

Daphne East Elementary School



2021-2022 Parent/Student Handbook

School Administration

**Mark Doherty
Principal**

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www.daphneeast.org

LETTER FROM THE PRINCIPAL

Dear Parents,

Welcome to the new 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 also asked to review the Baldwin County Board of Education Parent & Student Handbook and Student Code of Conduct which may be found on the Baldwin County Public School website, Parent Info at bcbe.org. Please familiarize yourselves with the contents of these resources and discuss the information with your child. Our school information is regularly updated on our school website which may be found at www.daphneeast.org. It is our hope that this information and direction will help your child become a happy, well-adjusted, and successful student and answer many of the questions that you may have.

At Daphne East Elementary School, every parent is urged to support their child's learning at home. You can get involved with your child's education in many ways:

- *Connect with your child's teacher through email, the Remind app, etc.*
- *Make sure your child is prepared for school each morning.*
- *Check, sign, and discuss your child's "Information Folder" each night.*
- *Make sure your child completes his/her homework each night.*
- *Reach out to your child's teacher to schedule a phone call and/or conference as soon as a problem arises.*
- *Volunteer as a Parent Teacher Organization (PTO) member.*

As members of the Daphne East community, we encourage you to actively participate in the many events that take place at our school. Follow our official Daphne East Elementary School Facebook page, <https://www.facebook.com/dpeeschool/>, for the latest school event information. Also, please join our Daphne East Elementary PTO Facebook page, <https://www.facebook.com/daphneeastpto>, to stay updated on ways you can support our school through the Parent Teacher Organization.

If you have any questions, please feel free to contact us at (251) 626-1663.

Sincerely,



Mark Doherty, Principal
Daphne East Elementary School

DAPHNE EAST ELEMENTARY SCHOOL

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”

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.

Trojans have PRIDE @theeast!

We are... **P**repared
 Respectful
 Inclusive
 Dedicated
 Engaged

GUARANTEE OF FREE APPROPRIATE EDUCATION

The Board guarantees the right to a free appropriate education for all school age persons regardless of disability. The school system will arrange and provide for free evaluation services for any student who is suspected of having a disability and of needing personalized educational accommodations and/or related services. Parents may contact the office of Special Services, 251-972-6860, or contact the local campus Section 504 Coordinator for additional information and/or to request that their child be referred for an evaluation.

Any person having inquiries concerning the Board’s compliance with regulations concerning students or individuals with disabilities under the IDEA, Section 504, and/or the ADA should direct their concerns to the following individuals:

IDEA concerns:

Ms. Dawn Frenette
Office of Special Services
Special Services Coordinator
251-972-6860

Section 504 concerns:

Ms. Patrice Davis
Office of Prevention and Support
Intervention Supervisor/Section 504 Coordinator
251-972-8550

ADA concerns:

Mr. Anthony Sampson
Director of Prevention and Support
251-937-031

ACCESS TO BALDWIN COUNTY PUBLIC SCHOOL BOARD APPROVED POLICIES

Valuable information about district policies and information may be found by using the links below:

[Baldwin County Public Schools Parent/Student Handbook & Student Code of Conduct - Parent Info at bcbe.org](#)

[BCBE Board of Education Policy Manual - Board of Education at bcbe.org](#)

ACCESS TO SCHOOL BUILDINGS AND GROUNDS - BOARD POLICY 4.1

[BCBE Board of Education Policy Manual - Board of Education at bcbe.org](#)

BOE Policy 4.1.1 Security Measures Authorized - *Visitors to the school campus must obtain permission through the principal's office before entering the school building or going on school grounds. Principals are authorized to implement building-level requirements and procedures governing access to the school building and regarding activities attended by school and non-school personnel, including family members, relatives, vendors, and other visitors 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.*

BOE Policy 4.1.2 Access Restrictions Authorized - *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 the car line and may be dropped off at 7:15 a.m.
- All vehicles **must 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 or along the school's front curb.**
- The first vehicle is to pull to the farthest spot in line.
- Students are expected to exit from the **right side** of the vehicle and walk down the sidewalk to the school's south side entrance near the cafeteria and gym.
- All cars must follow the car in front of them to exit the drop off area. Please **do not pass** another car.
- 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 door, and sign in with an office staff person to receive a tardy pass.
- Student safety will always be the priority of all faculty and staff members.
- Always be courteous and respectful.

Afternoon Car Pick-Up Procedures:

- Car line students are dismissed beginning at 2:50.
- Vehicles picking up students must **display car-rider signs** with the names of students being picked up.
- Parents/guardians of a student being picked up by a car must go through the car line.
- All vehicles **must enter** the car line from the **Wells Road entrance** to Trione Park.
- Follow the road to the designated pick-up area located on the south side of the campus.
- Students will wait behind the teacher on duty until instructed to load cars.
- Each student is expected to load the car on its **right side**.
- All cars must follow the car in front of them to exit the pick-up area. Please **do not pass** another car.
- Carline ends at approximately 3:15 pm. Students who remain after all cars in line have picked up will be escorted to the office to call parents/guardians.
- Parents/guardians picking up students late must park vehicles in designated parking spaces, walk to the front door, and speak with an office staff member to pick up students.
- Student safety will always be the priority of all faculty and staff members.
- Always be courteous and respectful.

ATTENDANCE

See the **BALDWIN COUNTY BOARD OF EDUCATION POLICY MANUAL** on the district website, [BCBE Board of Education at bcbe.org](http://bcbe.org), for complete attendance expectations and policies.

BCBE ANTI-HARASSMENT POLICIES

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** on the district website, [Parent Info at bcbe.org](http://bcbe.org), for anti-harassment policies.

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 \$0.50.

BULLYING

In an effort to ensure that no student is subjected to bullying, violence, threats of violence, or intimidation by any students, the Baldwin County Board of Education passed the Jamari Terrell Williams Student Bullying Policy. Information on this policy may be found on the district website, [Counseling & Intervention at bcbe.org](http://bcbe.org).

At Daphne East, 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' offices. In addition, the form is available on the school system's website, [Counseling & Intervention at bcbe.org](http://bcbe.org).

BUS TRANSPORTATION

Due to the number of students riding our buses, the office will not grant permission to ride a bus that is different from 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 stops.

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:

- Remain seated on the school bench until the bus stops.
- Keep all gum, food, and drink off of the school bus.
- Remain seated while the bus is moving.
- Show respect with what you say and how you express yourself.
- Listen and follow directions the first time.
- Keep aisles clear at all times.
- Keep head, hands, feet, and objects inside of the bus and to yourself.
- 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, or suspension for the 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.

CONDUCT / BEHAVIOR EXPECTATIONS

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** on the district website, Parent Info at bcbe.org.

Students enrolled in Daphne East Elementary School should take pride in their school and display respect for others. The faculty and staff members of Daphne East believe that every individual is responsible and accountable for his/her own actions. Students' behaviors should reflect standards of good citizenship and cause their teachers, parents, and the community to be proud of them. Teachers, students, and parents will work cooperatively to encourage appropriate behavior.

Research studies indicate that student learning in the classroom is greatly influenced by the following: the teacher's classroom management plan and implementation; 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 or the expectations for how to conduct themselves in the learning environment.

Expectations, also known as rules of conduct, are short lists of behaviors that are expected for particular areas of the school. These behavior expectations are vital to creating a safe and secure environment for our students. Breaking a rule or expectation requires an immediate response from the supervising teacher or staff member. The teacher will respond appropriately to reteach expectations. The teacher will notify the parent if an expectation is consistently not met so that a plan for improvement can be made.

Daphne East Elementary School Expectations (Rules)

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.

Classroom/Gym Expectations (may vary per classroom):

1. Show respect with what you say and how you express yourself.
2. Listen and follow directions the 1st time.
3. Take responsibility for what you say and do.
4. Keep hands, feet, and objects to yourself.
5. Participate and stay on task.
6. Take care of materials, supplies, and equipment.

Hallway Expectations:

1. Remain silent in the hallways.
2. Form a straight line and face forward.
3. Walk in a line and to the right.
4. Keep hands, feet, and objects to yourself and off of walls.
5. Walk to and from your destination without delay.

Cafe Expectations:

1. Walk in a silent line in and out of the cafeteria.
2. Use respectful table manners.
3. Use a soft voice to talk to those sitting at the table to your left or right.
4. Stay in your seat at your assigned table.
5. Clean up and put all trash in the proper trash cans.
6. Sweep under tables and wash table tops.

Restroom Expectations:

1. Enter the restroom silently.
2. Respect the privacy of others.
3. Flush the toilet after using it.
4. Wash your hands properly.
5. Dispose of paper products appropriately.
6. Take care of personal needs and leave as quickly as possible.

School Ground Expectations (Playground, Snack Areas, etc.):

1. Show respect with what you say and how you express yourself.
2. Listen and follow directions the 1st time.
3. Take responsibility for what you say and do.
4. Obey all safety procedures for the specific area.
5. Keep school grounds clean by throwing away all trash.
6. Stay with your teacher in an approved area at all times.

DISCIPLINE

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** on the district website, Parent Info at bcbe.org.

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. If behavior expectations are not met after they have been clearly explained and taught to students, consequences for violations will be implemented. Major violations will be immediately referred to the administrators for further action. The following chart outlines possible offenses and their classifications.

Types of Minor and Major Offenses

Offense Category	Minor Offenses	Major Infractions
Possible Offenses	Meanness/Rudeness Not Following Directions Refusal to Complete Assignments Disrupting/Distracting Others Dress Code Violation Horseplay/Mild Physical Contact Inappropriate Language Dishonesty/Cheating Electronic Device Possession/Usage	Chronic Minor Offenses Over Time Defiance of Authority Direct Use of Profanity/Vulgarity Making Threats/Intimidating Others Fighting/Physical Contact Causing Injury Harassment/Bullying Weapon Possession/Usage Vaping/Electronic Cigarette Substance Abuse/Drugs

Classroom Discipline Actions Prior to Office Referral:

Minor offenses will be addressed by the classroom teacher. The following pre-referral actions are to be implemented and documented by the teacher before an office referral is recommended:

1. Student Conference with Reteaching/Modeling of Expectation
2. Parent Phone Call
3. Parent Conference
4. Counselor Consultation
5. Behavior Plan Development and Implementation (Tier 2 Intervention)

Major offenses/violations will result in an immediate referral to the office.

Office Discipline Referral Consequences:

Chronic behaviors that have already been addressed by the teacher and major offenses/violations will result in an office discipline referral. The following sanctions will be taken by an administrator as outlined in Board Policy:

1. Verbal Warning / Student Conference
2. Parent Phone Call / Parent Conference
3. Loss of Privileges (May include loss of participation in special events, such as a field trip or celebration)
4. After-School Detention (5th & 6th only)
5. Student Behavior Contract and Implementation (Tier 3 Intervention)
6. Temporary Removal from Classroom
7. Student Suspension from School
8. Other Sanction(s) as approved by the Baldwin County Board of Education

As violations increase in seriousness and frequency, the severity of the possible sanctions increases. Refer to Board Policy for information related to violation classes and sanctions, [BCBE Board of Education Policy Manual - Board of Education at bcbe.org](#).

DRESS CODE / UNIFORM POLICY

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** on the district website, [Parent Info at bcbe.org](#).

ELECTRONIC COMMUNICATION DEVICES

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** on the district website, [Parent Info at bcbe.org](#).

Research suggests that cell phones and digital communication devices negatively impact student performance. At Daphne East, the use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus. Devices include, but are not limited to, personal cell phones, pocket pagers, email devices, walkie talkies, or any other personal electronic communication devices. Also, any kind of wristwatch that allows a student to communicate with others should not be worn or used by students while at school or on a school bus.

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. **BOE Policy 4.1.2 Access Restrictions Authorized** - *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.*

HEALTH SERVICES & ILLNESS / INJURY

The School 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 Room except in case of an emergency. Additional information related to health services may be found in the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** on the district website, [Parent Info at bcbe.org](http://bcbe.org).

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 is a priority at Daphne East Elementary School. 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.**

BOE Policy 7.13 Student Wellness - *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 find the complete information on the Student Wellness Policy on the district website, [Child Nutrition Program - Wellness Program at bcbe.org](https://www.bcbe.org/Child-Nutrition-Program-Wellness-Program).

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 personal identification numbers (PINs) as they go through the cafeteria line. For the 2021-2022 school year, COVID relief funds have been granted to schools for daily well-balanced meals. ALL students are eligible to receive free breakfast/lunch meals at school if they choose that each day. Students may bring money each day to pay for extra sales if desired. Parents are encouraged to prepay in advance for their students' extra cafeteria purchases.

Accounts will be debited at the point-of-sale. Prepaid money may be used by the student for any "extra sales" purchase in the school cafeteria. Each student will receive a PIN that will remain the same until that student goes to another campus. Extra sale item prices are outlined on the district website, [Child Nutrition Program - Breakfast & Lunch Pricing at bcbe.org](https://www.bcbe.org/Child-Nutrition-Program-Breakfast-Lunch-Pricing).

If you are planning to have your child eat "extra sales" in the cafeteria, please make sure you have money in your account. The Child Nutrition Program cannot absorb the cost of charged "extra sales" items. Please find information related to our Charge Policy on the district website, [Child Nutrition Program - Charge Policy at bcbe.org](https://www.bcbe.org/Child-Nutrition-Program-Charge-Policy).

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 the check 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 expenses has never been easier. With the [My School Bucks Application](https://www.bcbe.org/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; and Set up automatic payments.

Free and Reduced Breakfast/Lunch Program:

COVID Relief funding for our school nutrition program will not continue from year to year, so it is important to complete your Free/Reduced Lunch Program application to qualify each year. The Free and Reduced Meal application may be accessed on the home page of the district website, [Baldwin County Schools Home Page at bcbe.org](https://www.bcbe.org/Baldwin-County-Schools-Home-Page).

MEDICATIONS

See the **BALDWIN COUNTY BOARD OF EDUCATION PARENT AND STUDENT HANDBOOK & STUDENT CODE OF CONDUCT** on the district website, [Parent Info at bcbe.org](http://bcbe.org).

Health Services documents and forms may be found at the following link: [Health Services at bcbe.org](http://bcbe.org).

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over the counter medication authorization must be signed by the parent and cleared by the Registered Nurse. 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 the 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 the 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 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 is 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 for Medication

- Students will not deliver medications to the school.
- Students must have a doctor's order to carry emergency medication, i.e. inhaler or EpiPen.
- Students who have doctor's orders to have medication on their person, i.e. asthma inhaler or EPIPEN, 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 a 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 are 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.

BOE Policy 7.13 Student Wellness - *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 find the complete information on the Student Wellness Policy on the district website, [Child Nutrition Program - Wellness Program at bcbe.org](http://bcbe.org).

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 to not 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 / POWERSCHOOL

Please be aware that parents may access their child's grades through PowerSchool, our Student Information System. It is important to monitor your child's progress on a regular basis. Please notify your child's teacher if you need assistance with gaining access to your child's PowerSchool account.

PTO

Daphne East Elementary's Parent Teacher Organization (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 join our PTO and become involved in volunteer activities.

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 ask parents to set up a conference to discuss what needs to be done to address those concerns.

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 7:10 a.m. Car riders must be picked up by 3:15 p.m.

SCHOOL VISITORS AND SCHEDULED CONFERENCES

Visitors: The faculty and staff members at Daphne East Elementary School welcome parents, guardians, and other interested members of the community to visit the school during planned events or by scheduled appointments. Visitors are required to ring the bell at the front door, show a form of ID, and register in the school office to receive a pass to enter the building. **Please do not go directly to your child's classroom.** If you are visiting for a reason other than a scheduled school event, please communicate with your child's teacher or call the office (251-626-1663) to request a time to visit or to meet with a faculty or staff member.

Each part of the school day is an opportunity for students to learn. This includes daily breakfast, lunch, and snack times. Our teachers use this time to model and set expectations for communicating with peers and displaying proper behavior and etiquette. Daily visitors during lunch may interfere with this instruction as well as prevent students from engaging in social practice with peers. Accommodating visitors into shared spaces such as the cafeteria requires pre-planning and may also disrupt the daily schedule. This is why **invitations for outside visitors to eat in our cafeteria will be limited to special events only.**

Scheduled Conferences: School conferences are a vital part of a child's education. Conferences are usually held during each teacher's daily planning time but may be scheduled before or after school hours if necessary and as the teacher is available. Please send a message to your child's teacher to schedule a conference time, or you may call the school office (251-626-1663) to leave a message for the teacher. **Visiting your child's classroom 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** on the district website, [Parent Info at bcbe.org](http://Parent%20Info%20at%20bcbe.org).

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 school. 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 urged to make any transportation changes before 1:30 p.m. Messages sent through the office or through email may not make it to the teacher after this time.

THINGS TO REMEMBER WHEN VISITING DPEE

1. Visitors are required to ring the bell at the front door, show a form of ID, and register in the school office to receive a pass to enter the building for a scheduled conference or activity.
2. Outside of special events planned by the school, our cafeteria is not open for visitors during lunch.
3. Visiting children who are not members of a class must not go to a classroom.
4. Teachers must not be interrupted during the instructional day.
5. Visitors may only go to the area of the school where you have been granted permission to visit.
6. Refrain from using student restrooms during your visit. Visitor restrooms are available in the office.
7. Remain respectful and calm during all interactions with faculty and staff.
8. 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.
9. Sign out in the office when your visit is completed.