

Bascomb Elementary School Home of the Bobcats!



Quick Reference Student Handbook 2022-23

**Dr. Carolyn Daugherty, Principal Ms.
Jessi Currie, Assistant Principal
Ms. Courtney Shaw, Assistant Principal**

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<https://www.cherokeek12.net/bascombes>

Principal's Message

Welcome to Bascomb Elementary School, home of the Bobcats! I am thrilled to start my second year here for the 22-23 school year. The journey bringing me back home has been indescribable. Bascomb will continue our embedded focus on establishing and meeting individual, classroom, and school goals throughout this school year. Measuring and celebrating our successes along the way will keep us all motivated and inspired. Together, we can accomplish anything!

With Excitement and Gratitude,
Dr. Carolyn Daugherty
Principal

Assistant Principal's Message

Hello Bobcats. It is such a wonderful feeling to begin my seventh year at Bascomb Elementary School. It is an amazing place where everyone works together to bring the best results for each child on the campus. I love working here and am so excited to renew the relationships from those of you who are already enrolled, and I eagerly await getting to know our new kindergarten students as well as those of you who have moved into our area. It is going to be an incredible year!

Respectfully,
Ms. Courtney Shaw

Assistant Principal's Message

Welcome to Bascomb Elementary!! I am thrilled to be starting my third year as a Bascomb Bobcat and assistant principal. It is my honor and privilege to serve this community. This year, we will continue to focus on providing students with engaging learning opportunities in supportive and welcoming classroom environments. Community and family engagement is at the heart of this amazing school, and I am looking forward to working with our Bobcat families this year

Sincerely,
Ms. Jessi Currie, Assistant Principal

Bobcat

Quick Reference

STUDENT HANDBOOK

More complete information can be found on the Bascomb Elementary School webpage at: <https://www.cherokeek12.net/bascombes> It is our hope that our students and parents will use this quick reference tool and refer to the school or CCSD website for comprehensive policy information.

All parents and students should read the 2022-23 CCSD Student/Parent Handbook and Discipline Code and this reference. These documents will answer most questions concerning the school district's procedures and guidelines. Please also note that there is information in the CCSD handbook concerning the BYLD (Bring Your Own Learning Device) initiative. Only if the teacher sends communication home about a specific BYLD lesson should a student bring a device from home. Therefore, no electronics, cell phones, iPads, etc. are permitted on the school campus at Bascomb unless the teacher has made a request for a specific day. Students will be given appropriate consequences if they bring a device with no BYLD lesson planned for that day.

Academics

Bascomb Elementary provides a comprehensive academic program designed to ensure exceptional student achievement and life-long learning. Within content areas, students also apply problem-solving skills, work cooperatively, and develop effective study skills.

Reading is a thread that runs across the curriculum. Parents can assist their children with the development of reading skills by listening to them read and by reading to them. When children are being read to, parents should choose a book that is slightly above the child's reading level.

As students increase their reading levels, they will reach a point where most of their reading is done independently. Parents can continue a focus on increased vocabulary development and reading comprehension through discussions with their children.

On-line learning opportunities appropriate to each grade level are provided throughout the school year. Students can enhance their skills by accessing these resources on-line. You will find what you need on the teacher's Canvas site.

Support Programs

Bascomb's Art, Music, Physical Education, and Technology specialists provide challenging programs that are an integral part of the educational experience. Bascomb also offers support programs which include the gifted education program (AIM), guidance and counseling programs, speech therapy, Special Education, Early Intervention Program (EIP), and an Instructional Extension Program (ExP) for afterschool tutoring (if the budget allows).

Accreditation

Bascomb Elementary School is accredited with all other CCSD schools through Cognia. Cognia is a non-profit organization that accredits schools nationwide and internationally. We were accredited in March of 2022 and passed with flying colors.

After School Program

The After-School Program (ASP) will begin on the first student day of school each year. The program operates from 2:15-6:00 PM, Monday through Friday on days when regular school is in session. ASP operates as an extension of the instructional day for the benefit of the students at Bascomb. It functions under the guidelines established by the Cherokee County Board of Education. The day before Christmas Break and the last day of school there will be no ASP.

All children must be registered before attending ASP. Registration forms are available online. The fee per child is \$12.00 per day or \$60.00 per week. ASP fees should be paid in advance. The charge is \$16.00 per day for "drop-ins." ASP ends promptly at 6:00 p.m. Any parent arriving after that time will be responsible for paying a late fee of \$12.00 per 15-minute increment per child. The child is subject to withdrawal from ASP after 3 late pickups or 3 incidents of inappropriate conduct. ASP offers a variety of activities. A nutritious snack is provided daily and is included in the fee. ASP information and registration forms can be found on the Bascomb website under the ASP tab. ASP can be paid online at <https://osp.osmsinc.com/CherokeeGA>

ASP offers a wide array of clubs and classes throughout the school year. All information is online.

Attendance

There is a direct correlation between academic performance and student attendance. Chronic tardiness and early checkouts to school and truancy are not acceptable behaviors. Upon returning to school after being absent, students should bring a note from home explaining the absence. Students must attend at least one-half of the academic day to be counted present. Students checking in before 11:00am will be considered present. It is crucially important that parents make every effort to have their children attend school and avoid all absences that are not absolutely necessary.

Arrival and Dismissal

Car Rider Drop-Off/Pick-Up Times:

- **AM Drop-Off:** Car-riders may arrive between 7:00-7:35 AM. One of the greatest contributors to school success is punctual arrival to school. (Please do not deliver children to the school prior to 7:00 AM as school staff members are not yet available to supervise). Students who arrive to their classrooms after 7:35AM will be marked tardy.
- **PM Pick-Up:** Carpool runs from 2:15 until approximately 2:30. Parents must display the Student Car Rider sign with the child's name on it. If no tag is visible, the parent will be asked to park and come inside to present identification. Students not picked up at the conclusion of car line (2:50 PM) will be placed in the After-School Program (ASP) at the parents' expense (\$16.00 for drop-in rate applies).
- Students may purchase breakfast until 7:35 AM.
- Parents who need to check out a student must do so before 1:45 PM. Parents arriving after 1:45 PM will need to pick up their child in the car rider line. Please make sure all family/friends with permission to pick-up are aware of this rule.

Behavior Expectations

It is our expectation at Bascomb that students will conduct themselves in a manner that is respectful as well as conducive to an effective learning environment. We rely on parents to support us in maintaining excellence in student behavior. Please refer to the Cherokee County Student/Parent Handbook, especially the Discipline Code for complete information. Every student receives a copy of this important booklet at the beginning of each school year.

Bus Conduct

Expectations and guidelines for student behavior on school buses are considered an extension of classroom

and school rules. Student safety is of first concern. Students who fail to respond to the direction of the bus driver will be reported to a school administrator for disciplinary action. Improper bus conduct may result in suspension of bus transportation privileges. *Please review the Bus Transportation Pamphlet for important bus information.*

Bus Routes

Bus routes are established by the Transportation Department of the Cherokee County School District. All questions about bus routes/stops should be directed to the department of transportation at 770-720-2112.

Cafeteria

The Bascomb Food Service Program provides a nutritious breakfast and lunch daily. Breakfast is served from 7:00 - 7:35 AM. Lunch times vary by grade and class. Paying for breakfasts/lunches by the week is recommended when possible. Prepay envelopes are available. Also, the Cherokee County School District provides MealpayPlus, an online prepayment system. <https://www.k12paymentcenter.com/>
See chart at the end of this handbook for prices.

If a student has an allergy and requires any food or beverage substitute, a doctor's statement should be presented to the lunchroom manager and copied to the classroom teacher. Good table manners and respectful behavior are expected in the cafeteria. Directions of the lunchroom monitors are always to be followed.

Parents/Guardians/Relatives of students coming to eat lunch in the cafeteria should sit on the stage, not at the student table. As we do not have permission from other parents, the student may not take friends up to the stage to eat with them. This should be a special time for parent and child. Please do not bring in food from an outside vendor in its original packaging. Birthday desserts are acceptable with teacher permission.

Calendar

The CCSD master calendar for the 2021-22 year can be accessed via the CCSD website, and the Bascomb specific calendar can be found on our school's website: <https://www.cherokeek12.net/bascombes>
The Cherokee County School District maintains several informative calendars on its website: <http://cherokeek12.net/>

Chaperones for Field Trips

Each grade has a specific number of chaperones for field trips as necessary by CCSD guidelines and as appropriate for specific destinations. Parents acting as chaperones may not bring along younger siblings or guests, as this distracts from the duties and responsibilities of chaperoning the students. Chaperones

are asked to limit the use of cell phones to emergencies only. Bus transportation is provided for field trips. To be a part of the school field trip, chaperones must ride on the bus with the students. Students must be transported to and from field trip destinations on the provided school buses and cannot be checked out of school while on a field trip unless it is a medical emergency with Admin permission.

Counseling Program

A comprehensive school counseling program is offered at Bascomb Elementary. Our school counselors work with parents, students, staff, and the community to identify and meet student needs.

Dress

Every child at Bascomb is expected to observe a standard of grooming and dress consistent with the Cherokee County School District Dress Code. School administration or designee will determine if apparel is disruptive, distracting or in violation of the dress code. (Please refer to the Student/Parent Handbook & Discipline Code.)

Extracurricular Activities

Social and leadership activities are provided for students. *Some* of the activities are listed below:

- 1) Academic Bowl Team - Available to fourth and fifth graders who wish to participate in the annual CCSD Academic Bowl. Students “try out” for a limited number of spots. Practice occurs immediately after school. Parents provide transportation to practice games after school and to the CCSD events after school hours.
- 2) Safety Patrol – Members of the Safety Patrol monitor movement in the hallways and in high traffic areas during arrival and dismissal. They also serve as greeters during certain special school events. Safety Patrol members are fifth graders.
- 3) Music Makers - Fourth and fifth grade students may audition. They meet for practice after school at certain times of the school year. They perform at various school events.
- 4) ExP-The Instructional Extension Program is a District funded tutoring initiative designed for students needing extra assistance in Reading and/or Mathematics. Bascomb certified staff teaches ExP students in small groups. The schedule can change year to year. Sessions and times are subject to change if funding is not available.

*Other opportunities are listed on the Bascomb Website.

Field Trips

Field trips are scheduled to enrich the curriculum. For a student to participate in a school field trip involving school transportation, a CCSD permission form must be completed by the parent/guardian and returned to the teacher who is organizing the trip. All school/system policies apply to student field trips and are enforced. These trips are funded totally by voluntary contributions from our parents. If insufficient funds for the trip are contributed, the trip may be cancelled.

Field Trips can be paid online at <https://osp.osmsinc.com/CherokeeGA>

Homework

If homework is given, it can be assigned on Monday through Thursday and follows suggested guidelines from CCSD board policy: Kindergarten -- 10-20 minutes; 1st grade -- 20-30 minutes; 2nd grade -- 30-40 minutes; 3rd and 4th grades -- 30-50 minutes; and 5th grade -- 50-60 minutes. These times may vary according to individual student’s work habits and learning styles. Failure to complete homework assignments may negatively impact student achievement and grades. In accordance with CCSD Policy, there will be no homework assigned over the long holiday breaks during the school year. Homework should be purposeful and not present new material, only review/practice material.

Incident Weather

The decision to close Cherokee County Schools due to incident weather is made by 6:00 AM and blasted to all parents via email/text by CCSD.

All parents must go online to Back to School Gateway yearly, to keep information current if school is dismissed early. Throughout the year, if changes are needed, parents should inform the homeroom teacher as soon as possible. In the case of an early closing of school, the instructions provided online or to the teacher will be followed. Please do not expect phone calls. No phone calls can be made during emergency closings.

Invitations to Events Outside of School

Written invitations to social events outside of school (birthday parties) should be mailed or emailed privately unless every child in the classroom receives one. The school cannot provide contact information (email addresses, addresses, phone numbers, etc.) of families at BES due to confidentiality reasons.

Lost and Found

Articles of clothing, books, or other items lost at school, are taken to a “lost and found” area. Unclaimed items are donated to charity at the winter holiday season and at other times during the school year. Please write your child’s name on all possessions and check “lost and found” frequently.

Make-Up Work

Make up work for days missed will be assigned **after** the classes have met, not prior to a student’s absences. Classes are structured so that students’ needs are met on a day-to-day basis, and it is difficult to give assignments several days in advance. Missed assignments will be given once the student has missed two or more days. Upon a student’s return to school, the student is allowed make up time equivalent to one day for each day of school absence.

Medications

Administrators, teachers, secretaries, and lunchroom personnel are not permitted to give medications, aspirin, or any other drugs without a doctor’s direction. If your child requires medication, it must be sent from home in the original container at a doctor’s or parent’s direction. All over-the-counter medication should be labeled with the child’s name and unopened. For any school personnel to administer the medication, you are asked to complete a medical form. This form is available on our website or from the school office. Students should give all medicine to the office staff upon arrival at school. Cough drops are considered medication. Any medication not picked up by the last day of school will be destroyed.

Out-of-District Students

All students attending Bascomb Elementary School, while residing in the attendance area of another Cherokee County Public School, must complete a Reassignment Form per CCSD Board of Education requirements. This form is available on the CCSD website. Since time guidelines are included in the requirements, anyone considering reassignment to a school outside of the home district should read requirements/criteria as soon as possible. Reassignments are approved or declined by the CCSD School Operations. Critical school overcrowding affects those decisions.

Personal Items from Home

Electronic devices including: handheld video games, cell phones, tablets, smart watches, and other such items should remain at home and are not allowed at school or on the bus unless the teacher gives permission for these items. Toys should remain at home unless specifically regulated by the teacher. Anytime a child brings a personal item from home, there is a possibility of loss or damage, for which the school or teacher cannot be responsible. Bascomb teachers can implement any BYLD lessons that they deem appropriate; therefore, devices are allowable on those specific days.

Positive Behavior Intervention Supports

Positive Behavior Intervention Supports or PBIS is a research based, school-wide positive behavior system. Each year we begin by creating four Dens, like the Harry Potter system to collectively work to earn points for our team.

Our Dens include:

Wildcat Den

Catamount Den

Mountain Cats Den

Lynx Den

We are 4 dens, but 1 pack!

Each class will belong to a den. We will host quarterly assemblies to celebrate attendance, honor roll, merit roll, and den winners. One den will win each 9 weeks based on points given during the week.

The winning den receives a reward, and the other dens will have the opportunity to pair up with another grade level in their same den and work together on a task. Tasks might include a lesson on kindness or could be the older students helping the younger ones with an academic skill.

Pictures

Individual pictures will be taken during the fall of each school year. Both individual and class pictures will be taken each spring.

Progress Reports and Report Cards

Progress monitoring on student performance is available to all parents at any time via the District's Learning Management System, Canvas. Upon request, printed interim progress reports are available at the pre-determined reporting times. If you have any questions or need more information about your child's progress report, please contact the teacher. Report cards are issued four times a year. Dates are included on the CCSD website and on the PTA yearly calendar.

Parents may sign up for Canvas on the school district's website: <http://cherokeek12.net/canvas/>

PTA

Bascomb has a positive and active Parent Teacher Association. A list of current officers and chairpersons, along with their contact information, is maintained at the website <https://bascombpta.memberhub.com/store>. Dates of PTA meetings are included on the PTA calendar and regular PTA newsletters.

RTI (Response to Intervention) and POINT (Pyramid of Interventions) Plans

The Georgia Department of Education established a student achievement Pyramid of Interventions, a framework of instructional interventions that can be provided in a standards-based learning environment to maximize achievement for all students. Differentiated instruction is the cornerstone of each tier of the Pyramid. Progress monitoring at each tier allows educators to know when students' skills are increasing, and interventions are successful.

Tier 1: Standards-based Classroom Learning

Tier 1 includes effective instruction and school wide behavior supports. Differentiated instruction is provided to promote higher levels of achievement, progress monitoring is used to assess students' needs in the areas of academics, communication and/or behavior.

Tier 2: Needs-based Learning

Tier 2 provides more formalized interventions for students who are not making expected progress in the standards-based curriculum. Pre-planned interventions, based on an analysis of student data, are put in place in areas in which students are struggling. A POINT Plan is a formal plan for implementing and monitoring interventions to promote student success.

Tier 3: Additional Support and/or Evaluation and the Student Support Team

At Tier 3, additional analysis is conducted for students who need greater support to meet their needs. The SST

(Student Support Team) process is required. A team of educators meet to provide guidance and support to a student's teacher in developing strategies to meet specific needs. Additional assessment data may be recommended.

School Council

One of the Major System Priorities of the Cherokee County School District is to increase the level of parent and community involvement in the total school program. In that regard, each school has a School Council, comprised of parent, business partners, teachers, and administrators. The Bascomb School Council meets quarterly to discuss CCSD initiatives and data, school improvement initiatives, programs, special projects, staff, facility, and topics of interest to our community.

Sickness and Accidents

If a student becomes sick and is considered by the nurse or staff to be too sick to remain at school, the parents will be called to come pick him/her up. Please come promptly if you are called. We will not administer aspirin or other medicines to your child without following procedures set out in "Medications" noted previously. Certain illnesses can be easily spread at school; so, we ask you not to send your child to school if he/she is sick.

Each student has information on file which lists contacts to call in an emergency. We will contact you as soon as possible after an accident, but if we cannot reach you, we will refer to our online system for emergency contact numbers. Therefore, it is critical that changes in your address, emergency names, doctor's name, phone numbers, and so forth be updated in Back-to-School Gateway as soon as possible when the year begins.

School Improvement Plan (SIP)

Bascomb Elementary has a School Improvement Plan, revisited annually, which can be viewed on our website. The SIP includes current student performance data, instructional goals and personnel and facility information.

Telephone

Students can use the school telephone for emergencies only. Please make sure that your child has any personal schedule changes (club days, etc.), particularly transportation changes, prior to leaving for school each morning. Students may not use a cell phone to call/contact home during a typical instructional day.

Textbooks/Library Books

Textbooks/Library Books issued to students are the property of Bascomb Elementary School. They should be used with care and returned in good condition.

Students are responsible for books which are lost, stolen, or damaged beyond use. Currently adopted textbooks are barcoded and checked out to each student.

Transportation Changes

If a student will be riding a bus temporarily, or going home in a different manner than usual, the parent must complete the designated dismissal/transportation form available on our website or from the front office. If a student does not have the dismissal change form from a parent specifying the change in transportation, the student will be sent home by the usual mode of transportation. Students will not be permitted to ride a different bus at any time. Buses are either at capacity or close to capacity. Students may ride their same bus and get off at a different stop, if requested. When a student is getting off a different bus stop with a friend, each student's parent must complete the dismissal form for this change to be approved.

Transportation changes are discouraged for many reasons. However, if an emergency occurs, and you must notify the school office of a transportation change after the school day is underway, ***please phone and email*** that request by 10:00 a.m. to ensure student notification. *Emailed transportation changes should go to front office staff* bascomb.office@cherokeek12.net AND the homeroom teacher. Teachers may not be able to check their email before dismissal or could be absent that day. If staff is unsure of a student's transportation, the student may be placed in ASP for a "drop in" fee to guarantee student safety.

Visitors to the School

The cooperative goal of home and school is to ensure the academic success of students in a safe learning environment. Therefore, we solicit your cooperation in our vigilance to monitor all campus guests and to guard valuable instructional time. Parents and other visitors are asked to sign in at the Main Office of Bascomb. Please be advised that parent identification will be required. If you have been "buzzed" in by the front office, please do not let others come in behind you. All visitors must buzz and be allowed entry by office staff only.

In order to ensure the safety of all students, please wear your visitor badge after signing in and only report to the area you designated. Please also return to the office to sign out when you leave the building.

Please call or email in advance if you would like to arrange classroom visits or to volunteer to help in the class or media center. To request a teacher conference, please email the homeroom teacher.

We encourage all parents to become actively involved in their children's education. We look forward to having parents and community members volunteer in the classrooms. Please speak with your child's teacher to schedule a time convenient for both of you.

Withdrawals

When a student is withdrawing from Bascomb, the classroom teacher or school office should be notified at least one day in advance or as quickly as possible. A note stating the last day the student will be in attendance, the area the family is moving to, and the school the student will be attending (if known) is necessary. The teacher and school registrar will provide the student a copy of a withdrawal form to take to his/her new school.

DISMISSAL/TRANSPORTATION/AFTER SCHOOL CHANGE REQUEST

Paper submissions due to your homeroom teacher.

Email submissions due to the front office by 10:00 am.

Front Office Email: Bascomb.Office@cherokeek12.net

If emailing include photo ID – if you do not receive an email confirmation please call 770.721.6630

Student's Name: _____ Homeroom Teacher: _____
(First and Last Name)

Date(s) _____ Check for Permanent Change

PLEASE COMPLETE THE APPROPRIATE INFORMATION:

- 1) My child will ride their assigned bus home today. Bus # _____
- 2a) *My child will be riding their assigned bus, getting off at a different stop with _____,
(First and Last Name) (Homeroom Teacher's Name)
- 2b) * _____ will be riding his/her regular bus
(First and Last Name) (Homeroom Teacher's Name)
with my child today but will get off at my child's bus stop: _____.
- 3) My child should be a car rider – Driver has a car rider tag.
- 4a) *My child should be a car rider with the following student: _____
(First and Last Name)
- 4b) * _____ will be going home with my child in car rider today.
(First and Last Name)
- 5) My child should stay in ASP. ASP is \$10/day if paid & enrolled before 10:00 AM and \$14/day if paid or enrolled after 10:00 AM.
- 6) My child should stay for Learning Lab or a club meeting (list the club)

***Requires a dismissal change request form from both students involved with parent signature.**

Section 2 – send to front office Section 4 – send with students to car rider line

Parent Signature _____

2022-23

End of Term	Day	Report Card Day	Day	Total Days in Term
October 7, 2022	Friday	October 14, 2022	Friday	44
December 22, 2022	Thursday	January 10, 2023	Tuesday	48
March 17, 2023	Friday	March 24, 2023	Friday	44
May 25, 2023	Thursday			44

- These dates are subject to change due to days missed as a result of school closings, furlough days or schedule changes.

Bascomb has Facebook, Instagram and Twitter Accounts to keep all Bobcats informed and proud of our successes!