



## **A Day in the Life of a Bonaire Primary Bobcat 2023-2024**

### **Morning Drop-Off: 7:45 – 8:30**

All car riders are dropped off in the front parking lot. Bus riders will enter the school through the bus ramp in the back of the school. Please park in the front lot only if you need to come to the office. Most items can simply be sent in with your child, unless it is medication which needs to be hand delivered to our Health Tech. Cars cannot park in the drive through lane. No walk-ups are allowed in the morning due to the safety of our students.

Students will enter the building through the door closest to the gym from 7:45 until 8:00 and go to the lunchroom if they are eating breakfast or to the gym if they are not. From 8:00 until 8:30 they can enter through either the door closest to the gym or the front door. After 8:30, all students will need to be signed-in with a parent and will receive a tardy pass to get to class. We will have a morning duty staff that will monitor the sidewalks and halls from 7:45 – 8:30 daily. Students should be in the classroom by 8:30.

### **Morning Procedures**

Students arriving prior to 8:00 are to report to the lunchroom or gym, depending on whether or not they are eating breakfast. Students will have the opportunity to have breakfast, but if they have already had breakfast, they will simply be seated until they are dismissed for class at 8:00. Students arriving between 8:00 and 8:30 may either go directly to class or to the lunchroom for breakfast.

Our announcements will start daily at 8:25 a.m. Our instructional day will start promptly at 8:30. Our morning bells will sound at 8:00 (students may go to class) 8:25 (five minute warning and beginning of announcements) and 8:30 (tardy bell). Again, all students must be in their classrooms by 8:30 to avoid being marked tardy.

### **Important Morning Notes**

At 8:30 all teachers leave their duty locations to begin preparing for their students. At no time should a parent drop off a child at Bonaire Primary without an adult on duty. After 8:30 a parent will need to bring the child to the office for a tardy slip.

### **Recess and Snack**

Children receive time for recess and snack daily. If you send a snack from home, your child will be given an opportunity to eat the snack. We will never withhold food from your child as a consequence.



### **Afternoon Dismissal: 3:30**

We will utilize a computerized silent dismissal system. In this dismissal system students are held in their classrooms until an authorized parent arrives to pick them up or their van/bus arrives. This is a very safe system for dismissal.

Once you arrive in our dismissal lane with your pick up number, we will call your student and bring them to the pickup area. You will then give your child's name to the staff member at the front of the school so we can have your child go to the correct cone. We do ask that all parents remain in their cars to pick up their children. **Please understand that bad weather will delay dismissal.**

We will "double stack" all cars in both lanes around the perimeter of our parking lot. During dismissal we will merge the cars to one lane. **If you do not have your pick up number, you will be asked to park, come to the front office, and show your ID.** It is helpful to write your child's name in bold, black marker on the back of the pick up card. This will allow staff at the cones to do one final check before loading a student into a car.

### **Other Helpful Information**

#### **Medication and Wellness**

Nothing is more important than the health and safety of our students and staff. To ensure everyone is safe, these regulations are strictly followed.

- If a child requires medication, the medication should be brought in by the parent and delivered to our Health Tech. **Under no circumstance should a child bring in medication themselves.** Medication is defined as anything that treats a symptom(s) such as cough drops, lotions, sprays, roll-ons, pills, etc.
- In order to attend school, a child must be fever free for 24 hours without the aid of a fever reducer such as Tylenol.
- In the event that a child develops a fever at school, the parent will be contacted and the child will be required to go home.
- If a child becomes physically ill, the parent will be contacted and the child will be required to go home as well.

**Bonaire Primary will follow all safety and well-being protocols of the Houston County School District closely and thoroughly.**

#### **Visitors**

You are welcome to schedule an appointment to come into the school. Please be sure to sign-in with the front office when you enter the school. You will receive a badge when you sign in. It helps us keep track of who is in the building, and it makes it obvious as you walk down the halls and sidewalks that you are someone who has a purpose for being here.

We will also have special events during the course of the year in which we can receive visitors. Examples of these events are performances, book fairs, and promotion ceremonies, just to name a few.



### **Volunteers**

There will be opportunities for you to volunteer at the school. Our faculty and staff will reach out before various events or opportunities to ask for volunteers. Volunteers will need to sign in at the office and receive a badge. All volunteers, including parents, must receive a background check. A background check form may be picked up in the front office.

### **Tardies, Early Dismissals, and Absences**

All tardy and early dismissals will be handled through the office except on special event days like field day. All students must be accompanied by their parent or guardian while they are checked in or out of the school.

If your child is tardy, please bring them to the office and sign them in on the computer. We will call the classroom and let the teacher know that your child is on the way to the classroom.

If you need to check your child out from school for an early dismissal the process is very similar. You will come to the office, sign the student out using the computer and we will call them to the office for you. Due to dismissal at 3:30, we cannot have early dismissals after 3:15. **If you need to get your child early from school, please be sure to come to the office BEFORE 3:15.**

If your child is absent from school, simply bring us a note from home within three days of the absence. Excessive absences will be handled on an individual basis.

#### **Excused Tardies / Early Dismissals / Absences:**

- |   |                               |
|---|-------------------------------|
| 1. Personal Illness including Health Related Appointments | 3. Religious Holiday          |
| 2. Illness or death in immediate family                   | 4. Court Mandated Absence     |
|   | 5. Military Family Deployment |

All other reasons are unexcused.

*\*This information is taken directly from the Houston County School District Student Handbook*

### **Parent Conferences**

Parents are strongly encouraged to meet with their child's teacher. These conferences can be used to discuss particular issues, or can be to simply check in with your child's progress. During the course of the year, you may be asked to come in for a conference, but you can also request a conference at any time. You will be asked to come to the school for your child's first Record of Progress conference. These conferences will take place in October. Conferences can be requested by the parent, the teacher, or an administrator at any time. Please consider these conferences as a vital communication tool between you and the school.



### **Birthday Parties**

In the Houston County School District there are only two parties per year. There is a Holiday Party in December and an End of the Year Party. There are no other parties; however, parents may choose to bring a "special snack" for their child's birthday. These snacks will be enjoyed at snack time by the students and must be store-bought in sealed packages. **Please keep in mind that students cannot receive gifts, flowers, or balloons at school.** If you intend to bring a special snack, please communicate in advance with your child's teacher so that you can receive important information about possible allergies in the classroom. Please check the student handbook for more information.

### **"Living the PAWS Life" and Class Dojo**

Our school-wide behavior plan is a Positive Behavior Intervention System. In this system, we give students very clear behavioral expectations. We focus on rewarding positive behavior, but we also have consequences for negative behaviors. We reteach the desired behaviors throughout the day as well. Our PBIS expectations are called PAWS. You will often hear us mention to the students that we are living the "PAWS life." Our belief is that Bobcats are Positive and Always Respectful. Bobcats Work Diligently, and are put Safety first.

To keep track of the individual student's behavioral progress, we utilize a digital classroom management system called Class Dojo. This is a school-wide system, meaning all adults that work with your child use it. It calculates points for positive behavior and removes points for negative behavior. One feature is that parents can login at any time and can see how their child is doing in real time. This is a free app on both the computer and your mobile devices.

For students who "Live the PAWS life," they receive a major celebration every nine weeks called the "PAWS Party." Students also receive surprise bonuses often for successfully living the PAWS life!

### **After School Program (ASP)**

We do provide a very reasonably priced after school care option. Please keep in mind this is an additional service. It does have a registration fee as well as a daily or weekly fee. Please refer to the ASP registration information for much more information regarding ASP.



We are glad that you are here with us at Bonaire Primary and look forward to working with you and your family. We want your experience here to be positive and we will work to instill a lifelong love of learning in your child. If we can ever be of any assistance, please do not hesitate to reach out. Your child's teacher is your first advocate, but feel free to call on the office staff at any time.

### **Office Staff**

Ashley Watkins- Principal

Christie Bergh - Assistant Principal of Instruction

Amanda Parker - Assistant Principal of Discipline

Caroline Grimsley - Counselor

Tia Messer - Secretary/Bookkeeper

Lorena Moralez - ATS Clerk

Kerri Fitzgerald- Part-time Office Clerk

Main Office Phone: 478-922-2194

Fax Number: 478-215-8912