory Council has granted an exemption.*

## BIBB COUNTY SCHOOL DISTRICT WEBPAGE ([www.BCSDK12.net](http://www.BCSDK12.net))

The Bibb County School District's homepage contains a wealth of information. You will find links to access student grades, each school's web page, the district calendar, school board member information, enrollment procedures, Student Code of Conduct and policies, and links to educational resources.

### BRINGING ITEMS TO SCHOOL

The only time students may bring toys, games, etc., to school is when their teacher instructs them to do so (for "Show and Tell"). Items that are brought to school without permission will be turned in to the principal and parents will have to come to the school office to retrieve these items. **Laser pointers are not permitted at school for any reason. Laser pointers can cause permanent eye damage. If brought to school, they will be confiscated and a parent will have to come to school to retrieve the laser pointer.** The school cannot be responsible for the loss or damage of personal property.

### BUS REGULATIONS

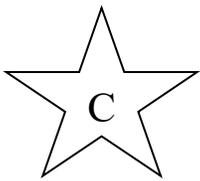
Students who will be transported by bus are given a bus assignment and bus card by the Bibb County Public Schools' Transportation Department. Students are permitted to ride only that bus. Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Parents must clear changes in bus assignments with the Transportation Department (phone 779-2000). Parents need to notify the teacher in writing after contacting the Transportation Department.



**Riding the bus is a privilege.** Good behavior is required. To maintain a safe environment on each bus, the school supports the driver in maintaining safe bus-riding habits. With this in mind, the students and staff cooperatively developed the **iLead** Behavior Expectations matrix. Anyone who violates the safety standards may be suspended or removed from the bus. Students who come to school on the bus should return home on the bus unless they have a note from parents indicating a change in transportation.

**iLead**

<b>iLead by</b>	<b>Bus</b>
Being Engaged	Stay in your assigned seat while bus is in motion
Having a Positive Attitude	Use Voice Level 1 to talk with your neighbor
Being Disciplined	Keep your hands and feet to yourself



## CARE OF TEXTBOOKS & LIBRARY BOOKS



Students are responsible for all textbooks and library books issued to them during the school year. The condition of each textbook is recorded when it is issued, so that damage beyond usual wear may be assessed at the end of the year. All lost or damaged books must be paid for. All monies collected are recorded by the school secretary/bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded. Due to the rising costs of textbooks, we are requiring that all textbooks issued to students be covered to minimize the wear on the books.

## CARPOOL PROCEDURES (SEE ARRIVAL – PAGE 4)

Carter Elementary has established carpool procedures to facilitate an efficient dismissal process, operate safely, and to maximize our students' instructional time. The newly constructed parking lot is designed to improve the flow of traffic and to maximize the efficiency of receiving and/or dismissing students. It is mandatory that parents and/or guardians utilize the carpool lane. **It is no longer permitted that parents and/or guardians park and walk their child into the building** during normal arrival and/or dismissal times. Adherence to these guidelines will ensure the safety of all students during peak times.

## CARTER CAFÉ

**\*Students will eat breakfast and lunch in their classroom during the COVID-19 pandemic.**

Safety and health are two essential parts of our cafeteria program at Carter. Students are taught to be responsible for their behavior and they are expected to meet a code of conduct mandated by the state. With this in mind, the students and staff cooperatively developed the iLead Behavior Expectations matrix.

### iLead

iLead by	Carter Café
Being Engaged	Keep your hands to yourself and only touch your tray
Having a Positive Attitude	Use Voice Level 1 to talk with your neighbor
Being Disciplined	Keep area clean



**When Carter ES resumes normal lunchroom procedures**, teachers will teach basic table manners. These will be incorporated into our science, health and safety, social studies, and English curricula. (1) Students are to walk at all times in the dining hall. (2) Students are to remain seated while eating. (3) Students are to chew food thoroughly with their mouths closed. (4) Elbows should remain off of the table at all times. (5) Students are to socialize QUIETLY in the dining hall when they are seated. Students may not talk in line. Students are expected to use quiet, appropriate conversation skills.

Many parents join their children for lunch at school. We're happy to have guests in our cafeteria! If you do choose to come for lunch, please adhere to these guidelines:

- Please do not join your children for lunch **during the first three weeks** of school. This is a time teachers eat with children and lunch monitors are beginning to enforce lunchroom behavior expectations.
- All food or drinks brought to school should be in closed bags.
- Please only eat with your child (no friends from class). Asking another student to join you and your child often causes tears and hurt feelings which can disrupt instruction long after lunch has ended.
- Please remember that we have designated a lunch table for you and your child to sit together during lunch so that you may enjoy time together.

## **CARTER CONNECTION NEWSLETTER**

**Carter Connection** is our official school newsletter. All pertinent information relating to school activities and upcoming events are announced in the *Carter Connection*. A digital version will be released monthly and posted to Sonny Carter's webpage, social media, and messaged through Remind.

## **CARTER ELEMENTARY SCHOOL WEBSITE**

School information is available on our Bibb County School District website which can be found at <https://www.bcsdk12.net/Domain/1013>. Information is updated regularly.

## **CLASSROOM ASSIGNMENTS**

Class assignments are subject to change during the first 30 days of school to balance classroom size and address student needs to maximize instruction. Thank you in advance for your understanding.

## **CLASSROOM VISITATION AND OBSERVATION**

**\*Classroom visitations and/or observations will not be permitted during the COVID-19 Pandemic.**



We welcome and look forward to volunteers in our classroom working with our students and our teachers. However, **UNSCHEDULED PARENT VISITS TO CLASSROOMS DURING INSTRUCTION CAN BECOME PROBLEMATIC.** Unscheduled visitors in the classroom are very distracting to students. We must maximize instructional time; therefore we must minimize classroom visitation. If a situation arises where a parent feels it is necessary to visit the classroom to observe, they must schedule a time through the principal. Observation periods will last no longer than 15 minutes. Under no circumstances will parents be allowed to sit in the classroom to observe without prior authorization from the principal. There will be **no exceptions!** Call 478-779-3350 to schedule an observation time.

### **COMMON CORE: Georgia Standards of Excellence (GSE)**

The Common Core Georgia Standards of Excellence (GSE) provide a consistent framework to prepare students for success in college and/or the 21st century workplace.

The **GSE** for English language arts, mathematics, and literacy in science, history/social studies, and technical subjects will ensure that all Georgia students have an equal access and opportunity to master the skills and knowledge needed for success beyond high school. The standards create a foundation to work collaboratively across states and districts, pooling resources and expertise, to create curricular tools, professional development, common assessments, and other instructional materials.

### **CONFERENCES**

**\*Conferences will be held virtually during the COVID-19 Pandemic.**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher. Parents will be expected to participate in a conference at the beginning of the school year and at any time the child is experiencing difficulties. Parents are encouraged to schedule a conference with your child's teachers throughout the school year. Conferences can be arranged by calling 478-779-3350 or by sending a note to your child's teacher.

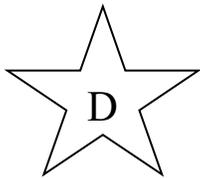
**Please schedule conferences ahead of time.** Teachers, administrators, and the counselor **often** have meetings immediately before and after school, and, unless a conference has been prearranged, we will be unable to meet with you without prior notice. Parents are encouraged to visit the school regularly and to be actively involved in the behavior and academic support process designed to promote positive choices and behavior. Parents who wish to speak with a student's teacher(s) or an administrator must call ahead and make an appointment. When concerns arise regarding the decisions or actions of school staff, parents should first discuss their concern with that staff member, and then, if necessary, with the Principal.



### **COUNSELING PROGRAM**

Carter students will have an opportunity to receive guidance counseling from our school counselor. The primary role of the counselor is to be a child advocate. The

counselor helps children solve problems by talking with them individually and in small groups, and by teaching guidance lessons to entire classes. Counseling sessions with students are confidential. If parents would like to meet the counselor, call 478-779-3350 to schedule an appointment.



## DISMISSAL PROCEDURES

In order to maximize instructional time and maintain an orderly school environment and safe dismissal, no student may be checked out of school between 2:30 and 3:40 p.m. unless it is an EMERGENCY. Any such request must be cleared through the principal ahead of time. Your cooperation is appreciated.

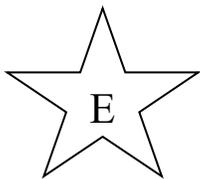
Students will be dismissed each afternoon according to their mode of transportation home. Bus students will be dismissed to the bus loading area as their buses arrive. Day care van riders will be dismissed to the Kindergarten hallway and carpool students will be dismissed to the car loading area when their carpool number is called. **All families** will be issued carpool numbers, which will help us with an efficient dismissal and will ensure that we do not release children to anyone without a carpool number. Students who walk home must leave promptly after the bell rings. No students will be allowed to play on the playground equipment while waiting for transportation due to the lack of adult supervision. All students must be picked up promptly. **Staff members are not on duty to supervise students before 7:50 a.m. or after 3:40 p.m.** Students must be picked up on time because we have meetings and work to do as a staff in the afternoons. Please remember, repeated failure to pick up your child on time could result in a referral to our school social worker per Bibb County Public School policy.

The school **cannot** accept responsibility for supervision of students before 7:50 a.m. School Board Policy provides for adult supervision a maximum of thirty (30) minutes before the beginning of the school day. The official school day begins at 8:20 a.m. and ends at 3:40 p.m. **Children may not be dropped off before 7:50 a.m. or left at school after 3:40 p.m.** Parents and guardians are expected to provide timely transportation (within no more than 30 minutes) to a child who does not ride the bus. **Repeated failure to abide by this policy shall result in the referral of the case to our School Social Worker.**

**\*Afternoon carpool pick up procedures have been revised to help address COVID-19 social distancing guidelines. Please refer to the chart below for details.**

Grade Level	Location	Dismissal Times
PreK	Front Parking lot	Dismissal Starts at 3:10p
Grades K thru 3	Rear Carpool loop	Dismissal Starts at 3:20p
Grades 4 and 5	Side Parking lot	Dismissal Starts at 3:30p

## EMERGENCY & MEDICINE – NURSE’S CLINIC



If a child is seriously injured or ill at school, we will make him/her as comfortable as possible and call the parent immediately. If the parent cannot be reached, we will call someone at the emergency number listed on the emergency card.



**We must always have an emergency contact number.** If we cannot reach anyone and we feel medical treatment is necessary, we will call the appropriate medical personnel or facility for help. Costs for medical treatment are the responsibility of the parents. The Bibb County Public Schools and Sonny Carter Elementary School do not accept responsibility for any delay in treatment or lack of communication which may occur due to out-of-date parental emergency notification information.

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. **Your child cannot remain at school if he/she has a fever or has thrown up.**

**Please do not send children to school if they are ill before the school day begins. Do not send your child to school with a fever. Do not send your child to school if they have vomited and/or have diarrhea within the previous 24 hours.**

Prescription medicine cannot be administered at school without a signed medical release. A medicine permission form is available in the Nurse’s Clinic. Students may not have medicines in their possession at school. **ALL** medicines must be dispensed through the Nurse’s Clinic. **ALL medicine must be sent in the original container.** All drugs and medications including products available over the counter without a prescription shall be kept in the original container in the Nurse’s Clinic and must be inventoried and counted when received at the school. *Some students may be allowed to carry an inhaler for asthma or an Epi-pen for severe allergic reactions. This privilege will be granted on a case by case basis and only after written certification by the prescribing physician that the student needs the device and has been trained in its proper use.* Please monitor the supply of your child’s medication at school and keep it refilled.

Please inform the teacher if your child has an unusual physical problem. Every effort will be made to provide suitable activities for those students with extraordinary needs.

**\*COVID-19 Guidelines for when a student becomes ill. If your child’s temperature is 100.4 or higher, please follow these guidelines:**

- **The parent/guardian will be notified immediately to pick up your child.** Due to COVID protocol, the office will not be open to the public, so the parent/guardian will be notified which entrance to pick up their child. The parent/guardian must provide a valid identification card at the time of check out.
- COVID-19 testing is strongly suggested for students that have a fever of 100.4 or higher; however, it is not required.
- If they become ill at home and are tested for COVID-19 and it comes back with a positive result, please notify the school immediately so we can take the appropriate steps per the Bibb County protocol.
- The student must quarantine for 10 days.
- If symptoms are getting better AND they have had no fever for 24 hours (without the use of fever reducing medications) they may return to school after the 10-day isolation period.

- If they have a negative COVID-19 test, they may return to school before the 10-day period is up, under these conditions:

(1) Their symptoms are improving

(2) They are fever free for 24 hours without the use of fever-reducing medications for 24 hours.

(3) They must bring the negative test results and a doctor's note stating they are safe to return to school.

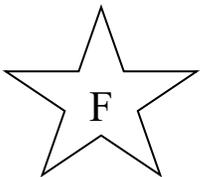
**\*COVID-19 Guidelines for a student who has had close contact (less than 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19.**

- Student must quarantine for 14 days at home and you should reach out to the child's teacher through the Remind app.
- If student begins to show signs of illness, it is recommended to contact the child's doctor and follow his recommendations
- If the student is positive for COVID-19, please notify the school immediately so that we can take appropriate steps per Bibb County protocol.
- Student may return after the 14<sup>th</sup> day quarantine if symptoms are getting better AND no fever for 24 hours (without the use of fever reducing medications).

We appreciate all that our parents do, and will continue to do, to keep our students and staff safe. Please know that Carter's school nurse is full-time and available to answer any questions you have about our policies and procedures for COVID-19, or any illnesses we may encounter. Her office hours are 8 am to 4 pm. You can reach Nurse Mandy at 779-3331 or via email: [mandy.story@bcsdk12.net](mailto:mandy.story@bcsdk12.net).

## END OF YEAR RECOGNITION CEREMONIES

At the end of each grading period, students participate in our awards celebrations for each grade level. Specific information about dates and times will be sent home prior to an upcoming event so that parents may plan accordingly. We love to recognize every child for his or her unique talents and contributions to the Sonny Carter environment.



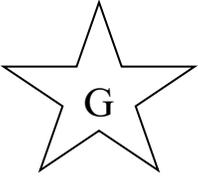
### FIELD TRIPS

**\*There will be no field trips until further notice.**

Teachers plan various field trips throughout the year. Students must have *written* parental permission to go on these trips. **No permission can be given by telephone.** Students who do not bring signed permission forms will remain at school with regular assignments. Students may not be allowed to go on field trips if their behavior does not warrant their attendance. Also, parents who wish to attend a school field trip with their child must submit a Background Authorization Form and receive approval.



## GIFTED EDUCATION PROGRAM



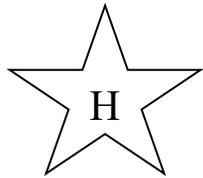
In order to qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. Exceptional performance in these areas must be demonstrated on tests, and/or shown in outstanding products, and/or exemplified in academic and artistic performance. Students may be recommended for consideration for the gifted program by teachers, counselors, parents, administrators, and others.

The Bibb County Board of Education policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status, handicap, or age. This policy will govern selection of students for this program as it does for all others in the system.



Each year, during a specified two-week period, teachers shall observe students looking for the Traits, Attitudes, and Behaviors (TABs) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified TABs shall be considered for referral by the school eligibility team.

The school principal, counselor, and teachers shall also review the results of norm-referenced standardized testing. Any child with a 90th percentile composite score, a 90th percentile total reading, or 90th percentile total math shall be considered for referral.



## HOMEWORK POLICIES

Homework is an important and valuable instructional tool and is assigned to students for the purpose of enriching, clarifying, and reviewing class lessons, practicing skills previously taught, preparing for future lessons, and working on long-term assignments. The age, ability, and independent working level of the students are taken into consideration when homework is assigned. Completion of homework is an important student responsibility and is an academic requirement. Each grade level will communicate the consequences for failure to complete homework.



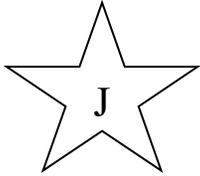
## INCLEMENT WEATHER

Bibb County Public Schools will be closed on days when roads are considered unsafe for school bus transportation. The decision to close is made by the Superintendent of the Bibb County Public Schools as early as possible on the morning in question. Any change from normal school schedule will be communicated via the Bibb County messaging system, local radio and TV stations. Announcements will be made **only** when schools will be closed or when there are delayed openings or early closings. To keep school lines open for emergency calls, parents are urged not to call the school or teacher concerning the possibility of closing. This ties up the phone lines, and we do not have use of them in case of an emergency. Additionally, you may check the Bibb County School District's website [www.bcsdk12.net](http://www.bcsdk12.net) or the **Bibb County School District's Facebook page** for updates about possible school closings or delays due to inclement weather.



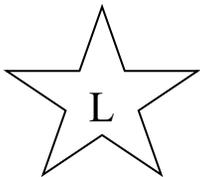
## INTERNET USE POLICY

It is a requirement that all students and parents read and sign the Internet Use Policy, located in the Bibb County Public Schools Student Code of Conduct. A signed copy must be kept on file at school in order for your child to have computer access.



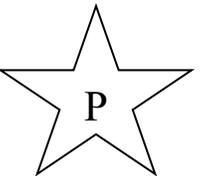
### **JUNIOR BETA CLUB**

Qualified fifth grade students may take part in our Junior Beta Club. The purpose of the Junior Beta Club is to develop leadership skills and to promote community and school service. Fifth grade students must be invited to join the Junior Beta Club. To be considered for membership, a student must have a minimum of a 92 overall average (from 4<sup>th</sup> grade) and exemplary behavior. Continued membership is contingent upon maintenance of the membership qualifications.



### **LOST AND FOUND**

A “lost and found” rack is located near the gym and cafeteria. Those items not claimed are donated to a local relief agency. Please check the “lost and found” periodically. **It is also extremely helpful if you will label your child’s coats and jackets with their name.**



### **PARENT PORTAL**

Only the parent or legal guardian that is on file in our student information system, Infinite Campus, will be able to access Parent Portal. The parent or legal guardian will need to contact our school registrar, Beth Hazen, to obtain login information to their Parent Portal account. If you do not know your Parent Portal username/password, please contact [beth.hazen@bcsdk12.net](mailto:beth.hazen@bcsdk12.net) or 779-3324.

## **PTO – PARENT/TEACHER ORGANIZATION**

Our Parent/Teacher Organization exists to promote the welfare of our children. This organization sponsors many educational opportunities for our youngsters, art instruction, various family activities, and gifts to our school. Parents are encouraged to join and participate in the activities of the PTO. We are always looking for new ideas. Watch for important dates regarding PTO functions in our weekly *Carter Connection* newsletter.

## **PARTIES IN CLASSROOMS**

**\*Classroom parties will NOT be allowed during the COVID-19 pandemic.**

Parties are planned for each class by the homeroom parents in conjunction with the homeroom teacher.

Four parties may be scheduled: Fall (Oct. 30<sup>th</sup>), Holiday (Dec. 23<sup>rd</sup>), Valentine’s Day (Feb. 12<sup>th</sup>), and the End of the Year (May 26<sup>th</sup>).

All parties may begin no earlier than **2:30 p.m.** Parents are asked to help.

Invitations to birthday parties, etc., may be distributed at school only if the entire class is being invited. Gifts, balloons, flower arrangements, etc., sent to the school for personal celebrations should be delivered to the office, and will be given to the students at the end of the school day.



Large group transportation to a party, such as a limousine or party van, will NOT be permitted to pick children up on school property. Students will have to leave school via their normal mode of transportation, and parties will have to begin off school property.

Some parents like to bring cupcakes or cookies to school on their child's birthday. Birthday cupcakes or cookies must be scheduled ahead of time with the teacher. Please bring cupcakes, and not sheet cakes, as they are easier to serve. Birthday snacks should take place at the conclusion of lunch. We love to celebrate with our students, but we cannot sacrifice instructional time to birthday parties.

## **PHYSICAL EDUCATION RESTRICTIONS**

All students are required to have a signed P.E. form on file to participate in physical education activities. This letter indicates whether a child can participate in regular activities or whether a child must have a restricted program. Physical limitations such as allergies, and asthma **MUST** be noted on the form.

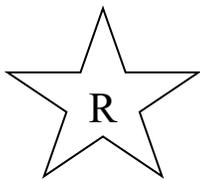


If a student is unable to participate in physical education classes for a short period of time, the school must have a written statement from the parents explaining why the student is unable to participate. If the student needs to be excused for a long period of time, a written notice from a physician is required.

It is most important for freedom in movement and safety that students wear tennis shoes. Students must wear shoes on the school premises at all times. Girls must wear shorts beneath dresses (see the Carter Unified Dress Code Policy). Students are reminded each morning during announcements when they have P. E. for the week so that they can dress appropriately. Students who are not appropriately dressed will not participate in P.E. that day. This could affect their P.E. grade.

## **PUPIL PROGRESSION**

Bibb County expects all students to meet certain minimum requirements at each grade level before they will be promoted to the next grade. These requirements will be explained to you by your child's teacher at your parent conference in the fall.



## **RECOMMENDED SCHOOL SUPPLIES**

Each grade level has developed a recommended list of school supplies that will help your child in school. This list is located in the back of this handbook and can be found on our school website. Please keep in mind that these supplies are highly recommended, not required. Every student should come to school each day with paper, pencil, and books that are necessary to perform schoolwork.



## REPORTING STUDENT PROGRESS

Wednesday folders will be sent home with students every week, and they will contain the student's work, weekly tests, and all other school correspondence for that week.

**Parents should review all enclosures, discuss them with the student, sign and make comments if necessary, and return the folder Thursday.** These papers become a part of an ongoing record of academic progress. According to school and system policy, students must return this folder by Friday, and **if a student does not return the papers by the following Tuesday, papers will not be sent home until the previous set is returned.** Parents will then have to come to school to review the papers. We are required to keep these signed papers as documentation of student achievement.

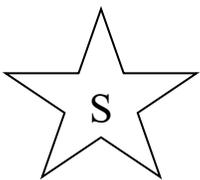
Report cards will be sent home every nine weeks, with notices of midterm progress being sent home the middle of each nine-week term. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card. Report cards and midterm progress reports are records that must be signed and returned to the teacher. Parents may also access student grades online to monitor progress. Directions to access grades and access codes may be obtained in the school office.



## RINGWORM INFECTIONS

Ringworm infection is an area of concern, particularly in the primary grades, so the health department was contacted to provide information on cause and prevention. Skin-to-skin contact is the most common means of spreading the infection. Susceptibility to the fungus is widespread and is aggravated by friction and excessive perspiration when environmental temperatures and humidity are high.

Children who have the fungus may come to school as long as they are being treated, and the infected area is loosely covered. Over-the-counter medicines such as Tinactin are effective but should be used for at least two weeks **after** the infection has cleared up. Good hand washing techniques should be employed by anyone who comes in contact with a child with a ringworm infection.



## SCHOOL BREAKFAST AND LUNCH

**\*Students will eat breakfast and lunch in their classroom until further notice.**

Breakfast is served 7:50 a.m. to 8:10 a.m. All school breakfasts and lunches are nutritional and at no cost.

**If a child has problems with allergies, the parent must present written notification from the child's doctor to inform the lunchroom manager,** who will note this information on the child's lunch account. **If your child is allergic to milk, we will need a note from the doctor stating this for our files.** The lunchroom will then provide juice for the child. The child may elect to drink water instead of the juice.

If a child does not choose a school lunch, he/she may bring a lunch to school from home. **Please do not include a soda, gum or candy in sack lunches. School Board**



**policy states that no fast foods are allowed. Please do not put us in the position of having to deny you the enjoyment of your fast food in our cafeteria.** Lunch from home may include juice, tea, etc., as long as it is in a thermos and in the child's lunch box. Students may not bring soft drinks for lunch. Sack lunches should be brought with the student to school. Students will not be allowed to call home about a "forgotten" lunch.

Parents are encouraged to have lunch with their children in the school cafeteria occasionally; however, we do respectfully request that preschool children not accompany parents. This often causes disruption for our students. .

Appropriate cafeteria behavior, depicting good table manners, is expected of our students at all times. Your reinforcement of these expectations is greatly appreciated.

## **SCHOOL COUNCIL**

The School Council is made up of the principal, two teachers elected by their peers, two parents of children enrolled at the school, and two community stakeholders. The Council will meet several times throughout the year. Meeting times and minutes will be announced.

## **SCHOOL INSURANCE**

School insurance is available to all students. An application is sent home at the beginning of each school year. Purchase of the insurance is optional.

## **SCHOOL SAFETY**

Carter Elementary enforces safety procedures for entering the school. The interior doors of the front foyer are secured at all times. Anyone who wishes to enter the school must show a picture ID, and use the call button to speak and to alert the office personnel for entry into the school. No one will be admitted without showing ID at the call button.

## **SCHOOL VISITATION**

**\*Visitors will not be permitted to enter schools until further notice.**

ALL PERSONS VISITING THE SCHOOL ANY TIME, AND FOR ANY REASON **MUST** REPORT TO THE OFFICE **BEFORE** ENTERING A CLASSROOM. THIS IS GEORGIA LAW. This is not to discourage visitation, but is a measure to ensure the safety of our children and staff. Assignments for students who are absent can be picked up after 3:40 p.m. in the office, provided parents have called ahead and requested them.

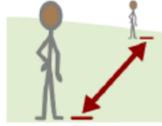
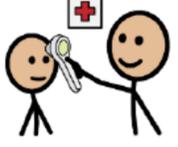
We ask that when you visit the school that you do not socialize in the office. The conversations interfere with school operation. School visitors are expected to set a good example for our children. Those who do not will be barred from the campus.

## **SMOKING**

It is against Bibb County Policy for adults to smoke in the presence of students or in the school building. Smoking is prohibited on the school campus.

**POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS  
SCHOOLWIDE iLead BEHAVIOR MATRIX**

At Carter, all students are engaged in Tier 1 of our PBIS program. Students are taught behavior expectations by staff in a variety of ways (PowerPoints, staff modeling, whole class practice, etc.). Expectations are listed on the school matrix which is posted around the school. Carter’s matrix was developed to compliment Leader in Me, which we also use as a Tier 1 intervention.

iLead	School	Cafeteria	Hallway	Bathroom	Arrival/Dismissal
iLead by...	Social distance (6 feet) 	Stay in your seat 	Follow adult directions 	Respect others privacy 	Follow adult directions 
Being Engaged	Get temperature checked 	Keep hands to yourself and only touch your tray 	Travel quietly on the right side of the hall 	Flush and wash hands 	Keep hands and feet to yourself 
Having a Positive Attitude	Always wear your mask 	Voice Level 2 to talk with your neighbors 	Voice Level 0 	Voice Level 0 	Voice Level 0 
Being Disciplined	Rinse and wash your hands 	Keep area clean 	Walk to assigned location 	Keep area clean 	Walk to assigned location 

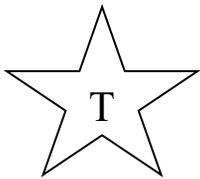
**STUDENT INFORMATION**

Student Information must be kept accurate at ALL times. It is the parent’s or legal guardian’s responsibility to update changes in their Parent Portal Account. Parents/guardians may change address information, household information, transportation, phone numbers, emergency contact information, and restrictions for checking out your child from school. **We must always have an emergency contact telephone number. All names of persons allowed to pick your child up should be listed in your Parent Portal account.** We WILL NOT release your child to any person not listed in your Parent Portal account. **Please make sure all telephone numbers and**

**addresses are accurate when entering this information in Parent Portal.** Remember to notify the school when any changes occur during the school year. It is extremely important that our school records are kept up-to-date for the safety of each child.

## SUSPENSIONS

Absences resulting from disciplinary suspensions shall be excused for purposes of this policy. Make up of assignments, quizzes, tests, etc. that are both assigned and due during a period of suspension must be completed and submitted no later than the fifth (5<sup>th</sup>) day following the student's return from suspension. Failure to make up work within five (5) days will result in a grade of (0) zero. Work assigned prior to the start of a suspension and due during the suspension shall be accepted and graded if submitted by the suspended student's parent or guardian or other representative on the due date. Work that is assigned during a student's suspension is due after the suspension and shall be accepted for grading on the due date. It is the student's responsibility to get all classroom assignments during periods of suspension.



### TELEPHONE USE



**Only emergency telephone messages will be relayed to students. The School Board Directive states that NO changes concerning a student's mode of transportation will be accepted via phone.** In order to ensure the safety of all students at Carter, transportation changes will ONLY be taken in writing—not by telephone, email, or fax. This is to ensure the safety of your children! Students will not be allowed to use the telephone during the school day. Please remind children of their responsibility to bring all signed notes, books, permission forms, and assignments to school. They will not be allowed to call for these items. **Cell phone use is not allowed during the instructional day.**

## TECHNOLOGY USE IN SCHOOLS

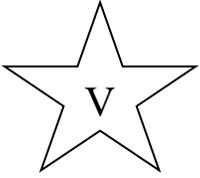
The Bibb County Public School system endeavors to provide fair and equitable use of technology in the schools for every child. To facilitate equitable access for all, each student is required to use technology a minimum of 30 minutes each week. In addition each individual student will be assigned a unique login ID and password. Students will now be required to utilize the assigned ID to log onto school computers, pay for their lunch, and borrow materials from the Media Center.



## TITLE 1 SCHOOL

Sonny Carter Elementary is a Title I school. Title I is a federally funded educational program that was first enacted by Congress in 1965 as part of the Elementary and Secondary Education Act (ESEA). The purpose of Title I is to ensure that all children have the opportunity to obtain a high quality education and reach proficiency on challenging

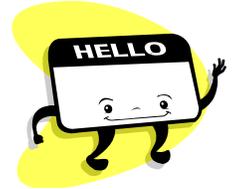
state academic standards and assessments. Title I funds are used to provide additional academic services to students who are identified as failing or at risk for failing to meet state standards. We are able to provide additional support services for our students through Title I funding such as additional teachers, supplemental materials for the classroom, additional technology to enhance instruction and additional professional development for our teachers.



### **VISITOR SIGN-IN**

**\*NO visitors will be permitted to enter the school until further notice.**

For the safety and security of students and staff, ALL visitors, including parents, are required to sign in at the school office prior to visiting ANY area of the school for ANY purpose. We have a computerized sign in program that will automatically keep track of your volunteer and visitation hours in the school and will print a nametag for volunteers/visitors to wear. Please make sure you are wearing a nametag at ALL times while visiting or volunteering in the school. Thank you in advance for adhering to this policy for the safety of your children and our staff.



### **VOLUNTEERS**

**\*NO in-person volunteers will be permitted to enter the school until further notice.**

Carter Elementary is very fortunate to have many parents, grandparents, and community members who donate their time to work in the school. These volunteers make valuable contributions to the educational program by working directly with children or by performing duties that allow others to give students more individual attention. Persons interested in donating their time and services should contact the principal or Volunteers in Public Schools coordinator. Please remember to sign in at the office and get a nametag so your volunteer hours can be counted.



### **WEAPONS**

It is a violation of Georgia law to possess a weapon on a public school campus, at school functions, or on a public school bus. Violation of this law may result in criminal prosecution. This law applies to visitors and students. Please report violations for the safety of the students. Students are also expected to report to teachers, administrators or others in authority any information, or suspicions, they have about potential threats to the safe, orderly operation of the school.

### **WEDNESDAY FOLDERS**

School information and weekly graded assignments are sent home every Wednesday in Sonny Carter student folders. It is the parent's responsibility to review all contents therein and follow up to ensure that their child returns signed papers on the next school day, Thursday.

# Sonny Carter Elementary School

5910 Zebulon Road, Macon, Georgia 31210

Office: (478) 779-3350

FAX: (478) 779-3327

FACEBOOK: Sonny Carter Elementary School

<https://www.bcsdk12.net/Domain/1013>

Latricia Reeves

Principal

[latricia.reeves@BCSDK12.net](mailto:latricia.reeves@BCSDK12.net)

Amy McBride

Assistant Principal

[amanda.mcbride@BCSDK12.net](mailto:amanda.mcbride@BCSDK12.net)

Christi Watson

School Counselor

[christi.watson@BCSDK12.net](mailto:christi.watson@BCSDK12.net)

Susan Douglas, Secretary

[Susan.Douglas@BCSDK12.net](mailto:Susan.Douglas@BCSDK12.net)

Beth Hazen, Registrar

[Beth.Hazen@BCSDK12.net](mailto:Beth.Hazen@BCSDK12.net)

Mandy Story, School Nurse

[Mandy.Story@BCSDK12.net](mailto:Mandy.Story@BCSDK12.net)

Dominique Durham, Office Clerk

[Dominique.Durham@BCSDK12.net](mailto:Dominique.Durham@BCSDK12.net)