

Elsanor School Student Handbook 2021-2022

WELCOME TO ELSANOR ELEMENTARY SCHOOL!

Dear Students and Parents:

Welcome to the start of an awesome school year!

We have survived a pandemic, 2 hurricanes and come back stronger than ever! We are so excited to return to “normal”!

OK, well kind of normal....

Our teachers and staff are back on campus and we are ready to welcome our kids to school. We will use the cleaning and sanitizing practices that were built into our day schedule last year! We will continue to sanitize all areas so that we start each school day with a clean environment. Using these cleaning practices helped us experience minimal absences with COVID and the least amount of other sickness than we have ever seen!

This year our theme will be, once again, Better Together. We feel it's a good theme since we are welcoming our parents and community members back on campus! We had also purchased t-shirts for our students to wear for school events and field trips last year, but since we were not allowed to do those things, we want to be good stewards of the money and use them this year! So... Better Together it is!!

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.

We are BETTER TOGETHER!!

Sincerely,

Charlotte Koen Gray

Principal

Every Child, Every Day

MASK MANDATE

All students in grades 2 and up, staff and visitors are required to wear masks inside school buildings.

If your student has a documented medical condition that prohibits him/her from wearing a mask, you may contact our Nurse for instructions on getting the documentation to us for review.

ELSANOR ELEMENTARY SCHOOL CAMPUS PLAYGROUNDS....

Elsanor Elementary/BCBE is private property and use of the playgrounds after hours or on weekends is prohibited.

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 Cognia and MRA 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.

Our ACIP (School Improvement Plan) is available on our website and in the school office.

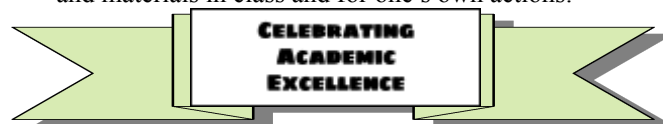
STUDENT CODE OF CONDUCT

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

The 2021-2022 BCBE Student Handbook can be found at the following link:

<https://www.bcbe.org/cms/lib/AL01901374/Centricity/Domain/59/052021%20adoption%20of%2020202021%20Student%20Handbook%20006570293xB3BEA.pdf>

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 events 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. **Vaping/Vaping items are not allowed.**

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 students 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 (including cell phones) 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 may 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 –
See BCBE Student and Parent Handbook p.15

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 Chasity Riddick at 970-4433.

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 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:

Mrs. Charlotte Koen Gray, Principal Elsanor Elementary School, 23440 US HWY 90, Robertsdale, Alabama 36567
Mrs. Ashley Clolinger, 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

Addendum A

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2020-2021	
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
White or Navy Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted	BOYS Khaki or Navy Blue Pants or Shorts (corduroy fabric and "blue" denim permitted)
	KHAKI or NAVY BLUE Pants, Skirts, Capris, Shorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) Jeggings or tights are permitted under shorts, skirts, or dresses but not under as bottom attire.
Undergarments Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	FOOTWEAR Footwear must be worn at all times and be closed toe in nature.
	SWEATSHIRTS AND SWEATERS Must be solid: Black, Brown, Navy, Tan, Gray, White or school colors as published by the principal
	COATS and JACKETS Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a substantial disruption to the educational
ITEMS NOT ALLOWED Wind Pants/Sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.	
KHAKI is defined by Baldwin County Public Schools to be light tan in color.	
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.
 - Students are prohibited from wearing any clothing items and/or accessories (including accessories) 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; or
 - Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations. ****Revised July 2020**

ELSANOR SCHOOL POLICIES AND PROCEDURES

Arrival and Departure Procedures

Arrival. Students should arrive no sooner than 7:15 a.m.

Students will go directly to breakfast or to their homeroom and sit in the hall. Teachers on duty will supervise students beginning at 7:15 a.m.. PreK students will be checked in each morning and stay with their teacher.

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 to the front door with your child to check in.**

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 will eat breakfast together.

Dismissal. Mrs. Hants' bus will load at 3:00 pm and car rider line will start immediately upon her exit. **Car riders must be picked up no later than 3:15 p.m.** All other bus riders will be dismissed to bus line at 3:15 p.m.

Parents are asked to remain in your car during morning and afternoon car line .

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.

Vacations/Trips. The principal may consider excusing up to, but not more than, five 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. These days will be taken out of the 9 excused parent notes each student is given.

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 AND last minute check outs disrupt normal dismissals.

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 contact 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. Parents or guardians are required to ensure that students under their care, custody or control report to school in accordance with the school start time and remain until the end time. A student tardy is defined as a student being late to school/class or not being present for a full school day. Early checkouts result in a student missing a portion of the school day and will be coded as a tardy. Tardies may be excused or unexcused. The nature of the tardy will determine whether the tardy will be excused. Habitual or excessive unexcused tardies from school may require school personnel to institute disciplinary consequences in accordance with the Board's Student Code of Conduct.

Cafeteria and Snack Bar The school lunch program, operated under the National School Lunch Program, serves well-balanced meals at a reasonable price. Parents may complete the application for free/reduced lunch online. Students may not charge lunches nor snacks.

All students should have their snack money placed in an envelope with the student's name, teacher's name, and amount of money included. (Ex. John Doe, Mrs. Smith, SNACK, \$1.00). Candy is not appropriate for lunch or snack.

Breakfast and Lunch will be provided at no cost to students for the 2021-2022 school year. Extra items will be paid for by the student.

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.

Lunch Visits

Lunch visits may begin on Sept. 13, 2021

Lunch visits are allowable on special occasions only. If a student has a birthday or significant celebration, a visitor (who **MUST** be listed on the student's contact list) may visit for lunch. The teacher must be notified that the parent is coming to eat lunch no later than 8:30 that morning. The parent will need to check in at the front office. The parent may eat lunch with the student at a table designated for visitors **OR** at one of the concrete tables on the cafeteria patio. The student may not have a friend eat lunch at the visiting table. When the student's class leaves the cafeteria, the student will go with them and the parent will go directly to the office to check out. The parent may not travel back to the class with the student.

Parents may not bring siblings or extended family members as space is limited.

Students will be able to purchase snacks during their break each day. All snacks cost \$1.00.

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. 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. Teachers also contact parents through the Remind app.

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. 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 other special events like Field Day activities. Chaperones who fail to follow field trip guidelines or exhibit inappropriate behavior will be banned from future field trips. Chaperones must be approved by the principal and have clearance from the district background check agency.

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 are greatly discouraged, and 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 100.3 degrees will be sent home.
- Students should be fever free for 72 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.

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 phone 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 took 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.

***Parents may supply a birthday special snack on their child's birthday, if they choose. There will be NO Birthday parties during the school day. The snack will be eaten during the class break time. The parent will need to bring those items to the front office, and an employee will take them to the classroom. All special snacks must consist of individually packaged items. Cupcakes that are purchased at a store and are unopened with a seal that is intact, are allowed. Please do NOT send cupcakes on the bus.

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

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

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

- We are excited to have visitors back on campus this year! However, we will still implement safety measures for students and staff.
 1. **ALL VISITORS WILL REPORT TO THE FRONT OFFICE BEFORE TRAVELING TO OTHER PARTS OF THE CAMPUS.** Buzz the front office at the front door for assistance/entry.
 2. Parents who need to drop off an item of importance to their child may use the buzzer to let the office staff know they are dropping an item off. Office staff will make sure the student receives the item.
 3. Check in/out - please let the front office know when you arrive by buzzing in at the front door. You will come in to sign the student in/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.

Recording and Live Streaming Lessons:

Please be advised that teachers will be recording/live streaming their lessons from time to time.

Any recording will be available to students enrolled in their class. This is intended to supplement the classroom experience. Students are expected to follow appropriate school system and campus-wide policies and maintain the security of passwords used to access classroom recordings. Live streaming and recordings may not be captured or reproduced, shared with those not in the class, or uploaded to other online environments. Doing so would be a breach of the Baldwin County Public School System's Acceptable Use Policy. If an administrator or teacher plan to use any recordings, beyond the classroom environment, students identifiable in the recordings will either be de-identified or will be notified prior to in order to obtain proper consent prior to such use.

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.
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, hoods, etc are not allowed in the buildings 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. PLAIN WATER is the only drink allowed in a water bottle. Students may bring a water bottle from home and refill as necessary throughout the day, with the teacher's permission. No sodas or other carbonated beverages may be brought from home.

*****Please see the BCBE Student & Parent Handbook for more detailed information.**

