

Daphne East Elementary School



2019-2020 Parent/Student Handbook

26651 County Road 13
Daphne, AL 36526

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www.daphneeast.org

School Mission

The mission of Daphne East Elementary School is to create a caring environment where students and staff together with parents and community promote achievement and celebrate learning.

School Motto

“Building a Foundation for Success”

Daphne East Elementary Trojans have PRIDE!

We are... Prepared
 Respectful
 Inclusive
 Dedicated
 Engaged

School-Wide Behavior Expectations

1. Be respectful and kind to one another
2. Be responsible for your decisions.
3. Be resourceful when solving problems.
4. Be honest in words and actions.
5. Be safe with your choices and around others.

GUARANTEE OF FREE APPROPRIATE EDUCATION

The Baldwin County Board of Education guarantees the right to a free appropriate education for all persons regardless of handicap.

The school system will arrange and provide for free evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services.

Parents may contact the office of Student Intervention Services, Baldwin County Board of Education, Loxley Satellite Office, 251-972-6860, for further information and/or to refer their child for an evaluation.

Dear Parents,

Welcome to the 2019-2020 school year at Daphne East Elementary School! We have a very dedicated faculty and staff who work together to provide the best education possible for your children. Our goal is to provide a firm foundation for their success today and in the future. Please remember that your support is very important to the success of our school program.

This handbook is designed to provide you with information concerning the operational and educational policies of Daphne East Elementary School. Parents are encouraged to review the Baldwin County Board of Education Student Handbook which can be found on our website, www.daphneeast.org. Please familiarize yourselves with the contents and discuss the information with your child. It is our hope that this information will help your child to become a happy, well-adjusted student and answer many of the questions that you may have.

We urge you to actively participate in the learning process through volunteering in your child's classroom or participating in the many events that take place at Daphne East Elementary. I encourage you to get involved with your child's education. You can get involved in many ways:

- *Make sure your child completes his/her homework each night.*
- *Make sure your child is prepared for school each morning.*
- *Check, sign, and discuss your child's "Information Folder" each night.*
- *Volunteer when you can in your child's classroom.*

If you have any questions, please feel free to contact us.

Sincerely,

A handwritten signature in black ink that reads "Mark Loherty". The signature is written in a cursive style with a large, sweeping initial "M".

ACCESS RESTRICTIONS - BOARD POLICY 4.1.2

The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt "check-in" and "check-out" requirements and procedures for students and employees.

ANNOUNCEMENTS

Announcements are at 7:55 am. This is how students will be notified of school news and other pertinent information.

ARRIVAL AND DISMISSAL

Morning Car Drop-Off Procedures:

- All students being dropped off **must** go through car line and may be dropped off at 7:15 a.m.
- Enter the car line from the Wells Road entrance to Trione Park.
- Follow the road to the designated drop off area located on the south side of the campus.
- **Students may not be dropped off at the front entrance.**
- The first vehicle is to pull to the farthest spot in line.
- Students are encouraged to exit from the right side of the vehicle, walk down the sidewalk, into the gym.
- Exit the drop off area.
- Morning car-rider drop-off line ends at 7:55 am.
- Students are considered tardy to school after 7:55 am. Parents/guardians bringing in tardy students must park vehicles in designated parking spaces, escort their children to the front office, and sign in for a tardy pass.

Afternoon Car Pick-Up Procedures:

Students being picked up by a car must go through car line. Afternoon Car Line is on the cafeteria side of the school.

- Vehicles picking up students must display DPEE Car Rider signs and the names of students being picked up.
- Car line students are dismissed at 2:50.

BE COURTEOUS!

ATTENDANCE

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** located on our school website for more information. <https://www.bcbe.org/dee>

Every child between the ages of 7 and 16 years of age is required by law to attend school. The Baldwin County Board of Education believes that students should be in attendance and on time for school.

Excused Absences: A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8. The student has three (3) days to turn in an excuse to the teacher. Future absences for illness will require a doctor's note in order to be excused. The following absences shall be considered excused absences, provided that in each instance parental confirmation of the reason for the absence has been received: student illness; illness or death in the immediate family; inclement weather which would be dangerous to the life or health of the pupil if he/she attended school; legal quarantine or emergency condition as determined by the superintendent or principal; permission of the principal and consent of parent (i.e., absence to observe traditional religious holiday); Parents are required to explain in writing all absences. An excused absence permits work to be made up.

Unexcused Absences:

A student may not exceed nine (9) unexcused absences per class per academic year. If a student misses more than half of a school day, a full absence will be accumulated. A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed two (2) days. The student can be retained if unexcused absences exceed nine (9) unexcused absences per year. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences. Petition for review by the Attendance Committee at the school can be filled-out at any time after notification, but in any event, no later than 20 calendar days before the final day of the academic year. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

Tardies: Students arriving after 7:55 a.m. must check in through the office and receive a late pass. Tardy students must be accompanied to the office by a parent/guardian for check-in.

Early Dismissal: Students who leave school for any reason must check out through the school office. Parents must send a written note of permission for any student to leave school for any reason except when sudden illness, accident or similar incident occurs. If a student checks out of school before 11:30 a.m. he/she will be considered absent for the day. **Any exceptions must be made through the school administration.**

If a student checks in after 11:30 a.m. he/she will be considered absent for the day.

Photo ID is required for individuals checking out a student. Without written parental consent and verification, a child will not be released to anyone whose name is not on the student's enrollment card.

BALDWIN COUNTY BOARD OF EDUCATION ANTI HARASSMENT POLICY

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** located on our school website for more information. <https://www.bcbe.org/dee>

BALDWIN COUNTY BOARD OF EDUCATION BOARD POLICY

See the **BALDWIN COUNTY BOARD OF EDUCATION BOARD POLICY** located on our school website for more information. <https://www.bcbe.org/dee>

BREAK

Students may purchase snacks from our snack bar. Canned or bottled drinks, as well as carbonated drinks are prohibited on campus. Students, however, are allowed to bring drinks in other containers. Snacks may be purchased for \$.50.

BULLYING

We strongly believe that school should be a safe and nurturing place for all. One of our goals is to replace negative behaviors with skills that involve treating others kindly. To facilitate this effort, we support a school-wide program to prevent bullying.

This program is most effective when parents, students, administration, and staff all have a shared belief that caring and kindness is of great value in our schools.

Aggression and hurtful remarks are part of conflict at all ages and do not necessarily mean that bullying behavior is occurring. For our purposes bullying is defined as repetitive, negative interactions targeted at a specific victim.

Under our policy, bullying and aggressive behaviors do not have a place at our school and will not be tolerated.

To constitute bullying, the policy says a continuous pattern of intentional behavior may include the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property;
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student
- Have the effect of substantially disrupting or interfering with the orderly operation of the school;
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function;
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Your input is not only welcomed, but necessary to the success of this program.

If anyone wants to report bullying, the official **BULLYING COMPLAINT FORM** for the Baldwin County Public School System may be found in the principals' office and/or the counselors' office. In addition, the form is available on the school system's website and the school website. <https://www.bcbe.org/dee>

BUS TRANSPORTATION

Due to the number of students riding our buses, the office will not grant permission to ride a bus that is different than a student's assigned bus. The purpose of school bus transportation is to transport students from home to school and back again safely. Buses will only transport students to designated stop.

Bus Expectations: Students are to remember that buses are like classrooms and that the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. On the bus, students should:

- o Remain seated on the school bench until the bus stops.
- o Keep all gum, food, and drink off of the school bus.
- o Remain seated while the bus is moving.
- o Show respect with what you say and how you express yourself.
- o Listen and follow directions the 1st time.
- o Keep aisles clear at all times.
- o Keep head, hands, feet, and objects inside of the bus and to yourself.
- o Help take care of the bus and keep it clean.

Students may be prohibited from riding the bus for excessive misbehavior. The following consequences could result from a bus referral: Conference with administration, 1 day suspension, 3 day suspension, 5 day suspension, 10 day suspension, 30 day suspension, Suspension for rest of the school year.

CHECKOUTS

Students participate in vital learning activities until the end of the school day. Early checkouts can disrupt the learning process for students, especially if they become excessive. **When possible, please schedule appointments outside of school hours.**

If an early checkout is unavoidable for a student, he or she must be checked out **BEFORE 2:15 pm**. Checkouts after 2:15 pm will only be permitted in cases of extreme emergency and at the discretion of the principal or his or her designee.

CODE OF CONDUCT

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** and the **BALDWIN COUNTY BOARD OF EDUCATION BOARD POLICY** located on our school website for more information. <https://www.bcbe.org/dee>

Students enrolled in Daphne East Elementary School should take pride in their school and display respect for others. The faculty/staff of DPEE believes that every individual is responsible and accountable for his/her own actions. Studies on the #1 influence on students' learning in the classroom are: the teacher's classroom

management; the student himself - how well he monitors his own thinking and what his own innate mental abilities are; and, the home and parents. Effective classroom management is prevention, rather than intervention. Consequently, we believe that students should be taught the rules and procedures. Students' behavior should reflect standards of good citizenship that would make teachers, parents, and the community proud of them. Teachers, students, and parents will work cooperatively to encourage appropriate behavior.

DISCIPLINE

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Students are under the jurisdiction of school rules any time they are on campus, participating or attending any school activity, or in route to and from school events on school buses or school contracted vehicles. We appreciate your assistance and support in providing a positive, safe, orderly environment, conducive to learning.

DRESS CODE / UNIFORM POLICY

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** and the **BALDWIN COUNTY BOARD OF EDUCATION BOARD POLICY** located on our school website for more information. <https://www.bcbe.org/dee>

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2019-2020		
Elementary Grades K - 6	Compliance Code	
	1 st infraction: Warning and parent notified	
	2 nd infraction: Referral to office and parent notified	
	3 rd infraction: Detention	
	4 th infraction & subsequent: One day suspension and parent notified	
TOP	BOTTOM	
<u>White or Navy</u> Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted	BOYS <u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted)	GIRLS <u>Khaki or Navy Blue</u> Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted)
Undergarments	Footwear	
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	Footwear must be worn at all times and be closed toe in nature.	
	SWEATSHIRTS AND SWEATERS	
	Must be solid: Black, Brown, Navy, Tan, Gray, White or school colors as published by the principal	
	COATS and JACKETS	
	Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a disruption to the educational	
<u>ITEMS NOT ALLOWED</u> Wind Pants/Sweatpants, velour pants, tights, yoga pants, jeggings, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes in inappropriate places, denim or jean fabric (except high school), sleeveless shirts, overcoats, or trench coats.		
<u>KHAKI is defined by Baldwin County Public Schools to be light tan in color.</u>		
Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.		

DRESS CODE / UNIFORM POLICY - ADDITIONAL INFORMATION

- Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health hazard.
- Clothing must be of appropriate length and fit. To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid -thigh whichever is longer.
- Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. Excessively baggy or excessively tight-fitting clothing is prohibited.
- Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.

- Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
- Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
- Heads must remain un-covered in the building.
- Students who transfer from other school districts will be given five (5) days to come into compliance with the dress code.
- Schools may use t-shirts on field trips or spirit day as approved by the principal.

Daphne East Elementary School Uniform Shirt Schedule

Monday	Uniform Shirt
Tuesday	School Club T-Shirt or Uniform Shirt
Wednesday	PTO Shirt or Uniform Shirt
Thursday	Uniform Shirt
Friday	School Spirit T-Shirt or Uniform Shirt

Electronic Communication Devices

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** and the **BALDWIN COUNTY BOARD OF EDUCATION BOARD POLICY** located on our school website for more information. <https://www.bcbe.org/dee>

BCBE Board Policy - 6.21 - Electronic Communication Devices

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, “walkie talkies,” or any other electronic communication device. Students are permitted to keep personal wireless devices only in lockers, the school office, or other locations approved by the principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

This policy shall apply to handheld electronic devices with communication and storage capabilities and shall include, without limitation, cellular telephones, MP3 and similar music players, tape recorders and players, scanners, portable digital assistants, wireless email devices and cameras. The scope of this policy does not include Page 25 Baldwin County Board of Education Student and Parent Handbook Student Code of Conduct electronic devices approved for use by the building principal or required by a student’s

Individualized Education Program. In the event students are suspended or expelled for violating the Electronic Communication Device Policy, due process shall be provided in accordance with Board Policy 6.20.

FIELD TRIPS

Field trips are considered to be an extension of classroom learning. You will be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often, the deadline is several weeks before the actual date of the trip. For most events, reservations and payments are necessary to ensure seats. Payments are to be made by the deadline date. **Refunds cannot be given after arrangements and reservations have been made.**

Things to Remember About Field Trips

1. The permission form and money must be sent in by the deadline date.
2. Calls home on the day of the trip are not permitted.
3. A permission slip signed by a parent or guardian is required for all field trips.
4. Send the permission form and money together.
5. You should keep the top portion of the permission form so you will know the date of the field trip and what your child needs for the trip [sack lunch, drinks, etc.].
6. Field trip money **MUST** be sent separately from all other monies.
7. When writing a check, make it payable to **Daphne East Elementary School**.
8. Brothers and sisters **CANNOT** accompany a sibling on a trip.
9. Once bus arrangements and reservations have been made, **refunds cannot be given.**

Access Restrictions per Baldwin County Board of Education Board Policy are also in effect during field trips.

ACCESS RESTRICTIONS - BOARD POLICY 4.1.2

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ILLNESS and INJURY

The Nurse is available to students who are ill, injured or have a health concern. Students must have a pass from a teacher to come to the Health Office except in case of an emergency.

MEALS (BREAKFAST/LUNCH)

Our cafe/lunchroom offers well-balanced meals to students on a daily basis. Students and parents are encouraged to create a free account with MealViewer by browsing to <https://schools.mealviewer.com> or with the mobile app. The mobile app *MealViewer To Go* can be found in the [Google Play Store](#) and in the [iTunes App Store](#). The process of creating an account is simple with the easy to follow online instructions.

STUDENT WELLNESS (BOE POLICY #7.13) In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses nutrition education and physical education and activity. For more information regarding BCPSS's rules and directives regarding the implementation of the Board's student wellness policy on nutrition and physical activity, please contact the Child Nutrition Coordinator.

Please click [HERE](#) for the Wellness Policy. Should lunch be brought from home, carbonated beverages and candy are not allowed as part of a child's lunch. **Please note: No "fast food" is allowed at school.**

Paying for School Breakfast & Lunch: The Child Nutrition Program of the Baldwin County Board of Education uses the PCS Revenue Control System throughout the county in all school cafeterias. This system is accessed by all students with a keypad and personal identification number (PIN) as they go through the cafeteria line. Students may bring money each day to pay for their lunch, although parents are encouraged to prepay in advance for their student's meals.

Accounts will be debited at the point-of-sale. Prepaid money may be used by the student for any purchase in the school cafeteria; breakfast, lunch, or extra sales. Each student will receive a PIN that will remain the same until that student goes to another campus.

Breakfast Prices

Student	\$1.75
Reduced	\$0.30
Extra Milk	\$0.35
Visitor-Adult	\$2.25
Visitor-Child	\$2.25

Lunch Prices

Student	\$2.75
Reduced	\$0.40
Extra Milk	\$0.35
Visitor - Adult	\$4.00
Visitor - Child	\$4.00

If you are planning to have your child eat in the cafeteria, please make sure you have money in your account. The system will not allow any charges to be made.

Payment by Check:

Checks must be made only for the amount that is going into your cafeteria account. Do not include money for field trips, book fairs, etc. in with your child's lunch money. No change can be given from a check, and we are not allowed to cash checks for anyone. Checks may be made for a maximum amount of \$150.00 at a time.

Payment with My School Bucks Online:

Paying for school breakfast and lunch has never been easier. With the [My School Bucks Application](#), you can create a free account and easily make payments online and on-the-go. This application's additional features will allow you to: Check cafeteria balances & purchases; Receive low balance alerts; Set up automatic payments.

Free and Reduced Breakfast/Lunch Program:

In order to participate in the Free and Reduced Breakfast/Lunch Program, parents must complete an application each school year. Information about the Free and Reduced Policy may be found on the Baldwin County Public Schools' website. [Free and Reduced Policy](#).

MEDICATIONS

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** and the **BALDWIN COUNTY BOARD OF EDUCATION BOARD POLICY** located on our school website for more information. <https://www.bcbe.org/dee>

Health Services documents and forms may be found at the following link: [BCBE Health Services](#).

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over the counter medications must be signed by the parent and cleared by the RN. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Minor illness should be treated at home by the parent/guardian. For example, a student with a cold severe enough to require frequent medication should remain at home.

Medication prescribed for three times a day should be given at home – just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is for medication that must be given before or along with meals.

Parent's Responsibility for Medications

- The parent/guardian and physician must sign the Baldwin County Public School's School Medication Prescriber/Parent Authorization form granting permission for a child to receive prescription medication at school.

- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container. The pharmacist will label an additional prescription bottle for your child upon request at the time the prescription is filled. Do not **UNDER ANY CIRCUMSTANCES** send any medication to school in a ziplock bag or container other than the original container. It will not be given.
- The parent/guardian and physician must provide the school with a new signed statement if prescription medication orders are changed during the school year.
- The parent/guardian or the parent designated responsible adult shall deliver medication to the school personnel designated by the principal.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent/guardian shall pick up student's medication at the end of the school year. All medications not picked up will be destroyed.
- Please provide medication, such as Tylenol, in smallest container available.
- The parent/guardian with a child needing an inhaler at school will have to complete three forms for the school. A Physician's signature is required on two of these forms.

School's Responsibility for Medications

- The principal shall designate specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right time and is documented in the right way.
- The trained school personnel that is assigned to administer medication will follow the medication procedures and administer medication in a safe setting.
- The school nurse will be contacted and will have to approve over the counter medication. If your child has a chronic illness and taking prescription medications, a physician's signature will be required on the School Permission Medication Form.
- In the event of an allergic reaction or an emergency situation involving medication, the school will handle the problem as any other medical emergency.
- The designated school personnel will give over the counter medication to a student using the same guidelines. A School Medication Prescriber/Parent Authorization form must be filled out and signed and the medication must be in the original container.
- The school personnel will administer sample medication provided from a physician only if it is in a properly labeled container and according to written directions from the physician.
- The school personnel will refuse to administer medication when there is any discrepancy; i.e., label different from instruction or contents, label is unclear or label torn. This medication will not be given until clarification is obtained.
- The school personnel and parent/guardian must count all controlled drugs when they are received.

Student's Responsibility or Medication

- Students will not deliver medications to the school.
- Students must have a doctor's order to carry emergency medication, i.e. inhaler or Epi Pen.
- Students who have doctor's orders to have medication on their person, i.e. Asthma inhaler or EPI Pen will not share medication with other students.
- Students will notify teachers/school personnel at the onset of any distress or allergic reaction.

Questions and Answers Regarding Medication

Q. Why should parents bring student's medication to school?

- A. The Baldwin County School System does not want to place any child in a situation where they may be confronted for drugs. Ritalin and other drugs have "street" value. When the parents bring the medication, this ensures no other child will tamper with the medication.

Q. Why can't my child keep his/her medication?

- A. To protect all children from taking medication belonging to another child, no child may keep medication on their person at school. The only exception would be for school pre-approved emergency treatment.

Q. Why can't I write on my child's prescription bottle?

- A. Prescription bottles can get smeared and very difficult to read. It is never a good practice to write on a prescription bottle.

Q. Why can't the school provide and give medication for minor illness or pain?

- A. The school personnel cannot be placed in the situation to judge between minor and major illness and pain unless they are trained and licensed medical personnel. Most schools do not have full time trained and licensed medical personnel. If the student complains of illness or pain requiring medication, the parent will be notified.

PARTIES

Christmas and End-of-the-Year parties are permitted. Talk with the teacher concerning details.

Birthday parties are prohibited. However, you may send a treat to the school for all the students in the class. The teacher must be notified in advance. Treats and snacks must be cleared by the teacher due to student allergy concerns. Treats and snacks must also meet our Wellness Policy guidelines.

STUDENT WELLNESS (BOE POLICY #7.13) In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses nutrition education and physical education and activity. For more information regarding BCPSS's rules and directives regarding the implementation of the Board's student wellness policy on nutrition and physical activity, please contact the Child Nutrition Coordinator.

Please click [HERE](#) for the Wellness Policy.

If **party invitations** are distributed at school, each child in the class **MUST** receive one. Gifts/flowers are not to be brought to school.

PHYSICAL EDUCATION

When it becomes necessary for a child not to participate in P.E. for a period of time due to injury or illness, the parent/guardian must provide a note from a physician to that effect to be filed in the school office.

PROGRESS REPORTS

Progress reports are sent home in order to allow parents to be aware of their child's progress. Teachers will notify parents when progress reports are sent home.

GRADES/INOW

Please be aware that you have access to your child's grades through Inow. You can monitor his/her academic progress throughout the school year. Visit bcbe.org to access the Inow system to view grades.

PTO

The PTO is an integral part of the total school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTO needs volunteers with a broad range of talents and skills. We urge all parents to become involved.

REPORT CARDS & PROMOTION/RETENTION

Report Cards: Students will receive report cards after the end of each quarter. Teachers will notify parents when Report Cards are sent home.

Promotion/Retention Standards: The teacher and principal are responsible for the decision to promote a student. The decision is based on the student's performance during the school year and the criteria established by the Board of Education. Parents are notified through a Notice of Academic Status whenever a student is being considered for retention. This notice will list areas of concerns and parents are urged to set up a conference to discuss what needs to be done.

SCHOOL HOURS

School hours are 7:45 a.m.-2:50 p.m. First bell rings at 7:45. If you use private transportation, you should arrive no earlier than 7:15 a.m. Car riders must be picked up by 3:15 p.m.

SCHOOL VISITORS AND SCHEDULED CONFERENCES

Visitors: The faculty and staff at Daphne East Elementary School welcome parents, guardians, and other interested members of the community to visit the school. Visitors are required to register in the school office and receive a pass when entering the building. **Please do not go directly to your child's room.** Meeting with the teacher should occur before or after school, or by appointment.

Scheduled Conferences: School conferences are a vital part of a child's education. Conferences are usually held during the teacher's daily planning time but may be scheduled before or after school hours if necessary. Please call the school office (626-1663) or send a note to schedule a conference time with your child's teacher whenever you feel a need. Stopping by your child's room during instructional time to speak to the teacher is NOT permitted.

SEXUAL HARASSMENT

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** located on our school website for more information. <https://www.bcbe.org/dee>

STUDENT EMERGENCIES

If a student becomes seriously ill or injured while at school, home contact will be made as specified by the parent/guardian on the school emergency form. Every effort will be made to contact the parents as soon as possible. Please keep the school informed of any changes in work, home, or emergency numbers. Parents who need to contact students because of an emergency at home should call or come to the office. The office will send for the student.

STUDENT RECORDS AND CUSTODY

Parents must notify the school regarding any child custody information that may affect the release of academic or health records. If a student is not to be released to a non-custodial parent, please state this in writing and provide proper documentation. A student will be released from school only to their legal guardians unless the parents have notified the school otherwise.

TELEPHONES

School phones are for business use only.

Parents/guardians are encouraged to make any transportation changes before 1:30 p.m.

THINGS TO REMEMBER WHEN VISITING DPEE

1. Sign in at the office before visiting a classroom for a scheduled conference or activity.
2. Small children who are not members of the class you are visiting must not go to the classroom during instructional time.
3. Teachers **MUST NOT** be interrupted during the instructional day.
4. Only go to the area of the school where you have been granted permission to visit.
5. Refrain from using student restrooms during your visit. Restrooms are available in the office.
6. Remain respectful and calm during all interactions with faculty and staff.
7. Unless you are under the supervision of and have the permission of a school employee, refrain from talking with students for whom you are not listed as a contact.
8. Sign out in the office when your visit is completed.