

# **Bolivar Elementary School**

**2009-2010**



**445 Nuckolls Road**

**Bolivar, Tennessee 38008**

**731-658-3981**

Bobby Doyle, Principal

Doris Keller  
Assistant Principal

Shantrell Pirtle  
Assistant Principal

Si necesita ayuda para leer esto, por favor no dude en contactar la escuela.

### **Principal's Message**

I want to take this opportunity to welcome you to Bolivar Elementary School. Our school is committed to providing an environment in which children are provided the best possible educational opportunities. Our faculty, staff, and administration believe in working together with parents and the community to accomplish our goal of helping each child become a successful learner and citizen.

The Bolivar Elementary School Planner was designed to assist your child in organizing his/her assignments. We hope this booklet will improve your child's organizational skills. Parents will also benefit from the planners since they will have daily communication with the school and know what the child needs to do each night. Students are more successful when the school and home work together.

It is our desire that every child has a successful and satisfying year.

Sincerely,

**Bobby Doyle**  
Principal

### **Mission of Hardeman County Schools**

The mission of the Hardeman County Schools is to prepare each child for the future by developing skills, nurturing talents, molding characters, and inspiring dreams.

### **Mission of Bolivar Elementary School**

Our mission at Bolivar Elementary School is to provide appropriate, differentiated instruction that results in all students meeting or exceeding state and national standards at each grade level.

### **Beliefs**

It is our belief that:

- All students can learn, yet they learn in different ways.
- Differentiated instruction should be provided to meet the needs of all students' learning styles.
- Assessments should be used to make instructional decisions regarding individual progress.
- Learning and decision-making should be responsibilities shared by students, teachers, administrators, parents, and the community.
- Students should demonstrate behavior consistent with school and system policies.
- All students should be given challenging curriculum and opportunities to lead them to their fullest potential.

## **CODE OF CONDUCT**

**Bolivar Elementary School provides each student with a maximum opportunity to acquire an education. NO student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with that thought in mind.**

**Some rules and regulations are specified by the Board of Education, some are school level, and others are established by the classroom teacher. There are five basic rules:**

- 1. We will show respect for others and their possessions.**
- 2. We will keep hands, feet, and other objects to ourselves.**
- 3. We will use acceptable language.**
- 4. We will follow directions.**
- 5. We will not prevent the teacher from teaching or other students from learning.**

**This conduct code was developed to make students, parents, and staff aware of the behavioral expectations for students while attending classes at Bolivar Elementary, while attending school sponsored activities, and while riding on transportation provided by the Hardeman County Board of Education.**

## **ATTENDANCE AND ABSENCES**

The school day for students at Bolivar Elementary School begins at 8:00 A.M. and ends at 3:00 P.M. All students are expected to attend school regularly. If a student is absent from school, a note explaining the absence must be sent with the student when he/she returns to school. This excuse must be from the parent, guardian, or doctor. Excused absences shall be given in case of illness, death in the family, or special religious holidays. Unexcused absences are given for any other reason. It is the responsibility of the student to arrange to make up any class work or tests missed.

In all cases, excessive absences must be turned over to the Board of Education Attendance Officer.

## **BETA CLUB**

Bolivar Elementary School is a member of the National Junior Beta Club, which is available to students in grades five through nine. To become a member, a student must make the Honor Roll a minimum of three out of four times during the year. Good conduct is also a criterion for membership. Once a student is a member, he/she must maintain his/her grades or he/she will be put on probation. Educational trips are taken throughout the year.

## **SCIENCE CLUB**

The Science Club is open to any fifth grader who has good conduct and an interest in science. The club meets once a month after school. Members participate in activities and experiments that enhance and/or supplement the classroom science curriculum. Educational trips are taken throughout the year.

## **TRANSPORTATION SERVICE**

The school bus is viewed as an extension of the classroom and behavior problems may be referred to a teacher or administrator. Riding the bus is a privilege; the privilege may be removed if infractions are serious and/or repetitive.

Hardeman County provides buses to transport students to and from school. While the Hardeman County School System furnishes transportation, it does not relieve parents/guardians of students from the responsibility of the supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards a bus he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

Rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. To encourage safety for your child while on the bus, the following rules apply on our buses:

- (1) Observe same conduct as in the classroom.
- (2) Be courteous; use no profane language.
- (3) Do not eat or drink on the bus.
- (4) Keep the bus clean and do not be destructive.
- (5) Cooperate with the driver; follow his/her rules.
- (6) Stay in your seat.
- (7) Keep head, hands, and feet inside the bus.
- (8) Weapons are not allowed on the bus or any school property.

(9) Bus drivers are authorized to assign seats if the need arises.

(10) If there is a change in the method in which the student is to go home, the bus driver and the homeroom teacher must have a written, signed note from the parent/guardian. The note must state the address where the student is to be left. Changes may not be made over the phone.

If students are to be transported by automobile, please follow these rules:

- (1) Parents must stop in the designated automobile loading/unloading area in front of each building.
- (2) Students in Pre-K, kindergarten, and first grade shall be left at the door of the ABC Building.
- (3) Students in grades 2, 3, 4, and 5 shall be left at the front entrance to the Main Building.
- (4) Students in the Main Building are not to be dropped off or picked up in the teachers' parking lot, bus loading area, or at the ABC Building.
- (5) No child shall be left at any place other than the designated area.
- (6) Children are not allowed to go to their classrooms before 7:25 A.M.
- (7) Parents are issued two mirror hangers with a designated number. All students living in that household will be issued a matching number. In the afternoon, car-riding students will only be released if the numbers match. If the numbers do not match or no number is displayed, the driver will be asked to pull to the side and come inside to sign the student out in the log book.
- (8) Parents/Guardians will not be allowed to walk to the door and take a student as he/she is being dismissed or take a student off the bus before it departs without going to the office and signing the student out.
- (9) Parents who park on the street will have to come up the walk and display the mirror hanger to the personnel on car duty or go inside the office and sign the student out.
- (10) Students will only be released to individuals who are on the approved pick-up list.

### CAFETERIA GUIDELINES

The same rules for good conduct apply in the cafeteria as in the classroom. Cafeteria monitors may instruct students not to talk at any time when the noise level is excessive. Please remember the following rules while going to and from the cafeteria and while in the cafeteria:

- (1) There is no need for running or pushing.
- (2) Practice nice manners while in the cafeteria.
- (3) Before leaving the cafeteria, clean all paper, food, and other trash from your area.
- (4) Loud noises or disorderly conduct will not be tolerated.

Misconduct in the cafeteria will be reported to the teacher and/or principal.

No commercially prepared food can be brought into the cafeteria at lunch or breakfast.

### DRESS CODE

Standard dress for Hardeman County Schools will be as follows:

**Shirts** – Only golf-type shirts (no zippers) and button-front shirts will be permitted. Only the top 2 buttons may be unbuttoned.

- (1) Must have a collar.
- (2) Must be a solid white or the designated school color (Kelly green).
- (3) Must be the appropriate size.
- (4) May be long or short sleeves.
- (5) Must not have any writing or pictures.
- (6) Must be tucked in and remain tucked in at all times.

- (7) There are to be no logos on the shirt other than the official school mascot logo that is allowed on the designated school color shirt.
- (8) Only white tee shirts may be worn underneath the approved golf or button-front shirt.
- (9) Short sleeve tee shirts may be worn with the approved short sleeve shirts.

**Sweatshirts/Sweaters** must be solid white or the designated school color. Solid color sweaters with v-necks, crew necks, cardigans or vests in the approved colors may be worn, but must be worn over the approved shirts. No brand names or wordings are allowed.

- (1) There are to be no logos on the sweater or sweatshirt.
- (2) Sweaters, sweatshirts, and vests should hang at the waist/belt line.
- (3) Hooded sweatshirts/sweaters of any kind may not be worn.
- (4) Sweaters or sweatshirts are not to be tied over the shoulders or around the waist.
- (5) Mock turtlenecks or turtlenecks in approved colors may be worn under the approved shirt. They must be solid color, the same color of the approved shirt, and cannot be worn by themselves only. Short sleeve turtlenecks may be worn under the approved short sleeve shirts.

**Pants** – Only khaki or navy colored twill pants (hemmed or cuffed) of a cotton or blend will be permitted.

- (1) Pants must be worn and fitted at the waist line.
- (2) Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.
- (3) Shorts may be worn in grades K-3 but must come to the knee and be of the approved color and material that is required for pants. Shorts cannot be worn after grade 3.
- (4) No jeans or jean type pants – khaki jeans are not allowed.
- (5) No rivets on pants.
- (6) Cargo pants, carpenter pants, or overalls are not permitted.
- (7) Pant legs cannot be rolled up exposing the leg.
- (8) There are to be no holes, rips, or tears.

**Belts** must be worn through the belt loops and buckled. The belt buckle must be a plain buckle and shall not exceed 1 ½ inches in width. The belt must be brown or black, and not have any writing or logos.

**Skirts/Dresses** – All skirts must be solid, khaki or navy colored, and be a twill cotton or blend.

- (1) Skirts must go to the knee.
- (2) There must be no slits in skirts above the knee.
- (3) All dresses that are worn must be solid khaki or navy colored and go to the knee.

**Footwear**

- (1) Shoes are to be worn at all times.
- (2) Dress/casual shoes, sandals, or athletic shoes are to be worn and must be properly fastened.
- (3) Flip flops are not to be worn.
- (4) Boots are not permitted.
- (5) Shoes with heels taller than 1 ½ inches are not permitted.

## Coats/Jackets

- (1) All outer wear is to be removed and put in the locker or designated area during the school day.
- (2) Large, oversized coats and jackets or trench coats are not permitted within the school building.
- (3) Coats and jackets must not have drug, alcohol, gang related, gambling, or other such messages or pictures.

## Headwear

- (1) No headwear is to be worn in the school building.
- (2) No sweatbands are to be worn in the school building.

## EARLY DISMISSAL

Children may be released from school to a parent, guardian, or authorized adult. This individual must be listed on the student release form in the office. This adult must report to the office and sign his/her name, and departure time in the school logbook. The child will meet the parent/guardian in the office, not at the child's classroom. Classes are in session until 3:00 and when a child is checked out early, he/she misses valuable instructional time and assignments. The time missed will accumulate and could result in the loss of a perfect attendance award.

## EMERGENCY/SAFETY DRILLS

Fire, tornado, and earthquake drills are held at regular intervals throughout the school year. These drills are to be taken seriously. Talking and running are prohibited. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom.

## FIELD TRIPS

Each grade will be allowed to take one field trip per school year. Permission slips are signed at the beginning of the year or upon the child's enrollment at Bolivar Elementary and will be valid the entire year.

## GENERAL RULES

Walk inside the building and while loading/unloading buses.  
Speak softly in halls.  
Raise your hand when you want to speak in the classroom.  
Stay in your seat during instructional time.  
Fighting, stealing, or wrestling on school property will not be permitted.  
Follow each teacher's specific directions.  
Students are not permitted to have cell phones at school.

## **GIFTED PROGRAM**

The gifted program (ETIP) provides services for children who have been identified as being intellectually gifted. This class provides opportunities above and beyond the scope of the regular classroom.

## **HOMEWORK**

The purpose of homework is to provide extra practice and reinforcement of classroom learning. Parents can best help their children with homework by designating a time and comfortable place to work. Parents should go over the work with the child but not do it for him/her.

Parents should expect to see graded work periodically. This work should be examined and problem areas should be gone over with the student. Sign the papers and return them to school the following day. A signature does not signify the parent's approval of the grades, but it does provide proof to the teacher that the parents have seen it.

## **HONOR ROLL**

In order to be eligible for the Honor Roll, a student must have as many or more grades in the "A" range as the "B" range, with no grade below a "B" and no unsatisfactory grades (U) in conduct, art, music, or physical education. The Principal's Honor Roll is for students who make all A's in a nine-week period.

## **ILLNESSES**

Parents or guardians will be called to pick up students who have a temperature or are too ill to stay at school.

No child with a contagious disease will be allowed to attend school. Such diseases are pink eye, chickenpox, ringworm, impetigo, head lice, etc. The student will be sent home from school and must remain there until this disease is no longer contagious. The student may return to school following the illness only if a signed letter from an attending physician or the health department is presented to the student's teacher.

All school records must contain up-to-date information. This includes the parent's or guardian's name, address, and home telephone number. If a parent works outside the home, that number also needs to be included. If any changes occur during the school year, it is the parent's responsibility to notify school personnel of the change.

## **MEDICATION POLICY**

The medication policy of the Hardeman County School System states that parents should use every effort to have medication times set for time periods other than school hours. When this is not possible, trained school staff may assist in the administration of medication during school hours, subject to the following rules:

- (1) All medication must be brought to school by a responsible adult, so please do not send any

- medication with your child. Medication should be given to the appropriate designated school official, who will count and record the number or amount received witnessed by the depositor.
- (2) All medication must be brought to school in the original, pharmacy labeled container. The container shall display:
    - (A) student's name
    - (B) prescription number
    - (C) medication name and dosage
    - (D) administration route or other directions
    - (E) date
    - (F) licensed prescriber's name
    - (G) pharmacy name, address, and phone number
  - (3) Over-the-counter drugs to include lotions, salves, and ointments, Tylenol, cough medicines, etc. shall:
    - (A) require an order from a licensed prescriber
    - (B) Medication must be provided in an unopened container with the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container.
  - (4) Medications must be kept under lock and in an area designated by the principal, and will be dispensed in the office except in certain special areas including CDC classes and disciplinary settings. Emergency medicines (i.e. asthma inhalers, EPI-Pens, etc.) may be kept by the student as deemed necessary by the parent.
  - (5) Unused medication not picked up by the parent will be discarded after 14 days or at the end of the school year.
  - (6) A Medication Administration Record is utilized on all students receiving medication at school. Only licensed nurses may make changes on this form.
  - (7) A Medication Variance Report will be completed in the event of a medication error.

### **PARENT TEACHER ORGANIZATION (PTO)**

The Bolivar Elementary School parent-teacher organization (PTO) is open to all parents. The PTO keeps parents updated on monthly meetings, fundraising projects, and special events through notes to parents. Parents need to be a vital part of their child's school and are encouraged to join PTO.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled each year, however, a parent may request a conference as it is deemed necessary. These conferences, which shall be scheduled at 3:10 P.M., must be arranged by calling the school secretary. Frequent communication between the school and the home is strongly encouraged.

### **PARTIES AT SCHOOL**

Teachers are allowed to have two parties per school year. The parties will be at Christmas and Valentine's Day. Birthday parties at school are not allowed.

## **REPORT CARDS**

Report cards are sent out after the end of each nine-week grading period for students in grades K-5. Parents shall sign the report card and students shall return the report card to school as soon as possible. A signature does not denote agreement or disagreement with the grades. The signature is the school's way of knowing that the parents have seen the report card. If parents have questions concerning the report card, they may call the school office and request a conference with their child's teacher(s).

Progress Reports are also sent home in the middle of the nine-week grading period.

## **SPECIAL EDUCATION**

Bolivar Elementary School provides a variety of special education services for children who have been identified with special needs. These services include Preschool, Resource, Speech/Language Therapy, English as a Second Language, and Comprehensive Development Classes. Related services in Special Transportation, Occupational Therapy, and Physical Therapy are provided as well. Referrals for these services may be requested by the parent or classroom teacher.

## **TELEPHONES**

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the teacher. Parents are encouraged to call their child's teacher at a time when classes are not in session (after 3:00). Students are not permitted to have cell phones at school.

## **VISITORS**

Parents are encouraged to visit the school. We want parents to become involved in the education of their children. All parents and other visitors must report to the office upon entering the building. Never go directly to a classroom. Please sign in and a visitor's pass will be provided. Visitors should sign out when leaving the building.

## **VISITORS IN THE CAFETERIA**

Parents are encouraged to periodically eat lunch with their child. Due to the large number of students we serve and because we want to give all parents equal opportunity to eat with their child, we do request that parents not be excessive in the number of times they come to eat with their child. Parents wishing to participate in this activity are expected to pay \$3.25 for their meal. One carton of milk is provided with the meal. Tea is an additional \$0.50. Upon entering the building, the parent should check in at the office and obtain a visitor's pass. Upon leaving the cafeteria, the parent should proceed to the office to sign out.

## **WEAPONS**

**Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds, on school buses, or at any school sponsored activity, function, or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.**

## **WEBSITE**

**Hardeman County Board of Education has a website to which all schools are linked – <http://hardemancountyschools.org>. In the left margin of the home page, click on HC Schools, then Bolivar Elementary School to access our link. Our page will be updated monthly to keep you informed as to what is going on in the school.**

## 2008-2009 Hardeman County Schools Calendar

### FIRST SEMESTER

August 1, 2008 (Friday)	Administrative Day*
August 4, 2008 (Monday)	Professional Development Day*
August 5, 2008 (Tuesday)	Administrative Day*
August 6, 2008 (Wednesday)	First Day of School (1/2 day for students)
September 1, 2008 (Monday)	Labor Day
October 7, 2008 (Tuesday)	Parent-Teacher Conference (3:30-6:30)
October 9, 2008 (Thursday)	Parent-Teacher Conference (3:30-6:30)
October 10, 2008 (Friday)	Professional Development Day*
October 13-17, 2008	Fall Break
November 26-28, 2008	Thanksgiving Break
December 19, 2008	Dismiss for Winter Break (1/2 Day)
December 22, 2008-January 2, 2009	Winter Break

### SECOND SEMESTER

January 5, 2009 (Monday)	Professional Development Day*
January 6, 2009 (Tuesday)	Professional Development Day*
January 7, 2009 (Wednesday)	Students return from Winter Break
January 19, 2009 (Monday)	Martin Luther King, Jr. Day
February 16, 2009 (Monday)	Presidents' Day
February 17, 2009 (Tuesday)	Professional Development Day*
February 17, 2009 (Tuesday)	Parent Teacher Conference (3:00-6:00)
February 19, 2009 (Thursday)	Parent/Teacher Conference (3:30-6:30)
March 13, 2009 (Friday)	Professional Development Day*
April 6-10, 2009	Spring Break
April 13, 2009 (Monday)	Professional Development Day*
April 14-17, 2009	Kindergarten Registration
April 20-24, 2009	TCAP Testing
May 15, 2009 (Friday)	Professional Development Day*
May 22, 2009 (Friday)	Last Day for Students (1/2 Day)
May 26, 2009 (Tuesday)	Administrative Day*

\* No school for students