

Alexander II Magnet School

Parent/Student Handbook - 2019-2020

Working together to give our students the best education....

Welcome to historic Alexander II Magnet School...where outstanding students, a dedicated and caring staff, active and involved parents, and a supportive community have created a legacy of excellence. Realizing that the elementary school experience provides the platform from which a child's educational journey is launched, we are committed to making sure the foundation is strong, filled with wonder, and fosters a quest for knowledge that will last a lifetime.

At Alexander II it is our commitment that ***Every Child will Exceed Expectations***. Alex II is a place where children are nurtured and a high premium is placed on learning. Thank you for entrusting your child's education to us. We will make every effort to help your child achieve academically and socially.

As Bibb County's Mathematics and Science Magnet School, our curriculum is designed to develop critical thinking skills through the exploration of essential concepts and standards. Advanced learning experiences are provided with emphasis on science, technology, engineering, and mathematics (STEM). Creative, hands-on projects and scientific investigation will be combined to help students master academic goals and problem-solving skills, and will include accelerated learning opportunities to maximize each student's growth.

Literacy is another critical component of our curriculum. Decoding, predicting, interpreting text features, looking beyond the text...these are just a few of the concepts that allow students to think critically about what they read – be it for pleasure or study. Writing across the curriculum will continue to strengthen our students' ability to express their thinking. As in past years, our young authors will be encouraged to share their work through various contests and public displays thus providing additional creative avenues by which they can work to master the art of reading and writing.

Our job as educators is to prepare your child for jobs that do not exist today. We must prepare our students for the 21st century and we do that by preparing our students to be critical thinkers, good citizens, and problem-solvers. Our students must be able to compete not only with students in Georgia, but with students from all over the United States and the world.

Parent involvement is critical to the success of our students and our school. Our goal is for you to go beyond the required four hours per quarter. Please share your skills and talents often.

This handbook has been designed to help communicate the expectations for a successful school year. Please read it carefully with your child and be sure to sign and return the Promissory Note of Learning located on the last page.

We thank you for giving us the opportunity to work with your child. We invite and welcome you to be an active participant in your child's education.

Respectfully,
Walsetta Miller
Walsetta Miller, Principal

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OUR VISION

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

OUR MISSION

The Bibb County School District develops a highly trained staff and an engaged community dedicated to educating each student for a 21st century global economy.

PBIS PLEDGE

At Alexander II I will be a Star!
I will be Safe, Respectful and Responsible!

Being a STAR in the hallway			
Be Safe	Walk in a single file line.	Keep hands, feet and objects to self.	Stay in the right of the hallway.
Be Respectful	Keep hands off the playground.	Be quiet.	
Be Responsible	Play with your toys.	Get to your destination on time.	Keep school space free from clutter with your supplies.

Being a STAR in the restroom			
Be Safe	Use tissues.	Wash your hands. Don't spit or cough in the sink.	Use facilities correctly.
Be Respectful	Be quiet.	Respect the privacy of others.	
Be Responsible	Be sure to use the right stall.		

Being a STAR in the cafeteria			
Be Safe	Keep hands, feet and objects to self.	Stand up any time food is delivered.	
Be Respectful	Follow directions that the server gives you.	Be quiet only to your neighbors.	
Be Responsible	Put everything you need before you sit down.	Stand up in a orderly manner when called.	

Being a STAR on the playground			
Be Safe	Use the playground equipment correctly.	Keep hands, feet and objects to self.	Keep hands and feet off the ground.
Be Respectful	Be quiet.	Follow directions that the teacher gives you.	Be kind.
Be Responsible	Put everything you need before you sit down.	Follow directions that the teacher gives you.	Put hands on the line.

Being a STAR in an assembly			
Be Safe	Follow directions that the teacher gives you.	Follow directions that the teacher gives you.	
Be Respectful	Be quiet.	Follow directions that the teacher gives you.	Be kind.
Be Responsible	Put everything you need before you sit down.	Follow directions that the teacher gives you.	Put hands on the line.

Being a STAR at dismissal.			
Be Safe	Walk when entering your location.	Walk when leaving your location.	
Be Respectful	Sit on bottom with your legs criss crossed. Keep your hands in your lap.	Stay quiet.	
Be Responsible	Sit at your designated cone.	Follow directions the first time they are given.	Listen for your name or van to be called.

Being a STAR in the Classroom			
Be Safe	Keep hands, feet and objects to self.	Keep your area clean.	Stay in your space.
Be Respectful	Follow directions the first time they are given.	Listen to others.	Use kind words.
Be Responsible	Use materials appropriately.	Come prepared and ready to learn.	Do your best work and turn it in on time.

ATTENDANCE

Parents who choose Alexander II choose to provide their child with an exciting educational opportunity. Regular attendance and punctuality are vital if students are to receive the most our accelerated program has to offer. Registration of the student indicates that parents or guardians have accepted this responsibility. Students are expected to attend school every day, to arrive promptly, and remain throughout scheduled hours. Excessive absences are one key factor considered in any retention decisions due to lack of instruction time. Students are expected to complete all class work and homework missed due to absences. Regular and punctual attendance is a key factor of academic achievement. When students are absent from school they are missing instruction.

Below is a table of instructional time missed based on days absent:

	Absent 1 day	Absent 3 days	Absent 5 days	Absent 7 days	Absent 10 days	Absent 20 days
Minutes of instruction missed	360	1107	1845	2583	3690	7380
Hours of instruction missed	6.15	18.45	30.75	43.05	61.5	123

Georgia law places the responsibility of daily student attendance on the parent or guardian. Frequent absences and/or tardies for any reason may adversely affect a student's schoolwork. Each student is expected to be in school every day except during illness, injury or if a providential condition beyond his/her control prevents attendance. Tardiness creates a major disruption. **After three (3) tardies**, parents will be contacted by school officials to determine the best course of action to remedy the situation.

Alexander II Magnet School will adhere to the attendance policy adopted by the Bibb County School District. A copy of the complete policy is included in the Bibb County School District Student Guidelines for Success.

ALEXANDER II ATTENDANCE POLICY

Excused absences – All absences will be reported unexcused unless the school receives one of the following forms of documentation:

- A note of explanation written and signed by the student's parent or guardian, **if presented within three (3) days**, will provide sufficient documentation to excuse up to 5 absences.
- Additional absences will require official documentation:
 - a doctor's note,
 - a court document,
 - note/form verifying religious holidays,
 - parent note indicating there is a family funeral-the student will be excused up to (3) days unless extenuating circumstances apply.

NOTE: If a student is absent more than three (3) consecutive days, official documentation will be required. Determinations regarding excused/unexcused absences are at the discretion of the principal or designee, and are considered final.

Automated phone calls will go out to parents/guardians in the data system each time a student is absent. Attendance letters will be sent by the School Counselor after 3 unexcused and 5 unexcused absences as a courtesy. If no improvement is made, a referral will be sent to the School Social Worker. **NOTE: Ten (10) unexcused absences violate the State of Georgia Compulsory Attendance Law and a referral to State Court and/or Juvenile Court will be filed by the School Social Worker.** If convicted of such violation, parent/guardian may be subject to a fine or imprisonment not to exceed 30 days, or both, at the discretion of the Court.

Make-up work is the responsibility of the student. Students will be allowed 1 day for each day absent to complete missed work. Failure to make up work will result in a grade of zero (0) for the assignment. Students placed in **In-School Suspension (ISS)** or participating in **school related activities** are considered to be in attendance at school and are responsible for completing the assigned work. Out-of-School Suspension (OSS) shall be excused for purposes of this policy.

Rules for assignments and assessments in and around OSS:

- Assignments and assessments given during the suspension period must be submitted no later than the fifth (5th) day following completion of the suspension. Failure to make up work within five (5) days will result in a grade of zero (0) for the each assignment.
- 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 on the due date.
- It is the student's responsibility to obtain all classroom assignments during periods of suspension.

Tardiness – Student tardiness is a disruption to the instructional day. Please help us establish a good work ethic for your children.

A student is tardy if he/she:

- is not present in the classroom before the 8:20 A.M. bell;
- leaves during the day and returns later the same day; or
- leaves school before the 3:20 P.M. dismissal bell.

SPECIAL CIRCUMSTANCES - Students may request to be temporarily excused from school by the principal in the following circumstances:

- Serious illness or hospitalization;
- Serious illness or death in the immediate family;
- Special and recognized religious holidays observed by the student's faith;
- Court orders or mandates by order of governmental agencies;
- Conditions rendering attendance impossible or hazardous to student health or safety; and
- Other circumstances for which the parent or guardian makes **prior** arrangements with the principal for their child to be absent from school.

All such requests should be submitted in writing, in advance (as much as possible), and be accompanied by supporting documentation. **NOTE:** While absences of this nature may be excused, they will still be recorded as student absences.

CHECK OUT PROCEDURE/POLICY

If a student has a medical or dental appointment requiring parent or guardian to come to school requesting an early dismissal, please write a note to the teacher ahead of time. **NOTE:** All early dismissals must occur before 2:45 pm.

Parents are required to sign out students from the office. **The person checking out the child must be designated on the child's emergency form in the office and must have a valid ID to show school personnel at the time of checkout.**

There are times when checking your child out of school is absolutely necessary. To better facilitate a timely and safe dismissal for all students, please plan to pick up your child before 2:45 pm. The office will close between 2:45 to 3:30 to allow staff time to wrap up the final activities, and focus on a safe and orderly dismissal. Again, early checkouts must occur before 2:45 pm.

Please arrange appointments after school hours whenever possible.

SCHOOL HOURS

Arrival and Dismissal

Alexander II hours are from 8:20 am to 3:20 pm. Students are admitted on campus as early as 7:50 am each morning and should enter through the gym. Breakfast is available from 7:50 – 8:15 a.m.

Students are considered on-time when present in their classroom before the 8:20 a.m. bell. Please keep in mind that students who enter the building after 8:20 a.m. will miss breakfast and have difficulty making it to their classroom before the tardy bell. Tardy students must be escorted to the main office by a parent/adult guardian for check-in.

Whether joining us for breakfast, lunch, or as a volunteer, we ask all visitors to enter through the main office area and sign in.

Due to the new state common core curriculum, every minute of instruction is particularly important. A child leaving school before 3:20 p.m. will miss valuable instruction and should only do so when absolutely necessary. These early dismissals count against your child's attendance record as a "tardy".

The school will only release a student to an individual listed on the student's emergency contact card. It is important to keep this information updated as changes occur.

Supervision

Please do not drop off students before 7:50 a.m. as we cannot provide supervision before that time. At 3:50 p.m. all remaining students will be brought to the office where parents must report to sign them out. While emergency situations do arise, extended supervision is not readily available. Frequent late pick-ups will require a conference with the principal to consider alternate transportation arrangements or a more convenient educational setting.

After-School Enrichment Program

The purpose of the After-School Enrichment Program is to provide a safe environment that promotes additional instructional assistance and enrichment activities for participants. The program is offered each school day from 3:30-6:00 P.M. Planned activities foster academic growth, encourage creativity, build good social relationships, reinforce appropriate behavior and promote a positive self image. Participation in the After-School Enrichment Program is available to all Alexander II students. Each student participating pays a \$25.00 registration fee once a year for the After School Program and \$10.00 fee for the Before School Program. The weekly rate for the Before-School Program is \$10.00 and \$50.00 weekly for the After-School Enrichment Program. The After-School Program is managed and staffed predominately by Alex II teachers. Plans are underway for a fantastic year!

GENERAL INFORMATION

AWARDS

Ribbon Ceremony

A ribbon ceremony for students in grades 1-5 will be held mid-year at the completion of the second nine weeks. Students will be recognized for academics, attendance, and citizenship.

BOOKS AND EQUIPMENT

Students are responsible for taking care of their text books, library books, instructional supplies, and equipment. Parents will be required to cover the cost for replacing any lost or damaged text books, library books, instructional supplies, or equipment.

CELEBRATIONS/PARTIES

The “room parent” will organize a celebration prior to winter holidays and on the last day of school. Please help when possible.

Birthday treats: If you would like to celebrate your child’s birthday, we request that you choose to either bring treat bags for each student in the class to be given out at the end of the day or purchase ice cream treats for the class from the school ice cream shop. The cost is \$1.00 per ice cream.

Invitations to private parties will be distributed at school only if **all members of the class** are invited. If you send flowers, balloons, etc., they will be kept in the office for pick up at the end of the day.

CELL PHONE/PERSONAL ELECTRONIC POLICY

Cellular phones/personal electronic devices are not allowed to be used during the school day. These devices must be off and left in the student’s book bag. If a staff member discovers a cell phone/personal electronic device being used or making a noise, it will be collected and turned in to the front office where it will be held for a parent to pick up at the end of the day. The school has no liability for loss of, or damage to cell phones/personal electronic devices. Repeated violations will result in disciplinary action.

CHARACTER EDUCATION

Character Education is an important component in educating the whole child. Character Education is integrated throughout the day at Alexander II. It helps students learn and practice positive character traits that will enable children to function more successfully in future positions of responsibility, as members of a family, and as valuable members of society. Morning announcements allow children to share the character word of the week and to provide examples which are easily understood

CONFERENCES

The most valuable resource in meeting the needs of students at Alexander II Magnet School is the strong and on-going partnership between parents and teachers. Parents may request a conference with their child’s teacher during the planning period or before/after school by emailing the teacher or calling the office and leaving a message along with a return phone number. In addition, parents are expected to attend Student-led Conferences which will be held during the school year.

To respect the hectic schedules of both parents and staff, all conferences with teachers should be pre-arranged at a time convenient to both parties; an appointment is required. Call 478 779-2700.

Additional forms of communication include notes which can be regularly exchanged in your child’s planner, DOJO messages, phone calls and email. As your first point of contact, parents are encouraged to meet with their child’s teacher whenever questions or

concerns arise. If, after meeting with the teacher, you feel additional clarification or action is required, please contact the school office and we will gladly assist you.

EMERGENCY PROCEDURES

Fire Drills/Tornado Drills/Emergency Evacuation

Emergency drills will be held regularly as a means to ensure the safety of our students in the event of a true emergency. Students and adults should follow the directions posted in each classroom concerning the proper reaction to each type of emergency event. Students are expected to follow the directions of school staff in an orderly manner with no talking or running. Please stress to your students the serious nature of these drills.

Inclement Weather

In the event of emergency school closures (hazardous weather conditions, mechanical failures, fires, etc.), school schedule changes will be communicated through local radio and television, the school's automated telephone messaging system, and posted on the Bibb County Public Schools website.

FIELD TRIPS

Because we believe that learning occurs both in and outside of classrooms, we schedule field trips periodically throughout the year. Academic enrichment, class trips, and community service often take place away from the school campus. To ensure safe and enjoyable trips, the following guidelines have been established:

1. Students must have written permission to go on field trips. Permission will not be accepted by telephone. Students who do not bring signed permission forms will remain at school with regular assignments.
2. A parent meeting will be held for any major field trip to clarify the trip schedule, expectations, and to allow parents the opportunity to ask questions. Meetings of this type are crucial and will be a required step of the permission process.
3. When off campus, Alexander II students serve as ambassadors representing our school within the community. Students are reminded to be on their best behavior and that the Bibb County School District Student Guidelines for Success as well as all regular school rules still apply.
4. Students who do not demonstrate self-control at school (including students who have been suspended within three weeks prior to the trip, students who misbehaved on a previous trip or students with chronic documented offenses) may have the following consequences:
 - a. The student may be required to have an adult at least 21 years old to accompany him/her and pay all applicable fees. Parents will be notified at least two days in advance of the trip if restriction applies.
 - b. The student may be denied the opportunity to participate.
5. Chaperones – Thank you for your interest in being a chaperone. Based upon space availability, and the needs of each specific trip and/or class, chaperones will be chosen from a list of those who have requested consideration and have passed a criminal background check.

There may be times when parents are asked to make voluntary contributions to defray the cost of field trips. No student will be denied the opportunity to participate in a field trip because of their inability to contribute; however, if not enough money is collected to offset expenses, the trip may be canceled for all students.

FOOD SERVICE

Alexander II has a Free Breakfast and a Free Lunch Program. Breakfast is served in the cafeteria from 7:50-8:20 a.m. each morning.

FUNDRAISING

The principal must approve all fundraising projects. Tickets or articles of any kind, other than those associated with school-sponsored and approved activities, are not to be sold on school property by students or outside organizations.

GIFTED EDUCATION PROGRAM (REACH)

To qualify for 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 performances. Students may be recommended for consideration in the gifted program by teachers, counselors, parents, peers, administrators, self 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. Each year, during a specified window of time, teachers observe their students specifically 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 is referred to the school eligibility team for further consideration.

School administration, counselor and teachers shall also review the results of the norm referenced testing. Any child with a 90th percentile composite score, a 90th percentile total reading score (including reading comprehension), or 90th percentile total math score shall receive an automatic referral to the eligibility team for further consideration.

The school gifted-eligibility team shall review the records of any child under consideration and will determine if there is sufficient evidence to support moving a student to the next step in the evaluation process (formal evaluation). In addition to demonstrating characteristics in a minimum of five categories on the TABS, one of the following criteria must be present: documentation of consistent above grade-level performance, qualifying achievement test scores as previously stated, documentation of outstanding products/performances, or a GPA at or above 3.5 on a 4.0 scale.

Parent permission will be obtained before any formal evaluation is begun, and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following completion of the formal evaluation.

For further information, contact the Alexander II REACH Department at (478) 779-2700, or the Director of Gifted Education, 484 Mulberry Street Macon, GA 31208, (478) 765-8711.

GRADING POLICIES

The grading system for the Bibb County School District is as follows:

A	Outstanding	90-100
B	Good	80-89
C	Satisfactory	70-79
F	Failure	Below 70
S	Satisfactory	80-100
I	Needs Improvement	70-79
U	Unsatisfactory	Below 70

Report cards are presented to parents at the end of each nine weeks.

Progress reports are sent home midway through the grading period. These notices will be attached to the Wednesday signed papers and are to be signed and returned to the teacher.

First and second graders will receive an S or U in science and social studies. The regular grading scale (A, B, C) will be used in grades 3-5 for all subject areas.

If a student fails to turn in assignments regularly, parents will be required to meet with the teacher, counselor, and administration to determine a course of action. Students may also lose classroom privileges, field trip privileges and opportunities to participate in extra-curricular activities if he/she consistently fails to turn in assignments.

HOMEWORK

Homework is an integral part of each child's success at Alexander II. Parent interest in homework provides encouragement and motivation to the student. Nightly homework should **usually** be completed within the following time allotments:

Grade 1.....10-20 minutes

Grade 3.....30-45 minutes

Grade 5.....50-75 minutes

Grade 2.....20-30 minutes

Grade 4.....40-60 minutes

The following tips may be useful in helping make homework time both productive and pleasant for everyone involved:

- Set up a special place and time that will be specifically used for homework.
- As much as possible, make sure the designated homework area is comfortable, quiet, well lit, and free of distractions.
- Be an active participant in your child's homework; listen, question, encourage, review, etc.
- If your child says he has no homework, have him/her read, play a math game together, practice math fact flash cards, or practice reading and math skills with a computer activity during the designated homework time. Holding true to the designated homework time, place, and duration will reduce parent/student homework conflict, as well as send the message that you think school is important.

NOTE: It would be wise to check with the teacher if your child is frequently telling you that he/she has no homework.

If homework *consistently* takes your child more time than indicated here, contact your child's teacher for explanations or suggestions. If your child is being served under a 504, IEP, or Response to Intervention plan (RTI), it may be necessary to make special accommodations.

INSURANCE

School accident insurance is available for all students for a nominal fee. You will receive an application during the first week of school. Parents who choose to take advantage of this insurance policy should simply complete the forms and submit along with the required fee as indicated. It is highly recommended that parents take school insurance, in case of injury at school.

LOST AND FOUND

Lost and Found items will be placed in the Lost and Found area located in the school gymnasium. Students should have their names in all of their clothing, books, and personal items. Items not claimed will be donated to charity at the end of each quarter.

MATH and SCIENCE MAGNET PROGRAMS

At Alexander II Math and Science Magnet School, math and science are taught both in the regular classroom and through our math and science labs using a hands-on approach to instruction. Students in Pre-Kindergarten through fifth grade will attend classes in both the math and science labs at least one time weekly. The math and science lead teachers will also plan collaboratively with classroom teachers at grade level to plan experiences that support the standards being taught at each grade level.

All third, fourth and fifth grade students are required to submit a Science Fair project.

MEDICAL ISSUES

Medication

The guidelines regarding students taking medications at school are as follows:

1. The principal, school nurse, or a staff member designated by the principal shall be responsible for administering medication to students and storing all medication in a reasonably secure location. A detailed record of said medication and its distribution will be kept on file in the front office.
2. All medication must be brought to the principal, or the principal's designee, in the most recent original pharmaceutical container, clearly labeled with the student's name, the name of the medication, the appropriate dosage, and the time for each dose. Please administer these medications at home whenever feasible.
3. Any student who must have medication administered during school hours, shall file with the principal of the school a medication authorization, signed by the parents or legal guardians of the student, and the student's physician. The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be

administered, including the quantity or dosage to be administered and frequency, together with any potential reaction or other cautioning instructions in connection with usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardians shall authorize the school to correspond directly with the child's physician in the event it is deemed appropriate or necessary in the best interest of the child.

Students who need an inhaler for medical reasons may keep it in their backpacks or on their persons only if the appropriate medical authorization is on file in the school office.

4. Staff members may not administer non-prescription medication.
5. Any student not complying with this policy and possessing any medication on the school campus shall be subject to disciplinary action.

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, asthma, etc. are noted on the form. If a student is unable to participate in physical education classes for a short period the school must have a written letter of explanation from the parents. If the student needs to be excused for more than one week, a written notice from a physician is required.

Students Who Become Ill at School

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. A student cannot remain at school if he/she has a fever, or has thrown up. This policy is in effect to help curb infection. Parents will be notified of illness and will be expected to make arrangements for their child to be picked up within one hour.

Lice

Due to a mild winter, we anticipate this fall may be a bad year for lice. Live lice look a bit like a smaller version of a flea. They are brown and can both crawl and jump. Nits are eggs which are attached to the hair follicle usually near the scalp. They can look similar in color and size to a grain of salt or fine sand. We have some recommendations to help you.

Who can get lice? Anyone.

How can you avoid getting them? .

- 1) Don't share combs, brushes, hats, scarves, etc.
- 2) Frequently wash bed coverings, and stuffed animals.
- 3) Check your child's hair every few days throughout the warm weather months.

What do I do if I find lice in my child's hair?

- 1) Call the school. The faster we can identify the issue, the faster the problem can be resolved.
- 2) Wash everything. Anything cloth in your house needs to be treated.
- 3) Talk to your child's doctor or pharmacist about treatment options. You may want to consider treating your whole family as lice can spread quickly.
- 4) MOST IMPORTANT... every nit must be removed by hand.

What about school?

- 1) No child will be allowed to attend school if a nit or louse is found in their hair.
- 2) Upon return to school, your child will report to the office where a staff member will check to insure your child is cleared. At this time, you should present the empty box from your lice treatment to verify for our records that treatment has occurred.

What will the school do to prevent the spread of lice?

- 1) We will enforce our lice policy.
- 2) We will do periodic checks at a variety of levels ranging from a few children, a whole class, a grade level, to the entire school.
- 3) Letters will go home based upon the severity of the outbreak. (Either by grade level or whole school.)
- 4) Classrooms will receive special cleaning.
- 5) Depending upon the severity of the outbreak, students may be asked to use plastic bags instead of bookbags for a time.
- 6) After the weekend, our building should be home free as lice cannot live without a human host for very long.

The best defense is a great offense! Please be pro-active to ensure there is no issue with your child before the first day of school so others won't be affected. Once again, should an issue arise, please consult your doctor as to the best treatment for your family.

We appreciate your help in keeping our school a clean, safe and healthy environment.

Thank you!

MONEY OWED TO THE SCHOOL

Occasionally there is an oversight, and money is owed to the school for matters such as lost books, school pictures, or returned checks. We will make every effort to notify parents in a timely manner. If accounts are not settled, report cards and other records will be held. We encourage all parents to stay up-to-date with their accounts to avoid future inconvenience.

MUSIC PROGRAM

Alexander II is proud to have a full-time music instructor. As the schedule allows, all students will have music instruction at least once each week. Additionally, students in grades 4-5 may participate in the chorus. Other performance opportunities are available to all students throughout the year.

NUTRITION PROGRAM

Breakfast

A nutritious breakfast is served daily in the cafeteria between 7:45-8:15 a.m. Students eating breakfast must be in the cafeteria before 8:15 a.m. so that they may be finished eating before the instructional day begins. If you know your child will arrive at school after 8:15 a.m., please provide them a sufficient breakfast before arriving to school. Our breakfast prices are as follows:

Student	No cost
Parent/Visitor Breakfast	\$2.25

Lunch Program

A nutritious, well-balanced meal is served daily. The price of lunch is:

Student	No cost
Parent/Visitor Lunch	\$3.25 daily

While we strongly encourage our students to eat a meal prepared by our lunchroom staff, students may choose to bring a lunch from home. **Please do not include gum, candy, carbonated drinks or drinks in cans or glass bottles when preparing your child's lunch. Please remember that, according to School Board policy, food from restaurants may not be brought into the School Nutrition Center (by students or parents).** To do so could jeopardize thousands of dollars in federal funding.

Parents are encouraged to have lunch with their children from time to time. Children who are not enrolled in Bibb County Public Schools must pay adult prices for meals.

Ice Cream

After eating lunch, teachers may elect to allow students to purchase ice cream for \$1.00. Individual grade levels and teachers will send information to parents informing them of days when ice cream can be bought.

PARENT AND COMMUNITY VOLUNTEERS

Alexander II faculty, staff and administrators are delighted that you and your family chose to join our school family. Prior to making the decision to join our family, you signed an agreement (Final Acceptance Form) to volunteer 4 hours per grading period. This equates to volunteering about one-half hour per week per grading period. Volunteer hours will be tabulated and reported each grading period. You may volunteer in a number of capacities:

Classroom Volunteers may...

- Tutor in math, reading, social studies, science, etc. (Individual or small group)
- Assist with special projects
- Make teaching aids and materials-cut, paste, color, trace, file, etc.
- Read stories to students or let them read to you
- Conduct flash card drills with individuals or small groups
- Assist younger children with learning such as: alphabet, colors, numbers, identify letters, shapes, etc.

Help with festivals (bake cakes, make phone calls, etc.)
Monitor during special "testing"

Media Center Volunteers may...

Check books in and out
Read stories aloud
Catalog materials
Repair books
Create bulletin boards
Laminate

Special Activities Volunteers may...

Serve on Committees, PTA Board of Directors
Assist on field trips, school-sponsored activities
Help with PE
Assist with monitoring in halls, lunchroom and dismissal
Work with After-School Program

Volunteer Policy:

- To ensure student safety, Bibb County Schools requires that all volunteers complete a background check annually. Forms are available in the office. Background checks must be completed yearly. It is the policy of Alexander II that all Backgrounds forms are completed by August 31.
- All volunteer hours are recorded on the Alexander II web page and entered by student carpool number.
- Volunteers must sign in and out in the school office.
- A volunteer badge must be worn at all times.
- Students have a right to privacy. Volunteers should not repeat anything heard regarding students while volunteering at school. Discussing student grades, progress, or what goes on in the classroom with anyone but school staff is considered a breach of student privacy.
- If volunteers sign up for a regular time with a specific assignment, we look forward to you being consistent with your attendance. Students look forward to volunteers in the classroom and teachers plan your assistance into their schedules.
- We hope volunteers would not be absent, but if it is necessary, the school office should be called as soon as possible at 478 779-2700.
- Discipline should be left to the school staff and administration. If a volunteer experiences a problem with a student, please consult the nearest staff member.

We look forward to a wonderful school year with the involvement of all stakeholders.

PROMOTION/RETENTION OF STUDENTS

The Governor's A+ Education Act states that no child in the third grade will be eligible for promotion unless they meet or exceed standards in the area of reading on the new Georgia Milestones Assessment. And no child in the fifth grade will be eligible for promotion unless they meet or exceed standards in the areas of both reading and math on this assessment. This assessment is administered in the spring of each year.

In addition to Georgia Milestones Assessment requirements, the following requirements are also applicable for promotion:

1. Pass reading and math for the year on grade level
2. Miss no more than ten (10) unexcused days in the school year.

To prevent retention of students, teachers will work closely with parents and notify them when students are working below grade level or making unsatisfactory progress. The following will be done to assist students having difficulty:

1. The Response to Intervention Team will meet for each student making unsatisfactory progress. Parents will be invited to attend all RTI meetings. At these meetings a plan of action will be developed to address specific areas of weakness for the individual student.
2. If students have been retained and are still having difficulty, the student will be referred to the school psychologist for further diagnostic testing.

3. Students who experience difficulty in the areas of reading and math in grades K-5 may be eligible to receive support for reading/math instruction through the EIP (Early Intervention Program) at our school. Additional intervention strategies will be developed for eligible students not being served through the EIP program.
4. Parents will receive progress reports quarterly (each nine weeks). You will also get a mid-term progress report approximately 4 ½ weeks into each grading period. These should be promptly signed and returned to your child's teacher. At the end of the second quarter (or as soon as there is a concern), parents will be notified that retention is possible and invited for a conference.

VALUABLE ITEMS

Students are cautioned not to bring large amounts of money or expensive items, such as jewelry, cameras, watches, electronics, etc., to school. Students – not the school – are responsible for their personal items. Inappropriate items will be collected by school personnel.

VISITOR POLICY

Persons visiting Alexander II during school hours must first go to the office to sign in and obtain a visitor's pass. Upon leaving the school, the visitor is to return to the office to sign out.

It is our policy that teachers not confer with parents during instructional time or when supervising students. Parents are welcome to visit in classrooms to observe instruction for up to 30 minutes; however, they should not interfere with instruction by talking with students or the teacher at that time. Infants and toddlers should not be taken into the classroom during observation time. If you wish to schedule a conference, please contact the teacher in writing, through the office at 478 779-2700, or by email to set up an appointment.

After the first week of school, parents must check in at the front desk before walking their child to the classroom.

WEDNESDAY FOLDERS

The "Wednesday Folders" are special student packets sent home with every student each Wednesday which contain information regarding upcoming activities, special assignments, important forms, and school news. Teachers and parents have the opportunity to exchange comments, questions, and/or concerns through the Wednesday Folders as well. Parents are asked to sign and return the folder with your child the following day so preparations can begin for the next week's packet.

SUPPORT SERVICES

COUNSELING PROGRAM

Alexander II is fortunate to have the services of a full-time counselor. The primary role of the school counselor is to serve as an advocate for the child. The counselor provides classroom guidance, meeting regularly with each class to focus on topics such as motivation, self-esteem and interpersonal relations. Individual and small group sessions are utilized as needs arise. Children or parents may request counseling services. Teachers may refer children to the counselor based on problems observed in the classroom. The counselor will confer with parents as the need arises or at parent's request. All counseling sessions with students are confidential. To schedule an appointment call 779-2672.

MEDIA CENTER

The media center is an integral component of our instructional program. Whether supporting classroom instruction, providing resource materials or additional tools, the media center provides students the opportunity for independent discovery, and creative exploration. Students are encouraged to check out books from the media center for both knowledge and pleasure.

Readers are Leaders!

PARENT/TEACHER ASSOCIATION (PTA)

The Parent/Teacher Association (PTA) is the heart of our school. We encourage each parent, regardless of your ability to volunteer at the school, to become a member of our PTA. Your membership is an outward sign of your commitment to education...not just your child's education, but a commitment to every child. Our goal is 100% membership.

SCHOOL COUNCIL

School Councils are created to bring communities and schools closer together in a spirit of cooperation. School Councils provide advice, recommendations, and assistance, and represent the community of parents and businesses.

Interested parents should see the administration for additional details.

SCHOOL SAFETY / DISCIPLINE

We warmly welcome all accepted students to Alexander II Magnet School. As the faculty of a math and science magnet school, we strongly believe that an orderly learning environment is essential to the achievement of our vision and mission; therefore, we maintain high behavioral expectations for all students. These expectations are communicated clearly and consistently throughout the school by teachers, staff members, and administrators. Appropriate behavior should be displayed in all areas throughout the school – in the classroom, in the media center, in the lunchroom, in the gym, and especially at a school sponsored event off campus.

In addition, we believe that an effective behavior plan must be founded on both positive reinforcement and logical consequences. Alexander II is a PBIS (Positive Behavior Intervention and Support) school. Our expectation is for all students to Be Safe, Respectful and Responsible every day, in all areas of the school campus. Students who achieve STAR expectations 80% or more of the days during each nine week grading period will have the opportunity to attend the quarterly PBIS celebration.

In order to provide a quality education, a positive climate of order and exceptional behavior is imperative. We promote self-discipline as the highest form of discipline; however, we educate students to learn to make intelligent and positive choices as well. Students are deprived of instructional time when teachers are forced to spend time disciplining students. **Attendance at Alexander II Magnet School is a privilege; therefore, inappropriate behavior is not tolerated at Alexander II.** At Alexander II, we ensure that our expectations for student behavior are clearly communicated to both students and parents. Parents are notified when their child consistently disrupts the learning environment, and plans are developed to ensure appropriate behavior.

Guidelines have been developed according to the Bibb County Guidelines for Student Success. The full text of these policies can be found in that document. If a question arises as to the appropriate application of a policy, decisions will be governed by the policies themselves and not by statements in this handbook.

PBIS Expectations are clearly stated and taught to all students beginning the first day of school using the PBIS behavior lesson plans as well as the PBIS matrices. Appropriate behaviors are modeled by teachers and practiced by students.

Students are expected to be Safe, Respectful and Responsible!

ALEXANDER II's STUDENT EXPECTATIONS

Each student is expected to:

- Demonstrate courtesy and respect.
- Behave in a responsible manner at school, and at all school functions on or off campus.
- Follow PBIS expectations
- Prepare for each class; take appropriate assignments and materials to class.
- Follow the Alexander II Dress Code
- Obey all campus and classroom rules.
- Respect the property of others, including school district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order and discipline.
- Avoid violations of the School Code of Conduct.

ALEXANDER II STUDENT GUIDELINES FOR SUCCESS

In the Alexander II Student Guidelines for Success discipline infractions are categorized into four levels in order of increasing severity, along with the possible consequences for behavior violations. Consequences can be accelerated in the instance of multiple or recurring behavior violations. Teachers and administrators at Alexander II adhere strictly to this school behavior policy when dealing with inappropriate student behavior. The ALEXANDER II STUDENT GUIDELINES FOR SUCCESS is specific to Alexander II, but falls within the Bibb County Student Guidelines for Success which can be found on the Bibb County Schools website.

Consequences for misbehavior may include, but are not limited to the following actions:

- **In-School or Out-of-School Suspensions:** These consequences will be administered to students who have chronic behavioral issues, have been fighting/stealing, or for other severe infractions. The loss of school privileges will be determined on an individual basis. Parents/guardians will be notified.
- **Referral to Evidentiary Officer:** Students who bring a weapon to school or commit any type of criminal offense will be reported to campus police who will report to the judicial system, if appropriate. An evidentiary hearing will be scheduled and system action taken at the discretion of the district hearing officer.
- **Alternative School Placements:** Attendance in the magnet program is a privilege and should be taken seriously. There is a long waiting list of students desiring to enroll at each grade level. After a probationary period, students who do not maximize the magnet opportunity may be placed back in the neighborhood school for the following infractions:
 - Breach of the Magnet School Acceptance Agreement.
 - Continuous failure to complete assignments, including homework and science fair projects.
- **Placement in an Alternative School may be required in cases of:**
 - Severe and/or chronic disruptive behaviors.

STUDENT REPORTING

Acts of Sexual Abuse or Sexual Misconduct

20-2-751.7.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Harassment / Bullying

Harassment/bullying is prohibited at Alexander II. A student who believes she/he is a victim or has been witness to an act of harassment/bullying is encouraged to make a report (either in person or in writing):

- To your teacher;
- To the school principal or counselor;
- By calling the school at 478 779-2700 or Bibb County Schools at 478 779-3711;
- By visiting www.bcsdk12.net/watchdog

If sending a message, be sure to include the name of the offender, the target's name, and the school name. If you send a text message or online message, be sure to start your message with the code numbers 68053.

All records will be kept confidential except as required by law.

School Calendar



2019-2020

July 25 – 31, 2019	Pre-Planning
August 1	First Day of School
September 2	Labor Day
September 3	Professional Learning (No Students)
October 7 - 11	Fall Break
October 14	Professional Learning (No Students)
November 11	Veterans Day
November 25 - 29	Thanksgiving Break
December 20	Last Day of the Semester
December 23 - January 3	Holiday Break
January 6, 2020	Professional Learning (No Students)
January 7	Second Semester Begins
January 20	Dr. Martin Luther King, Jr. Day
January 21	Professional Learning (No Students)
February 17	Inclement Weather Make-up
February 18	Presidents Day
February 18	Inclement Weather Make-up
February 18	Professional Learning (No Students)
February 18	Inclement Weather Make-up
March 30 - April 3	Spring Break
May 22	Last Day of School (1/2 Day for Students)
May 21 - 23	High School Graduation
May 25	Memorial Day
May 26 - 27	Post-Planning

First and Last Day of the Semester
Holidays
Pre/Post-Planning and Professional Learning

Board Approved: 6/21/18

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DRESS CODE POLICY

Alexander II Math & Science Magnet School Dress for Success Guidelines 2019-2020

Alexander II Magnet School's dress code is designed to reduce the likelihood of disruption and to maintain an academic focus in the classroom and on campus. Alexander II in its pursuit of excellence and striving to exceed expectations, requires that all students "Dress for Success" and adhere to the Bibb County School District dress code. All students enrolled in Alexander II Magnet School shall abide by the following dress code.

Important Dress Code Reminders for the 2019-2020 School Year

1. Book bags must be clear or mesh.
2. Leggings may only be worn under a dress. (Dresses must be no shorter than 4 inches above the knee.)
3. Jeans **may not** be distressed with holes, frays, and rips.
4. Hair styles such as Mohawks and dyed colors (ex. purple & pink), which call undue attention are not allowed.
5. Hoodies **may not** be worn in the classroom.
6. Shirts **may not** be sleeveless or show midriffs
7. Sandals **may not** be worn to school. All shoes must have closed toes and heels.
8. No athletic wear may be worn, including shorts and sweatpants.

Student MAY wear the following items to school

SHORTS & PANTS

- All shorts and pants must be worn at the natural waistline and of appropriate size.
- Shorts must be no shorter than 4 inches above the knee.

SHIRTS

- Shirts must have sleeves and be appropriately sized.

SKIRTS & DRESSES

- Skirts and dresses must be no shorter than 4 inches above the knee.
(Leggings and biker shorts may only be worn under a dress or skirt.)

SHOES

- Shoes may either be athletic shoes or shoes that have enclosed toes and backs with heels lower than 1 in.

HAIR

- Hair must be neat, clean, well groomed, and a natural color.

BOOK BAGS

- Only clear and mesh book bags (with no wheels) are permitted.

NON-PERMITTED CLOTHING ITEMS:

Standard for all Bibb County schools (This is not intended as a comprehensive list of **non-permitted clothing items**.)

- Camouflage-type clothing
- Flip flops, sandals, bedroom shoes, heels higher than 1 inch, shoes with wheel or lights
- Bib overalls/jumpsuits.
- Hats, bandanas, "do rags", and sunglasses
- Holes, patches or fraying whether by design or wear
- See-through, low cut or skin tight clothing
- Non-jewelry items (ex. Dog-collar type chains, belt-chains)
- Purses/pocketbooks in grades K-3
- Girls may not wear make-up, artificial nails or eyelashes. Boys and girls may not have tattoos or body piercings.
- Any article of clothing which advertises alcohol, drugs, sex, gang activity, or has inappropriate words or pictures.
- Removable, ornamental tooth caps/grills are not allowed.

OTHER NON-PERMITTED ITEMS

- Toys, Playing and collector cards, and Fidget Spinners

If other items, in the judgment of the principal (designee), disrupt or distract from the teaching and learning process or are otherwise deemed inappropriate, the student will be required to change clothing.

FACULTY AND STAFF

OFFICE STAFF

Principal
Walsetta Miller
Secretary
Anissa Evans

Assistant Principal
Karen Dean
Registrar
Lynnea Zwally

Office Clerk
Carolyn Hamlin
Counselor
Jasmine Burnette-Williams

INSTRUCTIONAL STAFF

Pre-K/Paraprofessional

Sheila Dunning & Celestine Lester

Kindergarten Teachers/Paraprofessionals

Kristie Friar & Lee Ann Vickers
Tonya Parkinson & Octavia Ammons
Stacy Whitehead & Breanna Smith-Jackson
Julie Amerson & Shaconya Booze

First Grade Teachers

Priscilla Stanley
Carissa Howard
Sara Walcott
Crystal Walker

Second Grade Teachers

Parker Carroll
Amanda Cooper
Heidi Hintermaier
Lindsey Brown

Third Grade Teachers

Ashley Baldwin
Lisa Jackson
Shantel Holston
Tiffany Ellington

Fourth Grade Teachers

Leslie Brown
Shelby Long
Ashley Creel

Gifted Education (REACH)

Jennifer McMahan & Opal Taylor

Math Specialty Teacher

Polly Roe

Science Specialty Teacher

Mark Friar

Media Specialist/Media Clerk

Stephanie Wohl/Debbie Allen

Music Instruction

Sarah Beasley

Physical Education

Glen Turner

Program for Exceptional Children/Paraprofessional

Katina Kendrick
Leah Rucker
Tykeshia James

Speech/Language Pathologist

Meaghan Rogers

Early Intervention Program (EIP)

Deborah Carpenter/Paula Johnson

ESOL Teacher

Amy Kirby

Fifth Grade Teachers

Amanda Erceg
Julie Baima
Jamita Roach

April Harvey

AUXILIARY SUPPORT PERSONNEL

Custodians

Tim Scott, Head Custodian
Bernadette Hughes
Mary Ogbefho

Lunchroom Personnel

Vequita Cordes-Gore, School Nutrition Manager
Wanda Miller and Stacey Macon

Educating our children is a team effort. How can you help?

Let your children know that you think education is important.

Insist that your child completes homework each night, studies regularly for tests, and reads often.

Set up a workable schedule for your family that allows a balance of time for family meals, homework, and leisure time.

Come to the school regularly and schedule conferences with teachers to discuss educational goals for your child.

Talk positively about the school, and teachers in front of your child.

Volunteer!!!

The faculty and staff of Alexander II Magnet School are constantly seeking new ways to improve the instructional program for our students. We encourage you to become an active participant in this process. Each person has something special to give and you are greatly needed. Visitors should always enter through the office door and sign in. This not only helps us keep our students safe, but increases our volunteer hours! We hope to see you often at Alexander II.

This handbook is designed to provide valuable information that will answer many of your questions.

It is a supplemental guide to the Bibb County School District Student Guidelines for Success.

Alexander II Magnet School will adhere to all policies and guidelines established by the Bibb County Board of Education.

Please keep both handbooks as references throughout the year.

See attachment

ALEXANDER II MATH & SCIENCE MAGNET SCHOOL

“PROMISSORY NOTE OF LEARNING”

It is expected that:

- Alexander II Magnet School will be a purposeful place.
- Alexander II Magnet School will be a communicative place.
- Alexander II Magnet School will be a disciplined place.
- Alexander II Magnet School will be a caring place.
- Alexander II Magnet School will be a celebrative place.

As members of the staff, it is expected that:

- Teachers will be flexible. They will be committed to people, not paperwork.
- Teachers will accept ownership and work together in the overall direction of the school.
- Teachers will remain informed and create a climate for active learning.
- Teachers will serve as models to their students.
- Teachers will extend the classroom to support the curriculum and service projects.
- Teachers will provide for intergenerational connections. (Parents, volunteers, and Partners in Education.)
- Teachers will give a high priority to technology.
- Teachers will focus on the whole child and link children and families to special resources.
- Teachers will deal with children fairly.
- Teachers will keep parents informed.

As the child's first teacher, it is expected that:

- Parents will have confidence in the teachers and staff at Alexander II.
- Parents will contact the teacher first in cases of uncertainty or disagreement.
- Parents will avoid the perpetuation of rumors.
- Parents will actively support the school committees and organizations.
- Parents will attend requested parent-teacher conferences.
- Parents will complete school and system surveys and an interest inventory.
- Parents will support attendance regulations and school goals.

As students, it is expected that:

- Children will exercise their right to an excellent education and demonstrate that they can learn by succeeding.
- Children will cooperate with teachers and other staff members, follow directions and accept new challenges.
- Children will cooperate with schoolmates, follow school rules, and respect the rights of others.
- Children will cooperate with parents in preparing for school each day. They will gradually take on more responsibility for their daily preparation of work and projects.
- Children will assist in communications by taking home and delivering to school notes, newsletters, and other correspondence.
- Children will represent the school positively on field trips and outings.
- Children will set an example as a good role model for those younger.

We, the undersigned, agree to follow the expectations set forth in this promissory note. We enter this agreement in good faith and trust. If necessary, we will extend this document by adding a personal plan of action specifically designed for the student below. Our intent will always be to act in the best interest of this child.

Teacher

Date

Parent

Date

Student

Date

Please sign, date, and return this page to your child's homeroom teacher.

