

Parent-Student Handbook

2018-2019



Elberta High School

13355 Main Street

Elberta, AL 36530

(251) 986-8127/ Fax (251) 986-7472

School website - <https://www.bcbe.org/elbertahigh>

Follow us on:

Twitter @ [ehs13355](#)

Instagram @ elberta_warriors

Like Elberta High School Warriors on Facebook

Hashtags - #WarriorStrong, #WarriorProud

Mission Statement

At Elberta High School, we grow a mindset of learning, achieving,
and being kind.

School Motto

Warrior Strong

Office Staff

Principal	Mr. Branton Bailey	bbailey@bcbe.org
Assistant Principal	Ms. Katy Padgett	kpadgett@bcbe.org
Executive Secretary	Mrs. Davida Bankston	Dbankston@bcbe.org
Registrar	Mrs. Princess Woodward	PWoodward@bcbe.org
Bookkeeper	Mrs. Terri Weichert	tweichert@bcbe.org
Clerk	Melody Gilley	mgilley@bcbe.org

Nurse	Ms. Falyn Vinson	fvinson@bcbe.org
Counselor	Mrs. Laura Alms	LAAlms@bcbe.org
Interim Counselor	Dr. Chezley Neth	CNeth@bcbe.org
School Resource Officer	Will Phillips	

School starts at 7:45 and ends at 3:05

Office hours - 7:00 – 4:00

Principal’s Message

Welcome to Elberta High School. I am excited about starting new traditions on this campus. Creating a safe, secure, and welcoming educational environment dedicated to academic excellence is my overall goal as the Principal of Elberta High School. My organizing principle each day will be, “What is best for our students? What will help them succeed at their chosen direction?”. These tenets help me to stay focused on the development of each and every student in the hallways of our school. I have an open-door policy and I look forward to getting to know each and every one of you, Go Warriors!

Parent Notification - Elberta High School is a Title I “Schoolwide” Program

Title I is a federal program designed to help students in our nation’s schools. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

Parent Right-to-Know

In accordance with the Title I program and the *Every Student Succeed Act* (ESSA), parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child's level of achievement on any state academic assessments.

Communication

- Weekly emails will be emailed and posted on Facebook.
- Please "like" Elberta High School on Facebook, <https://www.facebook.com/ElbertaHighSchool> . Follow us on Twitter [@elbm13355](https://twitter.com/elbm13355) and Instagram [@elberta_warriors](https://www.instagram.com/elberta_warriors)
- Check INOW, <https://inow-baldwinco.asc.edu/informationnow>, frequently for grades. See registrar if you need login information.
- Visit our school website <https://www.bcbe.org/elbertahigh>
- School wide calls will be used for Urgent Announcements and emails will be used for reminders.
- Change of Address/Telephone Number - Please notify school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile), if not you will not receive the phone calls and emails.
- All teachers will use Google Classroom. Google Classroom will allow parents to stay informed of classroom expectations, assignments, and announcements. Please accept the invitation from your child's teacher. Google Classroom will send parents a weekly email if they choose which will notify parents of missing assignments and notifications. If you do not receive an invitation, contact your child's teacher.

Fees

Operational fee for all students attending Elberta High School is \$45.00. Elective courses have additional fees. Fees can be paid online

<https://baldwincoal.csiepay.com/Views/Payment/Pay.aspx>

Cafeteria

Link to Menu - <https://bcbe.nutrislice.com/menu/elberta-high>

How do I pay for my child's school lunch?

We suggest that parents consider paying for meals in advance by either writing a check for the week or month or by submitting a payment online. This provides an additional measure of safety for your child by alleviating the need to bring money to school for daily lunch. Checks can be made payable to Elberta High School.

To pay online, you may use [My School Bucks](#)

2018-2019 PRICES

BREAKFAST (For Participating Schools)

All enrolled students	\$1.75
Reduced Breakfast	\$0.30
Adults/Children Visitors	\$2.25
Board of Education Employees	\$2.00
Second Breakfast	\$2.00

LUNCH

K-8 th Grade	\$2.75
9 th -12 th Grade	\$2.75
Reduced lunches	\$0.40
Adults/Children Visitors	\$4.00
Board of Education Employees	\$3.50
Second Lunch	\$3.50

Field Trips

Field trips are considered an extension of classroom learning. You will always be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often this deadline is several weeks or months before the actual date of the trip. **Students who engage in inappropriate behavior may be subject to loss of future field trip privileges.**

Things to remember about field trips:

1. The permission form must be signed by parent or guardian and sent in by the deadline date or your child will not be able to go.
2. Send money to school.
3. If paying by check, write check to **Elberta High School** and pay individually for each child attending.
4. Field trips are designed and planned for school-age students. Adults (other than chaperones) or children outside that class or group cannot be transported or participate without permission from the superintendent.
5. Chaperones will receive the Baldwin County Public Schools chaperone guidelines. All chaperones must sign and return the form prior to the field trip.
6. Refunds cannot be made if your child is absent the day of the trip. The price charged to the student is based on the number of students who are going on the trip. If your child is not going to participate in a trip, let your child's teacher know as soon as you receive information concerning a trip.

7. Parents must submit in writing **PRIOR** to the field trip if they wish for their child to ride home with them from the trip.

Parent / Teacher Conference

Parent-teacher conferences are most important in improving the learning atmosphere. Conferences may be held with the principal during the school day. Conferences with teachers should be scheduled before or after school or during a teacher's planning period after the principal grants permission. Parents should call Mrs. Bankston at 986-8127 to schedule a conference with a teacher during their planning or before or after school.

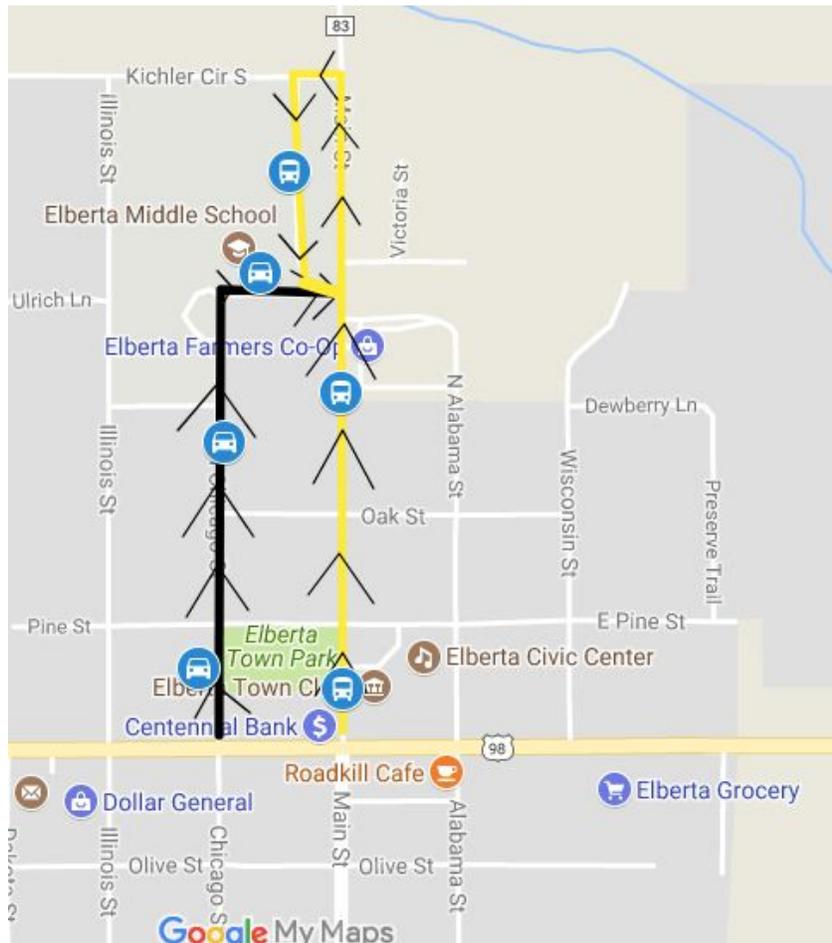
Transportation

Car line:

In order for the car line to run smoothly, we need drivers to pull as far up as possible. Faculty will direct traffic.

Buses:

Students are only allowed to be dropped off and picked up at the student's 911 address. **We do not grant request for students to ride the bus home with a friend.** Parents needing information regarding buses should contact Ms. Padgett at 986-8127. **Only emergency bus request changes will be granted.** Cell phones and laptops are not allowed out on school buses.



Attendance Policy

For students in grades K-8

In grades K-8, 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.

In grades 9-12, a student may not exceed nine (9) unexcused absences per class per academic year. If a student misses more than half of a class period, a full absence will be accumulated.

The student will lose credit for any class in which the unexcused absences exceed nine (9) per class. The student can make-up up to four (4) unexcused absences (two per semester) by attending Academic Saturday School before the end of academic year. **Scheduled Academic Saturday School dates are October 27, January 12, March 16, and May 11).**

A student and a student's parent or guardian will receive written notice when a student's unexcused absences exceeds two (2) days in any class. When the student exceeds five (5) unexcused absences per class, the student and parent/guardian can petition the Attendance Committee at the school for review of the reasons for absences. Petition for review by the Attendance Committee 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 award credit.

As a parent, there are times when you are unsure whether your child should attend school and when to seek medical care. As a whole, school-aged children and youth are a healthy, robust group. A student can expect to get 2 to 9 colds per year. Excluding routine doctor appointments, infectious diseases account for 40% of all visits by children and youth to a doctor. This list serves as a guideline in managing students and is not inclusive. All students will be evaluated on a case by case basis by the school nurse. The decision to send your child home will be made on an individual basis based on the school nurse's professional judgement. The goal is to keep our students safe and healthy. Link to sick day exclusion document -

<https://www.bcbe.org/site/handlers/filedownload.ashx?moduleinstanceid=512&dataid=20922&FileName=Sick%20Day%20Exclusions%2004-2017.pdf>

Tardy Policy

Students who arrive to school after **7:50** are considered **tardy**. Students will have to check in the main office to get an admittance slip to homeroom. Students will move to their homeroom begins at 7:45, homeroom will start at 7:50. Students may arrive at school no earlier than 7:00 am.

Make-up work

Upon return to school from excused absence(s), students have up to three days to complete and turn-in make-up work to teachers. BCBE policy reads students get three days per excused absence. For example, if a student misses 3 days and all three are excused, he/she receives 9 days to make-up missed work.

Flower/Balloon Deliveries

Flowers or balloons sent to students during the school day will be kept in the office until dismissal. The student to whom they are sent will be notified of their arrival.

Automobiles and Parking

Parking permits are \$40.00 a year. Parking privileges can be revoked at any time if a student is found in violation of the signed parking agreement form, principal discretion, or in violation of Baldwin County Board Policy.

Students on Premises After School

All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

School Sponsored Activity Nights and Dances

There are several evening activities and dances during the school year. School employees will act as chaperones. Some events may require tickets be purchased in advance in order to attend. Parents and students should be aware of the following guidelines, responsibilities, and expectations:

- Activity nights or dances are for students attending Elberta High School only, unless an outside date application is approved by the principal.
- Students should arrive just prior to the beginning of the activity.
- Students must enter the activity area as soon as they arrive and remain there until the end of the activity.
- Parents are to pick up students promptly at the end of the activity and in some cases will be required to sign their children out.
- Students must attend school until 11:30 am in order to attend a school sponsored night activity.
- School rules and expectations apply for evening activities and dances.

Students who engage in inappropriate behavior may be subject to loss of opportunity to attend school sponsored activities after normal school hours.

OPEN CONTAINER POLICY

Students are not allowed to bring any unsealed beverage containers or personal drink containers on school property, including the bus. Bottled water and bottled or canned soft drinks will be allowed on campus ONLY if the seal is not broken. **Personal drink containers are not permitted on campus during the school day.** Students may only consume beverages at snack and/or at lunch. Once the seal is broken on a container, the beverage must be consumed or discarded. Beverages may not be saved for later.

Student Laptops

Parents and students participating in one-to-one computing will be required to accept responsibility through a laptop agreement, outlining use, care and handling, and expectations for

student use of district laptops. Included in this agreement is an acknowledgement that students will be responsible for damages to the laptop. Incidents that occur at school involving multiple parties will be investigated by district administration. Students will have access to web-based tools, digital resources, and applications that support curricular objectives. Parents and students can find the Technology Acceptable Use Policy online at <http://et.bcbe.org/documents.html> .

Visitors to the Building

All visitors must enter the building through the main office and must have a picture id. Visitors will need to ring the doorbell, present picture id at the camera and be prepared to state why you are visiting campus. We encourage our parents to visit the school. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons on school property are trespassers and shall be subject to legal prosecution. This includes students who are on suspension or have been expelled. Unruly or disruptive conduct by visitors, which interferes with the educational environment or with extracurricular activities, may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Bringing outside restaurant food is strongly discouraged. Due to allergies, asthma and other health related concerns; animals of any kind are not permitted on school property, except for approved service animals.

Dress and Appearance



BALDWIN COUNTY PUBLIC SCHOOLS
Middle/High School
Dress Code Policy



Tops:

- **No pictures, emblems, or writings on clothing that:**
 - Are lewd, offensive, vulgar or obscene,
 - Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
 - Contains fighting words or incites criminal activity.
- **No cut off tops. (No midriff can be showing)**
- **No sleeveless garments.**
- **No see-through garments.**
- **Designed so that the neckline does not reveal cleavage.**
- **Designed to cover all undergarments.**
- **Fit properly- no oversized or overly tight tops.**
- **No tank top/undershirt can be worn as a shirt.**

Shorts:

- **Length should be at fingertip/hand or mid-thigh, whichever is longer.**
- **Fit properly- no oversized or tight shorts.**
- **No spandex, biker, or see-through shorts.**
- **Must be hemmed and not rolled up**

Dresses:

- **Length should be at fingertip or mid-thigh, whichever is longer.**
- **Splits may not exceed (3) inches above the top of the knee.**

Pants:

- **Proper fit- no sagging or baggy fit: worn at the waist.**
- **No see through or spandex legging pants.**
- **Leggings/tights may be worn only under shirts and dresses of appropriate length.**
- **No Oversized or tight pants.**
- **No holes in jeans in inappropriate areas (length rule).**
- **Sweat pants and warm-up suits will be allowed.**

Shoes:

- **Must be worn at all times, fastened properly.**
- ***Classes may require certain shoes. Ex. P.E., Chemistry.**
- **No bedroom slippers.**

Accessories:

- **Hats, caps, sweatbands, or other head covering will not be worn in building.**
- **No gang related clothing/items will be allowed.**

Violation of Dress Code Policy:

Secondary Grades 7 - 12	
1 st infraction	Warning and parent notified
2 nd infraction	Half day of Saturday School or full day of OCS
3 rd infraction	Full day of Saturday School or full day of OCS
4 th infraction	One day suspension
5 th infraction	Two days of suspension
6 th infraction & subsequent	Three days of suspension and subject to expulsion

PERSONAL HANDHELD ELECTRONIC DEVICES (BOE POLICY #970)

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 electronic devices approved for use by the building principal or required by a student's Individualized Education Program. Students in grades 6 through 12 shall be allowed to possess electronic devices in the off position during the instructional school day. Use of electronic devices during the instructional day, except in accordance with this policy, is otherwise prohibited. Students in grades 6 through 12 may, in accordance with the instructions of the school official in charge, possess and use electronic devices during periods of transportation on school buses. Provided however, no student shall use any electronic device capability which allows them to record images (i.e., camera or video recorder).

7th and 8th grade students at EHS are allowed to use their cell phones before and after school only.

9th and 10th grade students at EHS are allowed to use their cell phones before school, during snack, during lunch, and after school.

Students in grades K through 5 are not allowed to possess or store electronic devices on Baldwin County campuses. Students shall have no expectation of privacy in any electronic device possessed by a student in violation of this policy.

Students bringing electronic devices to school, do so at their own risk. The Baldwin County Board of Education assumes no responsibility for lost, damaged or stolen electronic devices brought to school by students. Violations of this policy shall result in the immediate confiscation of the electronic device.

Refusal to turn over an electronic device to an administrator will result in immediate suspension, pending further potential discipline, and a parent conference. Confiscated

electronic devices shall be securely stored in the school's administrative offices until retrieved in accordance herewith. Any electronic device not retrieved within 30 days shall be subject to disposal.

In addition, the following consequences shall, at a minimum, be imposed:

First Offense: The student's Parent/Guardian will be allowed to pick up the confiscated electronic device at the end of the school day.

Second Offense: The student will receive up to one day of in-school suspension. The student's Parent/Guardian will be allowed to pick up the device

Third Offense: The student will receive one day of suspension. The student's Parent/Guardian will be allowed to pick up the device.

Fourth Offense: The student shall receive up to three days of suspension. The student's Parent/Guardian will be allowed to pick the device up.

Subsequent offenses: The student shall be subject to further suspensions/expulsion.

Cumulative violations shall be based upon the school year.

In the event students are suspended or expelled for violating this policy, due process shall be provided in accordance with Board Policy 917.

In certain instances there is educational value in utilizing personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices will be at the discretion of the building principal in coordination with the Board's Information Technology department and shall be pre approved in writing by the principal.

Electronic devices shall be subject to search in accordance with applicable state and federal law. Electronic devices will be receipted and surrendered to law enforcement personnel upon request of law enforcement.

Use of Digital Device During the Administration of a Secure Test The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search. The student will be dismissed from testing, and the student's test will be invalidated. Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of

this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

Cell Phone Usage

Students are not allowed to use their cell phone, computer, or other digital device to record when on school campus including school buses without permission from the teacher or school administrator. Students who violate this policy will be subject to the following discipline infractions: harassment, intimidation, inciting, and/or disruptive demonstrations. These are all suspendable offenses and your cell phone will be confiscated.

Other cell phone violations will adhere to the Baldwin County Board Policy #970.

Student Discipline - <https://www.bcbe.org/handbook> Refer to pages 4 - 7 for Baldwin County Board Policy on student discipline.

Elberta High School Bell Schedules

High School Bell Schedule

Homeroom/1st Period

7:45-7:50 First Bell & Announcements

7:50 Tardy Bell - Begin School

7:50-8:40 1st period 50 minutes

8:40-8:42 Transition 2 minutes

8:42-9:32* 2nd period 50 minutes

9:44-10:16 Skinny 32 minutes *Break B 9:32-9:42 9th Grade

9:34-10:06** Skinny 32 minutes **Break C 10:06-10:16 10th Grade

10:16-10:18 Transition 2 minutes

10:18-11:08 3rd period 50 minutes

11:08-11:10 Transition 2 minutes

4th period

11:10-11:33 Lunch A 4th Period 11:35-12:29

8th/9th

11:38-12:01 Lunch B 4th Period 11:10-11:38 & 12:03-12:29

7th/8th

12:06-12:29 Lunch C 4th Period 11:10-12:04

9th/10th

12:29-12:31	Transition	2 minutes
12:31-1:21	5th Period	50 minutes
1:21-1:23	Transition	2 minutes
1:23-2:13	6th Period	50 minutes
2:13-2:15	Transition	2 minutes
2:15-3:05	7th period	50 minutes

Break B 9:32-9:42 9th Grade 10 minutes

Break C 10:06-10:16 10th Grade 10 minutes

Lunch A 11:10-11:33 23 minutes 8th/9th

Lunch B 11:38-12:01 23 minutes 7th/8th

Lunch C 12:06-12:29 23 minutes 9th/10th

Middle School Bell Schedule

Homeroom/Skinny

7:45 First Bell & Announcements

7:50 Tardy Bell

7:50-8:17 Skinny 27 minutes

8:17-8:19 Transition 2 minutes

8:19-9:09 1st Period 50 minutes

9:09-9:24 Break A 15 minutes

9:24-9:26 Transition 2 minutes

9:26-10:16 2nd Period 50 minutes

10:16-10:18 Transition 2 minutes

10:18-11:08 3rd period 50 minutes

11:08-11:10 Transition 2 minutes

4th period

11:10-11:33 Lunch A 4th Period 11:35-12:29
8th/9th

11:38-12:01 Lunch B 4th Period 11:10-11:38 & 12:03-12:29
7th/8th

12:06-12:29 Lunch C 4th Period 11:10-12:04
9th/10th

12:29-12:31	Transition	2 minutes
12:31-1:21	5th Period	50 minutes
1:21-1:23	Transition	2 minutes
1:23-2:13	6th Period	50 minutes
2:13-2:15	Transition	2 minutes
2:15-3:05	7th period	50 minutes

Break A 9:09-9:24 15 minutes 7th/8th
Lunch A 11:10-11:33 23 minutes 8th/9th
Lunch B 11:38-12:01 23 minutes 7th/8th
Lunch C 12:06-12:29 23 minutes 9th/10th

Elberta High School and the Baldwin County Board of Education are committed to maintaining a safe and orderly learning environment in a manner that respects and protects the rights of students. Baldwin County Board of Education policies in their entirety may be reviewed on Baldwin County Public Schools webpage, www.bcbe.org, questions about these policies should be addressed initially to the school principal.

I have received the 2018 - 2019 Elberta High School Parent Student Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Student's Signature

Student's Name (Print)

Date

Parent's Signature

Parent's Name (Print)

Date

A copy of this page will be provided to each student. It is the responsibility of both the student and the parent to sign, print, date, and return this form to Elberta High School within one week of receipt.