



BEULAH ELEMENTARY SCHOOL

Home of the Dual Language Immersion Program

2020-2021 STUDENT & PARENT HANDBOOK

Principal: Mrs. Lisa Golden

Assistant Principal: Mrs. Tameka Bonner

1150 South Burnt Hickory Road

Douglasville, GA 30134

Phone: 770.651.3300

Fax: 678.840.3682

Website: <https://bees.dcssga.org/>

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SCHOOL HOURS: 7:40 AM – 2:25 PM

OFFICE HOURS: 7:00 AM – 3:30

PM

SCHOOL MASCOT: Bees

SCHOOL COLORS: Black and Gold

INTERNET ADDRESS: <https://www.dcssga.org>

ADMINISTRATIVESTAFF

Principal: Mrs. Lisa Golden

Assistant Principal: Mrs. Tameka Bonner

SUPPORT STAFF

Counselor: Katie Dorsey

Media Specialist: Julie Clarke

Office Manager: Deenie Cook

Attendance Clerk: Marilyn Gomez

Clerk/Clinic: Barbara Price

Food Service Manager: Sherika Robinson

BEULAH'S MISSION STATEMENT

The mission of Beulah Elementary School is to provide a comprehensive educational experience where all children are able to reach their full potential.

BEULAH "BEE-LIEF" STATEMENTS

- *We believe that all children deserve a safe, secure, and nurturing learning environment.*
- *We believe that all children can learn*
- *We believe that all children deserve the opportunity to achieve success*
- *We believe that all children benefit from a partnership among the home, school, and community*
- *We believe that all children can develop academic competencies and critical thinking skills*
- *We believe that all children have the right to be treated with respect, to be guided by good role models, and to be given opportunities to take risks, fail, and to continuously find solutions.*

BEULAH SCHOOL RULES – We are a **NO TOUCH SCHOOL!**

1. *Respect yourself, others, and property*
2. *Keep hands and feet to yourself*
3. *Do your Personal best everyday*
4. *Take responsibility for your actions*
5. *Listen and follow directions*

INCLEMENT WEATHER

Radio station WSB (750 AM) and other major Atlanta radio, and television stations will be contacted concerning school closings. Closings will be announced as close to 6 AM as possible. Please listen to these stations for information. Parents will receive a text message and email through School Messenger of all school closings.

BEULAH ELEMENTARY SCHOOL POLICIES

Withdrawals

If you are withdrawing your child from Beulah, please notify our office either by phone or a note at least 24 hours in advance. The office needs time to complete the withdrawal forms and obtain proper signatures. Enrolling parent/guardian must sign the withdrawal form.

Arrival

No student is permitted in the building before 7:00 a.m. Students having breakfast at school should report to the cafeteria no later than 7:30 a.m. Students who are not in their classroom by 7:40 a.m. will be considered tardy. Breakfast hours begin at 7:00 and end at 7:30 a.m., Monday through Friday.

Car Riders

If a parent plans to provide transportation to and from school each day, one note may be sent at the beginning of the school year stating that the child will be picked up everyday. The name of the person with whom the child is to ride should be included on the note as well as the emergency card in the office. If an occasion arises to have someone other than the parent pick up a child, a note must accompany the student stating the name of that person. A student will not be released to anyone unless that person is listed on the emergency card or is listed on a note from the parent. Proper ID is required when there is a change. For safety purposes, changes in transportation will not be permitted by telephone or through email.

Morning Drop-Off

School staff will monitor car riders from 7:00 a.m. until 7:40 a.m. at the car rider lane in the parking lot. After 7:40 a.m., the adult must park and bring the student into the office and sign the student in. The student will need a tardy pass to go to class.

Afternoon Car Pick-Up

The student's safety is our main concern. You will be given a sign with your child's name. This sign must be placed in the front window of your vehicle. Any driver without a sign will need to provide I.D. and may be asked to report to the office to sign your child out. Additional signs are available in the office.

Car riders are dismissed to their area at 2:25 p.m. **Please do not check out your child after 1:45 p.m. The office becomes very busy from 1:45-3:00 and it interrupts the end of the day dismissal procedures when the clerk has to stop to call for a student.**

Students who are not picked up in the car rider lane by 2:45 p.m. will be escorted to the office. They may be sent to the After School Program at 3:00. Parents that come to pick up the child after 3:00 p.m., they must pay the ten-dollar (\$10) registration fee and the eight-dollar (\$8) daily fee to the After School Program staff. If the registration fee has been paid previously, the parent will pay the eight-dollar (\$8) daily fee only.

Transportation Changes

All transportation changes must be submitted in writing. We cannot make changes through a phone call or email. This is a safety policy. All written instructions must include the child's name, teacher's name, specific instructions related to the change (ex: the bus number, the address, the effective date) your signature and a phone number where you can be reached if needed for clarification.

Guidelines for Children Left Alone at Home

- Children eight years or younger are never to be left alone.
- Children between the ages of nine and twelve years, based on level of maturity, may be left alone for brief (less than two hours) periods of time.
- Children thirteen years and older, who are at an adequate level of maturity, may be left alone and may perform the role of babysitter, as authorized by the parent, for up to twelve hours. This may not be permissible if the younger child is a special needs child.
- Any school employee having reasonable cause to believe that a child has been home alone and is not in accordance to the above guidelines is mandated to report to the appropriate agency.

Attendance and Tardies

The Georgia Compulsory Attendance Law holds parents responsible for making sure that their children attend school. According to this attendance law, the only legal excuses for absences are:

1. Personal illness
2. Death in the immediate family
3. Religious holidays

The homeroom teacher takes attendance each day at 7:40 a.m. All attendance regulations, including age entering and leaving school, absences, tardiness, and exemptions from school. All students with excessive absences will be reported to the Douglas County Board of Education. See Board Policies with descriptive code: JBA & JBD

Although attendance at school is very important, students with a contagious illness or fever must be kept at home. Upon returning to school after an absence, a written excuse, signed by the parent or guardian, must be given to the teacher within 3 days. Any failure to explain an absence will result in the absence being marked as unexcused. Students who are absent miss instruction that cannot always be made up. The fact that an absence is excused does not mean that the student will automatically receive credit for work that is missed. It is his/her responsibility to find out what work was missed and to make it up under teacher direction. Please make sure your child is present every day, on time and not checked out early.

Attendance Awards

Please help us to instill the importance of education and with that, punctuality. We have high expectations for our students in academics and work habits. We believe the habits they develop today will be the habits they have as adults.

Monthly incentives will be given to encourage and support school attendance. Students with perfect attendance for the entire year will receive a medal.

Charges

All charges incurred must be paid in a timely manner. This includes charges for breakfast/lunch, lost library books, After School Program, etc. Report cards will be held until all charges are paid in full.

Clubs

Beulah offers extracurricular activities that promote and contribute to the well-being and development of our students. Some of Beulah's clubs consist of Chorus, Art Club, Junior Beta Club, Road Runners, Math Club, Hive Achievers, and TOME.. Club offerings are at the discretion of the Principal and are subject to cancellation. Students must be on their best behavior and follow school safety rules at all times. Failure to do so may mean withdrawal from the club.

Student Behavior

Students are expected to follow school rules to promote safety and learning. Specific rules for each school area are explained and enforced by administration and staff. Students who choose not to follow the rules will face consequences determined by the teachers and administrators. Minor problems will be handled within the classroom setting. Major or repetitive behavior problems will be addressed through school/district policies. Please see section II of the handbook for more information.

Emergency Drills

State law requires that schools conduct drills for emergencies such as fire, severe weather, and lock down procedures. Fire drills are held each month on "good" weather days. Some months are not as cooperative and students must go out in the cold. Students will return to the building as quickly as possible.

Emergency Information

Every child should have current emergency information on file in the school office. We should know how to locate a parent at all times in the event of illness or accident. If a phone number or address change occurs during the school year, please notify the office in writing.

Field Trip

At various times during the year, students may take educational field trips. Field trips are special activities that enhance the curriculum. Trips will be made according to the Douglas County policy and

guidelines. Parents will be notified before any field trip so that written permission can be obtained. Students with chronic inappropriate behavior may not be able to attend. A decision to withhold a child from attending a field trip will be at the discretion of the Principal or Assistant Principal.

Each field trip can accommodate a certain number of chaperones.

Parents participating as chaperones are required to present a Driver's License to the office manager at least two days prior to the field trip. Younger or other siblings are not permitted to participate on an educational field trip. Family members, such as grandparents, other than the immediate parent or guardians, are permitted on the field trip. However, only when a parent is unable to attend and with permission from the parent and/or guardian. A background check is required.

Food Services

Students are encouraged to participate in the school nutrition program.

Nutritionally balanced breakfasts and lunches are available to all students. A registered dietician plans the menus. Breakfasts are designed to meet one-fourth of the recommended daily allowance (RDA) of nutrients for Americans. Lunches meet one-third RDA. Several choices in menu offerings are available. No candy, gum or carbonated drinks are allowed at school. Fast-food breakfast or lunch from an outside source is not permitted during the regular breakfast or lunch period.

School lunches are \$2.25 per day for students. Breakfast is \$1.25. You may pay for your child's lunches by the week or by the month. A policy has been established throughout the school system that restricts the amount of meal charges a student or adult can accumulate. No one will be allowed to accumulate more than \$5.00 in charges. Once that amount has been reached, students who are unable to pay will be offered a sandwich and beverage. Free or reduced priced meal programs are available to students who qualify.

Guidance and Counseling Services

In Douglas County, the elementary school guidance program is designed to help students by assisting them in making decisions and changing behavior. The purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development.

Guidance is defined as the help all students receive to assist them in making appropriate educational and career choices. Counseling is defined as the help some students receive from a professionally trained counselor to help them overcome personal and social problems, which may interfere with learning.

The lessons taught in classroom or small group guidance provides a link to define student competencies. These standards are included in the guidance curriculum. Counselors coordinate and implement delivery of guidance lessons in the areas of academic, personal/social and career development. Lessons can incorporate study skills, test taking skills, problem solving, decision-making, self-knowledge, life skills, personal safety, and career planning. All of which will help facilitate your child's academic achievement.

Small group counseling may address specific needs such as understanding-self and interpersonal skills or help students dealing in crisis situations, such as divorce or death in a child's life. Students may participate in these small groups as a result of referrals from parents, teachers or themselves. This counseling relationship with students will be treated as confidential except when a student poses an imminent danger to themselves or others; or when the student reveals matters that by state law must be reported. The Douglas County Board of Education provides all students the opportunity for counseling services.

The elementary school counselor consults and collaborates with parents, guardians, teachers, and significant others such as school psychologist, special education personnel, school social workers, and medical professionals in the community. They are also involved with classroom performance and behavior, childhood growth and development, a positive school climate, identification of exceptional children, interpretations of test results, psychological reports and other relevant data and communication between home and school.

Ms. Katie Dorsey is Beulah's School Counselor.. Please contact her if you have any concerns about the emotional and social development of your child.

Focus on Learning

We encourage students to have a "carry style" book bag. Rolling book bags are not permitted except with permission from the school administrator.

Toys, electronic games, and cellphones are not to be brought to school. These items are considered **nuisance items**. Items will be confiscated and released only to the parent. See Board Policy in Section II.

Homework Policy

Weekly homework will be assigned. Students are expected to read nightly in addition to their regular homework. This expectation is for all students K – 5th grade. Incentives will be given for faithful homework completion.

"Busy Bee" Weekly Folders

Work samples and other school information are sent home on Tuesday each school week in the Busy Bee Folders. Busy Bee Folders will also be sent home with progress reports and report cards. Parents need to sign the Busy Bee folders, write any needed responses and return them the following school day. Consistent communication between home and school is essential.

Illness/Accidents

If a student is hurt on the bus or at school, he or she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted in the event of a serious accident.

Students with a contagious illness, including the flu or bad colds, should not come to school. Students with a fever (100.4 or higher) must wait it out for at least 72 hours before returning to school. On the first day of return, students are expected to have a written excuse from a parent or guardian.

Students who become ill during the school day should tell their teacher. These students can only be dismissed from school to go home if the school is able to contact by phone either a parent or guardian who will agree to come and pick up the students. **THE SCHOOL MUST HAVE A CURRENT EMERGENCY PHONE NUMBER ON EVERY CHILD.**

Lost and Found

Most articles of clothing that are found are turned into the office and/or placed in a designated area. **Please label all articles of clothing with your child's name so lost articles may be returned.** If items are not claimed within a reasonable length of time, they will be donated to a charitable organization.

Media Center

The Media Center at Beulah is a resource to meet the information needs of students and teachers. Students are invited and encouraged to come to the media center regularly for story time, research, computer use, and self-selection of books. The Media Center is open from 8:00 a.m. to 3:15 p.m. The following guidelines are followed:

1. Students in grades K-1 may check out one book at a time.
2. Students in grades 2-5 may check out two books at a time.
3. The check out period is one week, but students may renew their books if a longer time is needed. Students may come to the Media Center as often as their teacher allows.
4. Overdue fines are not charged, but students are expected to pay for lost or damaged books. Overdue notices will be sent home at the end of each nine week period. Report cards will be held for students with overdue books.
5. Students should not lend library books to each other. Any book checked out in a student's name is the responsibility of that student.

Medicine

Board policy does not allow the school to give prescription medication unless it is in the original bottle. Medication forms must be completed and turned in with the medication by the parent. No child is permitted to carry medicine with him/her. This is the parents responsibility.

Parent Conferences, Visitors, and Volunteers

All parents, visitors and volunteers must sign in at the office. For the safety of your child, we ask that EVERYONE use the front entrance, wear a visitor identification badge while in our building, and then return to the office before exiting the building. All visits to a classroom must have a meaningful purpose such as volunteering, pre- arranged conferencing with teachers and/or serving as a guest speaker. Because we are accountable for using instructional time appropriately, we will be unable to allow drop-in visits to speak briefly to the teacher.

Parents are welcomed and encouraged to come to school to talk with their child's teacher(s). Appointments may be scheduled during the teacher's planning period, before school, or after school. Conference days are also scheduled during the year. A minimum of two conferences per child will be scheduled during the year. Parents will be notified if additional conferences are needed. Preschool children should not accompany parents during a conference. Conferences are set up by calling the school office, the teacher's voice mail extension, or preferably by emailing the teacher. All teacher email addresses are posted on the school website and email is the easiest and fastest way to communicate with your child's teacher. No transportation changes will be taken via email.

Parties

Douglas County Board of Education policy allows two parties each year in the classroom. These parties will be held in December and May. Students may want to share cupcakes/cookies or another small treat with their classmates on their birthday. Any treat should be served during the regular lunch period. **All food brought to school must be purchased food items, not homemade.** No invitations to birthday parties will be permitted to pass around to friends.

Physical Education

Physical Education is a very important part of the student's school day. For safety reasons, students are encouraged to wear rubber sole shoes (tennis shoes) and appropriate clothing (shorts should be worn under skirts and dresses).

Policies

There are many policies and procedures that directly affect Beulah Elementary School students and parents or guardians. For the complete set of Douglas County System Policies and Procedures visit the Douglas County School System website located at douglas@dcssga.org

Property/Textbooks

The building, furniture, and equipment therein, are provided at great expense by the taxpayers of Douglas County. Students at Beulah Elementary should refrain from defacing school property. Students will pay for damage to buildings and equipment when it is determined that such was caused by carelessness or neglect. Everyone should develop pride in keeping the building clean and the furniture in good condition. This includes school buses, text books, playground equipment, etc.

Standardized Testing

Testing will be administered according to state and local guidelines. Parents will be notified of testing dates and procedures. See Section II for further information.

Multi-tier System of Supports (MTSS)

All schools in Georgia mandate the use of Multi-Tier System of Supports (MTSS) to identify and offer alternative strategies for students having academic or social problems. The team may consist of the teachers who work with the student, along with the principal, assistant principal,

counselor, other teachers, and/or special education teachers. Every effort is made to provide for academic and social success in school. This team also serves as a retention committee when retention is considered.

Telephones/Cell Phones

Students are not allowed to receive calls during the school day. In a case of emergency, the office will deliver a message to your child. Student cell phones are considered an electronic device and not permitted at any elementary school. If it is necessary for your child to have a cell phone, arrangements and approval must be made with the Administrator (Principal). Any student found with a cell phone, Apple Watch, or any electronic device, the item will be confiscated and a parent must come to school to retrieve the item. These items are considered a nuisance item and are often lost or stolen. School officials will not assist to find any unauthorized electronic device.