

Union Elementary School

2022-2023

Student & Parent Handbook



LaShun Crawford, Principal

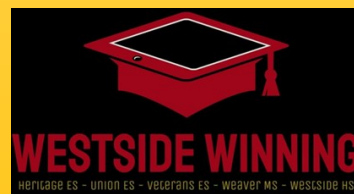
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Leadership... Scholarship... Citizenship

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Leadership... Scholarship... Citizenship

WHAT WE BELIEVE



VISION

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



MISSION

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



VALUES

- Competence
- Loyalty
- Open Communication
- Defined Autonomy
- Honor

HOW WE MAINTAIN ACCOUNTABILITY

NON-NEGOTIABLES

- MTSS (RtI & PBIS)
- Personalized Learning
- Leader in Me



The Results Pyramid® ©2008 by Leadership



TIER 1 STRONG

- Ensuring all students perform on or above grade-level
- Teaching and reinforcing positive academic and social behaviors
- Consistently implementing evidence-based strategies
- Continually collaborating to improve student outcomes

All departments and employees play a part in us being Tier 1 Strong!

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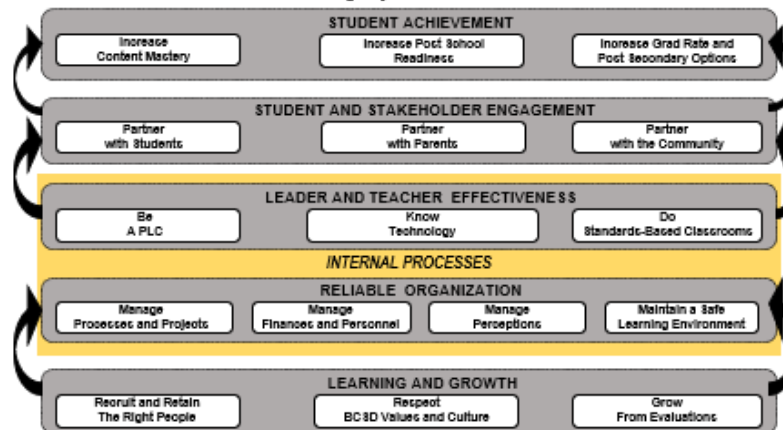
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Dr. Dan Sims, Superintendent

VICTORY IN OUR SCHOOLS

Overriding Objective = CCRPI > 70



STRATEGIC PRIORITIES

Priority 1: Get students reading on grade level.

Priority 2: Be successful on the Georgia Milestones.

Priority 3: Increase the number of students in school every day.

Priority 4: Close the knowing-doing gap.

Priority 5: Work hard to support schools.

Priority 8: Establish a culture of accountability for everyone.



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Union Student Handbook & Code of Conduct Handbook

August 3, 2022

Parents/Guardians:

Please read Union Student-Parent Handbook and the district's Guidelines to Success Handbook. Then, sign and cut out this sheet from the handbook and return it to your child's teacher tomorrow.

We look forward to a successful school year!

Faculty & Staff of Union Elementary School

Union Student Handbook & Student Code of Conduct Handbook

Student's Name _____ Grade: _____

Student's Homeroom Teacher _____

Parent/Guardian's Name _____

I have read the Student Handbook for 2022-2023 and the Bibb County Student Code of Conduct for 2022-2023. I have reviewed both documents with my child.

Date

Parent's Signature

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Academic Calendar



2022-2023

July 25 – August 2, 2022	Pre-Planning
August 3	First Day of School
September 5	Labor Day
September 6	Asynchronous Learning Day
October 10 - 14	Fall Break
October 17	Asynchronous Learning Day
November 11	Veterans Day
November 21 - 25	Thanksgiving Break
November 28	Asynchronous Learning Day
December 20	Last Day of the Semester
December 21 - January 3	Holiday Break
January 4, 2023	Professional Learning (No Students)
January 5	Second Semester Begins
January 16	Dr. Martin Luther King, Jr. Day
January 17	Professional Learning (No Students)
February 20 - 21	Inclement Weather Make-up Winter Break
February 22	Inclement Weather Make-up Professional Learning (No Students)
March 20 - 24	Inclement Weather Make-up Spring Break
May 24	Last Day of School (½ Day for Students)
May 24 - 26	High School Graduation
May 25 - 26	Post-Planning
May 29	Memorial Day

First and Last Day of the Semester
Holidays
Pre/Post-Planning and Professional Learning
Asynchronous Learning Day for Students / Professional Learning Day for Staff

First semester: 88 days Second semester: 90 days
Revised: 4/16/2021

JULY 2022						
S	M	T	W	TH	F	S
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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 2022						
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28	29	30	31			
					21	

SEPTEMBER 2022						
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						21

OCTOBER 2022						
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30	31					16

NOVEMBER 2022						
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DECEMBER 2022						
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30	31					14

JANUARY 2023						
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29	30	31				
						17

FEBRUARY 2023						
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					17	

MARCH 2023						
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26	27	28	29	30	31	
						18

APRIL 2023						
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23	24	25	26	27	28	29
30						20

MAY 2023						
S	M	T	W	TH	F	S
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28	29	30	31			
					18	

JUNE 2023						
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25	26	27	28	29	30	

COVID Update (See Appendix)

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Leadership... Scholarship... Citizenship

Welcome to the 2022-2023 School Year



Union Elementary are “**Shining STARS!**” The faculty and staff are ready to embrace this school year by providing all students with quality instruction and leadership development. Our main goal is to provide a safe and positive learning environment for all students, parents, staff, and community members. Union Elementary is a community school where high expectations and monitoring of goals will be encouraged daily.

Union Elementary is a Title I School that “ensures all children have a fair, equal, and significant opportunity to obtain a high quality education.” Title I funds provide paraprofessionals, a family engagement facilitator, academic coaches, and instructional supplies to enhance instruction. Family events will be provided during the school year to strengthen family engagement (e.g., parent-teacher conferences, curriculum nights, student-led conferences, and parent workshops). We encourage all parents to participate and support school events.

Parents and visitors are always welcome at Union Elementary. The staff needs the support of all stakeholders to ensure Union Elementary succeeds at high levels. Teachers provides instructional activities that are research-based and data –driven. Some activities include learning stations, small group instruction, technology integration, and goal setting.

As Union Elementary strives to meet students’ academic needs, we also focus on developing students’ social and emotional skills. Positive Behavior Intervention and Support (PBIS) and Leader in Me (LIM) guide the development of the whole child. Union’s staff is committed to educating all students. We need the support of our students, parents and community --- let’s keep the lines of communication open. Parents are always welcome to schedule a conference with teachers and administrators to share thoughts, ideas, and feedback. ***Together, Union Elementary will “Soar to Success!”***

LaShun Crawford
Principal

Telli Hughes
Assistant Principal

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Union's STAFF (2022-2023)

PreK: Kimberly Miller

Kindergarten: Kayla Murry & Lillie Breedlove / Sarita Robinson & Lillian Hall /
Frankesha Williams & Sandra Thompson

First Grade: Demetria Buckner, Mary Johnson, & Minnetta Pooler

Second Grade: Dontrae Brown, Laretta Holton & Amy Stokes,

Third Grade: Ciara Mason, Albeyon McMillan, Shereka Smalls, & Mark Wallace

Fourth Grade: Gloridine Alexander, Desmond Hopkins, & Sharon Moss

Fifth Grade: Tim'ere Hardy, Ashley Harper, & Natasha Patterson

Counselor: April Griffin

Family Engagement Facilitator: Lorea Reid

Media Specialist: LeeAnn Wildman

Media Clerk: Nolani Boyington

Academic Coaches: Latonya Dean & Tomika Jones

In-School Suspension: Chiquita Brewer

PEC Teachers

Christine Rodriguez
Ramonda Berlin
Katherine Brinkley
Dontavius English
Kalicia Harpe
Shelia Willis

EIP/Intervention

Shellie Adams
Kuwana McKenzie
Cathy Epps

OFFICE

Daphne Bailey (Secretary)
Alysha Allen (Registrar)
Arlesha Hall (Clerk)
Shannon Coney (Nurse)

PARAPROFESSIONALS

Katherine Anandel
Alana Banks
Lillie Breedlove
Empress Buxton
Melissa Dodson
Lisa Edalgo
Chassica Fraley
Camille Hudson
Gabriana McKenzie
Pamela Jackson
Lillian Hall
Sherry Sanders
Mia Slocumb
Sandra Thompson
Bonnette Womack

SPECIALS

Shetarui Tarte (Lab)
James Wolf (Music)
Prentice Risper (PE)

CUSTODIANS

Adel Glover
Terry Adair
Shironda Chaney

CAFETERIA

Brittany Preston
Synethia Wade
John Burroughs
Threccie Durham
Teshia Watson
Angela Browner

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School Hours / Student Arrival & Dismissal

School Hours— 8:20 AM - 3:20 PM

Students who are unsupervised by an adult are not allowed on campus until 7:50 AM. Staff members are not on duty to supervise students until 7:50 AM.

All visitors must present a photo ID .

First Responders List

First Responders are staff members designated to assist all stakeholders (see Appendix).

Student Arrival

Students are expected to have their student ID cards each day.

Students should arrive to school between 7:50—8:10 AM to eat breakfast or report class.

Students arriving after 8:20 AM will need to be signed in by an adult (present photo ID upon arrival).

Afternoon Dismissal/Checkout

Students will be dismissed at 3:20 PM. Walkers will be dismissed prior to dismissing car riders for safety measures. Students must be picked up by 3:40 PM. Students picked up after 3:40 PM will need to sign-out students in the office. Students picked up after 3:40 PM on a consistent basis will need to meet with an administrator.

Student Checkout: Students will only be released to individuals listed on the student's emergency card (must present a photo ID). The parent/guardian who completes the emergency card will be the only individual authorized to make changes to the emergency card. **No early dismissals after 2:45 PM.**

Attendance

Daily attendance is the expectation for all students, except when there is illness, injury, or serious situations that will affect attendance. Students will be recognized during each grading period for perfect attendance (no late arrivals / early dismissals).

Absences: ALL ABSENCES MUST BE DOCUMENTED. Please send a note dated and signed by the parent/guardian on the day your child returns to school. Failure to provide an excuse within three days will result in an unexcused absence. Documentation may not be sent by fax, e-mail, or telephone. Please read the district's attendance policy and attendance consequences in the BCSD Code of Conduct.

Dress Code



BIBB COUNTY SCHOOL DISTRICT

Elementary School Unified Dress Code

Backpacks must be clear or mesh.

Pre-Kindergarten

- All clothes must be the appropriate size.
- Students wearing skirts, dresses, and jumpers must wear shorts or biking shorts underneath their skirts, dress or jumpers.
- Socks must be worn and shoes must have closed toes and backs.
- No spaghetti strap dresses or open back clothing.

Kindergarten-5th Grade

- Collared shirts of any solid color may be worn.
- School spirit shirts are permitted.
- Solid colored pants, shorts, skirts/skorts, dresses and uniform jumpers in the colors of Khaki, navy blue and black are allowed. Must be knee-length, tight fit not permitted. Plain denim jeans are allowed (without holes, frays or tears).
- No slides, crocs or bedroom shoes.
- Hoodies are discouraged, but if worn, must be removed upon school entry.



School Supply List

Union Elementary School Supply List 2022-23

Suggested Supply List	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
FACE MASKS	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
Crayons Box of 24 Classic Colors		2	2	2	1	2
Colored Pencils			1 pack			
Dry Erase Markers (Expo)		1 pack	1 pack	1	1 pack	2 packs
Coloring Markers			1 pack			
#2 Pencils		24 pack	24 pack	24 pack	24 pack	24
Pencil Sharpener with Cover			2			
Notebook Paper Wide Ruled 500 sheets		2	4 packs	1	4	4
Spiral Notebooks Wide Ruled 200 Count						5
Mead Composition Notebook (93/4 x 7 1/2 ")		3		3	8	5
Construction Paper			1 pack			
Sturdy Folder with Brads						2
Plastic 3-Prong Folder Pockets	4	4	4	5	4	
Scissors Metal Blunt (Fiskar recommended)	1	1				
Scissors Metal Pointed End			1	1	1	1
Elmer's School White Glue						1
Glue Sticks		4	3 packs	3 packs	3 packs	10
Index Cards (3" x 5"- white)	2 packs	1		2 packs	1	2 packs
Ruler			1			
Black Ink Pen						1
Blue Ink Pen						1
Eraser Pink Block		1	2 packs	2 packs		
Eraser Pencil Caps		1 pack	1 pack	1 pack	1 pack	1 pack
Pencil Box				1	1	
Pencil Bag		1		1	1	1
Multiplication Flash Cards				1	1	1 pack
Division Flash Cards				1		1 pack
Clip Board (no folder attached)						1
2" Binder				1		
Dividers for 2" Binder				1 pack		
Highlighters				2	2	4
Sticky Notes		1 pack			1 pack	4 packs
Antibacterial Hand Sanitizer	4	2	2	2	2	4
Box of Tissue (large size)	4 boxes	2	2	2	2	2
Ziploc Bags Gallon Size	1	1	2	2	1	1 pack
Ziploc Bags Quart Size	1	1		2	1	1 pack
Ziploc Bags Sandwich Size	1	1		2	1	1 pack
Ziploc Bags Snack Size	1					
Paper Towels	4 rolls	1 Roll		2 Rolls	1 Roll	1 Roll
Lysol (cans)	2	2	2	2	2	2
Antibacterial Liquid Soap		2	2	2	2	2
Disinfectant Wipes	2 packs	2 packs	2 packs	2 packs	2 packs	2 packs

REMINDER: ROLLING BOOK BAGS, SHOES WITH WHEELS AND/OR LIGHTS ARE NOT ALLOWED

Educating The Whole Child



Positive Behavioral Interventions & Support (PBIS) is “an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes.” Union Elementary is a PBIS school. Our PBIS expectations are:

- ♦ **Be Respectful**
- ♦ **Be Responsible**
- ♦ **Be Safe**
- ♦ **Be a Leader**



Leader in Me (LIM) is “a whole-school transformation model and process that powers students with leadership and life skills they need to thrive in a 21st Century society.” Staff and students set goals to monitor, track, and celebrate Wildly Important Goals (WIG). Union is striving to become a Leader in Me Lighthouse School, a recognition for achieving at Leader in Me criteria at high levels. The Seven Habits of Highly Effective People are:

- 1. Be Proactive**
- 2. Begin with the End in Mind**
- 3. Put First Things First**
- 4. Think Win-Win**
- 5. Seek First to Understand, then to Be Understood**
- 6. Synergize**
- 7. Sharpen the Saw**

Educating The Whole Child

Our Counselor

A full-time counselor provides students and families with resources for students to be successful. The counselor works collaboratively with our part-time family engagement facilitator to meet the academic, social, and emotional needs of all students. Our counselor provides the following services:

- ♦ **Classroom Guidance Lessons**
- ♦ **Small Group Social Skills**
- ♦ **Individual Counseling**
- ♦ **Teacher Collaboration**
- ♦ **Parent Collaboration**
- ♦ **Community Resources**

Our Family Engagement Facilitator

Union has a family engagement facilitator who works closely with families to provide a variety of resources. The family engagement facilitator serves as a community outreach contact for parents to increase parental involvement. The family engagement facilitator will provide workshops and assist with community events at Union Elementary. Your feedback from surveys and forms are greatly appreciated during the school year.

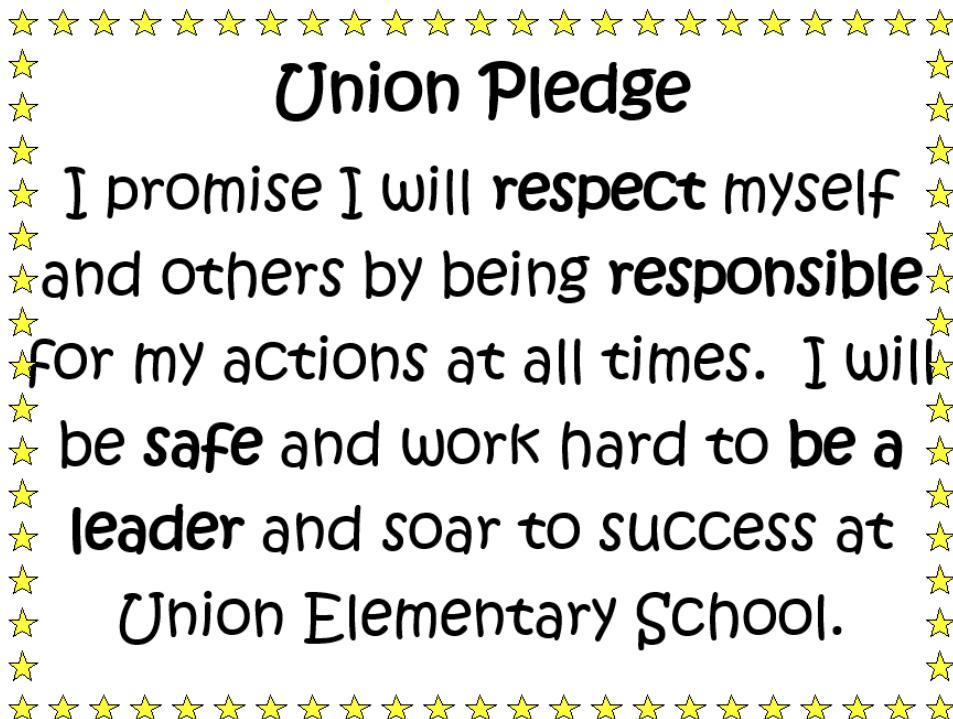
Our CIS Empowerment Coach

Union's Communities in School Empowerment Coach builds relationships with students, families, school staff and community partners. The Empowerment Coach will use an integrated student support approach to provide school wide resources as well as targeted group and individual supports to select students. Types of student supports include but are not limited to: academic assistance, addressing basic needs, mentoring and career/college readiness programming.

Union's goal is to ensure a safe learning environment for all stakeholders. The Positive Interventions & Supports and Leader in Me (PBIS-LIM) will guide staff in developing students' leadership skills and social-emotional skills.

Please review Union's PBIS-LIM matrix with your child. Your child will be responsible for following the PBIS-LIM expectations during school year.

Please support our efforts in ensuring a safe and fun learning environment for everyone.




Union Pledge

I promise I will **respect** myself
and others by being **responsible**
for my actions at all times. I will
be **safe** and work hard to be a
leader and soar to **success** at
Union Elementary School.

★ I promise I will **respect** myself ★
★ and others by being **responsible** ★
★ for my actions at all times. I will ★
★ be **safe** and work hard to be a ★
★ **leader** and soar to success at ★
★ Union Elementary School. ★

Union Elementary School

Schoolwide PBIS/LIM Expectations

	Be Respectful	Be Responsible	Be Safe	Be a Leader
	Habit 2: Begin with the End in Mind	Habit 1: Be Proactive Habit 3: Put First Things First	Habit 4: Think Win-Win Habit 6: Synergize	Habit 5: Seek First to Understand, Then to Be Understood Habit 7: Sharpen the Saw
Classroom	Follow directions first time given. Wait your turn. Use your quiet voice and kind words.	Promptly complete all assignments. Stay on task. Return all necessary forms. Keep personal area clean.	Keep your hands and feet to yourself. Listen and follow directions. Sit correctly in your chair.	Find your voice. Know your classroom leadership role. Lead by example.
Hallway	Silent Transitions.	Keep hallways neat and clean.	Walk on the right side. Keep your hands and feet to yourself.	Know where to move. Know how to move.
Restroom	No voices. Value other's privacy.	Flush. Wash your hands. Keep the restroom clean.	Keep your hands and feet to yourself.	Report safety and emergency issues immediately.
Cafeteria	Use your manners. Use your inside voice. Use kind words.	Eat your own food. Clean up after yourself.	Keep your hands and feet to yourself. Listen for directions. Stay in your seat. Line up quietly.	Make healthy choices.
Playground & Gym	Use kind words. Wait your turn. Share the equipment. Be friendly to everyone.	Use equipment properly. Clean up after yourself.	Keep your hands and feet to yourself. Use the equipment correctly. Tell an adult of any emergency. Stay in the designated area. Leave foreign objects on the ground.	Be a team player. Be kind to everyone.
Bus	Follow directions the first time given. Use a whisper voice.	Stay in your seat. Get off the bus in an orderly way.	Keep your hands, feet, and objects to yourself.	Be respectful. Be responsible. Be safe.

Student Clubs

Purpose

- To create a culture of community among our student body
- To foster student interests and instill leadership qualities through community service

Students and parents will receive guidelines, types of clubs, club dates, and community projects in August.

Student of the Week

All students should strive to work hard each day to attend school daily, meet their Wildly Important Goals, and develop their leadership skills. Each home-room teacher will select a "Student of the Week" based on students' leadership skills, Wildly Important Goals progress, academics, attendance, and/or behavior.

"Student of the Week" Incentives will include the following:

- **"Student of the Week"** Certificate
- Morning Announcement Highlights
- Line Leader for the Day (Monday & Friday)
- Lunch with Administrators (Days may vary during the week. Lunch will be on the stage.)

Grading System

Kindergarten Academics

EXC- Exceeding

DEM- Demonstrating

DEV- Developing

EM- Emerging

ND- Not Demonstrated

Grades 1-5 Academics

0-100 = A (Excellent Progress)

80-89 = B (Satisfactory Progress)

70-79 = C (Needs Improvement)

Below 70 = F (Unsatisfactory Progress, Failing)

First and second grade students: Science and Social Studies will not receive a grade.

Music and Physical Education (Gr. 1-5) will receive {E} Exceeds, (M) Meets, or (N) Needs Improvement.

Response to Intervention (RtI)

The Response to Intervention (RtI) is a federally-mandated process that is designed to evaluate student progress and to plan alternative instructional interventions as needed.

Through the RtI process, school staff members work with parents in order to develop appropriate learning strategies. Parents are invited to each RtI meeting to help with identifying appropriate learning strategies for students to be successful during the learning process.

Homework

Each student needs to be successful during the school year. Homework allows students to build confidence as they practice and extend their learning outside the classroom. It is vital for students to complete homework assignments each day. The following is list of additional daily activities to increase student achievement:

- Read with an adult at least 10 minutes and discuss text.
- Read to build fluency.
- Create and write stories.
- Practice letter sounds and sight words.
- Practice math facts (addition, subtraction, multiplication, division) to build math fluency.
- Practice handwriting .

Signed Papers

Signed papers and school information will be sent home on Wednesdays with students. Please review your child's class assignment with your child.

Signed papers should be returned on Thursday with parents/guardians' signature. If you would like to discuss your child's signed papers, please schedule a meeting with your child's teacher. If you would like to keep your child's signed papers beyond Friday, please write a note to the teacher. If signed papers are not returned by the following Wednesday, no additional papers will be sent home until the that set is returned.

Media Center

Union's Media Center Student/Parent Handbook will be available on Union's website.

Media Matters



Media Specialist: LeeAnn Wildman

Media Clerk: Nalani Boyington

Vision

The Union Elementary Media Program promotes literacy and learning and strives to produce lifelong readers and information literate citizens in a climate that fosters personal responsibility, values learning, and respects cultural diversity and independent thinking.

Mission

The media center at Union Elementary is designed to be the center of learning at the school. Every effort is made to create a warm, inviting atmosphere, to encourage patron use, and to ensure that students and staff are effective users of ideas and information including information literacy, media literacy, visual literacy, and technology literacy.

Goals and Objectives

- To offer full accessibility to all students and staff throughout the school day to the materials and services of the media center through flexible scheduling
- To encourage correlation of classroom activities and media services through teacher/media specialist collaboration and planning
- To provide resources that support the state curriculum as well as a wide variety of materials that reflect the varied interests, values, points of view, needs, and abilities of our school's community
- To help patrons develop habits of inquiry and to encourage competency in the use of available resources
- To help students demonstrate safe and responsible digital citizenship skills
- To encourage the widest use of all books, resources, and services by students and staff
- To teach appropriate media competencies through the use of various methods and techniques enabling students to become proficient and discriminating users of print and non-print materials
- To evaluate resources and programs in order to serve patrons most effectively
- To encourage students to develop a love of reading by exposing them to a variety of children's books and literature that reflect their interests, culture, and reading level
- To help celebrate and recognize student reading achievement by promoting the AR program and providing incentives for students to strive to make their reading goals

Media Center — Expectations

UNION STARS SHINE BRIGHT
IN THE LIBRARY!

I **SHINE** in the library when...



- I am **Respectful.**

- I use a library appropriate voice.
- I always walk.
- I use kind words and attitudes.
- I share the space and resources.



- I am **Responsible.**

- I use a shelf marker properly.
- I treat books and materials with care.
- I return my books on time.
- I clean up after myself.

- I am **Ready to Learn.**

- I listen and follow directions the first time.
- I participate in the lesson and do my best



Clipart stars used from <https://www.anyrgb.com/en-search?q=smiley+stars>

Media Center—Accelerated Reader



Union Elementary School AR Program Plan 2022-23



"Reading is out of this world! Blast off with a great book!"

- The AR program is divided into 6 marking periods. (Dates to be determined by the district.)
- Students will take the STAR test to determine their individualized reading level, and teachers (or Mrs. Wildman???) will set an appropriate (challenging yet attainable) goal for their students based on 30 minutes of reading per day.
- Students will be expected to check out at least one library book on their reading level each week. They can take tests to earn points on books they have read from the library, from home, or online.
- Each marking period we will hold a fun celebration for students who make their goals AND maintain a minimum average of 85% (80% for students who are PEC for reading and for ESOL students).
Celebration themes for the year will be:
 1. BLAST OFF with a great book! (Rocket Theme)
 2. "Plan-It" Party -Plan It-As in "Begin with the end in mind" and plan to make your AR goal. (Planet Theme)
 3. Astronaut Training and Adventure -Books teach you new things and take you to places you've never been. (Astronaut Theme)
 4. I'm a STAR Reader!
 5. Shoot for the MOON, read lots of books!
 6. Reading Makes You So Bright! (Sun Theme).
 7. For students who have made all six goals, a fun mystery event will be held at the end of the year.
- Each class will be provided with a goal clip chart to hang outside of their rooms to help keep students motivated.
- Mrs. Wildman will work with teachers to recognize an AR Student of the Week from each class to receive a book from the vending machine. This is a progress award. Teachers should select students who are making great strides in reading. It does not have to be the student with the highest average, the highest word count, the most books. It can be any student who is working diligently and giving their best effort toward reaching their AR goals. I do not want AR to be a competition between students or classes but rather a tool to have students working to improve their reading and feeling successful with the strides they are making.
- Weekly Word Count recognition will take place on Friday morning announcements. Students will have their picture on the announcements for moving up to the next level, and the top 10 students in the school will be recognized. K-2nd students will be

Media Center—Accelerated Reader (cont'd)

recognized for each 10,000 words they read. Grades 3-5 will be recognized starting at 50,000 words. In keeping with the Leader in Me, there will also be a Word Count Scoreboard outside of the media center recognizing students who are moving up in word count. One will be for K-2 and the other for grades 3-5.

- Students who have met their goal for the marking period will also be recognized on the morning announcements on Friday mornings.
- Our goal is to have at least 3 “millionaire readers” at the end of the year. Millionaire readers will earn a special t-shirt and lunch with a buddy in the library. Mrs. Wildman will order the millionaire reader a special lunch, and their buddy can bring their school or sack lunch to eat with them in the library.
- Medals will be given at the end of the year Awards Ceremony to recognize the following achievements

1st Grade – Read and tested on 45 Books or more

2nd Grade- Read and tested on 55 Books or more

3rd Grade 65 books or more with at least 5 books worth 1 point or more;

4th grade 65 books or more with at least 10 books worth 1 point or more;

5th grade 75 books or more with at least 15 books worth 1 or more points

- Certificates will be awarded to students at the end of the year Awards Ceremony for the highest level of achievement they achieve during the year. Each child will receive one certificate. The levels are as follows.

Ready Reader

Accumulate 5 points on books read To, read With, and/or read Independently.

Independent Reader-Read at least 3 books independently with a 1.2 or higher ATOS book level (or 160L Lexile® Measure) and earn 10 points. Only books read independently count toward the 3-book goal, but books read To, With, or Independently count toward the points. Do not recertify at this level

Rising Reader-Read 3 books independently with a 1.6 or higher ATOS book level (or 250L Lexile® Measure) and earn 10 points from books at or above that book level. Only books read independently count toward the 3-book goal and points. Recertifies 5 times

Super Reader-Read 3 books independently with a 2.0 or higher ATOS book level (or 330L Lexile® Measure) that are each worth at least 1 point. Only books read independently count toward the 3-book goal and points. Recertifies 5 times

Awards / Student Recognitions

End of the Year honors will be given to students who show exemplary character and academic achievement. The awards will be the following categories:

- ***Principal's Honor Roll*** - Must maintain all A's on progress report and report cards all year.
- ***A/B Honor Roll*** - Must have all A's and B's on progress report and report cards all year.
- ***Superintendent's Perfect Attendance*** - No absences, no early dismissals, or tardies all year.
- ***Principal's Outstanding Attendance*** - No absences, but may have an early dismissal or tardy
- ***Citizenship*** – Must demonstrate strength of character and follow the PBIS-LIM expectations at all times. No office or bus referrals.
- ***Most Improved (Behavior and academic)*** - Selected by homeroom teacher.
- ***Highest Grade Average in Reading, English, Math, Science, and Social Studies*** – One Student per category from each grade level (Math and ELA only in grades 1 and 2).
- ***Most AR Points*** – One student per grade level who earns the most Accelerated Reader points.
- ***Greatest Lexile Gain***– One student per grade level who earns the greatest Lexile Gains on the end-of-year STAR Assessment.
- ***Highest Lexile Score***– One student per grade level who earns the highest Lexile score on the end-of-year STAR Assessment.
- ***Highest I-Ready Score***– One student per grade level who earns the highest I-Ready Math score or average on the end-of-year STAR Assessment.

Students will also be recognized for their participation in clubs and other school activities

Fees, Fines, & Charges

The Bibb County School District provides a free education to all Bibb County students. Schools provide textbooks and instructional materials to all students. Parents are responsible for all textbooks and instructional materials assigned to their child(ren).

Parents shall pay for all items not returned or returned with excessive wear and tear. Parents may contact their child's teacher or the school office for fee amounts to damaged or lost assigned items.

Health & Safety

The health and safety of all students are important to the safety of others. If your child has a fever, please keep them at home. If your child develops a fever at school, parents will be contacted and students must be picked up.

Students must remain out of school until they have been fever-free for 24 hours without medicine.

Registration

Registering New Students for School

Parents can now register **new students** to Bibb County Schools with the new **Online Registration application**.

Pre-K families, DO NOT fill out this form unless your child has already been selected for the Pre-K program through the lottery process.

The following required documents listed below may be uploaded during online registration process.

1. A certified birth certificate
2. Student Social Security card
3. Immunization Record on GA Form 3231
4. Hearing, Vision, Dental Screening on GA Form 3300
5. A government issued picture identification for the parent or guardian
6. Two documents validating proof of residence, which may include:
 - Lease or Mortgage - **Required**
 - Plus one of the following:
 - Current utility bill (electric, water, or gas)
 - Most recent income tax return
 - Property tax statement
 - Automobile registration or insurance
 - Mail from any government agency
 - Last report card and/or transcript (if applicable)

If the Proof of Residence is not in the legal guardian's name, a Residential Affidavit must be obtained from the school prior to enrolling the student. Both the parent and the person they will live with will need to complete the Residential Affidavit at the school the student will be attending. Please contact the individual school to set up an appointment for this process to be completed. Please bring the Proof of Residence and a valid picture ID with you.

Student Transfers

Internal - If you are transferring from one school in BCSD to another school in BCSD, please utilize Parent Portal to access our Online Registration platform. When you enter your new address and provide supporting proof of residence, you can contact the new school to complete the transfer process.

External - If you are transferring from a school outside of BCSD, please go to our information for enrolling a new student through our Online Registration system.

Student Withdrawals

Please contact the office and inform us of your intent to withdraw, your reason for withdrawal, and to determine what additional steps may be required in order to clear records and request that records be sent to your new school.

Weapons Message

ELEMENTARY MESSAGE:

Students this is a reminder that we want to keep our school safe and secure. Our school district will not tolerate weapons in school, and this includes toys like BB guns and throwing stars. Even elementary school students who bring these items to school could be expelled. If you see another student with any of these items, you should report it to a teacher or administrator immediately. Thank you for keeping our school safe.

Appendix

COVID Update

DISTRICT SAFETY PROTOCOLS

- Masks are optional in schools, BCSD buildings and on school buses.
- Masks are still required for those individuals returning to school or work during the isolation phase.
- COVID-19 vaccinations and/or boosters are not required but are strongly recommended and encouraged for any eligible individual. Find a vaccination site at www.vaccines.gov. Learn more about pediatric COVID-19 vaccine recommendations at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/children-teens.html>.
- Individuals should remain home if they feel unwell and contact their medical provider if they are experiencing any symptoms of COVID-19.

Student/Staff Isolation: Anyone who tests positive for COVID-19 (regardless of vaccination status) must:

- Isolate at home for 5 days from the date symptoms first appeared or, if asymptomatic, the date of the positive test. Stay away from others in the household as much as possible during isolation.
- After 5 days, if you have no symptoms or your symptoms are resolving and you have not had fever for more than 24 hours without the use of fever-reducing medication, you may end isolation. If symptoms are not improving or fever has not resolved, you should continue isolating for the remainder of the 10 days or until these criteria are met within the 10-day timeframe.
- After ending isolation, you should continue to wear a mask around other individuals in the home and in public for 5 days or the conclusion of the 10-day timeframe.
- Should fever persist beyond 10 days, a doctor's note may be required.

Please view the district's website for COVID-19 updates.

Appendix

COVID Update (continued)

Student Quarantine: If a student has been identified as a close contact to someone with COVID-19 outside of the school setting, follow these protocols.

Vaccinated and/or boosted:

Depending on [eligibility](#) by age, if you have been fully vaccinated or boosted within the last 6 months (Moderna or Pfizer vaccine) or within the last 2 months (J&J vaccine):

- You do not need to quarantine.
- You should wear a mask around other individuals in public for 10 days.
- If possible, get tested on day 5.
- If you develop symptoms, get tested and isolate at home until test results are received, then proceed in accordance with the test results.
- A school nurse may ask for proof of vaccination.

Unvaccinated:

If you are unvaccinated, or became fully vaccinated more than 6 months ago (Moderna or Pfizer vaccine) or more than 2 months ago (J&J vaccine) and have not received a booster [depending on eligibility by age](#):

- You must quarantine at home for 5 days. After that, continue to wear a mask around other individuals for 5 additional days.
- If possible, get tested on day 5.
- If you develop symptoms, get tested and isolate at home until test results are received, then proceed in accordance with the test results.
- NOTE: When the close contact is a household member and is unable to quarantine away from the positive individual, the quarantine period does not start until the isolation of the positive person is finished. In other words, the quarantine will be 10-20 days based on whether the positive individual and the close contact are symptomatic or asymptomatic. This is most common when the positive person is a parent, and the close contact is a young child. A school nurse may help clarify these guidelines for staff.
- *Per an [Administrative Order](#), schools may adhere to different quarantine requirements in order to facilitate in-person learning. These alternative quarantine guidelines can only be followed if the point of exposure is in the school setting and the individual remains symptom-free during the quarantine period.*

VISITORS

- Upon entering buildings and signing in through CheckMate, volunteers and guests will be required to respond to COVID-19 safety questions before completing the check-in process.

Please view the district's website for COVID-19 updates.

Appendix

First Responders List

First Responders™

Union Elementary School
LaShun Crawford, Principal

Area	1st	2nd	3rd
Cafeteria	Telli Hughes	Lunchroom Manager	Daphne Bailey
Classroom Parent Concerns	Homeroom Teacher	Telli Hughes	Daphne Bailey
Curriculum	Tomika Jones	Latanya Dean	Telli Hughes
Discipline (School & Bus)	Telli Hughes	April Griffin	Daphne Bailey
Dress Code	April Griffin	Lorea Reid	Telli Hughes
Facilities	Daphne Bailey	Telli Hughes	Adel Glover
Health / First Aid	School Nurse	Telli Hughes	Daphne Bailey
Maintenance	Daphne Bailey	Adel Glover	Telli Hughes
Media Center	LeeAnn	Telli Hughes	Daphne Bailey
Purchase Orders	Daphne Bailey	LeeAnn Wildman	Telli Hughes
Student Activities	Lorea Reid	April Griffin	Daphne Bailey
Student Arrival & Dismissal	April Griffin	Lorea Reid	Daphne Bailey
Student Attendance	April Griffin	Alysha Allen	Lorea Reid
Student Supplies	Lorea Reid	April Griffin	Arleshia Hall
Technology	LeeAnn Wildman	Telli Hughes	Tomika Jones
Testing	Telli Hughes	April Griffin	
Transportation	Alysha Allen	Telli Hughes	April Griffin
Volunteers	Lorea Reid	Arleshia Hall	Daphne Bailey



The Union staff looks forward to developing students' leadership skills and promoting student achievement for all students.



#Built4Bibb

Leadership... Scholarship... Citizenship