



Elsanor Elementary
Student & Family Handbook
2022-2023

Dear Students and Families:

Welcome back to school! This year we will celebrate our students' progress and resilience in learning! Our school was selected as one of only 12 schools in the entire state to receive the designation as an *Alabama Science of Reading Spotlight School!* Our teachers and staff have worked very hard to fill in learning gaps from COVID and help our kids, whether they are struggling, on level, or above level, reach their goals in Reading. We will be hosting other schools from all over the state as they come to learn about what we are doing at Elsanor to improve Reading. They will take our strategies back to their schools to help those students as they learn to read, and then read to learn! What an honor!!

Our social media hashtags of #TeamElsanor, #ElsanorResilience, and #BetterTogether have certainly been right on the money as we have made great progress through some of the hardest years schools have ever known. This year our theme will be *Above And Beyond!* We will encourage students and staff to go above and beyond their WIGS (Wildly Important Goals). Students will be reminded that they are competing against themselves to do better than they did yesterday and to not compare themselves to others. Our Leadership Notebooks will reflect this theme and students will bring them home once a month to show their families how they are progressing in their goals. At the end of the year, we will continue to have our Genius Days where students will be recognized for the greatness they bring to our school and they will review their Leadership Notebooks with their families! This Student & Family handbook provides 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 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 Koen Gray
Principal

The Elsanor Elementary School Student and Family Handbook outlines procedures for our school. For further information and for information on district policy, please see the [Baldwin County Public Schools Parent and Student Handbook/Student Code of Conduct for 2022-2023](https://www.bcbe.org/Page/24919) at <https://www.bcbe.org/Page/24919>

ABOUT OUR SCHOOL

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.

Baldwin County's first Leader In Me Lighthouse School

Alabama State Department of Education Science of Reading Spotlight School

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

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 and district use Cognia and MRA (Measurable Results Assessment) 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.

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 are before/after school Reading/Math tutoring, tutoring during school hours, summer reading and/or math programs, a readiness program for incoming kindergarten students, parenting education workshops, and other educational resources.

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 K. Gray, Principal, Elsanor Elementary School, 23440 US HWY 90, Robertsdale, Alabama 36567

Mrs. Ashley Clolinger, Federal Programs Coordinator, 19812 Underwood Rd, Foley, Alabama 36535

Our school has a [Continuous Improvement Plan \(ACIP\)](#) 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!

STUDENT CONDUCT AND DISCIPLINE

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 who are 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.

Discipline

Good discipline in the school is extremely important to the local school program and is vital to the development of citizenship. Elsanor Elementary School follows the Baldwin County Board of Education policy on discipline. For further information on discipline infractions and consequences, please see the [Baldwin County Public Schools Parent and Student Handbook/Student Code of Conduct for 2022-2023](https://www.bcbe.org/Page/24919) at <https://www.bcbe.org/Page/24919>

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. If two students exchange blows, pushes, shoves, or any aggressive gesture, both students will be subject to a suspension.

Things to Remember

- 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.
- 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.
- Students must leave items like playing cards of all types, toys, cell phones, cameras, radios, lasers, and hobby items at home. These may or may not be returned to the parent or legal guardian at a designated time. The school is not responsible for confiscated items.

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 parent or legal guardian would be responsible for getting the student to and from school.

BEHAVIOR EXPECTATIONS AND RULES ON BUSES

BCPSS School officials will impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus conduct rules and regulations adopted by individual schools and the transportation department:

1. Obey and cooperate with the bus driver (the driver may assign seats for students);
2. Be seated immediately after boarding and remain seated;
3. Do not talk to the driver except in emergencies;
4. Do not scuffle with or harass other students;
5. Do not fight, quarrel, yell, or use profanity;
6. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats;
7. Keep hands, head, and objects inside the bus;
8. Do not eat, drink, or chew gum on the bus;
9. Do not smoke, vape, or strike matches/cigarette lighters on the bus;
10. Do not bring fireworks, weapons, replicas or anything that may endanger the lives of others on the bus;
11. Do not commit careless or willful acts which may cause injury to others;
12. Keep bus clean by picking up any trash that is dropped;
13. Do not commit careless or willful acts which may cause damage to the bus (parent/legal guardian may be held financially responsible for repairs or replacement);
14. Ride to and from school on the bus assigned unless approved by the principal.

ADMINISTRATIVE RESPONSES TO DISCIPLINE REFERRALS FOR VIOLATION OF BUS EXPECTATIONS AND RULES MAY INCLUDE, BUT ARE NOT LIMITED TO:

First Offense: Suspended from riding the bus for one (1) week;

Second Offense: Suspended from riding the bus for one (1) month;

Third Offense: Suspended from riding the bus for the remainder of the school year

Bullying

Bullying is the ongoing and deliberate harm or intimidation of another individual. Our school has procedures in place for students to let staff members know they are being bullied, threatened, or intimidated. Parents can find out more about Bullying and access the online form for reporting bullying to administration at

<https://www.bcbe.org/Page/528>

FOOD AND DRINK

Cafeteria 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.

Lunch and breakfast costs are as follows:

Breakfast:

K-12th grade: \$2.00

Reduced: \$0.30

Visitors: \$2.50

BCBE Employees: \$2.25

Lunch:

K-12th grade: \$3.00

Reduced: \$0.40

Visitors: \$4.25

BCBE Employees: \$3.75

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 after Labor Day. (This gives teachers time to get their procedures in place.) 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 and 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 reunite with them and the parent will go directly to the office to check out. Parents may not bring siblings or extended family members as space is very limited.

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

Parties and Special Snacks

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

***Parents may supply a birthday special snack on their child's birthday, if they choose. However, we cannot have birthday parties during the school day. The snack will be eaten during the regularly scheduled class break time. The parent will need to bring special snack 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. Students may not receive deliveries such as flowers, balloons, etc., during school hours.

Water Bottles and Drinks 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 beverages may be brought from home.

FIELD TRIPS AND PAYMENTS TO THE SCHOOL

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 Trip fees may be paid online by using My School Bucks. 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.

Online payments- Our school has a convenient way to pay for items such as field trips, yearbooks, fundraisers, and more. Visit our Elsanor Elementary website or go to <https://www.myschoolbucks.com/ver2/getmain?requestAction=home> to access this great feature! Parents or guests may even make donations to the student's class, the school Student Benevolence Fund, or for General School Needs. If you have any questions, you can contact Mrs. Monica Johnson, our Bookkeeper at 947-5401.

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.

VIDEO/IMAGES

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 use 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.

ELSANOR SCHOOL POLICIES AND PROCEDURES

Arrival and Departure Procedures

Arrival. Students should arrive no sooner than 7:15 a.m. Morning car line will start promptly at 7:15 at the West Building. When buses have departed, car line will proceed to the front entrance area until 8:00 when the front door will be closed and parents will have to escort their child to be checked in. This will count against the student's attendance. Upon entering campus, 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.

The school day begins promptly at 8:00 a.m.

PreK parents will enter from Ford Road. At 7:35, PreK staff will receive students as parents sign them in. PreK students who are tardy may lose their spot in the program.

Dismissal. Car line starts at 3:00 pm and buses will begin to load immediately after (usually around 3:15). Parents are asked to remain in your car during morning and afternoon car line. Staff members will supervise students as they exit cars and enter the building. If a student refuses to exit a vehicle, the parent will need to pull into a parking space to assist the child and walk them to the door. Staff members will not force students to exit a parent's vehicle.

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

Dismissal Changes Students need consistency when being dismissed each day. If a student is going to be a bus rider, they need to be a bus rider every day. If they are going to be a car rider, they need to be a car

rider every day. We realize emergencies happen and things come up, however, we should not be changing a student's dismissal more than once a month. If the child needs to have a change in their dismissal, the parent will need to send a WRITTEN letter to the teacher. We will accept a phone call to the office only in a true emergency.

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. An early check out counts as a Tardy in reference to attendance and truancy.

Check-outs up to 11:30am 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 parents need to revise the listing of those to whom the child may be released, they may contact the secretary to make changes. For the students' safety, a picture ID is required for all persons checking students out of school.

School Visitors

We are excited to have lots of visitors on campus this year! However, we will still implement all safety measures.

1. All visitors must sign in at the front office before traveling to any part of the campus. Buzz the front office at the front door for assistance.
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 - Parents should buzz the front office upon their arrival and explain the situation. Office personnel will assist the parent in the check in/out. ID is required.

UNIFORM POLICY

Elsanor Elementary School abides by the Baldwin County Public Schools Uniform Policy. It can be found, in its entirety in the [Baldwin County Public Schools Parent and Student Handbook/Student Code of Conduct for 2022-2023](https://www.bcbe.org/Page/24919) at <https://www.bcbe.org/Page/24919>. Teachers will monitor student uniforms each day. If a student is found to be in violation of the uniform policy, the parents will be called to bring appropriate clothing. If a student continues to be in violation of the uniform policy, disciplinary action may be taken.

The most frequent uniform violations that we see are ripped jeans and shorts that are too short. Please check to see that students are appropriately dressed before they leave for school each day. We do not allow hats, caps, or hoods to be worn inside the building except on specific school event days.

ATTENDANCE

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 vacations/trips 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.**

Parent Responsibilities (as noted in BCBE Student Handbook 22-23)

Parents/legal custodians and guardians are responsible for the child's attendance and conduct in school.

- Under Alabama Law, parents/guardians who fail to compel their child to regularly attend school or fail to compel their child to properly conduct himself or herself as a student in accordance with the written policy on school behavior, adopted by the Board of Education, shall be guilty of a misdemeanor, and upon conviction shall be fined no more than \$100, and may be sentenced to hard labor for the county for no more than 90 days (Code of Alabama, §16-28-12).
- Parents/legal custodians and guardians are required to read and share with their child the ***Baldwin County Public School System's Parent and Student Handbook***. The parent/legal custodian and guardian confirms that they have read the handbook during the online registration process.

Excused Absences -

State law allows for absences to be excused for the following reasons:

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays, upon receiving prior approval from the student's principal (the Superintendent's designee)

A student will have 3 days to complete make-up work for an excused absence. Students who have unexcused absences may not be permitted to make up work that was missed. They may also receive a zero for the work they miss.

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.

OTHER INFORMATION

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 communication 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.

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/emotional concerns, or any question the student may wish to discuss with the counselor.

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.

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. Teachers will contact parents during the first and second semester of school to schedule a conference.

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 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.

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.

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.

HEALTH INFORMATION

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 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 office staff can update phone numbers as needed.

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.

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.

Medical Bills

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.

ACADEMICS

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

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. Students with unexcused absences may not be permitted to make up the missed work. They may also receive a zero for the work missed.

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.

HOMEWORK - This year we will focus on mastering basic math and reading skills for homework. For K-5th grade students, that means most homework assignments will be to use the flashcards provided by the school to master math facts appropriate for that grade level, or reading sight words. Students will also be encouraged to read each evening. 6th grade students will have flash cards or reading requirements for the first semester. During second semester, they will be given no more than 30 minutes of homework each night in addition to the reading requirement.

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.
- 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.

CELL PHONES AND SMART WATCHES

Students are not allowed to have cell phones on buses or at school. In certain situations, the principal will allow the student to place a cell phone that is powered off in a basket in the school office upon the student's entry into the school, and allow the student to pick up the phone on their way to car/bus in the afternoon. In such situations, the parent will have to send a written request to the principal in advance of the cell phone being brought to school. In all other cases, a cell phone that makes noise of any kind, or becomes a distraction will be confiscated by the school and the parent will be called to come to the school to pick up the phone and a disciplinary warning will be given. If the cell phone is brought to school again, further disciplinary action will be taken. Smart Watches that have internet access, send or receive text messages or calls will be treated the same way as cell phones. The school will not be responsible for these items.

ELECTRONIC COMMUNICATION DEVICES (BOE POLICY #6.21)

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other

electronic communication device. Students are permitted to keep personal wireless devices only in lockers, the school office, or other locations approved by the principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.