

# Porter Elementary School

2023-2024



Student/Parent Handbook

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## WELCOME TO JAMES H. PORTER ELEMENTARY SCHOOL

*As we embark on the 2023-2024 school year, we are delighted to have you as members of our Porter Elementary School family. We sincerely invite your involvement in making this school year a successful one.*

*The Porter staff provides quality educational experiences for our students in a safe, orderly, and positive environment. We create a stimulating educational atmosphere in which all children grow academically, socially, emotionally, and physically. We are devoted to providing rigorous learning opportunities for all students.*

*The policies and procedures detailed in this handbook have been prepared to familiarize you with Porter Elementary. We have tried to anticipate what you will need to know to make this school year successful for your child. Please take the time to read this handbook and refer to it when you have a question concerning everyday operations and rules of the school.*

*Because parents have the strongest and most permanent influence on their children's lives, we extend an open invitation to all parents to regularly visit our school to attend activities and programs. We implore you to become active members of the Partners in Education Volunteer Program. We look forward to working together as we begin the important and exciting journey through the 2021-2022 school year.*

*Again, we are happy to have you and your children with us as PORTER PANTHERS!*



# 2023-2024

July 4, 2023	Independence Day (District Closed)
July 25 - 31	Pre-Planning
August 1	First Day of School
September 4	Labor Day
September 5	Professional Learning (No Students)
October 6	Asynchronous Learning Day
October 9 - 13	Fall Break
November 17	Asynchronous Learning Day
November 20 - 24	Thanksgiving Break
December 19	Last Day of the Semester
December 20 - January 2	Holiday Break
January 3, 2024	Professional Learning (No Students)
January 4	Second Semester Begins
January 15	Dr. Martin Luther King, Jr. Day
February 19 - 20	Winter Break
February 21	Inclement Weather Make-up Professional Learning (No Students)
March 15	Inclement Weather Make-up
April 1 - 5	Asynchronous Learning Day
May 22	Spring Break
May 22 - 24	Last Day of School (1/2 Day for Students)
May 23 - 24	High School Graduation
May 27	Post-Planning
June 19	Memorial Day (District Closed)
	Juneteenth (District Closed)

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

First semester: 89 days | Second semester: 91 days Approved: 10/20/2022

JULY 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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JUNE 2024						
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## **MISSION**

The Bibb County School District maximizes student achievement and social-emotional well-being by building a sense of community in safe, equitable learning environments.

## **VISION**

Students are empowered to learn, lead, innovate and serve as productive and caring citizens within their chosen paths of success.

## **Guiding Principles**

- Personalized Learning
- Collaboration
- Engagement
- Safety
- Effective Leadership

## **TITLE 1 STATEMENT**

James H. Porter is a school-wide Title 1 school. The Title 1 Program is the largest federally funded program in education. The purpose of these funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. As a school-wide Title 1 School, services can be provided to help all students; however, particular focus is on the school's most at-risk students. Title 1 funds allocated to our school are used to fund additional personnel, professional learning for staff, parental involvement, materials, and resources to enhance instruction in core content areas of reading, math, science, and social science.

At James H. Porter Elementary, we continuously monitor student achievement and set high expectations for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we develop a partnership to assist all students to achieve. Your involvement in the development and review of our school's Parental Involvement Plan, School-Parent Compact, and School Improvement Plan is important.

As a parent of a child at Porter Elementary, you have the right to ask about the qualifications of your child's teachers or paraprofessionals who provide services to your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certification through which state qualifications were waived,
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) or concentration.
- If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the principal at Porter Elementary at 478 779-4350.
- We encourage you to get to know your child's teachers, class routines, and expectations.

## **PORTER ELEMENTARY POLICIES & PROCEDURES**

### **ATTENDANCE**

#### **SCHOOL HOURS**

School for grades PreK-5 begins at 8:20 AM and ends at 3:20 PM.

#### **ARRIVAL**

**Students are to arrive no earlier than 7:50 AM. Adult supervision does not begin until 7:50 AM.** If students plan to eat breakfast, they should arrive before 8:10am.

To develop a child's independence and responsibility, parents are asked not to accompany them to and from the classroom. Staff members will assist students as needed.

#### **TARDINESS**

Being punctual is an important skill our children need to learn. A student is tardy when arriving after 8:20. Parents are required to sign their child in at the office when they arrive after 8:20 AM. After tardy students are signed in, they will receive a tardy slip so that they may be admitted to class. Tardiness is defined as: 1) being late for school, 2) absenting oneself from school for any period during the day, 3) leaving school early. Tardiness is either excused or unexcused. A tardy student misses important instruction each time he/she is late.

#### **ABSENCES**

**Students in grades 1-5 who exceed ten (10) unexcused absences in a year may not be promoted to the next grade level.** (Bibb County Code of Conduct)

**The student will be counted absent if he or she leaves school before 11:45 AM or arrives after 11:45 AM.** Regular school attendance is essential to academic success. Documented absences will be granted for illness, accidents, a death in the family, recognized religious holidays, court orders or circumstances where parents make prior arrangements with the principal.

A written, signed explanation within three (3) days of the absence from a parent or a doctor is required for documentation. **Failure to present an excuse within three days shall result in an unexcused absence/tardy.**

**Students who demonstrate a pattern of absences and/or tardies shall be referred to the office of Student Support Services for counseling and appropriate intervention that may include a charge of truancy being filed against the parent and/or student.** (Bibb County Code of Conduct).

Up to three (3) handwritten notes will be accepted from parents per academic semester. Each note can excuse UP TO 3 consecutive days absent. After 3 handwritten notes in a semester, an excuse must be provided from an agency or professional such as a doctor, dentist, and court or funeral program to excuse any additional absences. If a student misses more than 3 consecutive days (days in a row), an excuse from an agency or professional is required to excuse those consecutive days.

**Students shall be given a reasonable opportunity, not exceeding five (5) days, to make up work or tests which are missed because of an absence from school. Failure to make up work could possibly result in a grade of zero (0).**

### **EARLY DISMISSAL**

Students leaving school before the scheduled dismissal time must bring a note stating the time they must leave and the reason for leaving. The name of the person who will come for them should also be included. **A student will only be released to those explicitly listed on the student's Emergency Card.** A parent or designee must sign the student out in the school office. The child will not be dismissed until the parent arrives in the office and the teacher has been notified by the office. **Students can only be dismissed early through the office. Teachers shall not dismiss students without notification from the office.**

***Due to preparation for dismissal, we cannot dismiss students from 2:45 – 3:15 unless it is a true emergency.***

### **REGULAR DISMISSAL**

Students will be dismissed each afternoon according to their means of transportation home.

**Walkers and bicycle riders** must leave promptly after dismissal begins. No student will be allowed to remain on the campus to play.

**Daycare van riders and bus students** will be dismissed from classrooms and proceed to the loading area in the front of the building as their buses or vans arrive.

**Car riders will be dismissed to the car loading area.** Parking spaces are limited at Porter; therefore, parents must stay in their cars when picking up their children in the front of the building (Do Not Park in the Bus Loading Area). Students will be called individually as their carpool number is called.

**All students should be picked up promptly.** No one is on duty to supervise children after 3:40 PM. Parents that arrive after 3:40 PM must enter the building and sign-out their children in the school office. After 5 late pickups parents will be referred to Social Services.

### **TRANSPORTATION CHANGES**

Please notify the school in advance if there is a change in the transportation of your child. If no notification is received, your child will follow his/her regular method of getting home. A written note to the teacher is required. Last-minute changes create a hardship for the office staff when in the middle of dismissing the entire student body.

### **SCHOOL BUSES**

Transporting students by school bus is a service which the Bibb County School System provides to students who live more than one-and-one-half miles from school. **TRANSPORTATION IS A PRIVILEGE: NOT A RIGHT.** Students are assigned to ride school buses that will pick them up and drop them off near their home. The Transportation Department (779-2000) is responsible for making bus assignments and changes when necessary.

Students may only ride the bus to which they are assigned. Students may not ride a different bus to go home with a friend. We can only accept a written note from the parent/guardian indicating a change in transportation.

**Rules and regulations** have been established for the maximum safety of the students being transported. The school bus is an extension of the classroom. Students are expected to sit in their assigned seat, exercise self-control, demonstrate respectful and courteous behavior toward bus drivers, and obey the bus driver's instruction.

To maintain a safe environment on each bus, the school supports the driver in maintaining safe bus-riding habits.

**Anyone who violates the safety standards may be suspended or removed from the bus.** Disciplinary action(s) will be recommended and enforced by the school principal or designee. Bus discipline notices are sent to parents to notify them when students violate safety standards and to inform them of the disciplinary action(s) that will result from the violation of safety standards. **(See the Bibb County Code of Conduct for more information)**

### **CONSEQUENCES FOR VIOLATING BUS RULES AND REGULATIONS**

- 1<sup>ST</sup> offense: 3 Day Bus Suspension. The Principal or their designee must make contact with the parent or guardian.
- 2<sup>nd</sup> offense: 5 Day Bus Suspension. The Principal or their designee must make contact with the parent or guardian.
- 3<sup>rd</sup> offense: 10 Day Bus Suspension. The Principal or their designee must make contact with the parent or guardian.
- 4<sup>th</sup> offense: Substantiated fourth offenses will result in expulsion from the bus for the remainder of the year.

### **USE OF THE OFFICE TELEPHONE**

The office phone must be used exclusively for school business. Students will not be allowed to use the telephone for personal matters. Students who forget to bring homework, school materials, books, signed papers, projects, field trip permission slips, money etc. will not be allowed to use the school telephone to ask parents to bring them. Please remind students of their responsibility to have all necessary materials for a successful school day.

**Only emergency telephone messages can be relayed to students during the school day. Please make travel arrangements and after-school plans with your child in the morning before he/she leaves.**

### **SCHOOL NUTRITION PROGRAM**

There will be no charge for breakfast or lunch meals for all students this year.

#### **Breakfast**

Breakfast will be served daily from 7:50 AM until 8:10 AM. Car riders must arrive before 8:10 to eat breakfast.

#### **Lunch**

A school lunch is nutritionally sound, and every child is encouraged to participate. Students will have thirty (30) minutes daily for lunch.

Extra milk	\$ .60
Adult Price	\$3.25



## **NUTRITION CENTER POLICIES**

**If your child is allergic to certain foods or beverages including milk, please notify the office with a letter from your doctor.**

Students may bring meals prepared at home. Beverages must be in insulated containers. Students are permitted to buy milk. **No fast-food meals (i.e. McDonald's Wendy's etc.) may be brought into any Bibb County School Lunchroom. (Bibb BOE Policy EE)**

Parents are welcome to occasionally eat lunch with their children. **Please do not plan on eating with your child the first two weeks of school.** We would like the teachers to eat with the students in order for them to build a relationship with each other and also to learn the rules and expectations of the lunchroom.

Ice Cream will be sold on Fridays. Students can pay their homeroom teacher for ice cream in the morning and then it will be served to them during the lunch period.

Appropriate cafeteria behaviors demonstrating good table manners and talking quietly are expected. Good manners will be taught and respected. Your reinforcement of these expectations is greatly appreciated.

- Stand in a silent, single line.
- Talk quietly when music is not playing in the cafeteria (quiet when music is playing)
- Be respectful and use good manners when speaking to lunchroom staff.
- Pick up all necessary items in the cafeteria line the first time through.
- Use appropriate manners while eating.
- Clean personal space including the seat and around the seat on the floor.

## **SCHOOL VISITATION**

**Parents are encouraged to visit the school to observe their child's class and to talk with teachers and other school staff. For the visit to be productive and to be sure that those persons with whom you wish to talk are available, please make an appointment in advance of your visit.**

To ensure the safety of our children, we must implement some rules concerning visitors in our building:

- **Visitors or volunteers must sign in at the office and wear a visitor badge while in the building.** Remember to sign out when leaving.
- If your child forgets something from home, it should be left at the office for delivery to the classroom.

We encourage parents, guardians, and other relatives to be involved in their children's learning process by serving as school volunteers. To protect our students' health, safety, and welfare, ALL volunteers must fully complete a "Volunteer Informed Consent Release and Hold Harmless Agreement" and Criminal Background Check. The completed forms must be turned in to the school office, where they will be forwarded to Campus Police for processing.

**NO PARENT/VOLUNTEER WILL BE ALLOWED TO ATTEND ANY SCHOOL DAY FUNCTIONS (INCLUDING FIELD TRIPS, TUTORING, READING TO CLASSES, CLASS PARTIES, ETC.) WITHOUT THIS DOCUMENT BEING APPROVED BY THE BIBB COUNTY BOE PRIOR TO THE EVENT AND ON FILE IN THE SCHOOL OFFICE.**

**These volunteer forms are available for pick-up at the school office. Completion ASAP will allow you to participate throughout the school year in our school events.**

**Remember to bring a picture ID when you sign in at the office to visit.**

We appreciate your cooperation and support of this expanded background screening program. We prioritize the welfare and safety of our students. Please contact the school office with any questions you may have regarding this program.

## **YOUR CHILD'S HEALTH**

If your child is seriously injured or becomes ill at school, we will make the child as comfortable as possible and call the parent immediately. If the parent cannot be reached, we will attempt to contact the emergency number listed on the emergency procedure card. **We must always have an emergency contact number. Please update your emergency information in Parent Portal when any changes are needed.** If we cannot reach anyone, and we feel medical treatment is necessary, we will call the appropriate medical personnel or facility for help. Costs for medical treatment are the parent's responsibility.

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. Your child cannot remain at school if he/she has a fever or an upset stomach. Children should be fever free for 24 hours without a fever reducer (Tylenol or Motrin) before they return to school. **Please do not send children to school if they are ill before the school day begins.**

## **MEDICATION**

**The size of our student body prohibits us from administering non-prescription medicines** such as aspirin, Tylenol, and cough syrup. Please administer these medications at home whenever feasible. For example, many non-prescription medicines can be given in the morning before leaving home, after school and later in the evening. We appreciate your understanding in this regard.

**Only prescribed medicines will be administered to the student provided the doctor and the parent have signed a Medical Authorization Form and we have it on file.** The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be administered, including the quantity of dosage and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary. All medications prescribed by your doctor must be brought to the office in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. A record of daily administration is kept in the office. (Bibb BOE Policy JGCD)

**Students may not have medicines in their possession at school. ALL prescription medicines must be in the original container and will be dispensed through the office.**

## **IMMUNIZATIONS**

All students must have proper immunizations before entering Georgia Public Schools. Georgia Form 3231 must be complete, up to date and on file in each student's records. Any questions about your child's immunizations can be answered by the Bibb County Public Health Department or your child's pediatrician.

## **COMMUNICABLE DISEASES PROCEDURE**

Students having the following conditions will be sent home immediately and not allowed to return to class until the following conditions are met:

- **CHICKEN POX** Students may return when the chicken pox have scabbed over and the child has no fever.
- **PINKEYE** Students must be free of pink eye (Conjunctivitis)
- **RINGWORM** A parent must accompany the student to school with evidence that proper treatment has been administered. The ringworm must be kept covered.
- **HEADLICE** A parent must accompany the student to school with evidence that proper treatment has been administered. School personnel will recheck the child's head for nits (eggs) and/or head lice (bugs). **Hair must be nit and lice free** before the student can return to the classroom.

## **HOSPITAL/HOMEBOUND**

If a student is to be out of school for a long-term illness (10 or more days), please call the office for information concerning services for Hospital/Homebound Services as soon as possible.

## **CARE OF TECHNOLOGY, TEXTBOOKS, AND LIBRARY BOOKS**

Students are responsible for all technology, textbooks and library books issued to them during the school year. The condition of each is recorded when it is issued, so that damage beyond usual wear may be assessed at the end of the year. Lost and stolen items must be paid for by the student/parent. If a lost book is found, the money paid will be refunded.

## **HOMEWORK**

Homework is considered a valuable instructional tool. Homework is assigned to students to review class lessons, to practice skills previously taught, to prepare for future lessons, and to work on long-term assignments. Homework may include previewing printed material for the next day's work, reading and reporting on books, doing research, working on class projects, reviewing notes, writing short stories, or completing work assigned in class. Porter students will be assigned homework each school night Monday through Thursday. All Porter students are expected to read a minimum of 20 minutes each night. No homework assignment will be given for the weekend or holidays unless it is the completion of open-ended project work. Help your child develop routines that will be of assistance in successfully completing homework assignments.

- Ask your child daily about homework assignments. All homework will be evaluated daily, and when not turned in on time will possibly result in 'Needs Work' points.
- Become interested in your child's homework. Ask your child to show the homework to you and to explain what the work completed was about.
- Remember that homework is your child's work and not yours.
- Help your children set a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.

- Provide your child with a quiet place to work or study where he/she is not disturbed by TV, other children, or pets.
- Paying close attention to homework and good study habits will help your child become a successful student.

## **REPORTING STUDENT PROGRESS**

Folders are sent home every Wednesday, containing samples of students' work, weekly tests, and other school correspondence for that week. Parents should review all enclosures, discuss them with the student, sign and make comments if necessary, and return the folder on Thursday. These papers become part of an ongoing record of academic progress. Students not returning papers by Friday may receive 'Needs Work' points.

Progress reports go home every nine weeks. Report cards are only issued at the end of the year. Attendance will be reported on the report card. **If you have any questions or concerns about your child's academic or behavioral progress, contact his/her teacher, so that potential problems can be handled in a timely manner.**

## **GRADING GUIDELINES**

Grading policies for grades 1-5 are as follows:

<b>A (90-100)</b>	<b>Outstanding</b>	<b>E</b>	<b>Exceeds</b>
<b>B (80-89)</b>	<b>Good</b>	<b>M</b>	<b>Meets</b>
<b>C (70-79)</b>	<b>Satisfactory</b>	<b>N</b>	<b>Needs Improvement</b>
<b>F (60 and Below)</b>	<b>Unsatisfactory</b>		

First and second grades receive E, M, and N in Science and Social Studies. Students in grades 1-5 are graded E, M and N in Physical Education, Music.

## **PROMOTION REQUIREMENTS**

<b>Kindergarten</b>	Demonstrate Progress or Mastery in reading and math; Satisfactory progress on GKIDS skills
<b>1<sup>st</sup>, 2<sup>nd</sup> Grades</b>	Must pass math and English/Language Arts
	Earn one or more 'Meets' in science and social studies
	Meet attendance requirements
<b>3<sup>rd</sup> Grade</b>	Must score 'On/Above Grade Level' on the reading portion of the Milestones
	Must pass math and English/Language Arts
	Must pass science or social studies
	Meet attendance requirements
<b>4th Grade</b>	Must pass math and English/Language Arts
	Must earn a passing grade in science or social studies and meet attendance requirements
<b>5th Grade</b>	Must earn 'On/Above Grade Level' in reading and 'Developing' or higher in math on Milestones
	Must pass English and math; Must pass science or social studies
	Meet attendance requirements

## **CONFERENCES/COMMUNICATION**

We encourage frequent parent/school communication through letters, notes, telephone calls, conferences, and weekly signed papers, discipline plan reports, student planners, classroom visits, mid-term reports, report cards, newsletters and Remind messages.

Communication is an essential part of the educational program. It is very important for parents to keep in touch with their child's teacher. Parents are encouraged to contact teachers for conferences throughout the year. Conferences can be arranged by calling the school office at 779-4350 or sending a note or a REMIND message to the child's teacher.

If a parent has a concern that involves a teacher and a child, the first person to see is the teacher. If the parent does not think a concern has been adequately addressed by the teacher, the parent may then seek help from the principal or assistant principal. Most problems can be satisfactorily resolved by following this procedure.

All teachers use Remind as another tool to communicate with parents. If you do not have a Remind account, additional Information will be sent home at the beginning of the year.

## **PHYSICAL EDUCATION PROGRAM**

Physical Education is offered for all elementary students in grades K-5. If a student's participation has some temporary limitations, send a written note to the classroom teacher or the PE teacher to excuse the student from physical education activities. Continued limitations will require a medical doctor's written excuse on file. Regular school clothing is appropriate for physical education activities; however, students should always have tennis shoes to wear on PE days.

## **MUSIC PROGRAM**

Porter students are served by a music teacher. Porter Elementary is fortunate to have a full-time music teacher on staff. Students in Grades K-5 receive music twice per week. Interested 4<sup>th</sup> and 5<sup>th</sup> grade students can audition for the school chorus.

## **GIFTED PROGRAM (REACH)**

*Reach for Excellence in Achievement on Creative Horizons*

Children who participate in this program attend a class for the gifted one day each week. The curriculum for the REACH program is interdisciplinary in nature and fosters the application of skills developed in the regular classroom.

To qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. Exceptional performance in these areas must be demonstrated on tests, and/or shown in outstanding products and/or exemplified in academic and artistic performance. Students may be recommended for consideration for the gifted program by teachers, counselors, parents, peers, administration, self, and others.

The Bibb County Board of Education policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status, handicap or age. This policy will govern selection of students for this program as it does for all others in the system.

Each year, during a specified two-week period, teachers shall observe students looking for the Traits, Attitudes and Behaviors (Tabs) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified Tabs shall be considered for referral by the school eligibility team.

School principals, counselors and teachers shall also review the results of norm referenced testing. Any child with a 90<sup>th</sup> percentile composite score, a 90<sup>th</sup> percentile total reading, including reading comprehension, or 90<sup>th</sup> percentile total math shall be considered. This shall constitute an automatic referral procedure.

The school gifted-eligibility team shall review the records of any child under consideration for referral and will decide which students will proceed to further evaluation. A child will be referred for further evaluation if he or she is listed in a minimum of five categories on the Tabs and additionally demonstrates one of the following: documented above grade-level performance, qualifying achievement test scores, documented outstanding products or performances, or a GPA at or above 3.5 on a 4.0 scale.

Parent permission will be obtained before any formal evaluation, and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following the completion of the evaluation.

### **PARTNERS IN EDUCATION**






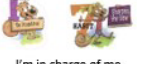














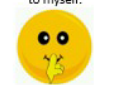



Porter Elementary School is fortunate to have many parents and grandparents who donate their time to work in the school and at home. Parents and community members are encouraged to serve as volunteers in the school and at home. Parents and community members are encouraged to serve as volunteers in the school. It allows you to become actively involved in your child's school. Persons interested in donating their time and services should contact the school or the School Volunteer Coordinator. (See School Visitation on page 11 concerning volunteer background checks.)

### **SCHOOLWIDE DISCIPLINE PLAN**

Porter uses the PBIS framework for behavior intervention. PBIS celebrates the commitment to academic, social-emotional, & behavioral student success. Research indicates that schools make greater academic gains when they simultaneously build a school-wide positive social culture. PBIS organizes adults and students to create a social culture in schools that will encourage positive behavior and interactions while discouraging problem behaviors. This social culture will lead to a safer environment where students achieve academically and build positive relationships with each other and with adults.

Porter utilizes 8 PBIS Effective Practices:

1. DEFINE- clear and concise definition of behavior expectations
2. TEACH- direct teaching of behavior expectations
3. MODEL- Show the students what the expected behavior looks like/sounds like.
4. PRACTICE/CELEBRATE- consistent acknowledgement of the expected behaviors
5. CORRECT- consistent correction of the problem behaviors
6. REMIND- daily reminders & supervision- "the positive nag"
7. SUPERVISE/FEEDBACK
8. RETEACH if necessary

School Wide Expectations PAWS Matrix (PBIS/LiM)						
	Classroom Rules	Hallway	Cafeteria Rules	Restroom Rules	Dismissal	SEL
Positive Attitude	I set WIGS. I participate & cooperate. I use proactive language ex. "I can, I will, I choose". I stop and think before I respond. 	I stand and walk in a quiet, orderly line. 	I help others keep the lunchroom clean and wait my turn. 	I stand quietly in line to use the restroom. 	I choose to walk to the bus, carpool or backdoor. 	 I'm in charge of me. I take care of my body, mind, soul and heart. I ABC breathe when I feel upset. I choose to be kind and not bully others.
Act Responsibly	I put my big rocks first. I stay organized. I accept responsibility for my decisions. I act on my WIG's lead measures. I treat my device with care. 	I walk with care while carrying my device, lunch, books and notebooks during transitions. 	I keep my area clean and food on my plate. I stay seated until I'm called on. I choose healthy options. 	I leave the restroom neat and clean, flush the toilet, and place paper towels in the trash. 	I wait for my car and look both ways. 	 I think ahead. I say "no" to time wasters. I tell an adult if someone is being bullied.
Work Together	I check WIG scoreboards, check in with my accountability partner, and help others. I deposit into others' emotional bank account with words and actions. 	I model following the rules: being quiet, standing patiently, and waiting patiently for instructions. 	I encourage others to follow the rules. I stand quietly in line with my classmates. 	I wait patiently for my turn. 	I am a role model for younger students. 	 I listen to others' ideas. I am a role model. I help others who are being bullied.
Show Respect	I follow directions the 1 <sup>st</sup> time given. I raise my quiet hand to share. I show good sportsmanship and say... 	I keep my hands to myself. 	I am quiet when the music is on and keep my hands and feet to myself. 	I wash my hands or use sanitizer to cut down the spread of germs. 	I follow safety rules and wait for adults to finish. 	 I find win-win solutions. I listen with my eyes, ears and heart.

### Porter's Reward & Disciplinary Plan

When students are in class, teachers will use ClassDojo to document behavior points.

MINOR and MAJOR infractions are listed below.

#### Minor: (-1 point): CLASSROOM MANAGED

- Cheating on formative work/classwork
- Classroom Noises
- Lying
- Name Calling
- Not doing classwork
- Not doing homework
- Not following directions
- Out of seat
- Excessive Talking

#### Minor: (-2 points) CLASSROOM MANAGED

- Insulting language to an adult
- Insulting language to peers
- Stealing/Theft
- Physical Aggression
- Dress Code Violation

#### Major (-4 points): CLASSROOM MANAGED

- Profane language/gestures/behavior
- Physical Aggression w/ injury
- Property damage
- Minor Technology Violation (Cell phone use, inappropriate website, etc)
- Cheating on a summative (test)
- Inappropriate location

**Automatic Office Referral:**

- **Continuous Abusive, Inappropriate language**
- **Major Technology Violation**
- **Bomb Threat**
- **Arson**
- **Bullying**
- **Gang affiliation**
- **Combustibles**
- **Fighting**
- **Sexual harassment**
- **School property damage**
- **Alcohol/Drug possession**
- **Weapons**
- **Major Theft (stealing school technology equipment, money, taking items out of the teacher's desk or purse, etc.)**
- **And any other Level III violation as indicated in Bibb County Code of Conduct**

**Discipline Process:**

**For Needs Work points** (accumulated during the week and reset at the start of each week):

- **4 points**: Parent Contact (Parent notified of behavior infractions in Remind OR a note sent home for parent signature if parent is not connected to Remind. If parent does not return signed note, a phone call is required. Teacher documents phone call in infinite campus).
- **6 points**: Silent Lunch & Parent Contact (Parent notified of behavior infractions and silent lunch via Remind if connected OR a copy of silent lunch note sent home for parent signature if parent is not connected. If parent does not return the signed silent lunch note, a phone call is required. Teacher documents phone call in infinite campus).
- **8 points**: Counselor referral AND Parent contact via Remind or phone call by the counselor. Counselor documents phone call in infinite campus.
- **10 points**: Silent Lunch & Parent Contact (Parent notified of behavior infractions and silent lunch in Remind if connected OR a note sent home for parent signature if parent is not connected. If parent does not return signed note, a phone call is required. Teacher documents phone call in infinite campus).
- **12 points**: Office Referral (Parent notified of the behavior that accumulated to 12 points which has resulted in an office referral. This parent contact can be in Remind or by phone call. All phone calls are to be documented in infinite campus. All the above documentation provided to admin, along with office referral).

**Administrative Progress Discipline Process for Chronic Level 1 & Level 2 Offenses:**

- **First office referral for 12 points**: Administrative Time Out & Admin mandatory parent conference.
- **Second office referral for 12 points**: ISS 1 day
- **Third office referral for 12 points**: ISS 2 days
- **Fourth office referral for 12 points**: ISS 3 days AND teacher implements an RTI for behavior.



- **Fifth office referral for 12 points:** OSS 1 day (Admin consider manifestation determination for those on IEP or 504). A Functional Behavioral Assessment is conducted and completed within 8 days of the referral by Teacher or district intervention behavior specialist.
- **Sixth office referral for 12 points:** OSS 2 days AND A Behavior Intervention Plan (BIP) will also be developed by teacher within 5 days of referral (with assistance by the district intervention behavior specialist).
- **Seventh office referral for 12 points:** OSS 3 days – Admin considers evidentiary hearing for alternative placement.

**\*\*Note: Student participation in school events and field trips is always at the discretion of the principal.**

### **Rewards/Incentives for Positives:**

To participate in school-wide events: Students will need to have a certain percentage of positive points overall. The actual percentage will be determined by the administration.

- Within the classroom, teachers assign positive points in Spotlight based on the following categories:
  - ☐ Accepts Responsibility
  - ☐ Comes Prepared
  - ☐ Encourages Others
  - ☐ Excited About Learning
  - ☐ Follows Directions
  - ☐ Good Sportsmanship
  - ☐ Helps Others
  - ☐ Neat and Organized
  - ☐ Participates And Cooperates
  - ☐ Present and On Time
  - ☐ Proactive
  - ☐ Role Model
  - ☐ Sets Daily Goals
  - ☐ Shares Supplies
  - ☐ Uses Kind Words
  - ☐ Uses School Language
  - ☐ Well-mannered
  - ☐ Works Hard
  - ☐ PAWS (Only used when students earn PAWS-see explanation below)
- In the hallway, cafeteria, restroom area, playground, and outdoor area, students are given PAWS by anyone on staff who may 'catch them being good.' Students then turn these coins in to their homeroom teacher who then converts the coins into positive points under the new category "PAWS."
- Classroom Reward: Each GRADE LEVEL determines how points may be redeemed for their grade (and the entire grade level follows one plan). Redemptions MUST occur at the end of each week. Classroom points (both Positive and Needs Work) are reset to zero at the start of each week.
- Schoolwide Reward: At the end of the month, the administration will evaluate student behavior, and those students who have a predetermined percentage of positive behaviors will be allowed to participate in the school wide reward for the month

### **SCHOOL CELEBRATIONS**

Birthday celebrations are not permitted. However, small treats for birthdays are allowed and should be scheduled through the classroom teacher and may be given out during their recess time or at the end of the day, but not during instructional time. Due to students having special dietary needs and life-threatening food and nut allergies, the classroom teacher must be consulted concerning the types of treats to be distributed.

Invitations for out of school parties cannot be brought to school for distribution.

Deliveries for students will not be accepted at school (floral arrangements, balloon bouquets, etc.).

### **LOST AND FOUND**

Please clearly mark all personal items with the owner's name so that these items, if misplaced, can be returned. Unmarked items will be placed in the Lost and Found box located on the stage in the lunchroom. Parents should periodically check the Lost and Found for lost items. Unclaimed items will be donated to a local charity at the end of each semester.

### **STUDENT JOBS**

Each year, 4<sup>th</sup> grade students can apply for Safety Patrol. Once selected for Safety Patrol, a coordinator trains them and makes sure that the students carry out their jobs.

### **FIELD TRIPS**

Throughout the year, students may participate in school-sponsored or county-sponsored field trips. Students must have a signed permission slip to attend these off-campus activities. Students who do not bring signed permission forms will remain at school. Students may be denied field trips if their behavior indicates their need to remain at the school. All parent chaperones must have a current background check completed from the BOE on file to attend field trips.

### **SOLICITING FUNDS BY STUDENTS (BOE POLICY/JKB)**

Elementary schools and school-related organizations may conduct fund-raising activities if students are not involved in selling or soliciting.

### **DRESS CODE**

Porter follows the district's Unified Dress Code for elementary schools which is seen in full on the following page:

# **ELEMENTARY SCHOOL UNIFIED DRESS CODE**

**BACKPACKS MUST BE CLEAR OR MESH.**

## **PRE-K**

- All clothes must be the appropriate size.
- Students wearing skirts, dresses and jumpers must wear shorts or biking shorts underneath those garments.
- 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 with no holes are allowed.
- Solid-colored hoodies are allowed to be worn, with the hood tucked in while inside the school building.



**Please sign and return on August 11th, 2023**

**I understand that the 23-24 Porter Elementary School Student Parent Handbook is shared with me on Remind and via the Porter Elementary website. By signing below, I acknowledge that I have read and reviewed the 2023-2024 Porter Elementary School Student Parent Handbook:**

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Name