

Daphne East Elementary School



2023-2024 Parent/Student Handbook

School Administration

**Mark Doherty
Principal**

**Pat Malisham
Assistant Principal**

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Assistant 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 expected 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](http://Parent%20Info%20at%20bcbe.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 that 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 that 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,

A handwritten signature in black ink that reads "Mark Doherty". The signature is fluid and cursive, with the first name "Mark" being larger and more prominent than the last name "Doherty".

Mark Doherty, Principal
Daphne East Elementary School

DAPHNE EAST ELEMENTARY SCHOOL

MOTTO

At Daphne East Elementary School... We Belong, Engage, Learn, and Lead!

VISION

All learners of Daphne East Elementary School will set and achieve challenging social, emotional, and academic goals to become successful leaders.

MISSION

Daphne East Elementary School exists to support our learning community by developing a safe environment, trusting relationships, high engagement, impactful instruction, and accountability for all.

School-Wide Expectations

1. Be respectful.
2. Be responsible.
3. Be resourceful.
4. Be honest.
5. Be safe.

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:

TBD
Office of Prevention and Support
Intervention Supervisor/Section 504 Coordinator
251-972-8550

ADA concerns:

Ms. Denita Hill
Office of Prevention and Support
Supervisor of Prevention and Support
251-937-0310

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](https://www.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 8:00 A.M. This is how students will be notified of school news and other pertinent information.

ARRIVAL AND DISMISSAL BY CAR (Pre-K ONLY)

Morning Car Drop-Off Procedures (Pre-K) (Front of the school):

- All students being dropped off **must** go through the car line from the **County Road 13 entrance** to the school may be dropped off at 7:30 A.M.
- All vehicles dropping off Pre-K students **must enter** the car line from the **County Road 13 entrance** to the school.
- Follow the road to the designated drop off area located in front of the school.
- Students are expected to exit from the **right side** of the vehicle and enter the front of the building.
- 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 A.M.
- Parents/guardians bringing in tardy students must park vehicles in designated parking spaces, escort the child to the front door, and sign in with a staff member.
- Student safety will always be the priority of all faculty and staff members.
- Always be courteous and respectful.

Afternoon Car Pick-Up Procedures (Pre-K) (Front of school):

- Car line students are to be escorted by a Pre-K teacher or paraprofessional to cars as student names are called.
- Students will remain inside the building until his or her name is called.
- 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 picking up Pre-K students **must enter** the car line from the **County Road 13 entrance** to the school.
- Follow the road to the designated pick-up area located in front of the school.
- Each student is expected to load the car on the **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 begins at 2:30 P.M. and ends at approximately 2:45 P.M. 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.

ARRIVAL AND DISMISSAL BY CAR (K-6)

Morning Car Drop-Off Procedures (K-6) (Cafeteria side of the school):

- All students being dropped off **must** go through the car line and may be dropped off at 7:10 A.M.
- All vehicles **must enter** the car line from the **Well 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 A.M. Students are considered tardy to school after 7:55 A.M.
- 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 (K-6) (Cafeteria side of the school):

- Car line students are to be escorted by a grade level teacher to the gym beginning at 2:50 P.M.
- Students should be seated in the gym by grade level at 2:55 P.M., so that car line can start on time.
- 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 **Well 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 the **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 P.M. 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](https://www.bcbe.org/Board-Policies), 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](https://www.bcbe.org/Parent-Info), 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 \$0.75.

BULLYING

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](https://www.bcbe.org/Counseling%20&%20Intervention).

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](https://www.bcbe.org/Counseling%20&%20Intervention).

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:

1. Be respectful.
2. Be safe.
3. Be responsible.
4. Keep all gum, food, and drink off the bus.
5. Remain seated and keep aisles clear.
6. Keep head, hands, and feet inside the bus.

Students may be prohibited from riding the bus for excessive violation of expectations. 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. **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. Teachers, students, and parents will work cooperatively to encourage appropriate behavior.

Expectations are vital to creating a safe and secure environment for our students. 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-Wide Expectations

School-Wide Expectations

1. Be respectful.
2. Be responsible.
3. Be resourceful.
4. Be honest.
5. Be safe.

Hallway Expectations:

1. Remain silent.
2. Walk in a straight line.
3. Keep hands, feet, and objects to yourself.

Restroom Expectations:

1. Respect the privacy of others.
2. Flush the toilet after using it.
3. Wash your hands properly.

Cafe Expectations:

1. Enter and exit the cafeteria silently.
2. Use respectful table manners.
3. Remain silent during the first 10 minutes (red cone).
4. Talk quietly when the timer sounds at your table (green cone).
5. Clean up: throw away trash and sweep under tables.

Bus Expectations:

1. Be respectful.
2. Be safe.
3. Be responsible.
4. Keep all gum, food, and drink off the bus.
5. Remain seated and keep aisles clear.
6. Keep head, hands, and feet inside the bus

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.

Grade Level Classroom Management Plan

Each grade level will develop an age-appropriate classroom management plan. Rules, expectations, and consequences are expected in the plan. Parents will receive information about the grade level classroom management plan from the homeroom teacher.

Discipline Actions and Responses

Administration will investigate, and determine appropriate actions based on the BCBE discipline policy, when an office referral is received. The parent/guardian will be notified of the consequence, if the administrator determines the student committed the offense or violation.

Office referral actions will be selected and applied by administrators.

1. Student Conference/Parent Phone Conference
2. Warning/Reprimand
3. Loss of Privilege
4. Lunch with Administrator
5. Counselor Referral
6. Temporary Removal from Classroom
7. After-School Detention (5th & 6th only)
8. Student Behavior Contract
9. Out-of-School Suspension

Other sanction(s) as approved by BCBE

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](#).

DRRESS CODE / UNIFORM POLICY

The uniform policy will be enforced. Please contact the office if you need assistance with uniforms due to hardship.

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

In addition to the **Baldwin County Public Schools Elementary Uniform Policy and Compliance Code**, Daphne East students may wear Daphne Spirit t-shirts ([Click to order spirit shirts](#)), purple polo shirts, white polo shirts, and gold polo shirts.

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](#).

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, 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 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. Children **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

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 go 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 daily. Students and parents are encouraged to create a free account with MealViewer by browsing to <https://schools.mealviewer.com> or with the mobile app to see the menu.

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.**

For more information about 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).

Paying for School Breakfast & Lunch:

The Child Nutrition Program is required to charge for meals.

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). Each student's PIN will access their meal fund accounts. The number will remain the same from year to year and if they transfer to another school in the district. Students may bring meal money (cash or check) to the cafeteria to add to their meal accounts, or parents may prepay for meals on our system-wide online platform. Students will use their PIN numbers when they go through the cafeteria service line. Their accounts are debited at the point-of-sale.

Parents are encouraged to prepay for their child's breakfast, lunch, and/or extra item purchases. Prepaid money may be used by the student for any purchase in the school cafeteria and carries over from year to year. Meal prices and extra food item prices are outlined on the district website at [Child Nutrition Program - Breakfast & Lunch Pricing at bcbe.org](#). If you are planning to have your child eat breakfast, lunch, and/or "extra items" in the cafeteria, please make sure your child has money in his/her account. The Child Nutrition Program cannot absorb the cost of charged meals or food items.

Breakfast/Lunch 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.

Breakfast/Lunch Payment with My School Bucks Online:

Paying for school expenses has never been easier. You can create a free account and easily make payments online and on-the-go with the [My School Bucks Application](#). 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:

For information about how to qualify for free or reduced school meals, please refer to the Baldwin County Public Schools Child Nutrition Free and Reduced Meal Guidelines on the district website at [Child Nutrition Program - Free/Reduced Guidelines](#). A direct link to the digital Free/Reduced Meal Application is provided here, <https://www.myschoolapps.com/Application>. After you complete the application, you will be notified by mail if your family qualifies. Only one application per family is necessary. If you completed an application in 2022-2023, your status will be carried over into the new school year for 30 school days. If you do not complete an application prior to the 45 days, your child(ren) will go to paid status. If you need a paper application, some will be available at your local school or the Child Nutrition Program Central Office. Please call 251-970-4402 for questions regarding applications.

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](#).

Health Services documents and forms may be found at the following link: [Health Services at 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 bag or container other than the original container. It will not be administered to the student.
- 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 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?

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?

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?

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?

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 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.

For more information regarding 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

Paper progress reports will not be sent home with students. All parents are encouraged to create a PowerSchool account. This account allows immediate access to student grades.

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. Please join our Daphne East Elementary PTO Facebook page, <https://www.facebook.com/daphneeastpto>, to stay updated on ways that you can support our school through the Parent Teacher Organization.

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

Pre-K

School hours are 7:45 a.m. to 2:30 p.m. First bell rings at 7:45. If you use private transportation, you should arrive no earlier than 7:30 a.m. Car riders must be picked up by 2:45 p.m.

K-6

School hours are 7:45 a.m. to 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. **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://bcbe.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.

VISITING DAPHNE EAST

1. Visitors are required to ring the bell at the front door, show a form of ID, and register at the front desk to receive a pass to enter the building for a scheduled conference or activity.
2. Our cafeteria is not open for visitors during lunch outside of special events planned by the school.
3. Visiting children who are not members of a class may 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. Ask a staff member and he or she will direct you to the nearest adult restroom.
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 at the front desk when your visit is completed.