The cover features a decorative border of yellow honeycomb cells with small black and white bees scattered throughout. The text is centered on a white background within this border.

Bessemer City Primary

Home of the Honey Bees

2019-2020

Student/Parent Handbook

Dr. April Conley, Principal

Deana Ohman, Assistant Principal

**Bessemer City Primary School
1320 North 12th Street
Bessemer City, NC 28016
(704) 836-9109 Fax (704)629-6119**

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Welcome from Principal and Assistant Principal

Dear BCP Families,

Welcome to the 2019-2020 school year at Bessemer City Primary! I am buzzing with excitement over the possibilities a new school year brings and I look forward to a great year with you and your child. Please be sure to keep this handbook in a handy place and refer to it throughout the school year. Also, I encourage you to take the time now to review the contents so you are familiar with important information and dates. Please reach out to me at any time throughout the year if you have a question, concern, or suggestion. I am happy to speak with you by phone or in person. I look forward to our continued partnership this year for those of you who are returning to the hive and I am excited to meet you and your family for those of you who are coming to BCP for the first time this year. I believe that when we work together, we can ensure that your child has a positive, engaging, and successful school year!

Sincerely,

Dr. Conley, Principal



Welcome Honey Bees and BCP families to the Hive!

I am so excited for the 2019-2020 school year at Bessemer City Primary School to begin. I look forward to seeing all the Honey Bees who are returning and to meet the new Honey Bees who will be joining the hive this year. It is an honor for me to be back at Bessemer City Primary again this school year where everyday I work with amazing students, staff and families. I believe that just as honey bees work together in their hives to ensure success, our students will be successful in reaching their academic goals and will grow socially and emotionally when we all work together. Please let me know if I can assist you with questions or concerns regarding our school procedures and policies. I look forward to our continued partnership as we work to provide a nurturing, safe, and successful school year for your child.

Sincerely,

Ms. Ohman, Assistant Principal



Attendance Policy

We realize that there are times when students must be absent from school. To receive the maximum benefit from our instructional program, it is important for students to be at school each day. The goal is for every student to be present for at least 95% of the school year. Therefore, parents are asked to make a commitment to ensure that their child has as few absences, tardies, and early check-outs as possible during the school year. To be considered in attendance, the student must be present in school for at least half of the school day.

Upon your child returning to school for any excused reason, please be sure to provide a written note and/or any documentation that you may have so that we may code the absence properly. If the school does not receive a note, the absence will be coded as unexcused (unlawful). Extended sickness or excessive days absent due to sickness may require doctor's notes.

The reasons listed below are considered excusable absences by the NC State Board of Education:

- | | |
|--|---|
| Sickness or Injury | Court Proceedings |
| Quarantine | Religious Observances |
| Death in Family | Educational Opportunities (requires prior approval) |
| Medical/Dental Appointments | Suspension |
| Military Active Duty Need or Leave of Legal Guardian (requires prior approval) | |

Students who are absent for reasons other than these will have the absences coded as unexcused (unlawful). When students accumulate unlawful absences, parents will receive a notification after 3, 6, and 10 unlawful absences under the North Carolina Compulsory Attendance Law. Per Gaston County Schools Board Policy, excessive absences will also be a factor in consideration of promotion to the next grade level. If you will be requesting an absence to count as an educational opportunity, you must first get prior

approval from both the teacher and the principal. Approval from the principal will require details of the academic benefit and a description of the assignment that will be completed as agreed upon by parent and teacher to show what the student has learned. Forms for this purpose are located in the front office.

Arrival

The building is open to students beginning at 7:25 a.m. each day. School staff will be on duty at the car rider drop-off area located at the front of the building at this time. Adults who need to enter the building may do so after 7:30 a.m. and must use the front entrance of the building to sign in and receive a visitor's pass. It is important for students to be on time for school each day, so please be sure to allow your child enough time to eat breakfast and get to class by 8 a.m.

If you are bringing your child to school after 7:50 a.m. and do not see any staff members on duty outside, you will need to park your car and escort your child into the building to receive a late pass. For the safety of your child, do not ever drop your child off without an adult visible outside and on duty, and never before 7:25 a.m.

After the first week of school, please do not park and walk your child inside unless you have an appointment or have a student in the pre-k program. It is important for classes to develop their morning routines for the year without interruptions and delays from visitors. Allowing your child to enter the building independently also promotes age-appropriate confidence and helps them adjust to the routines of school.

At-Home Reading

Parents are encouraged to read daily with their children at home. One of the most important homework activities is nightly reading. Teachers will use a variety of reading incentives to help motivate students to read at home and in the classroom. Students should spend approximately 20 minutes reading with an adult (or without, if reading independently) each evening.



Book Bags

It is important for students to bring a book bag to and from school each day. This allows students to develop responsibility, organize and keep up with school supplies/papers, and provides a safe place for important communications between school and home. Rolling book bags are not recommended, since they pose a tripping hazard in the hallway and in lines. They can also be difficult when loading and unloading the buses, particularly for this young age group. Sometimes, we receive donations from community organizations and churches; please contact Mrs. Morehead, the school counselor, or your child's teacher if you need assistance with getting a book bag for your child.

Breakfast

Breakfast is served from 7:15 to 7:50 each morning. All students receive free breakfast. If your child is a car rider, he or she should arrive to school early enough to be finished eating by the beginning of the instructional day (8:00 a.m.)

If school is delayed because of weather by 1 or 2 hours, breakfast will still be served. If school is delayed because of weather by 3 hours, breakfast will not be served.

Bus Safety

Students riding a bus are taught specific expectations for behavior and safety. Any behavior that interferes with the safe and efficient operation of the bus cannot be permitted. Students must always comply with the directions and requests of the bus driver to ensure the safety of all. The following bus rules shall apply at all times:

- Students are expected to follow all GCS bus rider rules and procedures when riding a bus to and from school and while on any school related activity involving bus transportation.
- Students are expected to follow the bus driver's directions when getting on the bus, during the bus

ride and when exiting the bus.

- When getting on the bus, students are expected to find their assigned seat and remain there until they reach their destination and only get out of their seat when the bus comes to a complete stop.
- Students are expected to sit facing forward with their backs against the back seat cushion, feet are towards the floor and hands are on their laps.
- Students are expected to keep their hands and feet to themselves so as not to be touching other students or other students belongings.
- Students are expected to keep their book bag and other belongs out of the aisle.
- Students are expected to keep their arms, legs and hands out of the aisles and inside the bus.
- Students are expected to leave all items in their book bags while riding the bus. Pens, pencils, toys, paper, drink bottles etc. are to be placed in book bags before getting on the bus.
- Students are not allowed to have drinks, food, gum, or candy while on the bus due to possible choking hazards.
- Voice levels on the bus will remain Level 0 to Level 1 based on the bus driver's directive.
- When exiting the bus, students will watch for the bus driver's instructions to let them know when it is safe to step off the bus.
- If it is necessary to cross the street when exiting the bus, students will watch for the bus driver's signal that it safe to cross the street. Students should never cross the street behind the bus.

Note: Glass containers, balloons, or other items that pose a safety hazard on the bus are not permitted.

When bus safety rules are violated, the driver will report the infraction to the principal or assistant principal with a written disciplinary referral. After talking with the student and the driver, the school administrator will determine the consequence for the infraction on the bus. Typically, depending upon the severity of the infraction, the first incident will often result in a conference with the student and parent contact. Further infractions typically result in a withdrawal of riding privileges for 1-5 days. However, some behaviors, including physical aggression or other behaviors that have significant safety implications, may result in a withdrawal of riding privileges with the first offense. Special circumstances may warrant the suspension of riding privileges for a longer period of time, including for the remainder of the school year.

During the period of bus suspension, it is the parent's responsibility to provide transportation to and from school on a daily basis. (Regular attendance is still required by law even though riding privileges have been suspended.)

Bus Transportation Information

Registration/Getting a Bus Assignment:

All students must be registered for the bus using a BCP bus registration form. Bus registration forms are available at the beginning of the year at Orientation and also at any time during the year (front office). Please allow 24 business hours to process bus registration forms. Bus assignments are received by the route coordinator and lead bus driver, who is based at Bessemer City Central. Once we receive the bus assignment from BCC, we will notify you. Our point of contact at BCP for bus registration, bus discipline, or other bus issues/questions is Ms. Ohman, Assistant Principal. If you need assistance with any bus matter, please do not hesitate to contact her at the school (704-836-9109).

Important Regulations/Other Information for Parents:

- Students should be at their assigned bus stop at least 5 minutes before the bus is due to arrive to avoid delaying the bus schedule. Bus drivers are not permitted to wait for students who are not at the stop. -Students are only allowed to be at their assigned stops and no other bus stop. Bus drivers do not have the authority to change a bus stop assignment.
- Students are not permitted to ride a bus other than the one to which they are registered and assigned. (For liability, safety reasons, and limited capacity, students are not allowed to ride the bus with a friend.) -Parents/other adults are never to board a school bus and threaten or intimidate a driver or its passengers. It is a criminal offense to board a school bus without permission and law enforcement officials may be notified. *If a significant concern arises, please contact the principal to voice your concerns, rather than trying to address a driver behind the wheel or in front of children.*
- **If you have concerns about your child's bus stop location or questions about the bus route, please call the bus route coordinator/lead driver (Tawanna Sanders, 704-836-9110).**

- In the event of a delayed bus schedule, we will send a Parent Link message to your primary phone in PowerSchool as soon as we receive the information.



Car Rider Line

The car rider line in the morning is one lane. Drop off occurs along the front sidewalk beginning at 7:25 a.m. For safety reasons, cars are not permitted to drive into or drop off students in the bus lane or side of the building. In the afternoons, the car rider line is two lanes wide and runs around the outside perimeter of the traffic lot. All cars must have an official BCP car tag to use the car rider line. No exceptions. Please understand that car tags ensure the safety of your child and help to maintain a consistent and efficient procedure. Drivers should follow staff member directions for moving forward in the line to the loading numbers. Staff will assist students into vehicles and indicate when you should move forward outside of the loading zone. For the safety of our students and staff, please do not attempt to move out of the loading zone until you are told to do so. If you have forgotten your car tag, you will be asked to park and go inside to the front office for assistance. Please be sure to take your photo ID with you. Extra car tags for a family member can be provided for you in the front office.

Change in Address

In the event of a move, the new home address must be provided to the office staff. If it comes to our attention that your address has changed, we will ask for a new proof of address, which must be provided within 5 days. Please be sure to always provide current phone/address information to the school so that we may get important information to you as the need arises and maintain accurate records.

Change in Transportation

If a student needs to go home by a mode of transportation that is different from the one indicated at Orientation or the beginning of the year, the teacher must have a signed note from the parent/guardian. Changes in transportation will not be accepted over the telephone unless: 1) it is an emergency (no repeated calls) AND 2) we are able to verify the caller ID and phone number as a name/number we have on file for the student. The reason this is important is because any request of this nature interrupts instructional time for the whole class in order for office staff to notify the classroom teacher. For bus riders, students will always be placed on their assigned bus in the afternoon unless we have a signed note telling us that the child will be a car rider that day. Only people who have been named by you on the Contact list as having permission to pick up will be permitted to sign your child out of school.

Character Education

Character education is an important part of your child's school experience. Monthly character traits are stressed through guidance lessons and classroom discussions. Kindness, respect, responsibility, integrity, courage, and perseverance are some of the areas discussed.

Checking Students Out of Class

Checking students out of class early is discouraged and should not occur after 2 p.m. No student should have more than 5 tardies or early check-outs. Please try to schedule doctor appointments or other appointments after school hours whenever possible. Always bring your photo ID inside with you to the main office. Students will be checked out in the front office by using the office computer system. Once you have signed the student out, we will call him/her to the office to meet you. It is not permissible to call ahead and ask for your child to be waiting in the office.

On special occasions with a high number of visitors, there may be a sign-out process with the classroom teacher. Please be patient when signing your child out of school at a time other than dismissal, as the safety and security of all children is our top priority and concern. Our procedures are in place to protect

your child.

Classroom Celebrations

The classroom teacher may plan classroom celebrations occasionally with the students as a reward or before a school break. Birthday celebrations or “parties” are not permitted at school. Balloons, floral arrangements, cupcakes, etc. will not be delivered to the classroom and are not allowed on the bus. Parents are permitted to provide a small store-bought treat to students at the end of their lunch period to celebrate a birthday. However, please be aware that there may be dietary restrictions among other students in the class. Always check with the classroom teacher beforehand and let her know that you plan on bringing a treat at lunch on your child’s birthday if you are planning on doing so.

Conferences

Parent-teacher conferences will be scheduled at the request of the teacher OR parent at any time during the school year. Two face-to-face conferences will be scheduled during the year by the teacher and Gaston County Schools designates two dates for these conferences. This year, the dates are October 10 and March 12. School will dismiss at 11:30 on those dates so that conferences may occur. Additional conferences between teacher and parent are encouraged if there are concerns about a student’s academic, behavioral, or social/emotional development.

At any time during the year, if a need or concern arises, please contact the school immediately to schedule a time to speak with the teacher. Teachers are not permitted to accept calls during the school day, but will call you back as soon as they are available and within 24 hours. If the teacher is unable to assist you with your concern, please contact Dr. Conley.

Contacts

Please reach out to us for any needs you may have throughout the year. Staff members may be reached at (704) 836-9109.

Principal	Dr. Conley	alconley@gaston.k12.nc.us
Assistant Principal	Ms. Ohman	dlohman@gaston.k12.nc.us

Receptionist	Ms. Werts	twerts@gaston.k12.nc.us
Student Records	Mrs. Peregory	rfperegory@gaston.k12.nc.us
School Nurse	Nurse Mills	smills@gaston.k12.nc.us
School Social Worker	Ms. Floyd	plfloyd@gaston.k12.nc.us
School Counselor	Mrs. Morehead	ebmorehead@gaston.k12.nc.us
Library	Mrs. Putnam	skputnam@gaston.k12.nc.us
Bus Routes/Stops	Ms. Sanders	(704) 836-9110

Counseling

Our school counselor, Mrs. Morehead, provides classroom guidance for our students. She is also able to provide individual and small group counseling as needed, if there are difficulties or concerns that interfere with a student’s school success or well-being. She is not able to provide long-term therapy, but is available to assist parents with finding available resources and services that are available. One of those resources is school-based therapy. Our school-based therapist is Ms. Howard.

Custody Issues

If you and your spouse are separated or divorced and you have been granted custody of your child through a court order, please provide a copy. *Without a copy of the court order, both parents have equal rights at school.*



Dental Screenings

When children have dental problems, their overall health and ability to learn can be compromised. As a part of our regular school preventative dental health program, a Public Health Dental Hygienist for Gaston County will conduct dental screenings for children in Pre-K and Kindergarten. A follow-up letter will be sent home to show your child’s results and provide important information to help you access dental services for your child. If you do not want your child included in this dental screening program, please sent a note to your child’s teacher.

In addition, Gaston Family Health Services partners with us to provide dental exams, x-rays (if needed), dental cleanings, and fluoride treatments for all of our students. Services provided by GFHS require parent permission and you will receive information on this opportunity in advance. In the past, we have taken students on a school bus to access these services, but this year GFHS has a new mobile dental office and will be visiting us! The dates are: October 1-4 and May 1-6. Again, your child will not participate unless you

want them to participate and provide signed consent. Last year, 87 children at BCP received dental exams and cleanings thanks to GFHS!

Discipline

To guarantee a safe and positive educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. Students will be taught, acknowledged, and rewarded for appropriate behaviors. (See Section on Positive Behavior Intervention and Support.) Behavior interventions will also be attempted and a referral to the counselor will be made when appropriate.

Consequences will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Any teacher or staff member in the school has the right to correct any student at any place in the school at any time. Classroom and school rules and procedures are established and discussed at school. As a result, students have been made aware of what is expected of them. Your child's teacher will provide you with information about the classroom expectations and behavior plan. All parents will also receive a copy of the Gaston County Schools Code of Conduct at the beginning of the school year. The GCS Code of Conduct may also be found on the GCS website. Consequences for rule violations should correspond to the severity of the offense and take into consideration the individual child and the particular offense. Consequences may include, but are not limited to:

- Verbal reprimand/warning

- Change in seating arrangement

- Loss of class privilege/reward

- Communication with parent

- Time-out in the classroom or in another teacher's classroom

- Silent lunch

Restricted privileges at recess (students will never be denied physical activity)

Parent-teacher-student conference

Referral to administrator

Behavior lab (designated time period)

In-school suspension (behavior lab all day)

Out-of-school suspension

Your child's teacher and/or administration will communicate with you when disciplinary actions are necessary. We will always strive to be consistent and fair, and treat students with dignity.

Note: Items that may be used as or imitate weapons (including toy guns/knives), sharp objects, chains, matches, etc. are strictly prohibited from campus. Students are not permitted to sell or trade any merchandise or collectibles in the school or on school grounds. Electronic devices and cell phones are discouraged at this age due to the risk of loss or damage. The school is not responsible for lost, stolen, or damaged devices.

Dress Code

Student dress should be comfortable and appropriate for learning. Clothing should fit in such a way that undergarments are not shown and clothing and shoes should not interfere with safety. Flip flops and other shoes without a closed heel are discouraged due to the safety hazard during physical play and activity. During PE class, restrictions may be given if shoes or clothing pose a tripping or safety risk. The following items are not permitted in school: Tube tops, halter tops, see-through tops, midriff tops, heelys (roller shoes), or high heels that cause difficulty walking or running. Sleeveless shirts must fit appropriately and provide adequate coverage. Sunglasses and hats are for outside use only.



Early Release Days

We will have 3 or 4 early release days this year. Please be sure that appropriate arrangements are made for your child to be picked up early on early release days or that someone is home when the bus arrives early on early release days. Dismissal time is at 11:30 a.m. on early release days. This year, the early release dates are:

October 10

March 12

June 9

Note: Bessemer City area schools will also likely dismiss early on the day of the Bessemer City Christmas Parade due to traffic restrictions.

Emergency Closing of School

Schools may be closed due to inclement weather conditions. The superintendent or designee will make public information announcements and releases to news media when this occurs. Parents are encouraged to listen to local TV and radio stations for public information announcements regarding the potential closing of school due to weather conditions. You may also visit the GCS website. Announcements regarding the closing of school are usually made by 6:30 a.m.

If schools are operating on a delay, school employees are often not at school at the regular time. For that reason, students may not be dropped off until the designated times:

1-hour delay: Car rider drop-off line begins at 8:25 a.m.

2-hour delay: Car rider drop-off line begins at 9:25 a.m.

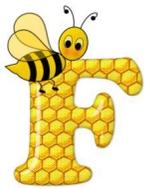
3-hour delay: Car rider drop-off line begins at 10:25 a.m.

Buses are typically delayed the same amount of time as the time delay (1-hr delay means buses will arrive 1 hour late, for example). Our school office will also open on the same delay indicated (1-hr delay means our office will open at 8:30 a.m., for example).

Evacuations (Fire and Other Evacuations)

Evacuations are conducted throughout the school year. All students, staff, and visitors must evacuate the building upon hearing an alarm or evacuation announcement. Fire evacuation routes are posted in each

classroom. Students are taught evacuation procedures, severe weather protocols, and other safety protocols at the beginning of the school year and practice procedures at unannounced times. Lockdown of the school is also practiced during the year. During the practice of any safety protocol or evacuation, it is not possible to check your child out in the front office. If you arrive at the school while we are practicing an evacuation or protocol, please be patient and we will assist you as soon as the practice is complete (generally only a couple of minutes). These practices will help to ensure student safety in the event of an emergency and are required by law and by the Department of Public Safety. We also randomly scan students and classrooms with a metal detector as required by GCS.



Field Trips

When field trips are scheduled, your child will bring home information about the off-campus learning opportunity and a permission form to participate. The permission form must be signed and returned before the trip--no verbal permission or permission over the phone can be accepted per board policy. Please return the permission form indicating whether or not your child is permitted to participate and do so by the due date so that we may finalize plans for the trip in advance. Payments for field trips should be given to your child's teacher by the due date. If you have questions or concerns about the cost of the field trip, please contact Dr. Conley. Children will not be excluded from the learning opportunity due to an inability to pay. Students who do not have returned permission forms on the day of the trip will remain at school and may be in a different grade level classroom for the day.

Students will always travel by bus for all field trips. In the event that you are meeting the class at the trip location, your child must stay with school personnel at all times unless you sign your child out of the care of school personnel. Your child's teacher will have a sign-out sheet for you to sign in order to assume custody of your child if you need to do so. School-age siblings are not permitted to attend their sibling's field trip. Parents who are volunteering in some way must first register and be approved as a school volunteer by visiting the "Become a Volunteer" link under the Community tab at the GCS website:

www.gaston.k12.nc.us. Volunteers must register every school year.

Parental/guardian supervision may be required by the principal as an option for a child to attend field trips if there is a concern about the safety of your child or the safety of others. However, no child may be excluded from a trip because of an identified disability.



Library/Media

Our library/media center is a vital part of our instructional program. Through regularly scheduled classes and open library book check-out times, students are encouraged to explore the many books and materials available to them. In order to maintain an adequate collection, all books or materials checked out from the library should be returned, in good condition, and on time. If books or materials are not returned, lost, or damaged, a fee will be charged.

We will hold various literary events throughout the year, including book fairs, Read Across America activities, and “Give 5, Read 5.” We accept donations all year long for the opportunity to give every child 5 books to take home with them at the end of the school year. If you have questions, would like to donate some books, or volunteer at a book fair, please contact our Library/Media Specialist, Mrs. Putnam.

Lost and Found Items

Items that are lost and found are turned in to the school’s lost and found bin. Unlabeled and unclaimed property is turned over to a charitable agency. School personnel are not responsible for lost items. Items of unusual value or those that do not have any purpose at school are strongly discouraged. If your child has lost an item, please encourage him/her to check the lost and found bin or ask the teacher for assistance in checking the bin.

Lunch

Students receive free lunch every day, but may bring lunch from home if they wish to do so. Adults may purchase lunch for \$3.75. If visiting for the Thanksgiving or Winter Feast meal, the lunch price is \$4.00.



Medication

Medication may only be given at school with a written authorization of both the parent and a health care clinician licensed to prescribe medication. An *Authorization of Medication for Students in School* form is available in the front office and must be completed and signed by the health care clinician and parent before the medication (prescription or non-prescription) will be dispensed at school. Medication must be delivered in person by the parent or guardian (never sent with the student). All medications shall be administered by designated school staff exactly as directed by the health care clinician. Prescription medications must be in a properly labeled container from the pharmacy and shall include the name of the student, the name of the drug, the frequency of administration, and the dosage. Non-prescription medication (anything over-the-counter) must be in the original container and will be administered according to the written instructions of the health care clinician. Whenever the medication is changed by the health care clinician, the parent is responsible for informing the school and submitting a new *Authorization of Medication for Students in School* form. All medications are to be kept secured in a location designated by the principal and school nurse.

Any unused medication should always be picked up by the parent or guardian at the end of the school year. Unclaimed medication will be properly disposed of within one week after the last day of the school year--medication is not stored at school over the summer.



Parent Concerns

It is always advantageous to the parent, the student, and the teacher for problems or issues to be discussed and solved by those who are directly involved. Issues are best resolved in a face-to-face discussion as opposed to a telephone call. If there is an issue that needs to be discussed, please call the school to request a meeting with the teacher or staff member who is most directly involved. If the matter cannot be resolved, the next step is to seek Dr. Conley's assistance. Any concern or suggestion related to schoolwide matters should be discussed with the principal. An open dialogue is always welcome and we are here to help you with any concerns that you may have.

Parent Involvement

Parents and guardians are encouraged to be a part of educational decisions and events at school. There are a variety of ways to be involved:

- PTO-The Parent Teacher Organization holds meetings to plan events and fundraisers that help students and enhance their educational experience. PTO leaders also work closely with the school principal and advise her on matters that are important to parents. PTO also supports the staff in a variety of ways.
- Family Engagement Committee-The Family Engagement Committee is part of our Title I plan and this group also plans events at school, such as the Academic Fall Festival. This committee is also responsible for evaluating how well we are keeping families engaged and informed.
- School Improvement Team-The School Improvement Team meets at least once per month and helps to make financial decisions and other important decisions related to school operations and the instructional program. All members of this team, including parents, are elected by secret ballot.
- Volunteering & Mentoring-Parents who wish to volunteer in some way or serve as a mentor must first register and be approved as a school volunteer by visiting the "Become a Volunteer" link under the Community tab at the GCS website: www.gaston.k12.nc.us. Volunteers and mentors must register every school year. If you are interested in volunteering or mentoring, please contact Mrs. Morehead.

Parent Responsibilities

Parents are the child's first teacher and are important partners in the child's education. We ask that parents:

- Ensure your child is at school each day and on time.
- Allow your child to stay at school for the full instructional day.
- Communicate with your child's teacher if you have questions or concerns.
- Read and sign (when needed) materials sent home; Check the book bag nightly.
- Provide a consistent area and time for homework/nightly reading.
- Let the teacher or school counselor know if your child or family is experiencing a significant event or trauma that may impact your child's learning or social/emotional well-being. We may be able to provide additional support at school or help with community resources.

Picture Days

School pictures are taken and available for purchase at various times throughout the school year. This year's picture schedule is as follows:

Fall Pictures: Monday, October 7th

Make-Ups for Fall Pictures: Thursday, November 21st

Holiday Pictures: Tuesday, December 3rd

Class Group Pictures: Tuesday, January 28th

Spring Pictures (Pre-Pay Only; Pick Your Own Background): Tuesday, March 3rd

Positive Behavior Interventions & Support (PBIS)

BCP school-wide behavior expectations are based on the PBIS platform which identifies and supports positive behavior expectations for all students. The school-wide behavior expectations that we have identified for all students to follow while in various locations of the building have been established to

ensure a safe and positive learning environment for all. We believe that the majority of students will be successful in adhering to the behaviors that make up our “core” behavior plan. We will provide additional support for students who may struggle with following any of the behavior expectations. Our core behavior plan guidelines are based on our motto: BEE Respectful, BEE Responsible, and BEE Safe at all times and in all areas of the school.

- The school-wide behavior expectations are posted throughout the school building.
- We will teach, model and reteach the behaviors we expect from all students.
- We will celebrate students success for demonstrating positive behaviors in several ways:
Individually, students can be awarded BEE Cards by any adult when they are observed being respectful, responsible, safe, kind, and good citizenship. Once a student has earned 5 Bee Cards, they can trade them in for \$5.00 in Honey Money which is used to select prizes from the BEE Cart. During Itinerant time, classes can earn BEE Tags for showing positive behavior. When the class successfully earns 28 BEE Tags, they will celebrate their success with a class activity.

Promotion and Retention

A variety of factors will be considered and carefully evaluated before promotion or retention decisions are made. Parents of students at risk of retention will receive written notification by the end of the second grading period and receive at least 2 updates on progress made thereafter. Teachers of students who do not make adequate progress by the end of the year will discuss the child’s academic performance with a retention committee, comprised of teachers and specialists. The committee will make a recommendation to the principal, but the principal makes the final decision about the child’s placement after meeting with the parent. Per board policy, students who miss more than 12 days of school must also be considered for retention after reviewing the student’s academic progress and other relevant factors. Please contact your child’s teacher or Dr. Conley at any time with questions about this process.

Report Cards (And Interim Reports)

Report cards are issued at the end of each 9-week grading period. All report cards are sent home with your child. The report card envelope should be signed and returned by the parent or guardian the next school

day. The last report card is sent home on the last day of school and does not need to be signed and returned. This year's report cards will be sent home on the following dates:

Thursday, October 31

Thursday, January 23

Thursday, April 2

Tuesday, June 9

In addition to the regular report card, interim reports will be sent home at the mid-point of each grading period for students who are experiencing academic difficulties.



School Health Program

A school nurse is assigned to our school and visits the school each week. She oversees the general health of our students. If for some reason you would like for the nurse to see your child, please call the school or send a note to that effect. If a student is injured or becomes ill at school, they may be referred to the nurse by school personnel if she is here at the time of the injury/illness. Students may not remain at school if they have a fever over 100 degrees, are vomiting, have diarrhea, have an undiagnosed or untreated rash, have crawling lice, or pose a health/contagion risk to others.

In the event of an injury or illness, we will contact parents if the nature of the issue warrants immediate notification. ***In this regard, it is essential that the school always has correct and updated phone numbers and contacts/family members who are allowed to pick up your child.***

Student Accident Insurance

Student accident insurance is available for any student. Purchase of accident insurance is optional. It

provides you with coverage for medical expenses should your child be injured at school. To enroll, you may visit www.studentinsurance-kk.com.



Tardiness & Tardy Policy

Students may begin entering the building at 7:25 a.m. each morning. Our instructional day begins at 8:00 a.m. and it is expected that all students are in class by that time. If a student brought to school after this time, the parent must sign the student in using the computer system so that a tardy slip is generated for accurate attendance records. This is very important to ensure that your child is not counted as absent for the day.

Being late causes students to miss valuable instructional time and it also creates a disruption to the flow of the classroom as late students enter during the middle of instruction. Please make every effort to have your child at school on time each day for the benefit of your child and all students in the classroom. Tardies are excused with doctor's notes.

Title 1

Title 1 is a federally funded program designed to improve academic achievement in schools with a high percentage of students eligible for free and reduced lunches. Bessemer City Primary qualifies as a Title 1 school. The purpose of Title 1 funding is to help all students reach proficiency on each state's content and performance standards. Our Title 1 program includes a family engagement policy that outlines our commitment to include families in the educational process, to communicate with families about their child's academic progress, and to provide plenty of opportunities for families to participate in activities at school. Other components of our Title 1 program includes supplemental staff to provide more support to students and teachers as they strive to achieve academic gains. The program also includes supplemental materials and resources for students. At the beginning of school, you will receive a comprehensive

information packet on Title 1 and we will have an annual Title 1 meeting in September. We will also be asking you to complete a parent/family survey about our school.



Visitors

All visitors to the school must enter through the school's main office entrance and receive a visitor's pass that must be worn and visible at all times. When visiting for lunch, visitors wait for their student to arrive at the cafeteria to join them at that time. When visiting to observe your child in his/her learning environment, we ask that you limit your observation to 20 minutes at a time, sit at a designated spot indicated by the teacher, refrain from engaging in conversation with your child or the teacher so that the normal routine is not interrupted, and turn off your cell phone.



Weekly Communications

Each Sunday evening, you will receive a Parent Link message with information about upcoming school events and other updates relevant to what is happening at school. This weekly call goes to the primary number we have on file for you in PowerSchool. If you do not receive the Sunday evening messages, please call the school so that we may put the appropriate phone number into PowerSchool so that you may begin to receive these messages.