

Elsanor School

Student Handbook

2019-2020

WELCOME TO ELSANOR ELEMENTARY SCHOOL!

Dear Students and Parents:

Welcome to the start of a wonderful school year!

I am so excited to be a part of the first Leader in Me Lighthouse School in Baldwin County! We have achieved outstanding results in school and student outcomes, by implementing The Leader in Me process with fidelity. *The Leader in Me* is a whole-school transformation model that produces results such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, *The Leader in Me* equips students with the self-confidence and skills they need to thrive in the 21st century economy.

What would be possible if our school was filled with students who were responsible, who showed initiative, who were creative, who knew how to set goals and meet them, who got along with people of various backgrounds and cultures, and who could resolve conflicts and solve problems? We believe every child possesses unique strengths and has the ability to be a leader. This premise shapes the views of staff to value and develop the whole child.

Leader in Me schools must work from the inside out- first teachers, then students, and then parents. The faculty and staff are all on the same page and want to continue to improve the climate at Elsanor School. When everyone, teachers, students, and parents, begin using the same language, the effects are truly amazing. *The 7 Habits* create that common language. *The Leader in Me* is not an event and it's not a curriculum. It's leadership development, meaning everywhere and all the time. Leadership training will be part of everything we do. It's not doing one more thing; it's doing what we're already doing in a better way.

We enjoyed many accomplishments last year. Our well prepared and enthusiastic staff provide an exceptional educational program for our students which give them a very strong foundation for the future. With an expanded focus on reading, math, and STEM (Science, Technology, Engineering, Mathematics), most of our students go to the next grade level at a benchmark, on grade level, status. The dedication and effort made by many continues to bring about increases in student achievement here at Elsanor. Teachers, staff, students, parents, and community volunteers gave

additional support to struggling students. Teachers continued to grow through professional development programs in reading, math, science, assessment, and technology. We appreciate the parental support and look forward to working together to make our school the best! Please get involved in our school, as research shows that students are more successful when parents are involved. Parents are urged to have your child in school every day and on time ready to learn. It is critical to develop good attendance now.

The start of a new school year brings each of us the opportunity for a fresh new beginning. Our teachers completed many hours of professional development during the summer. Almost all the teachers at Elsanor School are AMSTI trained and equipped with materials and supplies needed for hands-on, inquiry-based learning in math, science, and technology education. AMSTI helps students develop the knowledge and skills needed to succeed. Many of our teachers are eMINTS trained as well. eMINTS professional development uses interactive group sessions and in-classroom coaching/mentoring to help teachers integrate technology into their teaching using an instructional model that supports high-quality lesson design, promotes inquiry-based learning, creates technology-rich learning environments, and builds community among students and teachers.

This handbook is given to you to provide important information about the overall school program and many opportunities available. Included are general guidelines that outline expectations of our students. Please read through the handbook to gain a broader understanding of our school and procedures designed for a good educational experience.

Our staff is firmly committed to providing a strong educational experience that will bring about success in student achievement. With the commitment by all stakeholders in this partnership, we can instill in our students a strong desire to be successful. I challenge everyone to raise the bar and accept nothing less than the best of our school and our students. I encourage you to become part of our commitment.

Sincerely,

Charlotte D. Koen
Principal

Every Child, Every Day

SCHOOL MISSION STATEMENT *Building Lifelong Leaders and Learners*

VISION
All children will find their talent and make a difference in the world.

MOTTO
Do unto others as you would have others do unto you.

The following are beliefs adopted by the entire staff during the Effective Schools Process:

Beliefs

1. Every individual has the right to a safe and secure environment during the school day.
2. Every individual deserves the right to be treated with dignity and respect.
3. Every individual has the right to an environment which fosters a desire to learn and be successful.
4. Every individual is encouraged to reach for the best and accept nothing less.

School Improvement

Our school uses AdvancEd research to provide the framework for our school improvement plan. School improvement is a multi-year process that enables all stakeholders the opportunity to understand and measure the effect of the process. Once implemented, it allows continuous improvement efforts to survive through personnel changes. With practice, it decreases the time required to implement change.

The team approach to school improvement is a distinctive strategy that brings together a group of people who are committed to planning changes (restructuring) which will improve the quality of the educational program, the climate of the school, and the level of student achievement. They meet regularly to identify and solve problems by working and interacting openly together to bring about continuous improvement.

STUDENT CODE OF CONDUCT

One goal of our school is to educate and nurture students so that they will grow to be responsible and well-adjusted adults able to make contributions to their families and communities. Because students behave properly when they know what is

expected of them, students at Elsanor School are expected to observe the following:

Expectations of Students. Students should:

- Attend school regularly and be on time.
- Actively apply themselves to achieve their learning potential.
- Work while in class according to the teacher's directions.
- Exhibit an attitude of acceptance of fellow students and school personnel.
- Obey school rules and regulations and follow instructions by adults.
- Respect the property of others and the school building and grounds.
- Assume responsibility for having necessary tools and materials in class and for one's own actions.



BALDWIN COUNTY BOARD OF EDUCATION POLICIES AND PROCEDURES

Student Records

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records. A copy of this policy may be obtained from the school office.

Withdrawing & Transferring Students

Withdrawing/transferring students and parents are advised that the accreditation status of the school to which they plan to transfer will be considered a factor in the determination of student placement or credits accepted as meeting Alabama and Baldwin County graduation requirements if re-entering Baldwin County public schools.

BALDWIN COUNTY SCHOOLS ABIDE BY THE STATE OF ALABAMA SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS ACCREDITATION STANDARDS REGARDING TRANSFER CREDIT, GRADES, AND STUDENT PLACEMENT.

Attendance Policy

The Baldwin County Board of Education believes that attendance is a key factor in student achievement. Thus, any absence from school represents an educational loss to the student. However, the Board recognizes that absence from school is sometimes necessary. Therefore, the Baldwin County Board of Education has developed an attendance policy that is designed to minimize student absenteeism while providing students the opportunity to make-up school work

missed due to absences that can reasonably be considered unavoidable.

All persons between the ages of six and seventeen years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance shall be strictly enforced by the Baldwin County Board of Education. All students must attend school or must be instructed privately unless the student holds a Certificate of Exemption. In accordance with state law, a student in the following categories may obtain a Certificate of Exemption by the Superintendent of the Baldwin County Board of Education.

- A person whose physical or mental condition prevents attendance or makes attendance inadvisable. Such physical or mental incapacities must be certified by the county health officer or a licensed, practicing physician.
- A person 17 years of age or older.
- A person who has completed the course of study of the public schools of the State of Alabama.
- A student who lives more than two miles from a public school where lack of transportation would require that the student walk to school.
- A person who is legally and regularly employed under the provisions of child labor laws and who holds a permit to work under the terms of child labor laws.
- Any student not holding a Certificate of Exemption shall be required to attend public school.

Permissible Reasons for Absences (Grades K-12)

The following are permissible reasons for excused absences:

- Student illness
- Inclement weather which makes it dangerous for students to attend school (as announced by the Superintendent)
- Legal quarantine
- Death in the immediate family
- Emergency condition as determined by the principal or superintendent.
- Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader.

Absences in Elementary School and Middle School (Grades K-8). Students in grades K-8 schools may not exceed nine (9) unexcused absences per year. If a student misses more than half of the 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 four (4) days. The student could be retained if unexcused absences exceed nine (9) unexcused days 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 may be filled-out at any time after notification, but in any event, no later than 30 calendar days after the final day of the semester. The Attendance Committee shall review the

student's entire attendance record and documented excuses to determine whether to allow the student to pass. **NOTE- The Early Warning Program will remain in effect.**

Policy for 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.

Written Explanation for All Absences (Grades K-12)

Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. (Alabama Code (1975) § 16-28-15)

Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. (Alabama Code (1975) § 16-28-15)

A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8 and four (4) absences in grades 9-12. Future absences for illness will require a doctor's note in order to be excused.

When your child is absent and is seen by a physician, be sure to send a doctor's note to the teacher for the absence. This is important to help prevent referral to Early Warning.

Early Warning Truancy Prevention Program

The Alabama Compulsory Attendance Laws require children between the ages of 6 and 17 to attend school. The law also states that parents or guardians having control over school-age children are responsible for the children's regular attendance and proper conduct. Parents and/or guardians must provide the child's teacher an explanation of each absence within three (3) days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. Except in emergency situations, out-of-town trips must have the principal's approval prior to taking the trip, if the absence is to be excused.

Be advised of the Early Warning Truancy Prevention Program that was implemented in Baldwin County Schools during the 1989-1990 school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Baldwin County Board of Education. All students, Grades K – 12 are subject to the provisions of this program.

The following procedures for handling truancies shall be uniformly administered throughout Baldwin County Schools:

Bad Check Policy and Procedures

In an effort to reduce time spent to collect worthless checks, a system wide policy in the processing and collection of worthless checks has been adopted. The Baldwin County Board of Education has an agreement with Envision Payment Solutions for the collection of all returned checks issued to all school locations. The Board will require the following on all checks: Full Name, Street Address (No P. O. Box), and Home Telephone Number. If your check is returned, it will be automatically forwarded by the Baldwin County Board of Education's bank to Envision Payment Solutions. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$30.00. This is subject to change as allowed by law. If you do not properly respond to Envision, or if Envision is unable to contact you, Envision Payment Solutions will re-present your check to the bank electronically. Fees could also be deducted from the same account. The Baldwin County School System may not accept more than two bad checks from any maker.

Pupil Conduct

In order for the Board of Education to fulfill its commitment to provide the best possible educational opportunities and experiences, each pupil shall conduct himself in a responsible manner at all times.

- A. **Conduct and Language.** Conduct and/or language which materially and substantially interfere with the educational process are prohibited on school property.
- B. **Display of Affection.** Public display of affection is inappropriate and unacceptable on the school campus.
- C. **Off Campus Events.** Pupils at school-sponsored events shall be governed by school system rules and regulations and are subject to the authority of school officials.
- D. **Criminal Acts.** The commission of or participation in unlawful activities on school property or school-sponsored event is prohibited. Disciplinary action shall be taken by the school regardless of whether or not criminal charges result.

The following activities shall be among those defined as criminal acts under the laws of the State of Alabama and/or Baldwin County:

- 1. Arson. The intentional setting fire to property.
- 2. Assault. Physical threats or violence to persons
- 3. Bomb Threats. Verbal or written communication about the presence or threat of a bomb or other explosive

devices on school property. (Source and Penalty – Organized Crime Control Acts of 1970 – Public Law 91-457.

- 4. Burglary. Breaking into or entering a building or structure with intent to steal or to commit a crime.
 - 5. Larceny. Theft of property of another.
 - 6. Robbery. Obtaining money or property by violence or threat of violence or forcing or threatening to force someone to part with something of value.
 - 7. Trespass. Being present in an unauthorized place in the school or on school property or refusing to leave the premises when ordered to do so by school officials.
 - 8. Unlawful Interference with School Authorities. Disruptive conduct resulting in interference with administrators and/or teachers in the discharge of their official duties.
 - 9. Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs
 - 10. Malicious Damage or Destruction of the Property of Another
 - 11. Possession of Firearms and Weapons on School Campus
 - 12. Possession of or Responsible for Explosives on School Campus
 - 13. Disorderly Conduct Intent to cause inconvenience, annoyance of alarm, recklessly creating a risk, or refusing to comply with the order to disperse.
- E. **Firearms and Weapons.** It shall be a clear violation of school rules for any pupil at any time and at any place on school property to have in his possession, or display any firearms or possess, use, or threaten to use any item which is or has been designed or devised for use or possible use as a weapon of any kind. Items forbidden shall include, but will not be limited to the following: knives of any kind and any length, and all sharp pointed objects of any materials and any length designed for use as weapons. Pupils who are found in violation of this rule may be placed on immediate suspension from school. In addition, police authorities may be notified for possible legal action.
- F. **Gambling.** Gambling in any form is prohibited on school property.
- G. **Smoking/Use or Possession of Tobacco or Lighter.** Students shall not be permitted to have tobacco in their possession or to use tobacco in any form on the school grounds or in school buildings during the school day, when riding school buses to and from school or on a school-sponsored trip. Students caught using or having in their possession tobacco in any form on the school grounds are subject to suspension or other appropriate disciplinary action.
- H. **Unlawful Assembly.** The blocking of halls, passageways, stairs, doorways, or other school property constitutes a hazard to the welfare and safety of other students and school personnel and is disruptive to the

educational process. Conduct of student or assembly of students which disrupts the educational process is prohibited. Participation in such unlawful activities on school property, or at school-sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

- I. **Electronic Communication Devices.** Students shall not be permitted to have in their possession a pocket pager or electronic communication device at school or at a school function except for health or other extraordinary need and then only upon approval of the Superintendent of Education. Any student found in violation of this policy shall be subject to suspension or expulsion (Legal Reference – Senate Bill # 389 – 1989).

Discipline. Good discipline in the school is extremely important to the local school program and is vital to the development of citizenship. Teachers are expected to exercise toward students those courtesies which pupils are required to show teachers. The finest possible human relationships should be maintained at all times.

Break Detention. At times, rule infractions may not require referral to the administration, but may require more time and attention than available to a teacher during class. Break detention is an intermediate step in the disciplinary process. Students assigned to detention must remain inside the building where they are monitored.

Intervention. At times, rule infractions may not require referral to the administration, but may require more time and attention than available to a teacher during class. An Intervention opportunity will take place to help the student make better choices.

Suspension and Expulsion

(BOE Policy 917) I. **SUSPENSION** It is the policy of the Baldwin County Board of Education that a student may be Suspended from school under the following circumstances:

- A. After committing a Category II offense as identified in Policy #917(a).
- B. After committing a Category III offense as identified in Policy #917(a).
- C. After committing any serious offense or exhibiting any serious misconduct.

All suspensions should be for a specified number of days, not to exceed nine (9) school days. Any deviation from said pattern shall require authorization from the Superintendent.

Procedures: In the event that a student's misbehavior is, in the opinion of the principal, severe enough to warrant suspension, the procedures shall be as follows:

A. The student shall be informed, orally or in writing, by the principal or by his or her designee of the charges against him or her. In the event the student denies the charge(s), the student will be provided an opportunity to present his or her side of the story. In all circumstances, students will be provided an opportunity to state matters in mitigation of the charge(s).

B. If, in the judgment of the principal or his or her designee, the student committed the offense(s) in question, the student shall be suspended from school.

C. The principal shall immediately notify the student's parent or legal guardian of the action taken, the reason or basis for the action, and what further action will be taken, if any.

II. **EXPULSION** It is the policy of the Baldwin County Board of Education that a student may be expelled from school under the following circumstances:

A. After committing a Category II offense as identified in Policy #917(a).

B. After committing a Category III offense as identified in Policy #917(a).

C. After committing any serious offense or exhibiting any serious misconduct.

Expulsions may be for a period of: (a) more than ten days, less than one semester; (b) one semester or more; or (c) permanently.

Procedures: In the event that a student's misbehavior is, in the opinion of the principal, severe enough to warrant expulsion, the procedures shall be as follows:

A. The student shall be clearly informed by the principal or by his or her designee of the offense with which he or she is being charged. The student will be given an adequate opportunity to state his or her position regarding the alleged offense and to provide any matters in mitigation. Provided however, in the event the principal determines that the student poses an immediate threat to persons or property or threatens immediately to disrupt the educative process, the student may be suspended immediately. In such cases, notice of misconduct with which the student is charged should be given as soon as practicable and no later than three (3) days following suspension. Under such circumstances, a time shall be scheduled as soon as practicable and not later than five (5) days after suspension to provide the student an adequate opportunity to state his or her position regarding the alleged offense and to provide any matters in mitigation.

B. If, in the judgment of the principal or his or her designee, the student committed the offense (or offenses) in question, the student shall be immediately

suspended from school pending a determination by the principal as to whether expulsion is necessary.

C. In the event the principal determines that the totality of the circumstances require expulsion, the principal must notify the student's parent or legal guardian of his or her recommendation for expulsion and of the misconduct with which the student is charged. The notice must further notify the parent or legal guardian that they have the right to request a hearing before the principal at which time they shall have the right to be represented by legal counsel, to ask questions of the principal and of any witnesses, and to present witnesses. Except as otherwise agreed upon by the principal, the request for a hearing must be submitted to the principal in writing within three (3) days of the date of the notification of the intent to expel. Notice of the results of the hearing shall be given in writing to the student's parent or guardian within three (3) days after the hearing.

D. The student's parent or guardian shall thereafter have the right to appeal from the results of said hearing to the local superintendent provided notice of intent to appeal is given within five (5) days of receipt of the notice of the results of the hearing. The appeal shall be heard by the superintendent or an expulsion review committee as designated by the superintendent. The appeal hearing shall be held within five days of the receipt of the notice of appeal except as otherwise agreed upon by the local superintendent and the parent or guardian of the student. The student shall have the right to be represented by legal counsel, to ask questions of the principal and of any witnesses, and to present witnesses during the appeal hearing. The student and his parent or guardian shall be notified in writing of the results of the appeal within five (5) days following the hearing. 6 When a student is suspended or expelled, he is denied admittance to any other school in the system until he has cleared his record with the school originating the suspension or expulsion even though he might have moved into a new attendance zone.

Students & the Media– Public Notice

Occasionally representatives of the news media seek access to public schools within the Baldwin County Public School System. Quite often, these visits involve filming, taping and interviewing students. Further, students are sometimes filmed, taped or interviewed in the production of educational or promotional material for us by the Baldwin County Public School System. If you object to your child or children being photographed, filmed, taped, or interviewed, you must notify the principal of your school in writing. Be advised that while every effort will be made to honor your written request, it is necessary for parents to ensure their children understand that

they are not to be filmed, taped, or interviewed and that they should make teachers and administrators aware of their objections when the need arises. For additional information, contact Terry Wilhite at 937-0324.

Parent Notification that Elsanor 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.

When requesting this information, send your written request to:

Ms. Charlotte Odom, Principal Elsanor Elementary School, 23440 US HWY 90, Robertsdale, Alabama 36567

Ms. Pam Magee, Federal Programs Coordinator, 1091 "B" Avenue, Loxley, Alabama 36551

Our school has a Continuous Improvement Plan in place to help structure a learning environment for all students attending our school. It may be viewed

in the school library or on our website
www.bcbe.org/elsanor .
 We welcome your input and value your
 opinions and suggestions

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2018-19			
Elementary Grades K - 6	Compliance Code		
	1 st infraction: Warning and parent notified		
	2 nd infraction: Referral to office and parent notified		
	3 rd infraction: Detention		
	4 th infraction & subsequent: One day suspension and parent notified		
TOP	BOTTOM		
<u>White or Navy</u> Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted	<table border="1"> <tr> <td> BOYS <u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted) </td> <td> GIRLS <u>Khaki or Navy Blue</u> Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) </td> </tr> </table>	BOYS <u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted)	GIRLS <u>Khaki or Navy Blue</u> Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted)
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Undergarments	Footwear		
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	Footwear must be worn at all times and be closed toe in nature.		
	SWEATSHIRTS AND SWEATERS		
	Must be solid: <u>Black, Brown, Navy, Tan, Gray, White</u> or school colors as published by the principal		
	COATS and JACKETS		
	Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a disruption to the educational process.		
ITEMS NOT ALLOWED Wind Pants/Sweatpants, velour pants, tights, yoga pants, jeggings, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes in inappropriate places, sleeveless shirts, overcoats, or trench coats.			
KHAKE is defined by Baldwin County Public Schools to be <u>light tan in color</u> .			
Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.			

ADDITIONAL INFORMATION

- Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health hazard.
- Clothing must be of appropriate length and fit. To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid-thigh whichever is longer.
- Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. Excessively baggy or excessively tight-fitting clothing is prohibited.
- Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
- Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
- Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
- Heads must remain un-covered in the building.
- Students who transfer from other school districts will be given five (5) days to come into compliance with the dress code.
- Schools may use t-shirts on field trips or spirit day as approved by the principal.

****Revised June2018**

ELSANOR SCHOOL POLICIES AND PROCEDURES

Arrival and Departure Procedures

Arrival. Students should arrive no sooner than 7:15 a.m., as supervision is not available before that time. After the first day of school, parents should not plan to accompany children to the classrooms. If exceptions are needed, these should be cleared through the principal.

Students in grades K – 6 will go directly to the gym and sit in homeroom rows. Students will sit quietly and may read, do homework, or study. Teachers on duty will supervise students beginning at 7:15 a.m..

Our Synergy Assembly will begin at 7:45 a.m. The school day begins promptly at 8:00 a.m. This means students must be seated in class ready to begin instructional activities at that time. Students are tardy at 8:01 and will not be admitted to class without a tardy slip from the office. Should you arrive late to school, parents must come in to the office with your child to check in. Plan to say goodbye in the office so that the student can go directly to the classroom as instruction starts immediately each morning. Do not plan to walk your child to class when arriving late.

PreK parents will enter from Ford Road no earlier than **7:35**. Walk your child down the sidewalk to the gym where you may sign them in each morning. PreK students eating breakfast should arrive at 7:25 and sign in outside the cafeteria. PreK students who plan to eat breakfast should be in the cafeteria no later than 7:30.

Dismissal. The bell will ring at 3:00 for dismissal of our car riders. Car riders must be picked up no later than 3:15 p.m. because school personnel will not be available for supervision after that time. Bus riders will be dismissed at 3:15 p.m.

Parents are asked to remain in your car as students leave at the end of the day. When parents enter the building during dismissal, it creates congestion and confusion. Please refrain from doing this except in case of an emergency. Those parents who need to enter the building must park in the visitor's parking area to avoid holding up the flow of traffic. Parents are asked to be patient and courteous to the teachers assigned this task.

PreK parents will enter from Ford Road and sign out your child. Older siblings will be picked up in the car line as mentioned above.

Attendance Related Issues

Attendance Rate. Regular school attendance is important for all students enrolled in school. Kindergarten students, once enrolled, are required to attend school according to state

guidelines. Attention to good school attendance is needed by the parent, student, teachers, and school staff.

The principal may consider excusing up to, but not more than, three days per year provided a written request is given to the principal in advance of the day(s) absent. Grades and attendance will be reviewed to make the decision. Days will not be excused during state testing.

Check-in Procedure. Students who arrive to school late must check in through the office. The student will be given an admission slip when checking in and will be admitted to class upon presentation of this slip to the teacher.

Check-out Procedure. Early dismissals interrupt the instructional program for all students and are strongly discouraged. Students who need to leave school for any reason must check out through the office. The nature of the checkout will determine whether the absence from any part of the school day will be excused. Only an excused checkout permits work to be made up.

Check-outs up to 11:30 will be considered a full day of absence for the student. Please do not request an early dismissal after 2:00 p.m.; the last hour is valuable instructional and review time. Appointments should be scheduled after school hours.

Students will not be released to anyone whose name is not listed as an emergency contact. Should you need to revise the listing of those to whom you wish to have your child released, parents may see the secretary to make changes. For the students' safety, a picture ID is required for all persons checking students out of school.

Please send a note to the teacher if your child is going home differently than usual. We understand emergencies occur and plans sometimes change; but please refrain from calling the office to make afternoon dismissal changes if at all possible.

Tardies. Students are expected to arrive at school and classes on time. Tardiness disrupts the class and is not acceptable behavior. Persistent problems with tardies will result in disciplinary actions. Parental support helps establish good habits of attendance and promptness.

Cafeteria and Snack Bar The school lunch program, operated under the National School Lunch Program, serves well-balanced meals at a reasonable price. Students eligible for free or reduced lunch may make application through the school office. Students may not charge lunch. All students should have their lunch money placed in an envelope with the student's name, teacher's name, and

amount of money included. (Ex. John Doe, Mrs. Smith, Lunch, \$7.50). Checks may be used only for the purchase of breakfast/lunch and may not include additional money for other snacks, etc.

Lunch and breakfast costs are as follows:

	Cost	Reduced	Visitor
Breakfast	\$1.75	\$.30	\$2.25
Lunch	\$2.75	\$.40	\$4.00
Extra Milk	\$0.50		

Good manners and cleanliness are expected of everyone. Students will enter the cafeteria in a quiet and orderly manner. After eating, students should pick up plates, etc., and discard as directed.

Important Reminders for the Cafeteria

- In working with the Baldwin County Wellness Policy, parents are asked not to bring in fast food for your child and may not bring it for other children.
- If you are coming to eat with your child, be sure to sign in the front office and then meet your child in the cafeteria.
- Parents should be sure to send your child to school with a lunch or lunch money. According to the USDA the child nutrition program cannot charge meals.

Students will be able to purchase snacks during their break each day. All snacks cost \$1.00. Drinks and snacks may not be brought back into the school building.

Care of Property

Every pupil shall be a protector and caretaker of school board property and will respect the property and rights of others. Pupils who damage, deface, or destroy property of the school system will be required to pay for the damages. Keep in mind:

- Pupils are discouraged from bringing valuables and large amounts of money to school and are responsible for safekeeping of valuables. Do not leave books, clothing, wallets, purses, or other valuables unattended.

Every effort is given by school officials to provide clean restroom facilities. They should be kept clean and safe at all times. Students should inform a teacher or administrator immediately of any unsafe or unclean conditions. Loitering, playing, and loud noise in the restrooms are prohibited. Students who write on bathroom walls will be required to clean the walls and may receive other disciplinary action.

Communication

Parents are encouraged to establish good communications with your child's teacher. There is no substitute for face to face conversations informally or at a more formal conference. You may leave a phone message and the teacher will return your call. Easy direct communications may also be done via email. Our school maintains an exceptional website at www.elsanorschool.com that contains valuable information on school happenings. Access the teachers' email on that

same site. You may also like us on Facebook in order to gain up-to-date information as well as pictures of the fun activities taking place each day.

Field Trips and Activities

Field trips are considered an extension of classroom learning. Advance notification will be given with the date of the trip, cost, and the deadline for payment. Generally, the deadline will be several weeks before the trip. A permission slip, signed by the parent/guardian, is required for all field trips. Once bus arrangements and reservations have been made, refunds cannot be given. Anything over \$20 cannot be refunded. Chaperones are limited to teachers, parents/guardians, or grandparents of students. Chaperones must be 21 years of age unless they are the parent or guardian of the student. Chaperones are expected to be with students at all times including transportation by bus or other means unless there are conditions known and approved by the principal. Field trips are designed and planned for school-age students in a particular class or group. Adults other than the chaperones or children outside that class or group may not be transported or participate without written permission of the superintendent. In the event a parent desires to have their child return home in their vehicle, a letter must be on file in the school office and approved by the principal prior to leaving. Field trips and social activities are organized throughout the year. The administrators or faculty sponsors will also set a behavior standard for attendance. Unless otherwise stated, students who exhibit inappropriate behavior may not be allowed to participate in that activity as well as Field Day activities.

Fighting and Hazing

Fighting and hazing are against all school rules and should be reported immediately to a teacher or administrator. Students who fight, challenge others to fight, or maliciously disturb another with offensive behavior that is likely to provoke a fight will be subject to disciplinary actions. Students who feel threatened should report it immediately. Students who fight or are involved in hazing will face suspension.

Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study help, and/or social concerns, or any question the student may wish to discuss with the counselor.

School Nurse

School nurses provide several opportunities throughout the school year to educate, screen, and evaluate students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, vision, hearing, dental screening, and health and hygiene classes. The "Changing Body Program" is presented to the fifth graders. Scoliosis screening is provided for grades 5 – 6 as required by state law.

Medications at School - Procedures

GOAL: To assure the school attendance for children who must use medication in the treatment of chronic disabilities and/or acute illness.

Every effort should be made for medication to be administered at home. If medication must be administered at school, the following regulations must be followed.

1. Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. This form is available in the school office.
2. Over the counter medications must be signed by the parent and cleared by the RN.
3. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions. **Do Not under any circumstance** send any medication to school in a zip lock bag or container other than the original container.
4. Each medication given must be recorded on a medication log in the office that includes day, time, and signature of the person giving the medication.
5. All medication must be stored under lock and key at all times in the main office.

The parent/guardian shall pick up the student's medication by the last day of school at the end of the school year. All medications not picked up will be destroyed.

Health Issues- Emergency Health Information

Emergency health numbers must be provided to the office staff so that parents may be contacted in case of accident or illness. For your child's safety, this information must be kept up to date for the child's well being.

The principal and school nurse must be given written notice of any chronic health problems such as seizures, heart problems, diabetes, etc. Keep us informed so that we may be aware of potential problems. Your child's health is very important to us.

Student files must contain emergency numbers and address in case of accident or illness that requires emergency care.

Contagious Conditions. Head lice, ringworm, impetigo, and pink eye are contagious conditions. If a child is sent home because of such, the condition must have cleared or a note must be written by a physician stating that it is no longer contagious before the child can be readmitted to school. Children with any of these conditions must be picked up immediately.

Students with head lice are excused for up to three days to clear the condition. Days absent after that will be considered unexcused. The school nurse or other office personnel must clear students before returning to class.

Illness At School. Students who become ill at school must report to the office. If the student becomes sick, injured, or has a fever, early dismissal will be given, providing the parents or legal/guardian can be contacted, and they can arrange for the student to be picked up at school. Be advised that the following information will be used as a benchmark when deciding if a student may be too ill to remain in/attend school:

- Any temperature over 99.2 degrees with symptoms should go home.
- Any temperature 99.2 – 100 degrees without symptoms may stay at school.
- Fever of over 100 degrees should go home.
- Students should be fever free for 24 hours before returning to school.

Identification of Property

To assist with the identification of students' property, parents are encouraged to have the student's name on all items. To keep your child's identity secure from strangers, do not put the name on the outside of a book bag or lunchbox. Students should not bring more money than is needed to school and expensive jewelry should be left at home.

Lost and Found

The school maintains a lost and found that may be checked for lost items. In general, lost clothing articles will be located in the gym. After an extended period, unclaimed items will be donated to charity. Lost books should be returned to the office and lost library books should be returned to the library. To assist with identification, parents are asked to place your child's name on all personal items.

Makeup Work

Make-up work will be administered to a student whose absence was due to illness or other reason coded as excused. Tests will be given at the discretion of the teacher, but not later than two weeks following the absence. It is the student's responsibility to make arrangements with the teacher for make-up tests. If a student is sick prior to the test, time should be given to get materials missed before taking the test. Although work should be done as soon as possible, the student should not be penalized if he/she has made an effort to comply with this regulation, and the teacher could not find a convenient time to administer the make-up test.

Medical Bills & School Insurance

Neither the school nor the Board of Education is responsible for medical bills for students that result from accidents that occur during the school day or at school functions.

School Day Accident Insurance forms are available in the office and should be purchased by students whose parents do not have medical insurance. This service is available and is not required.

Parent Conferences

Parent-teacher conferences are important in improving learning. Appointments for conferences are made to coincide with the teacher's planning period or before or after school. Parents may call the school secretary for assistance. The administration and teachers urge parents to arrange a conference early in the year.

Parent Lighthouse Team

The Elsanor School Parent Lighthouse Team is continuously engaged in activities that benefit our school. This team will take the place of the previous PTO. Through the fine cooperation of the previous PTO, many worthwhile and lasting achievements have been accomplished and we are excited to roll this energy into a larger team organization. Parents are urged to join the Parent Lighthouse Team and become active in developing the growth of our children.

Parties

Elsanor School complies with the Baldwin County Public Schools Wellness Policy. The mission of the policy is to provide students with opportunities/skills necessary to make nutritious food and physical activity choices for a life time.

From time to time, a class party, approved through the principal, will be planned. These parties must also comply with the guidelines established in the wellness policy. Parents should coordinate through the class teacher to ensure compliance.

Progress Reports and Report Cards

The Baldwin County School System operates on a nine-week reporting period. Report cards are sent to parents at the end of each nine-week grading period and progress reports will be distributed at midterm of each quarter. Parents are encouraged to carefully study the report card and schedule conferences with teachers to discuss the student's progress or lack of progress. Letter grades of A, B, C, D, and F are given for classes.

Scale For Grades:

A	=	90 and above
B	=	80 to 89
C	=	70 to 79
D	=	60 to 69
F	=	59 and below

Promotion Standards

The decision to promote a student is based on the guidelines provided by the Baldwin County Board of Education. The promotion decision of elementary students is a professional one and is the responsibility of the teacher and principal. Within the framework provided, the student's performance during the school year may also be considered. Parent-teacher conferences are highly recommended for students with academic deficiencies.

School Safety

The school officials work diligently to provide a safe school environment within which students may learn. Students will be instructed on proper procedures for evacuations and other necessary steps to ensure safety.

Fire Alarm Signal Flashing Lights/Bells

Procedures

1. Students will leave the room in single file and follow the exit route to the assigned areas.
2. There will be no running, pushing, laughing, loud talking, or inappropriate behavior during the evacuation.
3. Students leave all books in the classroom. Teachers take their roll book with them.
4. Everyone must leave the building.
5. All students will remain with their teacher until instructions are given to re-enter the building.

Tornado Drill Signal

Intercom Announcement / Successive Short Bells

Procedures

1. Students should immediately move to the designated area specified for that classroom. If the room does not have windows, move to the inside walls. Instruct students to shield their bodies with their desks or tables and cover their heads with their sweaters, jackets, books, hands, etc.
2. If time allows, students on the playground should move to the building and be seated along the walls. Students in the gym should move into the main building and assume the same position.

School Visitors

- All visitors to our building must sign in at the front desk and receive a Visitor's badge. Anyone in the building not wearing such identification will be asked to return to the office to sign in.
- Visitors must go directly to the room for which they signed in.
- Visitors may not bring preschool children into the classroom during instruction.
- Because academic instruction is the first priority of the teacher, visitors must not interrupt classroom instruction, especially reading and math. Any conferences or discussions must be scheduled for a time the teacher has no classroom responsibilities.
- Parent visits to observe in the classroom should be cleared through the Principal's Office.
- Before leaving campus, visitors must sign out.

Textbooks

State-owned textbooks are furnished to all students. The parent/guardian or other persons having custody of a student to whom textbooks are issued shall be liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks (Excerpt from the Alabama Textbook Law). Students will be given credit for the return of the specific textbooks issued to them as indicated on the classroom textbook issue form. Students should check the book number carefully prior to signing the textbook issue form. Any books found on the campus will be turned in to the office along with other lost items.

Study Habits

A good education is important to your child's success. There are several things you can do to help.

- Attend school regularly.
- Be attentive in class.
- Have notebook paper, pen or pencil, and other materials necessary for class.
- To assist in learning organizational skills, the school agenda should be brought to class.
- Ask questions if you do not understand or ask your teacher for extra help.

- Do not waste time during the school day.
- Have a regular place to prepare homework each night, and turn off the television and music.
- Ask yourself every day if you have done your very best in school that day.

HELP YOUR CHILD WITH HOMEWORK

Whether it arrives stuffed in a backpack, folded in a lunch box, or written in a notebook, when homework comes through your door, it becomes part of family life! Please express confident interest in both schoolwork and homework. Here are a few suggestions:

1. Recognize that homework is an opportunity for a child to learn to work independently. Learning to set aside time for a job by figuring out how to do it is probably just as important as the assignment itself. Do not do your child's homework.
2. Express interest in homework, but do not belabor the point. Ask what students are doing in class and how the work supports or extends that learning. Homework is a form of communication between home and school.
3. Spend a few minutes trying to help the child understand the purpose of the assignment.
4. Help build good study habits by encouraging initiative and responsibility. You may:
 - a. Decide on a good time for doing homework and encourage the student to stick to the schedule made.
 - b. Help the student choose a good place for doing schoolwork. It should have adequate lighting and be quiet enough for concentration.
 - c. With an older student, support independent research projects by visiting the public library together.
5. For some homework assignments, offer a special kind of help to the child. For example, become an audience for the rehearsal of an oral report or the recitation of a poem.

Bus Conduct

The policy of the Baldwin County Board of Education is to require students who ride a bus to conduct themselves in a manner consistent with established standards for classroom behavior. While the Board offers, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility for supervision until such time the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Only at the time that a student boards the bus does he become the responsibility of the school district. Such responsibility shall end when the student is discharged at the regular bus stop at the close of the school day.

When a student does not conduct himself properly on a bus, he shall be brought by the bus driver to the administrator who

may inform the parents of the misconduct and request their cooperation in controlling the student's behavior. The principal or his designee shall also discipline students as deemed appropriate. A student who becomes a serious disciplinary problem on the school bus may have transportation privileges suspended or terminated. In such cases the parents of the student involved shall be responsible for seeing that the child gets to and from school.

GENERAL SCHOOL RULES

1. Baldwin County School Board policies on attendance and behavior described in the pamphlet on student rights and responsibilities issued at the beginning of the year will be enforced. Student Handbooks and Board of Education Policy is available at www.bcbe.org.
2. Our school is a closed campus. Once students arrive on campus, they are expected to remain on campus for the remainder of the day unless checked out in the office. Violation of this rule may result in suspension.
3. Upon arriving in the morning, students report directly to the designated area and remain there until the teacher allows the students in class.
4. Students are to walk calmly and quietly from room to room on the right side of the hallway and avoid making loud noises in the halls, classrooms, and cafeteria.
5. Students go to the gym area only when scheduled for that class.
6. Students who are out of class during the class period must have a pass from the teacher. Referrals may be completed for those students who do not comply.
7. In the cafeteria, students enter and eat quietly, use good table manners, pick up napkins, and exit quietly. It is the responsibility of the students to keep the tables clean and leave them in good order after each meal.
8. Students will not be excused from class to use the telephone unless there is an emergency. Emergencies do not include forgotten items. The teacher's permission is required to leave class.
9. Students should know how they are to get home before leaving home in the morning.
10. Students should behave courteously in the restrooms and keep the restrooms neat and clean. Please inform the faculty and/or staff immediately of any unsafe or unclean condition.
11. After school events are extensions of the school program and appropriate student behavior is expected. Students participating in after school events must remain with the teacher or parent/guardian.
12. Students are not allowed to be outside of the building, during or after school hours, without adult school supervision. To go outside of the building without adult school supervision may result in disciplinary actions.
13. Students must leave items like playing cards of all types, tapes, CD's, comic books, beepers, cell phones, cameras, radios, tape players, lasers, toys, and hobby items at home. These may be taken up and returned if appropriate, usually to the parent or legal guardian at the end of the school year. The school is not responsible for confiscated items.
14. Students are not to buy, sell, or trade items with other students during the school day.
15. Hats are not allowed at school.
16. Students may not receive deliveries such as flowers, balloons, etc., during school hours.
17. If a student is threatened by another student, he should report it to a teacher immediately. If two students exchange blows, pushes, shoves, or any aggressive gesture, both students will be subject to a suspension.
18. Most students never have any problems if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It is impossible to list all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents, therefore, will be left to the discretion of school officials.
19. WATER is the only drink allowed in a water bottle.

2018-2019 School Calendar

August	15	First Day of School		
	22	Summer Reading		
			31	Think Sheets Due Think Sheets Celebration

September 3 Labor Day
 7 Snow Cones
 11 Grandparents' Day
 (K, 2nd, 4th, 6th)
 13 Open House 5:30
 13 Grandparents' Day
 (1st, 3rd, 5th)
 14 International Dot Day

October 5 Career Day
 11 First Quarter Ends
 12 Students Out
 15 Fall Break
 26 1st Quarter Awards 7:45

November 9 4th Grade Montgomery Trip
 9 Veteran's Day Program
 12 Veteran's Day Holiday
 19-23 Thanksgiving Holidays

December 13 Christmas Program 5:30
 18 Second Quarter Ends
 19-2 Christmas Holidays

January 3 Students Return
 11 2nd Quarter Awards 7:45
 11 Spelling Bee
 21 King/Lee Holiday
 30 100th Day of School

February 14 Valentine's Day

March 1 PreK Mardi Gras Parade
 4-5 Mardi Gras Holidays
 6 Students Out
 8 Leadership Day
 15 Third Quarter Ends
 22 Color Run 1:30
 29 3rd Quarter Awards 7:45

April 15-19 Spring Break

May 3 Field Day
 13 RHS Graduation
 17 Talent Show
 20 End of Year Awards
 3rd 8:30
 4th 9:15
 5th 10:00
 6th Grade Grad 11:30
 21 End of Year Awards
 2nd 8:30
 1st 9:15
 PK 10:00
 Kindergarten Grad 11:30
 23 Last Day of School
 23 Fourth Quarter Ends

- Take initiative
- Have a good attitude
- Make good choices
- Do the right thing without being asked

Habit 2: Begin with the End in Mind

- Plan ahead
- Set goals
- Be a good citizen
- Contribute to school's mission and vision

Habit 3: Put First Things First

- Set Priorities
- Be Organized
- Be Disciplined

Habit 4: Think Win-Win

- Encourage others
- Solve conflicts
- Make deposits into others emotional bank account

Habit 5: Seek First to Understand, Then to be Understood

- Be a good listener
- Be confident
- Look at the speaker

Habit 6: Synergize

- Help others
- Be humble
- Work well in teams
- Value others' ideas and strengths

Habit 7: Sharpen the Saw

- Eat Right
- Exercise
- Get enough sleep

Using the 7 Habits

Habit 1: Be Proactive

- Be responsible

