



**STUDENT – PARENT
HANDBOOK
2021-2022**

Battlefield Primary
2204 Battlefield Parkway
Fort Oglethorpe, Georgia 30742
Phone: 706-861-5778
FAX: 706-861- 5798

MISSION

Everyone, Everyday

VISION

Collaborate

Understand Data

Be Committed To

Student Learning

Beliefs

- Everyone will be **loved** Everyday
- Everyone will be **safe** Everyday
- Everyone will **learn** Everyday
- Everyone will develop **socially** Everyday
- Everyone will be **inspired** everyday
- Everyone will be **creative** Everyday
- Everyone will be **nurtured** Everyday

Catoosa County Public Schools
Central Office
207 N. Cleveland Street, P.O. Box 130
Ringgold, Georgia 30736
706-965-2297

Denia Reese, School Superintendent
Board of Education
Don Dycus, Chairman
Jack Sims
Gloria Hunt
David Moeller
Suzan Gibson

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Meet the Principals

Julie Robbins

Mrs. Robbins graduated from the University of West Georgia with a Bachelor's Degree in Early Childhood Education. She went on to obtain her Master's Degree from Walden University and Leadership Certification from the University of West Georgia. Mrs. Robbins began her career at BPS in 2004 as a teacher. She taught first and second grade. In 2017, Mrs. Robbins left to take an assistant principal position at Cloud Springs Elementary. Three years later she returned to BPS as principal. Mrs. Robbins is married and has four children: Mikayla, Luke, Katie, and Allie. She loves to read, watch movies, exercise, and spend time with her family.

Anita Gaines

Ms. Gaines is a graduate of the University of Tennessee at Knoxville with a Bachelor's and Master's Degree in Special Education. She later obtained her Educational Leadership Degree from Tennessee Technological University. She taught in Hamilton County for 5 years and has been in Catoosa County since 2002. She has taught at both Battlefield Elementary and Battlefield Primary. She has one daughter, Erin, and loves to travel and spend time with family.

BATTLEFIELD FACULTY AND STAFF

Principal
Assistant Principal
Administrative Secretary
Bookkeeper
Receptionist
Media Specialist
School Counselor
School Nurse
Cafeteria Bookkeeper

Julie Robbins
Anita Gaines
Kari Boydston
Diane Nix
Darlene Lybrand
Jennifer Romans
Angela McPeters
CoEtte Lyle
Melandie Ogletree

Pre-K Teachers

Kelsey Bass
Amanda Taylor
Beth Elam

Kindergarten Teachers

Amy Malone
Ashley Faulkenberry
Kayla Nunley

Haley Flanagan
Kelly Cloud
Kelly Simpson

Wende Wright
Sara Pickens

First Grade Teachers

Staci Wilson
Heather McCollum
Ellie Whitaker

Katherine Gilliland
Lindsay Bunker
Hannah Sprayberry

Carrie Williams

Second Grade Teachers

Mindy Wright
Amy Burkett

Erin Blakemore
Katie Hamilton

Hannah Evans
Leslie Watson

Paraprofessionals

Amy Smith, Headstart
Rhonda Williams, Headstart
Melanie Horsely, Kindergarten
Wendy Goins, Kindergarten
Shelli Smith, Pre-K
New, Pre-K
Alyse Allmond Kindergarten
Lisa Davis, Kindergarten
Sherri Guider, Kindergarten
Kim Prebula, Tier 4
Leslie Cooper, Tier4

Coreena Smith, Kindergarten
Kathryn Davidson, Pre-K
NEW, Tier 4
Michelle Connell, Tier4
Melissa Bunch, Tier4
Stephanie Murdock, Tier4
Hiba Ghandour, Tier4
Becky Nance, Kindergarten
Jeri Osborne, Kindergarten

Academic Standards Coach

Michelle Rodgers

Early Intervention Program (EIP)

Lauren Lancaster
Melanie Killingsworth
Katie Miller
Liz Clark

English for Speakers of Other Languages (ESOL)

Julie Lowery

Music

Lamar Gillespie

Physical Education

Jon Afman

Resource Teachers

Debra Bunch
Amy Bradford
Krispen Brant
Debra Jenkins
Jessica Rymer

Speech Teachers

Brooke Groves

Title I/Horizon Teacher

Amanda Summers

Cafeteria Staff

Dana Sisk, manager
Mel Ogletree, Cafeteria Bookkeeper

Custodians

Tommy Rodgers, Head Custodian
Michelle Woods, John Haag
Linda Colquette

THE SCHOOL DAY

1. Students who are transported by parents no earlier than **7:00 a.m.** School staff will be on duty to supervise students beginning at 7:00 a.m. All students should enter the building through the front door.
2. The first week of school you may walk your student to class. **Once the first week is over, you will be required to sign-in to the office as a visitor. We ask that after the first week, you allow students to walk to their classrooms by themselves. We have found that it fosters independence and helps the mornings go more smoothly for students.** There will be monitors throughout the building to help students who need assistance. We love parents in the building and have many ways for you to be involved. If you would like to volunteer, please contact our Parent Coordinator, Cherry Stephenson: cstephenson.bps@catoosa.k12.ga.us.
3. If students arrive between 7:00-7:15am they should report directly to the cafeteria. After 7:15, they can either go to breakfast or report to their grade level hallway. Students will report to class at 7:35am. Breakfast will be served from 7:00 a.m. until 7:45 a.m.

Students arriving in cars must report to the cafeteria before 7:45 if they plan to eat breakfast. If students arrive by car after 7:45, they will be given breakfast that they can take to the classroom. Students on late buses will be served when their bus arrives.

4. School begins at 8:00 a.m. and students are marked tardy after this bell.
5. Students who are tardy (after 8:00) must report to the office for a tardy slip. (Exception: A child is not considered tardy if his/her bus is late.) Students who are tardy miss instructional time and sometimes disrupt others in class. **Please have your child at school on time.** Students with excessive tardies will be referred to the school attendance officer. It is extremely important that teachers are able to start instruction promptly at 8:00am. We encourage parents to arrive no later than 7:40am. We open the doors at 7am and traffic does not get congested until around 7:35. Please plan accordingly. **Tardies will be counted at 8:00am even if there is a line.**
6. All bus students are dismissed at 2:25 p.m. Car riders and ASP students are dismissed at 2:20 p.m. In order to facilitate a safe and orderly dismissal, we ask that parents not come into the office to check children out during dismissal time. **Parents who must check students out early should do so prior to 2:00 p.m.**
7. The car dismissal begins around 2:25 p.m. and ends no later than 3 p.m. **Students who have not been picked up when the car line ends will be placed in ASP (After School Program). Parents will be required to pay the first hour's cost and registration costs (if not already paid).**
8. Following the rules for student behavior in the car rider line is important. All students need to safely reach their destination. Students who misbehave in the car rider line will have their parents notified of the behavior so that correct choices for behavior can be discussed.

GENERAL POLICIES PERTAINING TO STUDENTS

ATTENDANCE

Absence

Please call the school office any morning that your child will be absent. A note will be given to the teacher about your call. However please note that a phone call is not considered an excuse. A note from the parent or guardian is **required** for each absence in addition to the phone call. Children are expected to bring their excuse for being absent on the first day back to school. A doctor's note may be attached to the parent note. Please state the dates the child was absent and the specific reason for the absence in the excuse. In order for a student's record to accurately reflect excused absences, the **excuse notes must be turned in within 3 days of the absence. DOJO or texts are not acceptable as a written excuse.** Once you turn in 5 parent notes for absences, you will be required to send in a doctor's note or contact the school nurse or Ms. Gaines (Assistant Principal) to discuss attendance.

It is the Catoosa County School system's policy to require make-up work within the same

number of days as the student was absent. Example: 2 days absent = 2 days to make up work.

Children who attend school regularly do better in their schoolwork. Each day they are absent puts them behind. Excessive absences will be reported to the administration. This may result in a referral to the Catoosa Attendance Review Team (CART) or withdrawal from the school (in the case of out of district students). Attendance awards will be given to recognize students with perfect attendance. Although we stress good attendance, please keep your child at home and call your physician when he/she shows these symptoms: fever, sore throat, vomiting, or diarrhea. **If your child is not sick enough to go to the doctor, you can bring your child to the school and let the nurse check out your child. If the nurse sends your child home, the absence will be excused.**

Illnesses of a student, serious illness of an immediate member of the family, death of a member of the family are examples of excused absences.

A child is not counted present unless he/she is in attendance for a minimum of one-half of the instructional day. If the student leaves before 11:30 a.m. or arrives after 11:30 a.m., he/she cannot be counted present.

If a student has 5 or more unexcused absences then a referral to the Catoosa Attendance Review Team will be made. A social worker may contact you regarding attendance. If your child has 5 or more unexcused absences and/or excessive tardies, a Sheriff deputy may hand deliver to your residence the invitation to the CART meeting. Once a CART contract is signed, this contract follows the student until the date of their graduation.

Tardy Policy

Children who arrive at school late or leave early miss valuable instruction time. Students who are tardy (after 8:00) must report to the office for a tardy slip. (Exception: A child is not considered tardy if his/her bus is late.) Teachers begin instruction promptly at 8:00 a.m. and students who enter the classroom after that time often disrupt learning for other students as the teacher attempts to help the child catch up with the class. If a student is repeatedly tardy, the instructional time missed accumulates and can become a significant factor in the student's overall achievement. Likewise, valuable instructional time is lost when a child is checked out early. Students with excessive tardies or early dismissals will not be eligible for Renaissance awards for good attendance. When a child exhibits a pattern of coming to school late or being checked out early often, the teacher will contact the parent. If the problem persists, the student will be referred to administration. This may result in a referral to the Attendance Review Team or withdrawal from Battlefield Primary (in the case of out of district students). Please try to arrive on campus by 7:40am to allow for traffic back up. **Tardies will be counted at 8:00am even with traffic unless administration deems it otherwise due to circumstances, such as a traffic jam on Battlefield PKWY.**

Car Riders and Tardies

Many of our families choose to be car riders and as a result of this, there is traffic congestion around the school in the mornings. If you choose to be a car rider, plan on slow traffic in and around the school from approximately 7:40 up until 8:00a.m. Traffic is significantly less from 7:00 to 7:35 in the morning. A word of advice: if you arrive on campus between the times of

7:45- and 7:59 a.m. it is a strong possibility that your child will not make it to class before 8: 00 a.m. **They will be counted tardy if they are not in the building by 8:00am.**

Early Dismissal

All students leaving school early must be checked out through the office rather than a parent going to the classroom. If you must pick up your child early (for a doctor's or dentist's appointment), please notify the teacher by sending a note that morning. **No child will be dismissed through the office after 2:00 p.m. because school dismissal will be in effect during that time.**

BUS POLICIES AND PROCEDURES

Riding the bus is a privilege. Students who abuse the privilege of riding the bus may have this privilege taken from them. Students must board the bus in an orderly manner, talk quietly, and stay in their seats. Above all, students are expected to **obey the bus driver at all times.**

Upon the recommendation of the bus driver, administration, and after following due process, your child may be suspended for a period of 5 to 10 days from riding the bus if they are found guilty of the following offenses:

1. The use of tobacco on the bus.
2. The use of profanity, vulgar language, or cursing on the bus.
3. Fighting on the bus.
4. Throwing of any object, which might constitute a danger to others on or away from the bus.
5. Refusing to obey any order by the bus driver that is in accordance with Board Policy.
6. Bullying
7. Physical assault/battery

When students are guilty of offenses not listed above, the following procedures shall be taken:

1. First Offense – Principal's discretion
2. Second Offense – Parents will be contacted and administration may take other actions.
3. Third Offense – The student may be suspended from the bus for a period of five days.
4. After the third offense, a conference may be held with the parents, driver, and the Director of Transportation to determine the length of suspension from the bus.

Please be aware that bus routes and schedules may be adjusted during the school year.

Students who live outside of the Battlefield school zone may not ride the school buses. Parents are required to provide transportation to and from school. Students who live within the Battlefield school zone may only be transported to their own homes. When a child is going home with another child and will be riding a bus, **the parent of the visiting child** must send a note telling which bus the child will be riding, which will be approved in the office and then given to the bus driver by the child. Please list a phone number where you can be reached as the office may call you to confirm the note.

CAFETERIA

A nutritious breakfast is available every morning from 7:00 a.m. to 7:45 a.m. Students have a choice of lunch entrees and are encouraged to eat a hot, nutritious school lunch and to try new foods. Menus will be sent home once a month and posted on the school website. The “Mealviewer” app. can also tell you what the cafeteria is serving. Students who bring lunch from home may purchase milk from the cafeteria. Carbonated drinks should not be sent in a child’s lunch.

We encourage parents to visit school and eat in the cafeteria with their children. Parents eating in the cafeteria should plan to purchase a school lunch or bring a sack lunch. **We ask that parents not bring or send fast food items into the cafeteria either at breakfast or lunch.**

There will be no charge for breakfast or lunch this year. All **students** eat free.

CHANGE OF ADDRESS

Please report any changes in address or telephone numbers (including work and cellular phones) promptly so that the school can reach you if it is necessary. Address changes require that you provide a new proof of residency, such as a current electric bill.

CHARACTER EDUCATION

Each month our school system emphasizes a specific character trait. The monthly trait is mentioned on the morning announcements and students are encouraged to focus on that trait. The following traits are assigned:

September	Responsibility
October	Loyalty
November	Citizenship
December	Caring/Compassion
January	Trustworthiness
February	Tolerance
March	Perseverance
April	Cooperation
May	Self Control

DIRECTORY INFORMATION

The school office will not give out information about students. Class lists will be given to teachers and occasionally room representatives for specific purposes. These lists may include names and phone numbers.

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

FIELD TRIPS

Field trips are an integral part of the school's curriculum. Since most field trips have associated costs, students are asked for a donation. **No child will be denied the right to go on a field trip because they cannot pay the donation. However, field trips are subject to cancellation if ample donations are not collected by the specified due date.** Parents are given the opportunity to make an additional donation to help children who are unable to help pay for field trips.

Students must have a current emergency information form on file and a **signed field trip permission form** before they are allowed to go on field trips. Students who do not have these forms turned in prior to a field trip will be placed in another classroom for the duration of the field trip. A note giving parental permission to attend the field trip cannot be substituted for the permission form.

Some field trips lend themselves to needing additional supervision. On these occasions, we will ask for parent volunteers to go as chaperones and follow the school buses in their own vehicles. Parents are asked not to bring any other children with them.

FLOWERS AND BALLOONS

Please do not send bouquets of flowers or balloons to school for birthdays or special occasions. Due to the safety needs of children with latex allergies, we cannot allow balloons at school. In addition, balloons and glass containers are not allowed on buses.

HOMEWORK PHILOSOPHY

Homework is primarily used to provide students with practice on work previously covered in class. Frequently assignments are given, especially in lower grades, to encourage parents to be actively involved in their child's learning. We encourage second grade parents to daily monitor their child's homework, help him/her organize study materials, and look over the completed homework. Students do much better in school if they come to class prepared and organized each day. Please contact the teacher if you have questions concerning homework. The main thing you can do as a parent to help your child is to **read with them** on a regular basis.

INSURANCE

Student insurance will be offered to all students at the beginning of the year or when a student enrolls during the year. If your child does not have other accident insurance, we encourage you to look at the student insurance.

LICE

The school nurse and classroom teachers routinely check for lice. If a child has lice, that child's parents will be contacted so that he or she can be treated. It will be the principal's discretion if the child is sent home or to remain at school. Students should not be allowed more than one excused day for treatment and nit removal. If you have any questions about the control of lice, please contact the school nurse.

LOCAL SCHOOL GOVERNANCE TEAM

This group of people consists of 2 parent representatives, 2 business/community members, 2

BPS staff members, and the principal. The goal of this group is to assist administration in the overall governance of the school. The group will be presented with curriculum, operational and financial information and will be involved in some of the decision making processes of the school. **There will be elections for a new parent and new community member on the LSGT this year.**

LOST AND FOUND

Unlabeled articles that are found will be taken to the lost and found. Labeled articles that are found will be returned to the student. Students who have lost an article should promptly check the lost and found as unclaimed articles are donated to charity at the end of each grading period. **Please put your child's name in all articles that might be lost so that we will be able to return found items promptly.**

MEDICINE

If a child requires prescription medication, please bring the medicine in the original container with a prescription label. If your child requires an over the counter medication, please bring it in the original container with your child's name taped to the container. Parents should bring the medicine to the teacher or nurse rather than sending it in with the child. If you are unable to bring the medicine in, please call the school before sending it with your child and we will work with you to get it here safely. Medicine is not allowed on school buses.

A Medical Authorization and Release form is required for any medication (prescription or over the counter) that will be administered at school. You can get a copy of the form from the nurse.

The school is unable to furnish **any** medicine, including aspirin.

PARTIES

Classes may have three parties each year – Christmas, Valentine's and an end of the year party. Snacks at recess time can be brought for other celebrations (birthdays, St. Patrick's Day, Easter, etc.) with the teacher's permission. **If you would like to send in anything for your child's birthday, please contact the classroom teacher 24 hours in advance.**

PBIS /CUB CLUB PROGRAM

PBIS is an acronym for Positive Behavior Interventions and Supports. This school wide program helps create a sense of community within our school and promotes good grades and positive attitudes for both the students and faculty. Students earn recognition and awards for grades, attendance, and conduct. Every student belongs to one of four clubs. Throughout the year special events are held for each of the Cub Clubs. Our Cubway expectations are to be respectful, be responsible, be safe, and be a problem solver.

PHYSICAL EDUCATION

Physical education is an important part of your child's education and is required for all students. If your child is sick and cannot participate please send a note to the teacher. If your child must miss PE frequently, a doctor's excuse must be obtained. Students should wear tennis shoes on days that they have PE.

PROMOTION AND RETENTION

It is our belief that students who meet grade-level requirements have a better chance of being successful at the next grade. While these prerequisite requirements are important, evaluation of individual student progress and individual student needs may also be needed. Based on this belief, the following guidelines provide the basis for making promotion, placement, or retention decisions:

Promotion Standards and Criteria for First Grade

- The decision to *promote* a student to first grade shall be based on mastering the performance standards in kindergarten.
- The decision to *place* a student in first grade or *retain* a student in kindergarten will be made on an individual basis by the Student Support Team.

Promotion Standards and Criteria for Second and Third Grades

- The decision to *promote* a student to the second or third grade shall be based on the student working on grade level and earning a passing grade in both reading and mathematics.
- The decision to *place* a student in the next grade shall be considered for students who make a failing grade in reading or math; or are working below grade level.
- The decision to *retain* a student in the present grade shall be considered for students who have a failing grade in reading or math or are working below grade level.

All Placement and Retention decisions will be made by the Student Support Team (Parents are included in this team).

RESIDENCY

It is the parent's responsibility to give an accurate address, phone number and custody information to the school and to promptly report any change in any of those areas. A child's legal address is that of his/her legal guardian. Students who reside outside of the Battlefield school zone must maintain the following to remain in an out-of-zone school:

- Appropriate behavior
- Good attendance (including not being tardy or checked out early excessively)
- Acceptable grades

Out of zone students will be routinely monitored to ensure that they are following the above guidelines. Those who are not will be withdrawn from school.

Families moving out of the Battlefield school zone are expected to notify the school as soon as residency status changes. **Students living out of the Battlefield zone may not ride a school bus to or from school even to a babysitter's or grandparent's home.** According to Catoosa County School Board Policy, school buses deliver students to the primary residence of the student.

SAFETY

Our priority in establishing all rules and regulations is to provide a safe environment for children. **All doors to the school are locked during school hours. All Catoosa County Schools have "buzz in doors". To gain entry into the school after 8:00 a.m. please push the button on the wall beside the front doors and display your driver's license to the camera eye.** Once you are admitted inside the school, please sign in at the office. The school is equipped with a

digital security camera system 24 hours a day. Our school safety plan is reviewed annually and we practice evacuations with monthly fire drills and run, hide, survive drills. BPS shares a SRO (school resource officer) with our sister school, Battlefield Elementary. Many thanks go out to the Catoosa County Sheriff's Department for joining with Catoosa County Schools.

Specific school arrival and dismissal plans ensure that children arrive and leave school safely. Our school nurse monitors specific medical needs of students. We are very aware that, as important as planning for safety is, the most important thing is that every adult in the building be diligent in watching out for the children. We stress the importance of appropriate supervision at all times. If you have any specific needs (**custody concerns**, etc.) about your child, please contact an administrator immediately.

SCHOOL CLOSINGS

In case of snow or bad weather, all radio and television stations are called regarding information about Catoosa County Schools. You may also sign up for our text program which will alert you to school closings. Please do not call the superintendent, principal, or other school personnel at home about school closings.

In the event of a school closing during the school day, the radio and television stations are notified, a mass text will be sent out. When there is a possibility of bad weather, please stay tuned to the radio or television. **Please keep the school and your child informed of your family's plans for how the child will get home from school in the event of the school closing during the day.** Before winter weather occurs, the school will send home a form requesting this information.

There will be no After School Program on days school is either cancelled or dismissed early due to inclement weather.

SCHOOL COUNSELOR

Counseling services are available to all students at Battlefield Primary School. Our school counselor is Angel McPeters. Students experiencing problems at home or at school may be referred to the counselor by their parents, their teacher, or they may refer themselves. If your child is experiencing problems that you would like help with, please contact Mrs. McPeters to schedule a time to meet with her. She can be reached at 706-861-5778.

SCHOOL NURSE

Our school nurse is Mrs. Coette Lyle. She oversees the school's health and medication records, sees students who are sick or have had accidents, and is available to talk with any student or parent about health concerns. If you do not want the school nurse to see your child, please send a note to the office.

SCHOOL RULES FOR STUDENTS

1. Never leave school or school grounds during school hours without the teacher's permission.
2. Walk (don't run) in rooms, halls, or on sidewalks.
3. Don't chew gum.
4. Don't ever throw rocks or other dangerous objects.
5. Board your bus in an orderly manner.
6. Be polite to others and talk very quietly in the halls, cafeteria, media center and all other areas of the school.

7. Take good care of all school property. Don't write on walls, desks, and books.
8. During drills, make sure that you follow the directions of the teacher.
9. Respect other people's privacy by leaving their book bags and other personal possessions alone.
10. Help keep our school clean and neat by picking up any trash that you see.
11. When outside, stay on the playground or sidewalk and away from any roads.
12. Be polite and follow the directions of all teachers and other school staff.
13. Don't bring toys to school unless you have special permission from your teacher for show and tell.
14. Always be honest.
15. Do not borrow or lend money or other materials to other students.

SCHOOL TRAFFIC

AM Enter BPS campus at the main entrance or from Lakeshore Drive. Drop students off in a single line at the front door and sidewalk. Parents who then go to the elementary school may drive through the connector road to enter the BES parking lot. Merge (one car at a time) with BES parent car line. Please help us out by having students ready to get out of the car. Please have bookbags on and if they are able to open the door and proceed to the blue path, we would greatly appreciate it. All students being ready helps us with traffic congestion. There are multiple adults on duty to assist any students who need it.

PM Enter campus at the main entrance or from Lakeshore Drive. Display student name car tags in the front window of the car. Students will load along the sidewalk at the front door. Please refrain from using tobacco while on school grounds. Car riders not picked by **3:00 p.m.** will be considered "drop in" ASP participants and **parents will be responsible for those charges.**

The safety of our children is paramount to anything else in our lives. Please follow the school rules for entering and exiting the grounds. Some basic rules are:

DO

- Stay in a single file line of traffic.
- Allow buses the right-of-way.
- Let students out of the car only along the sidewalk **in front** of the school.
- If you are coming to the school, park in designated parking places and walk your child all the way across the street to the sidewalk in front of school. Since cars are given the right-of-way during arrival times, wait until the staff member loading cars motions for you to cross the driveway.
- **If your child is capable, encourage them to exit and close the car door themselves. Staff will be on duty to assist as needed. This will help in reducing traffic jams.**

DO NOT

- Block the pick-up lane.
- Drive in the bus pick-up area.

- Drive the wrong direction on the one-way drive.
- Break in line in the carpool line.
- Let your child off in the middle of the parking lot where he/she must walk in front of traffic.
- Park in “staff” parking places anytime during the day.

Note: Car traffic around the school can be problematic, esp. at the beginning of school. This is due to the volume of parents who wish for their child to be a car rider. **If you choose the Lakeshore entrance to BPS in the p.m. please be aware that you will be mixing with BES traffic. This has led to some confusion in the past.** An administrator or the SRO will be present at the beginning of the school year to assist with this area.

The BPS tardy bell rings at 8:00 a.m. **Parents who enter the school campus at or around 7:50 a.m. run the risk of their child being counted tardy for that day.**

STUDENT GROOMING

A dress code for secondary students has been established by the Catoosa County Board of Education. Although the elementary schools are not as stringent about the dress code, we do prohibit any vulgar pictures and writing on clothing or any reference to violence, (including tobacco, or alcohol). Hats and bandanas are prohibited. Pants and shorts must be worn at the waistline. We ask that shorts be fingertip length or longer and shirts should not show any exposed midriff. Tank tops are not permitted. If your child wears sandals or dress shoes to school, please send appropriate shoes for physical education or recess. Occasionally, on special dress days, some variance from these guidelines is permitted (example “Hat Day”).

STUDENT SUPPORT TEAM

If a student exhibits difficulty with academics, attendance, or behavior that interferes with the student’s performance at school, the parent may be invited to attend a Student Support Team (SST) meeting to discuss possible solutions. The SST process is a joint effort among the parents, the classroom teacher and a group of other teachers to find ways to help each child be successful in school. Parents or teachers may initiate the SST process. Regardless of who initiates the meeting, it is very important that parents attend and give input. Teachers will make every effort to schedule the meeting when you can attend. Contact your child’s teacher at any time during the year if you have concerns and think a SST meeting might help. One of the possible outcomes of this is that your child’s teacher will look for different ways to teach your child (differentiation). If the difficulty still persists then the teachers will move on to other steps to help your child.

TECHNOLOGY

At some point towards the beginning of the year, each student will receive an IPAD (Kindergarten) and Chromebooks (1st and 2nd) to be used. Students are to treat these devices with the utmost care. Any intentional damage to the IPAD or Chromebook will result in disciplinary action for the student and financial restitution by the parent. A form will be sent home the first week of school stating that you understand that you are responsible for any damage to the device or if it is lost.

TESTING

MAP

This is a computerized assessment for reading and math for kindergarten and first grade. There will be 3 benchmark assessments given during the school year to mark the progression of your child's reading and math skills..

GKIDS

The primary purpose of GKIDS is to provide ongoing diagnostic information about kindergarten students' developing skills in English Language Arts, Math, Science, Social Studies, Personal/Social Development, and Approaches to Learning. GKIDS will also provide a summary of student performance in English Language Arts and Mathematics at the end of the kindergarten school year. GKIDS should serve as one indicator of first grade readiness. GKIDS will serve both a formative and summative role in assessing kindergarten students.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for the care of books assigned to them or checked out of the library. Loss or damage of these books will result in full payment to the school system. Damages include: writing, tearing pages, water damage, etc.

TITLE I SERVICES

Title I is a federally funded program. It provides additional support to students in the academic areas of reading and math. Title I also allows us to purchase items that may otherwise be unavailable to us that will aid us in our instruction of reading and math.

VISITORS

Visitors are always welcome. All visitors, including parents, must enter the school through the main entrance and check in at the office upon entering the campus and obtain a visitor's badge. **Do not go directly to any other part of the building without checking in at the office.** This is for the safety and well being of our students and staff. Please make sure that the teacher is made aware of your visit. In the event that you are walking your student into the building in the morning, your car tag may be used as a hall pass.

WHAT NOT TO BRING TO SCHOOL

School personnel try to prevent losses, but they are not responsible for a student's personal property. Large amounts of money or valuables should not be brought to school.

Toys or any other items not needed for learning should be left at home. Any inappropriate items brought to school will be turned in to the office. A **parent** must pick up the item before the end of the school year or the item will be discarded. Please do not request that we return the confiscated item to your child. *****If a student brings a cell phone to school they must have it powered off and kept in their bookbag. BPS is not responsible if the item is stolen or lost. If the student has a cell phone out during school hours, the teacher will take it up and the parent will be responsible for coming to the school to retrieve it.**

GENERAL INFORMATION - PARENTS

PARENT-TEACHER COMMUNICATION

Regular communication between school and home is necessary for students to do well. Although teachers will often suggest a parent-teacher conference, parents are encouraged to request a conference at any time.

The school sends home a monthly newsletter to keep you informed of events scheduled at school. In addition please check the school Internet website (<http://www.bps.catoosa.k12.ga.us/>) where you can sign-up to receive emails from the school.

You may also sign up for the texting service on our website. Standard text rates may apply. You may opt out of this at any time. This has proven to be an invaluable tool in letting parents know about special events, school closings, etc. Your child's classroom teacher may have an additional texting service for you (ex. Dojo app.) to join.

The school also has a Twitter and FaceBook account. If you would like to know about some of the day to day happenings at BPS sign up through twitter to "@bpscubs" or find the FaceBook page (search @battlefieldprimaryschool). Mrs. Robbins will also post to the DOJO School Story frequently. Please make sure you are signed up to DOJO with your classroom teacher.

You may contact teachers by sending notes, writing in your child's folder, calling and leaving a message in the office, or by email. Mrs. Robbins' (Principal) email address is jrobbins@catoosa.k12.ga.us. The assistant principal's (Ms. Gaines) email address is againes@catoosa.k12.ga.us. Each teacher has an e-mail address. Please check our website for a list of e-mail addresses and class web pages. E-mail should NOT be used as a means to change transportation or persons picking up your child as these messages are only checked as time allows.

NOTES

Please send a note to the school if:

- your child needs to be dismissed early.
- your child is going home with another student.
- your child is riding a different bus or getting off at a different stop.
- someone else is picking up your child.
- there are changes in parent contact information.
- your child has been absent.

We have special bright orange transportation forms that can be used for a temporary change of transportation. Please check your child's daily folder/agenda for this form. **Please do not call the school to request a change in transportation for a child. Any changes must be in writing and may be sent with the child or sent by FAX (861-5798) to the school.**

PARENT CONCERNS

The Battlefield faculty and staff work hard to meet the needs of each student and their parents. We encourage you to contact us if you have any concerns or suggestions.

Parents who have concerns about the classroom should contact the teacher involved. If your concern is not addressed, then contact the principal or assistant principal.

PARENT-TEACHER ORGANIZATION

Support our PTO by joining the organization and attending meetings. We have a very active and hard working PTO program that manages fundraising activities throughout the school year. In addition, the PTO sponsors family-centered activities and parent education opportunities.

PAYMENTS TO SCHOOL

Any payment by check (other than those for the cafeteria or for ASP) should be made payable to **“Battlefield Primary School.”** Please include your child’s name on the check. Payment for multiple items must be made by **separate checks** (i.e. supply donation, t-shirts, field trip, etc.) Deposits are made by individual accounts therefore, separate checks are needed. Note what the payment is for on the check along with your child’s name and teacher. If it is necessary to send cash, please make sure the money is sealed in an envelope and **marked clearly with your child’s name, classroom teacher, and the school event for which the money will be used.** Please do not combine payment for food services or ASP with other school payments.

Payments for breakfast and lunch should be made payable to **“Battlefield Primary School Cafeteria.”** If you combine payments for more than one child, please put the check in an envelope and write both names and amounts on the envelope. The cafeteria account is separate from the school account.

Payments for After School should be made payable to **“Battlefield Primary After School Program.”** All ASP charges must be paid weekly. Do not combine with other payments.

Please note that all parents are expected to pay breakfast and lunch at the time of the meal (or before). **ASP fees must be paid at the end of each week.** Other payments, such as fundraiser monies, must be paid according to announced due dates. Any delinquent accounts will result in your child’s report card being held. A collection fee will be added to any check written to Battlefield Primary School that is returned for insufficient funds. All bad checks and debts are processed through Envision Payment Solutions.

The school bookkeeper will issue any necessary refunds. Refunds for payments made by checks will be issued after 30 days from the date that the check was deposited.

VOLUNTEER OPPORTUNITIES

We have an active volunteer organization. Parents volunteer their time during the school day to help teachers. We encourage you to sign up for this program. Please send a note by your child indicating when you can volunteer.

AFTER SCHOOL PROGRAM

PHILOSOPHY

The After School Program is housed at Battlefield Primary School and is open to all Battlefield Primary students. It is a program that provides educational opportunities for students after

school hours. The safe and caring learning environment is intended to meet the needs of students who would otherwise be home alone after school. Although it is not a basic element of the general education program, it provides an opportunity for students to do homework, study, and engage in after school activities with other children.

ARRIVAL

The After School Program begins at 2:25 p.m. when regular classes are dismissed. Students attending the program will go directly to the designated After School Program room. Students will be “checked in” as soon as they arrive. Once students have checked into the After School Program, they are under the supervision of the After School Staff.

DIRECTIONS

Parents who are picking up from ASP need to drive around the school to the back bus parking lot. The access road to the rear lot can be followed by staying to the right of the main entrance road and then making a left turn at the kindergarten playground. The kindergarten playground will be to the left of the stop sign. Please turn left at the second entrance on the left where the ASP entrance door is located (end of the second grade hall).

DEPARTURE

All students will be dismissed from the designated departure area. Parents should present the ASP card and complete the sign-out sheet before leaving with your child. Please be sure to sign your name and the time of departure according to the ASP clock, **otherwise you will be charged the maximum daily rate.**

Please send a note if anyone other than those listed on the ASP registration form will be picking up your child.

All students must be picked up by 6:00 p.m. There is a late charge of \$2.00 for every minute after 6:00 p.m. In the event that a child is not picked up by closing time, every effort will be made to contact the parent. If a parent cannot be contacted, the appropriate authorities will be notified.

EMERGENCY PROCEDURES

School officials reserve the right to close the After School Program due to inclement weather or other emergency situations after completion of the school day as conditions dictate. If school is cancelled during regular school hours the After School Program will also be cancelled. Parents should monitor local radio and TV for cancellation announcements when threatening conditions exist or are possible.

ENROLLMENT PROCEDURES

To enroll in the After School Program, please complete the registration form and return it to the school with a \$5.00 non refundable registration fee. A child must be a current Battlefield Primary student and enrolled in the After School Program **PRIOR** to attending the program, per our county guidelines. The only exception is for Battlefield Primary children who are not picked up on time in afternoon carpool. These students will be placed in ASP and parents will be billed for registration and the time spent in ASP (minimum of one hour charge). Please include all requested information on the enrollment form. If you need to change any of the information,

please send written instructions in an envelope addressed to the After School Program. Once enrollment is complete, a child may attend the After School Program as:

Full Time – child attends Monday through Friday of each week. Send a one time note to your child’s teacher instructing him/her to send the child to after school every day.

Part Time – child attends ASP on designated days. Send a one time note to your child’s teacher instructing him/her which days your child will be in after school and how he/she will get home on other days.

Drop in – child comes to ASP as needed by the parent. Send a note to the teacher on any day instructing him/her that your child will attend ASP that particular day. A note is needed each day the child attends ASP. Car riders not picked up on time during carpool will be considered “drop in” ASP participants and **parents will be responsible for those charges.**

TYPICAL DAILY SCHEDULE

2:25 – 3:00 p.m.	Check in/Quiet games/Snack
3:00 – 3:45 p.m.	Playground or Inside Free Play
3:45 – 4:45 p.m.	Enrichment Activity (Includes Homework Time)
4:45 – 5:00 p.m.	Quiet Time
5:00 – 6:00 p.m.	Quiet Games/Clean-up/Dismissal

DISCIPLINE

For the safety of all students and property, students are expected to comply with all school rules while participating in the After School Program. **Inappropriate behavior or failure to obey the teacher or paraprofessional on duty will result in suspension from the program.**

PARENT CONCERNS AND SUGGESTIONS

The After School Program is under the supervision of the Principal and Assistant Principal. Many questions that arise can probably best be answered by the teachers working with ASP. See Ms. Killingsworth about any questions concerning billing or discipline.

FEES

The exact fees will be sent out by the After School Program Director the first week of school.

The After School Program closes promptly at 6:00 p.m. **There is a late charge of \$2.00 for every minute after 6:00 p.m.** Failure to pay any fees will result in termination of participation in the program. Parents are billed weekly and are expected to pay as soon as the bill is received. Failure to pay for ASP weekly will result in withdrawal from ASP until the ASP balance is paid. Please make your ASP check out to “Battlefield After School Program.” Payments made to ASP should not be combined with other payments to the school.

****Sibling pricing applies to BPS only.**

ASP REMINDERS

Thank you for your participation in the Battlefield After School Program. Please check that you have:

- Read all ASP information in this handbook.
- Completely filled out the enrollment form. Please give special attention to emergency phone information and any medical information needed.
- Address an envelope to the After School Program and enclose the registration form and the \$5.00/child registration payment. **Checks should be made payable to Battlefield After School Program.**
- Complete and sign the registration form indicating compliance with all rules, policies and fees of the After School Program.
- Write your child's name on any checks made to ASP.

PARENT TEACHER ASSOCIATION (PTO)

GOALS

- To strengthen parental involvement by making parents feel welcome and encouraging their support and assistance.
- To develop the values of **sharing and caring** to make a difference in our community, school, and homes.
- To foster a close working relationship among teachers, parents, and students.
- To facilitate parents' support of teachers through volunteering and funding classroom needs.
- To provide a variety of opportunities for parents to play an active role in their child's education.

OBJECTIVES

- To promote the physical and mental well being of the children in the school.
- To promote better communication between the home and school, and encourage a cooperative relationship between parents and teachers in order to effectively benefit the education of the child.
- To promote and contribute to the enhancement of the educational environment so as to provide each student with the greatest advantage in physical, mental, social, and spiritual development.

PTO EXECUTIVE COMMITTEE "Sharing and Caring Together"

OFFICERS

CO-PRESIDENTS
VICE PRESIDENT
SECRETARY
TREASURER

Kristen Brackett / Melissa Stanfield
Sharissa Tenenbaum
Jackie Jones
Amanda Oxford

PARENT REPRESENTATIVES (to be filled after the start of school)

KINDERGARTEN

FIRST GRADE

SECOND GRADE

PARENT COORDINATOR Cherry Stephenson

*Parent Advisory Committee Members will also serve as Room Parent Coordinators for their grade.

Parent Volunteers

When parents are involved in their child's education, schools have higher levels of student achievement and public support.

Parents may volunteer one day a week, one hour a week, 5 days a week, or be a drop in volunteer. Some ways parents may be asked to volunteer include assisting teachers in the classroom with students, center time, classroom preparations, and mentoring.

There is always something to be done and everyone is welcome to participate. Each parent is encouraged to find a way that they can be involved with the school.