

Student/Parent Handbook
Beulah Elementary School
2017-2018



“Expect the Best at BES”

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MESSAGE TO PARENTS AND STUDENTS

Dear Parents and Students:

On behalf of the Beulah Elementary School Family and community, it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2017-2018 school year. To those students and parents who are new to BES, we extend an especially warm welcome and best wishes for an exciting and productive year in our school. We hope that you will quickly feel at home and become involved in the activities of our school through PTO. I hope your summer has gone well and you are excited for the beginning of the new school year.

I know this is going to be an exciting year as we collectively strive to create a culture of learning. I am energized and deeply committed to making a positive difference in the lives of your children and this community. I feel extremely fortunate to be working with such an exceptional group of students, families, faculty, and staff members.

I truly believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the children of Beulah Elementary School. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals. We invite you to become an active participant in our school community through volunteering, joining our PTO, or attending and supporting school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success for the child.

At Beulah Elementary School, safety is our top priority. We ask that you support these efforts by following our visitor guidelines as stated in our school handbook. Please sign in and make sure you have a visitor's badge located on your chest when visiting our school. Additionally, photo identification is now required for any visitor entering Beulah Elementary School. If you need to change your child's transportation home from school, please send a note that is dated and signed by the parent/guardian with a phone number for questions or concerns. For the safety of the students, NO phone calls will be accepted to change a student's transportation home; however, email and texts received by 1:30 pm CST with a photo ID are acceptable. It is the guardian's responsibility to ensure this information is received by our staff. Contact Mrs. Eastridge (Eastridge.Sharon@lee.k12.al.us) or Mrs. McCool (McCool.Kimberly@lee.k12.al.us) with the necessary information by the appropriate time.

I hope that each of you have been enjoying these past few weeks of summer and are now looking forward to a great school year. This year will be busy, exciting, and hopefully very rewarding for each student.

Best wishes to each of you and thank you for your support.

Sincerely,

Angela S. Arnett
Principal

LEE COUNTY 2017-2018 SCHOOL CALENDAR

Note the dates/holidays students are not to attend school (listed along the center of the calendar), as well as the progress report and report card dates (listed at the bottom of the calendar).

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Lee County Schools
 2410 Society Hill Rd.
 334-705-6000 (Fax)334-745-9822
 Opelika, AL 36804-4830

Aug 1-2 (189 day employees) Teacher Planning Days
 Aug 3 Institute Day and Teacher Planning
 Aug 4 Professional Development Day
 Aug 7th First Day of School for Students
 Sep 4 Labor Day
 Oct 9-10 Fall Break
 Nov 10 Veterans' Day
 Nov 20-24 Thanksgiving Break
 Dec 21 - Jan 3 Winter Break
 Jan 4 Professional Development Day
 Jan 5 Teacher Planning
 Jan 15 Martin Luther King, Jr. Day
 Feb 19 Professional Development Day
 Mar 26-30 Spring Break
 May 24 Last day of school for students
 May 25 Teacher Planning
 May 28 Memorial Day

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

88 Student days	180 Student Days	92 Student days
93 Employee days	189 Employee Days	96 Employee Days

- District Professional Development
- School PD /Employee Planning (no school for students)
- School Closed
- First and Last Day of School

Progress Reports Dates	End of Quarter	Report Card Dates
Sep 6, 2017	Oct 5, 2017	Oct 12, 2017
Nov 9, 2017	Dec 19, 2017	Jan 11, 2018
Feb 8, 2018	Mar 14, 2018	Mar 20, 2018
Apr 17, 2018	May 24, 2018	May 24, 2018

BEULAH ELEMENTARY SCHOOL IMPORTANT DATES TO REMEMBER 2017-2018

August 3, 2017	K-6 Meet N Greet @ 2:00 PM (until 4:00 PM)
August 18, 2017 (Third Friday of each month)	iMOM Program @ 6:45 AM
August 22, 2017	Pre-K-2 nd Grade Open House Night @ 5:00 PM (until 6:30 PM)
August 23, 2017	Parent Advisory Meeting @ 7:00 AM
August 24, 2017	3 rd -6 th Grade Open House Night @ 5:00 PM (until 6:30 PM)
August 25, 2017 (Fourth Friday of each month)	All-Pro Dads @ 6:45 AM
September 4-15, 2017	BES Book Fair
September 7, 2017	August Student of the Month Lunch
September 14, 2017	Family & Grandparents Night @ 4:00-6:00 PM
September 15, 2017	iMOM Program @ 6:45 AM
September 22, 2017	All-Pro Dads @ 6:45 AM
October 4, 2017	September Student of the Month Lunch
October 5, 2017	1 st Nine Weeks Student Incentive Celebration
October 13, 2017	Harvest Carnival @ 4:00 PM (until 8:00 PM)
October 20, 2017	iMOM Program @ 6:45 AM
October 23-27, 2017	Red Ribbon Week/Homecoming 2017
October 25, 2017	Parent Advisory Meeting @ 7:00 AM
October 26, 2017	Fall Picture Day
October 27, 2017	All-Pro Dads @ 6:45 AM
November 2, 2017	October Student of the Month Lunch
November 4, 2017	Pancake Breakfast @ 7:00 AM (until 9:00 AM)
November 4, 2017	Kids' Sports Camp @ 9:00 AM (until 12:00 PM)
November 9, 2017	Veterans Day Programs, K-2 nd @ 8:45 AM/3 rd -6 th @ 9:30 AM
November 17, 2017	iMOM Program @ 6:45 AM
November 29, 2017	Holiday and Fall Retake Picture Day
December 4, 2017	Christmas Sing-a-long, PreK-2 nd @ 5:30 PM
December 5, 2017	Christmas Sing-a-long, 3 rd -6 th @ 5:30 PM
December 7, 2017	November Student of the Month Lunch
December 19, 2017	2 nd Nine Weeks Student Incentive Celebration
January 11, 2018	December Student of the Month Lunch
January 19, 2018	iMOM Program @ 6:45 AM
January 19, 2018	All-Star and Biggest Fan, Mother/Son Event @ 6:00 PM
January 26, 2018	All-Pro Dads @ 6:45 AM
February 2, 2018	Daddy/Daughter Dance @ 6:00 PM
February 7, 2018	Kindergarten Cap/Gown and Class Picture Day
February 8, 2018	January Student of the Month Lunch
February 16, 2018	iMOM Program @ 6:45 AM
February 21, 2018	Parent Advisory Meeting @ 7:00 AM
February 23, 2018	All-Pro Dads @ 6:45 AM
February 28, 2018	Spring and Kindergarten Cap/Gown Retake Picture Day
March 8, 2018	February Student of the Month Lunch
March 15, 2018	3 rd Nine Weeks Student Incentive Celebration
March 16, 2018	iMOM Program @ 6:45 AM
March 22, 2018	BES/Little Caesars Spirit Night
March 23, 2018	All-Pro Dads @ 6:45 AM
April 5, 2018	March Student of the Month Lunch
April 20, 2018	iMOM Program @ 6:45 AM
April 27, 2018	All-Pro Dads @ 6:45 AM
May 2, 2018	Parent Advisory Meeting @ 7:00 AM
May 3, 2018	April Student of the Month Lunch
May 17, 2018	4 th Nine Weeks Student Incentive Celebration
May 21, 2018	Field Day
May 22, 2018	Awards Day, 1 st -5 th Grades
May 23, 2018	Kindergarten Graduation
May 24, 2018	6 th Grade Graduation

**All times are Central Time. Dates and times are subject to change.*

BEULAH ELEMENTARY SCHOOL FACULTY AND STAFF DIRECTORY

Administration and Office Staff

Arnett, Angela	-----	Principal
Caffey, Arthur	-----	Assistant Principal
Keel, Adam	-----	Counselor
Eastridge, Sharon	-----	Secretary
McCool, Kimberly	-----	Secretary
McKemie, Christie	-----	School Nurse
Pendley, Jenna	-----	Bookkeeper
Poole, Melody	-----	Instructional Coach
Upton, Margaret	-----	Media Specialist

Faculty and Staff

Kelley, Charlotte	-----	Pre-Kindergarten
Meek, Lauren	-----	Pre-Kindergarten
Bailey, Katie	-----	Kindergarten
Brown, Chasity	-----	Kindergarten
Richey, Lynn	-----	Kindergarten
Storey, Lauren	-----	Kindergarten
Swader, Jada	-----	Kindergarten
Thomason, Michele	-----	Kindergarten
Abney, Kristi	-----	First
Copeland, Dale	-----	First
Godwin, Brandee	-----	First
Gregory, Shellie	-----	First
Nolen, Anna	-----	First
Sanders, Kellye	-----	First
Edgar, Tori	-----	Second
Green, Kelly	-----	Second
Llorens, Kimberly	-----	Second
Moore, Jennifer	-----	Second
Senn, Kenslei	-----	Second
Sheffield, Emily	-----	Second
Darnell, David	-----	Third
King, Jean	-----	Third
Rowell, Deena	-----	Third
Sherrod, Emily	-----	Third
Wilson, Jennifer	-----	Third
Gregory, Merri Lynn	-----	Fourth
Manning, Kené	-----	Fourth
Moore, Lydia	-----	Fourth
Smallwood, Charlotte	-----	Fourth
Williams, Vickie	-----	Fourth
DuBose, Joanie	-----	Fifth
Jenkins, Chris	-----	Fifth
Thompson, Renee	-----	Fifth
Williams, Tyvoria	-----	Fifth
Brickner, Paula	-----	Sixth
Cobb, Clint	-----	Sixth
Copeland, Melissa	-----	Sixth
Holley, Denise	-----	Sixth

Faculty and Staff (Continued)

Ballard, Suzanne	P.E.
Barrington, Christy	P.E.
White, Steve	P.E.
White, Tiffany	P.E.
Davis, Janis	Art
Cochran, Mary-Elizabeth	Resource/Speech
Grant, Kim	Resource Teacher
Hawkins, Shelby	Resource Teacher
Kiger, Annette	Resource Teacher
Lee, Lyndi	Resource Teacher
Richmond, Spencer	Resource Teacher
Robinson, Deborah	Resource Teacher
Shealey, Denise	Resource/Gifted
Casey, Marty	Contract Tutor
Couey, Stevie	Contract Tutor
Helms, Jackie	Contract Tutor
Watson, Becky	Contract Tutor
Barnes, Jamelia	Pre-K Aide
Crabb, Catena	Pre-K Aide
Harris, Monica	Aide
Jarrell-Stolze, Dana	Aide
Richardson, Kristy	Aide
Whetstone, Carley	Aide
Aron, Anja	Lunchroom
Hadaway, Toni	Lunchroom Manager
Kite, Norma	Lunchroom
Robinson, Mary	Lunchroom
Skieff, Glenda	Lunchroom
Ware, Kwisha	Lunchroom
Camp, Larry	Custodian
Dunn, Eddie	Custodian
Roberts, Lawendell	Custodian
Salzman, Jamie	Custodian
Bailey, Christy	Bus Driver
Bowling, Maya	Bus Aide
Burttram, Lucy	Bus Driver
Coxwell, Jeani	Bus Driver
Comer, Mel	Bus Driver
Dawson, Tina	Bus Driver
Domingo, Stacy	Bus Driver
Duperron, Beth	Bus Driver
Fields, Susan	Bus Driver
Lecomte, April	Bus Driver
James, Samantha	Bus Driver
McCarty, Mark	Bus Driver
Meadows, Mandy	Bus Driver
Pagan, Ronnie	Bus Driver
Reed, Ronnie	Bus Driver
Sanders, Wanda	Bus Driver
Thomaston, Ricky	Bus Aide
Weldon, Jenny	Bus Driver

POSITIVE BEHAVIOR SUPPORT PROGRAM GUIDE

Beulah Elementary School students are expected to follow the Discipline/Code of Conduct as outlined in the Lee County Student Handbook and the policies below.

Faculty Policy

Our faculty believes that students acquire self-discipline through learning appropriate behaviors and adhering to school guidelines. Self-discipline and demonstrating appropriate behaviors play an important role in the development of students in leading them to be successful, respectful, and motivated to learn. Our faculty intends to manage student behavior and does not anticipate the need for office referrals except for major offenses. We believe appropriate behaviors can be learned through teaching and modeling, and an educationally sound Positive Behavior Support (PBS) Program encourages appropriate behaviors in an effort to minimize inappropriate behaviors.

1. Our faculty has established a rewards-based PBS Program.
2. Behavior calendars will be sent home for parents to sign and return.
3. Student participation in the rewards program outlined below will be earned by each student through their practice of appropriate behavior and obeying the established guidelines.

Positive Behavior Supports

Per LCBOE Policy, we are a positive behavioral support school. We have worked diligently to draft the following supports which have been approved through Central Office.

We are ready, respectful, responsible, and resourceful; therefore, we do the following:

1. We are **READY** to learn.
2. We **RESPECT** others and our education.
3. We take **RESPONSIBILITY** for our actions (and inactions).
4. We are **RESOURCEFUL** when we solve our problems.

See what this looks like at Beulah Elementary by reviewing the following chart on page 8.

Rewarding Student Success

In following with the Positive Behavior Support Program, students who maintain ALL of the following during the nine week period will attend incentive event quarterly:

- Conduct: Scores of 3 and 4
- Attendance: No more than 3 unexcused absences; 5 tardies/check-outs (or a combination of the two).
- Discipline: No administrative detention, out-of-school suspensions, and/or bus suspensions

School-Wide Incentive Celebrations

1st Nine Weeks – Thursday, October 5: Slip-n-Slide Kickball

2nd Nine Weeks – Tuesday, December 19: Popcorn and Movie

3rd Nine Weeks – Thursday, March 15: Student's Choice (Rotations between Art, Board Games, Recess, and Technology)

4th Nine Weeks – Thursday, May 17: Sock Hop Dance

Rewards and dates are subject to change.

Classroom	Restroom	Bus Areas	Playground	Hallways	Cafeteria	Attendance
READY						
<ol style="list-style-type: none"> 1. Move quickly to your seat. 2. Be a helper to teacher/classmate. 3. Follow directions. 	<ol style="list-style-type: none"> 1. Return quickly to class. 2. Use restroom closest to your class. 3. Follow directions. 	<ol style="list-style-type: none"> 1. Move to your designated area on time. 2. Follow directions. 	<ol style="list-style-type: none"> 1. Enter/Exit in an orderly manner. 2. Follow directions. 	<ol style="list-style-type: none"> 1. Be on time to class. 2. Help your friends be on time to class. 3. Follow directions. 	<ol style="list-style-type: none"> 1. Enter/Exit in an orderly manner. 2. Get tray appropriately. 3. Follow directions. 	<ol style="list-style-type: none"> 1. Be on time and prepared for class.
<ol style="list-style-type: none"> 1. Listen to others. 2. Use appropriate language. 3. Respect others and their personal space. 4. Keep hands, feet, and other objects to yourself. 	<ol style="list-style-type: none"> 1. Take care of school property. 2. Knock on stall before entering. 3. Respect others privacy. 	<ol style="list-style-type: none"> 1. Listen to all adults. 2. Keep hands, feet, and belongings to yourself. 3. Talk quietly. 4. Maintain order during loading and unloading. 	<ol style="list-style-type: none"> 1. Listen to all adults. 2. Use hands, feet, and playground equipment appropriately. 3. Be considerate of others. 	<ol style="list-style-type: none"> 1. Walk at all times. 2. Keep hands and feet to yourself. 3. Take care of the school property. 4. Do not talk to others. 	<ol style="list-style-type: none"> 1. Be kind to students and cafeteria staff. 2. Take care of school property. 3. Stay in line. 4. Keep hands, feet, and other objects to yourself. 5. Use your manners. 6. Use a soft voice. 	<ol style="list-style-type: none"> 1. Respect your education by attending school regularly.
<ol style="list-style-type: none"> 1. Bring all materials to class. 2. Keep your area clean. 3. Keep up with assignments and due dates. 	<ol style="list-style-type: none"> 1. Flush toilet after each use. 2. Place paper towels in the trash can. 3. Use your inside voice. 4. Notify teacher if materials are needed. 5. Always wash your hands. 	<ol style="list-style-type: none"> 1. Walk to and from the bus in a quiet line. 2. Keep up with your belongings. 3. Know your bus number and driver. 4. Follow the bus driver's rules. 	<ol style="list-style-type: none"> 1. Stay in the playground area. 2. Notify an adult if you need to go into the building at anytime. 	<ol style="list-style-type: none"> 1. Walk on the right side of the hallway. 2. Go quietly to your destination. 3. Pick up what you drop. 	<ol style="list-style-type: none"> 1. Use your inside voice. 2. Stay seated in assigned areas. 3. Keep up with your belongings. 4. Take your food and eating utensils. 5. Clean your area. 	<ol style="list-style-type: none"> 1. Be at school on time all day, regularly.
<ol style="list-style-type: none"> 1. Think about ways to solve your problem. 2. Be prepared. 3. Work cooperatively in groups. 4. Ask a friend for help. 	<ol style="list-style-type: none"> 1. Turn off the water after each use. 2. Use one squirt of soap/sanitizer. 3. Use only the tissue and paper towel that you need. 	<ol style="list-style-type: none"> 1. Ask a friend for help. 2. Think about ways to solve your problem. 3. Keep the bus clean. 	<ol style="list-style-type: none"> 1. Think about ways to solve your problem. 2. Ask a friend for help. 3. Play cooperatively. 	<ol style="list-style-type: none"> 1. Walk at all times. 2. Pick up items that others may have dropped. 	<ol style="list-style-type: none"> 1. Eat your food. 2. Ask friends for help before asking a teacher. 	<ol style="list-style-type: none"> 1. Ask parents to schedule appointments afterschool or during school breaks.
RESPPECTFUL						
RESPONSIBLE						
RESOURCEFUL						

GENERAL INFORMATION

Daily Schedule

School officially begins at 7:30 AM CST and ends at 2:50 PM CST each day for grades K-6. The students shall be under the jurisdiction of the school during teacher-supervised hours – 7:05 AM to 3:10 PM. The school is not responsible for unsupervised students before or after these times. If you cannot drop off or pick up your child during the above time frames, please register them in the AM and/or PM Extended Day Program. Children picked up after 3:10 will be taken to the Extended Day program and charged the appropriate fee.

A bus rider is under the jurisdiction of the school from the time he/she enters the bus and exits the bus.

Students in grades 2-6 are to report to the breakfast program or to their designated hallway and be seated upon arrival at school. Students in grades 2-3 reporting to the breakfast program are to stay in the cafeteria until dismissed to go to class. Students in grades 4-6 are provided with a "Grab-n-Go" breakfast and should report to their appropriate hallway. When arriving at school, all K-1 students must first report to their grade level hallway. A faculty member brings students in grades K-1 to the cafeteria at 7:20 AM.

School Store

A School Store is provided for school supplies. It is located in the library and is open each morning from 7:00 AM – 7:30 AM.

Procedures for Drop-off and Pick-up of Students

1. Student drop-off in the morning and afternoon pick-up is in front of the school.
2. ****If your child is tardy (arriving to school after 7:35 AM), a parent or guardian MUST walk the child into the building and sign them in for school.**
3. Please do not leave your car unattended in the car rider line during the pick-up of students. **Follow procedures for drop-off and pick-up.** (See yellow sheet titled "Morning Drop Off/Afternoon Dismissal Procedure," page 14).
4. Parents are not allowed to wait in the halls for student pick-up and students will not be allowed to check-out early just to avoid the traffic problem. Early pick-up causes students to miss valuable class time, disrupts instruction in the classroom, and can/will affect your child's grade, due to missing instructional time.
5. Elementary car riders will be dismissed at 2:50 PM. High School students will be dismissed at 3:00 PM.
6. To keep the traffic flowing, parents should not conduct mini-conferences with teachers while in car-rider line (morning or afternoon). Conferences with teachers are scheduled by calling the office and setting up an appointment time.

Parental/Guardian and Teacher Communication

One of the best ways to become involved in your student's education is through effective communication. The techniques of communication have changed over the years. By working together, you and your student's teacher can ensure your student meets his or her highest potential. Excellent opportunities to establish regular communication include:

- emails,
- phone calls,
- parent conferences,
- text messaging/Remind, and
- attendance at school events.

Teachers are direct links to information about your student's academic life and can provide valuable information. We encourage you to take initiative if you have concern regarding your student's academics/behavior or have questions regarding particular assignments or behaviors. Official appointment should be made through the office. Don't wait until your student is academically struggling or until the end of the semester, third nine weeks, or any other time later in the academic year to make contact with your student's teachers.

Visits/Volunteers

In order to protect your child's instructional time, we must insist upon students being prompt in arriving in the morning. We also must insist, if you need to speak with a teacher regarding your student's progress, an appointment should be made through the office so that there are no interruptions during the teacher's instructional time. If a visit to the classroom is necessary, you **must check in at the School Office and get a visitor's badge. Visitor's badges must be worn while on school premises. Photo identification is now required for any visitor entering BES.**

Lee County Schools believe that volunteers contribute their time unselfishly on behalf of the students and staff. Volunteers are individuals who donate their time, without financial compensation. Volunteers may offer their service in a classroom setting during the school day or outside the school setting as part of an extracurricular activity.

Medication Policy

NO medication will be given at Beulah Elementary unless regulations for prescription medicines and over-the-counter medicines are followed. All prescription medications require a physician's signature on the authorization form. All medicines, which are classified as a "controlled substance," must be delivered and picked up by the parent or a responsible adult appointed by the parent. **All prescription medication must be in the original pharmaceutical container accompanied by a school medication permission form signed by the physician and the parent.** If any changes are made by the physician pertaining to the medication, a new medication form must be completed and sent with the medicine.

A **medication permission form must be signed** by the parent for over-the-counter medications such as Tylenol, Pepto-Bismol, etc. and it must be delivered in its original container with the child's name and dosage clearly marked. **WE DO NOT PROVIDE TYLENOL OR ANY OVER-THE-COUNTER MEDICATIONS FOR STUDENTS.** If your child uses an inhaler (even if not used daily), please see the nurse at the beginning of the school year.

Parents must pick up left over medications on the last day of school. Medications not picked up are destroyed.

Returned Checks

Checks written and returned to Beulah Elementary School due to insufficient funds will be processed for collection including returned check fees by NEXCHECK.

Wellness Plan

On June 30, 2004, Public Law 108-265 was enacted. Section 204 of this law requires Beulah Elementary School to establish its own Wellness Policy. Beulah Elementary is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Parents and faculty are encouraged to promote healthy nutritional snacks and treats at school. Please feel free to check with your child's teacher or your school nurse about healthy food suggestions to bring for special events at school.

Lunch and Breakfast

It has always been our policy to serve your child a healthy meal. THE FEDERAL GOVERNMENT STATES THAT THERE WILL BE NO CHARGING OF LUNCHES. PLEASE MAKE CHECKS PAYABLE TO **BEULAH ELEMENTARY SCHOOL LUNCHROOM.** All checks returned due to insufficient funds will be processed for collection including returned check fees by NEXCHECK.

Breakfast: \$1.50 Reduced price for those who qualify: \$.30
Lunch: \$1.95 Reduced price for those who qualify: \$.40 Adult Visitor Lunch: \$3.75

Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchroom. All fast food items **MUST** be placed in unmarked packages before being brought into the school.

A computer system is used in the cafeteria. This system helps us to better track our daily lunch total. A Student ID number will be issued to each student at the beginning of the school year. Students must know this number in order to access their account. Students and parents are reminded that carbonated sugar-containing beverages (i.e. Classic Coke, 7-UP, etc.) are **NOT** allowed in our lunchroom due to Federal regulations.

Breakfast Schedule

Breakfast is served from 7:05 AM until 7:30 AM. Children must be in the lunchroom before 7:20 AM if they want to eat breakfast. Grades K & 1 report to their respective hallways upon arriving at school. Breakfast for K & 1 starts at 7:20 AM. Grades 2-6 report directly to the lunchroom at 7:05 AM for breakfast.

Lunch Schedule

Grades K-6 report to the lunchroom between 10:45AM and 12:20 PM. Specific schedules can be obtained from homeroom teachers. Classes should remain seated until time to leave the lunchroom.

P.E.

All children are expected to participate in physical activities unless some disability prohibits their participation. In such cases, the school must be notified in writing stating the disability and the number of days in effect. In some instances, a doctor's statement will be required. Students will need to wear tennis shoes to participate in physical education.

Honor Roll

"A" Honor Roll: Awarded to students who are working on-grade level or above-grade level instruction and have made an "A" in all subjects including conduct. **"A-B" Honor Roll:** Awarded to all students who are working on-grade level or above-grade level instruction and have made an "A" or a "B" in all subjects including conduct.

End of the year honor rolls should be determined by the same criteria as above. For more information regarding honor roll, see the Lee County handbook/code of conduct.

"Perfect" Attendance: Awarded to students who have been present every day. A student is considered present for a full day if they attend until 11:15 AM or arrive by 11:15 AM.

PTO

The PTO would like to invite everyone to become a PTO member. PTO dues are \$5.00 per individual or \$8.00 per family.

President ----- Ali Duck
Vice-President-----Kelly Roberts
Secretary----- Jackie Sands
Treasurer----- Dana Jarrell-Stolze

Extended Day

The purpose of the Extended Day Program is to provide parents with a safe and enriching environment where their child/children may receive supervised care and homework assistance before and after school. The program is designed to provide structure while allowing the child/children the freedom to choose and participate in additional activities. Beulah's Extended Day Program is intended to be a home away from home.

There are two Extended Day sessions available at Beulah Elementary School. The morning session begins at 6:30 AM. All Students go to homeroom or breakfast at 7:05 AM. The afternoon session begins at the end of the school day and concludes at 5:30 PM. Children receive a nutritious snack, homework assistance, and time for art and recreational activities each day.

Extended Day Admission Requirements

Students must be enrolled in BES. Parents must complete all registration requirements before the child can be admitted to the program. Registration will include the following:

1. Completed and signed registration form for **each** child attending.
2. Updated medical information/immunization (filed in office).
3. **NECESSARY:** Emergency contact person(s) other than parents listed on the form.
4. Signed Policies and Procedures sheet indicating that you agree to and understand all of the policies and procedures of the program.

Tuition for the Extended Day Program is as follows:

Morning Session: \$2.00 per day/ per child (no snack)

Afternoon Session: \$10.00 per day/per child (includes snack)

\$5.00 per day for each additional child (includes snack)

\$50.00 a week for one child/\$75.00 a week for two/\$100.00 a week for three

Fees **must** be paid on the first day of each week. **Failure to pay fees on Monday will result in your child not being allowed to stay the rest of the week.** You may pay fees at the beginning of each month for the following month, but you may not wait and pay at the end of the month. Please make all checks payable to Beulah Elementary School. Please do not send Extended Day payments with your child's lunch money or with other school funds. You may make payments when you drop off or pick your child up from Extended Day.

Extended Day Schedule

The morning session begins at 6:30 AM and ends at 7:05 AM.

The session does not begin before 6:30 so please do not drop your child off before this time. The afternoon session begins when school dismisses and ends at 5:30 P.M. This session DOES NOT run past 5:30 central time so please pick your child up by this time. A late fee of \$10.00 for every 15-minute period that you are late will be charged. Late fees will be calculated in 15-minute periods **only**, so if you are late you will be charged the same for 5 minutes as you will for 15

minutes. Late fees will be due when your child is picked up. Failure to pick up a child by 5:30 three times may result in suspension from the program. A parent or authorized person may sign each child out daily from the designated Extended Day area. NO ONE ELSE WILL BE PERMITTED TO PICK UP A CHILD. Failure to sign a child out three times may result in suspension from the program. Please understand that this strict sign-out policy is for your child's safety. No transportation will be provided by the Extended Day Staff.

The Extended Day program will follow the regular school calendar. When school is not in session, the Extended Day program will not be in session. In the event that severe weather causes school to close early or be cancelled, the program will be cancelled as well. However, your child will be supervised until your arrival.

Sample Schedule:
2:50- 3:10- Roll call
3:10-4:30- Snack/ Homework assistance/Computer/AR Tests/Compass Learning
3:30-4:30-Art/Educational Games
4:30-5:30- Indoor/Outdoor Recreation

Extended Day Discipline

Students must observe the same code of conduct as during the regular school day. Failure to comply with these rules will result in suspension from the program. Refunds will not be made upon dismissal for disciplinary reasons.

Discipline will be consistent and fair. Corporal punishment will not be used for this program. Parents will be contacted concerning disruptive behavior. The child will be given an appropriate amount of time for improvement. If the disruptive behavior continues, the parent will be given notice of suspension from the program. The program director, teachers, and principal will ALWAYS make the final decision in these cases.

Extended Day Responsibilities of the Child

Each child will be responsible for knowing his/her homework assignments. If a problem arises concerning homework, we will contact the child's regular classroom teacher and work together for improvement. Personal belongings such as coats, sweaters, books, backpacks, etc. should be clearly labeled with the child's name. Items that are left in Extended Day will be put in the lost and found box. Toys and games will be available. The Extended Program and staff will not be responsible for loss or damage to any games, toys, etc. that children bring to school.

Extended Day Health and Safety

Safety is very important to us. The low teacher-student ratio enables us to ensure a safe, secure, and healthy environment. Safety is the main reason for our strict sign-out policy. Please inform your family and friends who are authorized to pick your child up, not to be offended when we ask who they are or ask to see identification. It is only for the safety of your child. To avoid confusion, the sign-out sheet will be located in the same location each day.

In case of illness or injury, parents will be notified immediately and asked to pick their child up. The parents will be responsible for making other arrangements for childcare until he/she is well.

The Extended Day staff will give no medication.

For more information on Extended Day, contact David Darnell (darnell.david@lee.k12.al.us), Extended Day director.

MORNING DROP OFF/AFTERNOON DISMISSAL PROCEDURES

Morning Drop Off

Morning drop off begins at 7:05 AM. Please follow the correct path around the parking lot, staying in the right hand lane, and wait in line to drop the student off. Please do not park and get out of your vehicle. Students need to be dropped off in front of the school. Do not park in a parking place and let students out, it is dangerous for students to be walking across the parking lot. Do not let the student out of the vehicle until a teacher, principal, or safety patrol student is at your vehicle to assist. Students arriving after 7:30 AM will be considered tardy. Excessive tardiness will not be acceptable.

****If your child is tardy (arriving to school after 7:35 AM), a parent or guardian MUST walk the child into the building and sign them in for school.**

Afternoon Dismissal

DUE TO THE LARGE NUMBER OF AFTERNOON CAR RIDERS, WE WILL BE DISMISSING CAR RIDERS AT 2:45 PM. THIS IS BEING DONE IN AN EFFORT TO GET ALL CAR RIDERS OFF CAMPUS PRIOR TO BUSES LEAVING CAMPUS. WE NEED YOUR COOPERATION WITH THE FOLLOWING IN ORDER FOR OUR DISMISSAL TO WORK EFFECTIVELY.

- 1) All car riders will be picked up in the front area.
- 2) Cars should enter and stay in the right hand lane unless instructed otherwise.
- 3) Once the right lane is filled, someone will direct parents to begin filling the left lane. Please keep in mind that once a car enters the left lane, they are still lined up behind the right lane – this is done to help get cars out of the street.
- 4) It is very important that the person(s) who picks up the student has his/her card with their car rider's name(s) and grade(s) in the windshield on the passenger's side for easy and quick reading for the teacher who calls out the students' names.
- 5) Do not leave your vehicle. Follow the flow of traffic. Your child will be waiting for you at a pick-up station.
- 6) Remember, students need to be in school the entire day. Teachers are instructed not to allow make-up work missed due to early, unexcused check-outs.

During the first month of school, traffic in the car-rider pick-up usually takes longer. We ask for your patience and cooperation by following our dismissal process. After the first month, you may want to pick up your child closer to 3:00 PM CST if you do not want a long wait in traffic. Children picked up after 3:10 PM will be taken to the Extended Day program and charged the appropriate fee.

Thank you for your understanding and support.