

Daphne Elementary School

Love. Learn. Lead.



2307 Main Street, Daphne, Alabama 36526 (251) 626-2424

Benita Battle, Principal

Laura Herron, Assistant Principal

Welcome to Daphne Elementary School!



Welcome to our school family. We are thankful you have chosen to entrust your child’s most critical developmental years to us. At Daphne Elementary School we understand that “one size does not fit all,” and we differentiate instruction to promote impactful childhood learning experiences.

Our school is unique because of its nurturing Pre-Kindergarten to third grade configuration. The student population is diverse, which allows children and adults to learn and respect the perspectives of others. We have developed an excellent, dedicated faculty of professional support staff, teachers, and educators. As a staff we have embraced continuous professional growth. This is evident in the exciting new teaching strategies we incorporate into daily instructional practice and the new instructional tools we use to deliver a continuously evolving curriculum.

All adults and students practice a character process called “The Leader in Me.” This process is based on Stephen Covey’s *7 Habits of Highly Effective People*. The Habits are the foundation by which we make decisions in our adult lives, and they are the principles we teach children to develop their character. The Habits include: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand then be Understood, Synergize, and Sharpen the Saw. Teaching these Habits provides our school community a common language when helping children navigate through understanding themselves and the world around them. You will see and feel “The Leader in Me” culture throughout our school.

At Daphne Elementary School, our faculty prides itself on service, substance, reputation, and integrity. You are beginning a wonderful journey into defining what this means for your child and family. I invite you to “build history” with your new family by “liking” our Facebook page at www.facebook.com/daphneelementary. We are proud to share this site with you, and we know it will help you develop a thorough understanding about the wonderful learning journey that awaits your family. We can also be found at www.daphneelementary.com.

Benita Battle
Principal

Love. Learn. Lead. What our DES mission means.

Love.

We embrace the belief that all individuals have the ability to lead their own lives. When given the tools, guidance, and opportunity, students, parents, and staff will see their full potential actualized and legitimized. Your life is a result of your choices. If you are a student, love to learn. If you are a teacher, love to teach. If you are a parent, love your opportunities to guide your children.

Learn.

By integrating the 7 Habits into our curriculum and traditions, we are providing a common language for staff and students alike. Hallway displays, classroom conversations, and daily lessons are a few ways we provide the immersive experience needed to transform our school's culture into a community of influence.

Lead.

To quote Franklin Covey, leading is, “communicating people’s worth so clearly that they are inspired to see it in themselves.” The leader within is roused through encouragement and support of faculty and staff. Inspiring students to recognize the leader within themselves, they are able to boost the self-worth of everyone around them.

Parent Notification that Daphne Elementary 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 include 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.

Daphne Elementary
Parent and Student Handbook
2021-22

KEEP THIS HANDBOOK and READ IT

This handbook contains school procedures. A comprehensive Student Handbook can be found at www.bcbe.org/handbook. All parents should review this handbook online or in our office. New parents to our district should visit www.bcbe.org/newcomer for information regarding Baldwin County Schools.

BALDWIN COUNTY SCHOOLS MISSION STATEMENT

In partnership with the community, the mission of the Baldwin County Board of Education (“Board”) is to provide a quality education that fosters learning. It is the mission of the Baldwin County Board of Education to strengthen our community by educating our students to become productive citizens.

DAPHNE ELEMENTARY SCHOOL MISSION STATEMENT

We provide a positive learning community that develops respectful, responsible, and resourceful citizens to ensure success for all by living the 7 habits.

DAPHNE ELEMENTARY SCHOOL MOTTO

Love. Learn. Lead.

SCHOOL DAY SCHEDULE

Students are to arrive at school **NO earlier than 7:20 a.m.** and to depart from school no later than 3:10 p.m. School staff will supervise students between the times listed. Students should arrive **no later than 7:40 a.m.** Students must be in their classroom and ready to begin instruction by 7:50 a.m., or they will be marked tardy.

ATTENDANCE

If a student is absent for any reason, the parent or guardian must send a written or emailed excuse to the teacher within 3 days of the absence. A child may accumulate 9 excused absences in one school year. The principal may excuse up to 3 days for vacation purposes with prior approval. The 3 excused vacation days do count toward the total number of 9 allowable excused absences. A written request for excused vacation absences must be submitted to the principal by letter or email. Children must be present until 11:30 a.m. each day to be counted as present for the day. We ask that if you must check your child out from school early, please do so prior to 2:30 p.m. Proper identification is required.

VISITORS

Parents are invited and encouraged to visit the school. However, visits during classroom instructional time must be cleared with the principal or the principal’s designee. Visitors must obtain a visitor’s pass from the office. The pass is to be displayed prominently at all times while in the building or on school grounds. If you are on school grounds without a visitor pass, you will be asked to report to the office immediately. Unauthorized persons on school property are trespassers and will be subject to legal prosecution. **There are to be no deliveries of flowers or balloons during school time to the office for birthdays or any other special occasion as stipulated by Baldwin County Board of Education guidelines.**

ALL visitors should enter the building through the front door located by the main office. Visitors should press the call button to enter and present a picture identification. Office staff will activate the door to allow visitors to enter.

SCHOOL PROCEDURES

ENTERING STUDENTS AND WITHDRAWING/TRANSFERRING STUDENTS

Entering students and parents are advised that the accreditation status of the school from which they are transferring will be considered a factor in the determination of student placement or credits accepted as meeting Alabama and Baldwin County graduation requirements. 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.

5

REGISTRATION*

The school is required to have on file a copy of the following documents for each student (Copies can be made in the school office):

- A certified birth certificate
- A social security card (optional)
- Current Alabama immunization certificate
- Two proofs of residency (power bill or water bill)

*Special circumstances may necessitate the provision of other documentation, e.g., custody papers, zone variance, school guardianship.

WITHDRAWALS

When a student is withdrawn from school, a transfer slip is prepared for enrolling in another school. These may be obtained by contacting the school office.

CAR RIDER AND BUS PROCEDURES

Morning and afternoon arrival and dismissal are very important times. Please note that we cannot accept any transportation changes over the telephone. All changes must be in writing and either given to the office or sent in with your student. We only have the safety of your children in mind. Because of these intentions, we ask everyone to follow certain rules:

Morning Carline Procedures: Carline begins in the morning at 7:20. **Students should not be dropped off prior to 7:20.** Staff members are not in place to properly supervise students before this time. Children being brought to school should be let out of their cars in the loading/unloading zone outside of the gymnasium and cafeteria. Children should not be let off anywhere else during the morning car rider time. **The front of the school is strictly for buses and school personnel until 8:00 AM. Students should arrive by 7:40.** Upon entering the building, all students will report to their homerooms.

For the carline to run smoothly, please have your child ready to get out of your vehicle when you stop. Unload students from the right side of the vehicle so students may walk directly to the sidewalk without crossing traffic. Students are to exit their vehicle and walk along the sidewalk. **No cell phones are to be used in carline for safety reasons. We are a smoke free campus, and we ask that you refrain from smoking in carline.** Please observe our rules with the goal of student safety first and efficient traffic flow second.

Bus Procedures: School bus traffic will always have the right of way. Students are assigned to a specific bus. Bus transportation is provided from home to school and school to home. We cannot make exceptions to this procedure for parental convenience.

Afternoon Carline Procedures:

Our dismissal begins at **2:55 PM**. In the afternoon, we ask the children to sit down either on the benches or sidewalk under the awning area. We like for them to sit so when their number is called, they will be ready to load. We ask that each driver move down as far as possible before we load the children. Parents are asked to stay in their vehicles when picking up children. It creates confusion when parents are trying to pick up children from the sidewalk. Do not leave your vehicle unattended in the car-rider line. Always display your car rider number so that it may be easily read. This number will be distributed during Meet Your Teacher. Teach the number immediately to your child to help speed up the afternoon loading.

Study the traffic pattern map located inside the back cover that illustrates the proper entrance of school grounds for car pick-up. When loading or unloading, please pull your vehicle up as far as possible so other vehicles may load and unload at the same time. Load students from the right side of the vehicle so students may enter the vehicle without crossing traffic. Students will not be allowed to walk to their vehicle before it arrives at the designated pick-up point. **Please do not arrange off-campus car pick-up. This is dangerous and causes pick-up problems.** Children must be picked up prior to 3:10 if they are not in the After School Care Program.

A FEW THINGS TO REMEMBER:

- Display your car-rider number. If you do not have one, please contact the office at 626-2424.
- Proceed with caution when picking up your child in the car-rider line.

- Please be patient.

BOOK BAGS/BACK PACKS

Students are not permitted to use rolling book bags.

PROMOTION STANDARDS

The decision to promote a student is based on the student's performance during the school year. The decision is a professional one and is the responsibility of the teacher and the principal or the principal's designee. Parent-teacher conferences are highly recommended for students with academic deficiencies. Progress reports are sent home to parents of all Daphne Elementary students biweekly.

PARENT AND TEACHER CONFERENCES

We encourage all parents to meet and conference with their child's teacher concerning his/her academic progress. Conferences must be scheduled in advance through the teacher. Teachers are at school from 7:40 until 3:10. Most teachers prefer email communication. Teachers will be glad to meet after school hours or during their 30 minutes of planning time. **No instructional time will be altered, detained, or delayed for a parent/teacher conference.**

EMERGENCY PROCEDURES (FIRE, SEVERE WEATHER)

Severe Weather and Fire Drills are conducted periodically in the school. Students are taught within the first three weeks of school the procedures to follow if the fire bell or the severe weather bell sounds. Fire drills are generally conducted monthly throughout the year and severe weather drills are conducted seasonally. Parents are requested not to check students out when the school is under emergency weather warning conditions unless instructed to do so. Standard emergency procedures will be followed. Parents should not call the school during emergency situations or inclement weather, as the telephone lines must remain clear. Information for parents will be communicated via public broadcast or notification systems.

MEDICATION

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

1. **Prior to dispensing any prescribed medication, the medication form must be completed and signed by the physician and parent.**
2. Prescription medication must be brought to school by the parent in a container appropriately labeled by pharmacy.
3. Non-prescription drugs should have written permission of parent/guardian, time and dosage, and in the original, properly labeled bottle. **Over the counter medications must be cleared by the School Nurse.**

BREAKFAST/LUNCH

The Baldwin County Schools offer a food service program meeting the requirements of the USDA Type A meal program; that is, a meal that provides one-third of the daily nutritional requirements for a student. Meals are sold at the school in the following manner: Students may pay cash by the day or pre-pay for a number of meals. Any family qualifying for FREE or REDUCED meals will continue the same way as before. Costs of meals are:

LUNCH BREAKFAST

Students- \$2.75 \$1.75
Teachers- \$3.50
Visitors- \$4.00
Extra Milk - \$0.50

State regulations prohibit Child Nutrition personnel from accepting "charges" for meals in the cafeteria. Additional state regulations under The Child Nutrition Act of Alabama regulate "Healthy Kids Choices." **The guidelines stipulate no soft drinks, candy, or excessive sugar and high fat products during school hours (7:40 am – 3:10 pm).**

Each part of the school day is an opportunity for students to learn. Lunchtime is an appropriate time for students to build social skills and relationships with their peers. Daily visitors during lunch may interfere with students engaging in social practice. This is why invitations for outside visitors to eat in our cafeteria will be limited to special events. Accommodating visitors into shared spaces such as the cafeteria requires pre-planning and may also disrupt the daily schedule. If you are a visitor during lunch, you will be assigned to sit in a designated area with your child away from other students. Keep in mind, we need your support in adhering to the State and Health guidelines for meals and snacking by refraining from bringing fast food.

FAST FOOD RESTRICTIONS- Regulations also stipulate no outside food may be brought into the cafeteria except those packed as a lunch from home. Please follow the state

guidelines for healthy meals and snacking. Students are not to bring soft drinks, sport drinks, caffeinated beverages or foods high in sugar and fats to school. Parents may not bring fast food and high glycemic foods to the school cafeteria during lunch.

Checks for lunch accounts must be made **only** for the amount that is going into your cafeteria account. **Do not** include money for Snow Wizard, field trips, book fairs, etc. in with your child's lunch money. No change can be given from a check, and we are not allowed to cash checks for anyone. Checks may be made for a maximum amount of \$150.00 at a time.

SNACK

The Alabama State Board of Education passed sweeping changes directed at improving the health and well being of the students in our schools in an effort to stem the incidence of childhood obesity and obesity-related health problems. These changes will impact all areas of school where food is sold, brought from home, or served during the school day. The Baldwin County Board of Education developed a system-wide wellness policy to help comply with regulations. Guidelines for parties/special snacks are at the discretion of the Principal or that person's designee. Healthy snacks are encouraged and will be recommended. With Principal or that person's designee approval, special/celebratory snacks should be distributed at break time only. Snacks will be available for sale for the student to have during break. All money for snacks will be turned into the homeroom teacher during attendance each morning. Snacks are available for \$0.75. Ice cream that meets state nutritional guidelines is available for \$1.00 Special snacks may be sold for \$1.50 with Principal or that person's designee approval. Money will be collected on a **daily** basis. Please send correct change.

STUDENT PHONE USAGE IN OFFICE

In an effort to **protect instructional time and promote student responsibility and organization**, a school representative will call home only if they are sick, have no lunch, need medicine, or at the Principal's or that person's designee's discretion. Students are not allowed to call home for reasons such as forgotten items, money for snack, alternative transportation home, homework, etc. If items (jacket, folder, etc.) are dropped off in the office, an email saying that the item is in the office will be sent to the teacher. If it is a lunch, the office will attempt to notify the classroom if instructional time is not interrupted.

STUDENT DELIVERIES

It is school board policy for flowers, balloons, etc. **not** to be delivered to students at school in honor of birthdays or any other special occasion.

FIELD TRIPS

Field trips serve as an invaluable learning experience and provide much enrichment to our program. You will always be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often this deadline is several weeks before the actual date of the trip because, for most events, reservations and payments are necessary. 1. **The permission form and money must be sent in by the deadline in order for your child to participate. **NO money or permission forms will be accepted on the day of the field trip.** 2. Return money and bottom portion of permission form together to your child's teacher immediately. Monies for field trips are nonrefundable. The Principal or that person's designee has discretion to refund monies under extenuating circumstances.

3. Keep the top portion of the permission form so you will know the date of the trip and what your child needs for the trip (snack, sack lunch, drink, etc.)

4. **Do not include field trip money in a check with lunch money.** These are two separate accounts.

5. Make checks payable to Daphne Elementary School; checks should include two phone numbers.

6. When chaperoning a trip, younger or older brothers or sisters **cannot** attend. Please take this opportunity to be with your school-age child. Field trips are viewed as a privilege as well as an enrichment; however, for the safety and security of your child, we must enforce strict discipline guidelines while on each trip. If a child misbehaves on a field trip, we reserve the right to allow the child to remain at school with another class when future trips are taken. Students and parents should be especially aware of the following:

- **Any student that receives a discipline referral to the office ten days (two school weeks) before a field trip/event may be denied participation in that field trip/event as a disciplinary measure.**
- **The dress code applies to field trips as well as the school campus. Failure to adhere to the dress code will result in a forfeiture of the field trip privilege.** 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 or that person's designee. Chaperones are also expected to adhere to Baldwin County Public Schools' policies for drug free, smoke free and weapon free campuses. 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 in field trip activities.** Students should not be removed from a field trip at any point during the trip by parents or others unless a letter is on file in the school office and approved by the Principal or that person's designee prior to leaving the school. Parents choosing to accompany a field trip, but not riding the bus as a chaperone, must request permission in writing from the Principal or that person's designee prior to the trip. Parents attending a field trip but driving their own vehicle will meet the group at the field trip destination. Cars are prohibited from following behind the buses as it poses a safety threat.

LOST AND FOUND

Please make sure that your child's name is on their book bag, lunch box and any other property that he/she brings to school. All clothes, especially sweaters and jackets, should be marked with their name. Valuable jewelry should not be brought to school. The school maintains a lost and found area. Please check with the school office if your child loses or misplaces something. If items are found, please bring them to the office. Throughout the year, reminders will be issued to look for items in lost and found. Items not claimed by the final day of school will be donated to a charitable organization.

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. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device.

UNIFORM DRESS CODE POLICY

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2019-2020			
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) Jeggings are permitted under short or skirts but not alone as bottom attire.</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) Jeggings are permitted under short or skirts but not alone as bottom attire.
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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, 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.			

Periodically throughout the school year, there may be days set aside for fundraisers or other purposes that allow students the freedom to come to school out of uniform. Although students are not required to wear a mandatory uniform on these days, they are expected to be appropriately dressed for school. The following are items that must be considered when your child is allowed to dress out of uniform: **all shoe styles must be closed toe/closed heel and conform to special class requirements.** Clothing may not be oversized, bare midriff styles are not acceptable, tank tops/spaghetti strapped shirts are not acceptable, jogging pants or pajama bottoms are not acceptable, clothes with holes in them, and any style that is considered provocative or offensive. **The local school Principal or that person's designee will be the final authority for determining appropriate dress within the framework of the policy.**

SCHOOL NURSE

The school's nurse provides several opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, dental screening, and health and hygiene classes.

FIRST AID- When a student becomes ill, he/she is sent to the Nurse's Office. If a student has a temperature, the parent is called and asked to take the student home. Needless to say, a student with a temperature should not be in contact with other students. Students may not remain in the Nurse's Office for a long period of time. School personnel are not allowed to give medication to students (this includes aspirin or similar medicines). The school will have a health card on each child, so if your child has some special problem, please be sure we know--especially if a child has diabetes, epilepsy, heart condition, asthma, or other similar health conditions. Parents who have children diagnosed with food allergies should contact the school nurse so that proper preventative measures can be discussed and put in place.

MEDICATIONS- Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Parents will be notified when refills are needed. Over the counter medications must be signed by the parent and cleared by the RN. Non-prescription drugs should have written permission, time, and dosage and in properly labeled bottle. All medications must be delivered to the school by a parent/guardian, and must be in the original container with clear, current instructions. The Parent/Guardian shall pick up student's medication at the end of the school year. All medications not picked up will be destroyed.

When it becomes necessary for a child not to participate in P. E. for a period of time due to injury or illness, the parent must provide a note from a physician to that effect to be filed in the school office.

STUDENT DISCIPLINE

All parents should review the Student Handbook with their child. The Student Handbook can be found at www.bcbe.org/handbook or in the school office. The handbook provides detailed information concerning student discipline procedures.

The Leader in Me

Daphne Elementary School is a "Leader in Me" School. Our faculty and staff have been trained in Stephen Covey's 7 Habits of Highly Effective People. The Habits include: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, then be Understood, Synergize, and Sharpen the Saw. Staff and children are taught these habits to promote character. These Habits are the foundation of how we make decisions to benefit our own lives and the lives of those around us.