



# Elsanor Student Handbook

2024-25

Charlotte K. Gray, Principal  
A. Rose Wiles, Assistant Principal

DEVELOPING  
*Leaders*  
FOR SUCCESSFUL  
*Futures*

251-947-5401  
[www.bcbe.org/elsanor](http://www.bcbe.org/elsanor)  
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Robertsdale  
AL 36567



**Elsanor Elementary**  
Student & Family Handbook  
2024-2025

Dear Students and Families:

Welcome back to school!

This Student & Family handbook provides important information about the overall school program and many opportunities that are 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 2024-2025](https://www.bcbe.org/Page/24919) at <https://www.bcbe.org/Page/24919>.**

## **BALDWIN COUNTY PUBLIC SCHOOLS DRESS CODE POLICY**

### **I. Overview**

All Students 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 Board prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a substantial disruption of, or interference with, normal school operations. The local school principal will be the final authority for determining appropriate dress within the framework of the policies below.

All schools will utilize a dress code. The dress code will consist of guidelines that students must follow to ensure appropriate attire. Appropriate dress and grooming in the school atmosphere can be determined by neatness, cleanliness, safety, appropriate selection of attire, and freedom from distraction of other students and/or the learning process. Any article of clothing or grooming that the principal can reasonably expect to cause a material or substantial disruption of, or interference with, normal school operations can be prohibited.

### **DRESS CODE**

Elsanor Elementary School abides by the Baldwin County Public Schools Dress Code. It can be found below, or in the [Baldwin County Public Schools Parent and Student Handbook/Student Code of Conduct for 2024-2025](https://www.bcbe.org/Page/24919) at <https://www.bcbe.org/Page/24919>. Teachers will monitor student dress each day. If a student is found to be in violation of the dress code, the parents will be called to bring appropriate clothing. If a student continues to be in violation of the dress code, disciplinary action may be taken. 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. Crocs are not an acceptable shoe for school.

#### **All attire:**

- a. No pictures, emblems, or writings on clothing that:
- b. Are lewd, offensive, vulgar or obscene,
- c. Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
- d. Contains fighting words or incites criminal activity; or
- e. Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations.

#### **Tops:**

- a. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid- driffs, crop tops, bare at the sides, sundresses, "spaghetti strap" type tops, racer backs, off-the-shoulder tops, low-cut front or low-cut tops
- b. No cut off/crop tops. (No midriff can be showing)
- c. No sleeveless garments.
- d. No see-through garments.
- e. Designed so that the neckline does not reveal cleavage.
- f. Designed to cover all undergarments.
- g. Fit properly- no oversized or overly tight tops.
- h. No tank top/undershirt can be worn as a shirt.

#### **Shorts:**

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

#### **Dresses:**

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

#### **Pants:**

- a. Proper fit- no sagging or baggy fit: worn at the waist. (No pajama bottoms)

- b. No see through or spandex legging pants.
- c. Pants that are too tight or allow for exposure of undergarments are not permitted.
- d. Leggings, yoga pants, and other tight fitting, spandex or lycra based pants must be worn with an acceptable top that covers the private areas of the body.
- e. Leggings/tights may be worn only under shirts and dresses of appropriate length so that the buttocks and private area are covered.
- f. No holes in jeans in inappropriate areas (length rule); Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed, unless there is material beneath the holes
- g. Sweat pants and warm-up suits will be allowed.

**Shoes:**

- a. Must be worn at all times, fastened properly.
- b. \*Classes may require certain shoes and/or prohibit certain shoes for safety reasons. Ex. P.E., Chemistry.
- c. No bedroom slippers.
- d. For elementary school students, no open toed or open heeled shoes may be allowed for safety reasons (**i.e. no Crocs**).

**Accessories:**

- a. Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, hoodies, and other forms of headgear or hair covering.
- b. Exceptions include:
  - Head gear used as part of a uniform such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields are allowed.
  - Religious purposes, which have been approved prior to wearing.
  - During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.
- c. Other than safety-related accessories for safety related purposes, accessories such as masks, hats, caps, sweatbands, or other head covering will not be worn in building;
- d. No gang related clothing/items will be allowed.
- e. Students must cover and/or conceal any court and/or law imposed tracking and/or monitoring devices.

**C. Exemptions for Schools**

All students enrolled in the Baldwin County Public Schools shall be required to dress in accordance with the adopted dress code policy. A student may be exempted from complying with the policy in the following instances:

- a. When noncompliance derives from financial hardship;
- b. When noncompliance derives from the student's particular disability or health condition that requires a departure from the dress code; or
- c. When noncompliance derives from a student's sincerely held religious belief. –

If the parents or guardians desire not to have their child comply with any portion of the Baldwin County Board of Education dress code policy for the reasons stated above, or due to special extenuating circumstances related to an item listed above, the students' parents or guardians must secure an exemption from their child's school principal. Parents or guardians should supply a written explanation to the school principal as to why an exemption should be granted. If the outcome of the principal's determination is not to the parent or guardian's liking, the parent or guardian may submit a written exemption request to the Superintendent, or his or her designee. Additional grounds for an exemption may be allowed at the principal's discretion.

## **ABOUT OUR SCHOOL**

**SCHOOL MISSION STATEMENT:** Developing Leaders for Successful Futures

**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.

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.

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## **SCHOOL IMPROVEMENT**

Our school and district use Cognia 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](http://www.bcbe.org/elsanor).**

**We welcome your input and value your opinions and suggestions! [ckgray@bcbe.org](mailto:ckgray@bcbe.org)**

## 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:

- **Be prompt and regular in attendance to school.**
- Exhibit an acceptable attitude toward fellow students and school personnel. This means that no student shall intimidate another, nor put his hands on another person. Students obey adults at all times. If a student is threatened by another student, the student should report such threat to a teacher immediately. If two students exchange blows, pushes, shoves, or any aggressive gestures, both students will face consequences for their actions.
- Obey school rules and regulations and follow instructions by adults.
- Respect the property of others and the school building and grounds.
- Actively apply themselves to achieve their learning potential and work in class according to the teachers' directions.
- Assume responsibility for having necessary materials in class each day.
- Assume responsibility for his or her own actions.

Rules for Students:

- All school board policies on attendance and behavior as described in the school board policy, viewable at [www.bcbe.org](http://www.bcbe.org) > Board of Education > policy manual, will be enforced.
- Students are to walk quietly in the hallways, to and from classes, and around the campus. Absolutely no running is permitted at these times.
- Students should avoid yelling or making loud noises in the hallways, classrooms, or cafeteria.
- Students are not to buy, sell, or trade items with other students during the school day.
- In the cafeteria, students enter quietly, eat quietly, use good table manners, clean surrounding areas.
- Students are to behave courteously and responsibly in the restrooms. Students are to clean up after themselves and help to keep restrooms clean.
- Students should take care of school property, including library books, text books, and technology. Books, computers, or school bookbags should never be left in hallways or on sidewalks unattended. Never mark in a library book or text book.
- Students may bring a nutritious snack or buy a non-carbonated drink or snack from the snack bar to eat during break. Students may not bring carbonated beverages, energy drinks, or soft drinks to school.
- Candy is not allowed at school except with school approval. Students are not allowed to chew gum in any location on the school campus or school bus.
- Students are to leave CDs, gaming devices, air pods, magazines, radios, laser pointers, paint guns, collectible cards or any other toys at home.
- According to BCBE policy, elementary students are not to have in their possession electronic communication devices. Use of such devices in the classroom for education purposes must have the principal's specific approval. Failure to follow this policy may result in suspension from school. Report all incidents of cell phone possession.
- Phone use by students is limited to emergency situations as determined by the staff. Emergency situations do not include forgotten items.
- Practicing self-control is a responsibility of all students. Students may face consequences and may be referred to the office for inappropriate behavior that interferes with the learning process.

### 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 2024-2025 at https://www.bcbe.org/Page/24919](https://www.bcbe.org/Page/24919)

### 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**

BCBE 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.
15. **Elementary students are not allowed to have cell phones.**

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 **up to 5 school days**;

Second Offense: Suspended from riding the bus for **up to 30 school days**;

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 access the online bullying complaint form for reporting bullying to administration at <https://www.bcbe.org/Page/509>

### **FOOD AND DRINK**

Cafeteria The school lunch program, operated under the National School Lunch Program, serves well-balanced meals at a reasonable price. A la carte items will be priced separately. Lunch and breakfast costs are as follows:

#### Breakfast:

K-12th grade: FREE

Visitors/Employees: \$3.05

#### Lunch:

K-12th grade: FREE

Visitors/Employee: \$4.65

### 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 9:00 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 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. Students may not receive balloons, flowers, or gifts at school.

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 for 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 flowers, balloons, etc.. Parents may access our Birthday Package via My School Bucks and purchase an ice cream snack and special pencil for every student in the class. This Birthday Package costs \$30 and must be purchased at least one week in advance, but preferably 2 weeks in advance.

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. Water bottles must not have an open straw (eg. Stanley cups) as these bottles can spill easily, creating a mess. Bottles must have a sealable lid or top. Glass bottles are not permitted. No sodas or other beverages may be brought from home. No powder drink packets are allowed.

## **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 may not 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. Students who exhibit inappropriate behavior and/or have discipline referrals may not be allowed to participate in field trips or activities and special events like, but not limited to: Field Day, Hey Day, Color Run, or class parties. 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. Heather Grantham, our Bookkeeper at 947-5401.

## **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 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. 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. Students are expected to open their own door and close the vehicle door by themselves. Employees will not take students out of car seats, nor will they strap them into seatbelts. Parents should work with their child to make sure

the child can easily buckle themselves in and out of the seat/car seat, as well as open/close the vehicle door safely by themselves.

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 the building and enter the car. If a student refuses to get into a vehicle, the parent will need to pull into a parking space, walk to the employees on duty and help the child get into the car. Students are expected to open their own door and close the vehicle door by themselves. Employees will not take students out of car seats, nor will they strap them into seatbelts. Parents should work with their child to make sure the child can easily buckle themselves in and out of the seat/car seat, as well as open/close the vehicle door safely by themselves.

Staff members will not force students to enter 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 11:30 a.m. 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**

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.

## **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 24-25)

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.

Chronic Absenteeism. Students who miss 18 or more days of school each year (excused and unexcused) are considered a chronic absentee. Excessive absences cause students to miss learning opportunities at school and fall behind in their academics. These students may be retained.

## **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 may be required to clean the walls and may receive other disciplinary action. Students who bring cell phones to school may have them confiscated by school staff if the cell phone is taken out of the backpack, makes noises, or causes a distraction. In no circumstances should students use a cell phone, smart watch, etc during the school day. Parents may find more information starting on p. 64 of the BCBE Student Handbook.

#### 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](http://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 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 may contact parents during the first and second semester of school to schedule a conference.

#### 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).

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 24 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

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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 and 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 - Homework is practice for content students learn during the school day. Students should have no more than 10 minutes of homework per grade level - example a first grader would have 10 minutes of homework, but a 5th grader may have 50 minutes of homework. If a student is having to work more than one hour each night for regular homework, please contact the teacher and let them know about the struggle.

#### 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.

#### **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, apple watches, email devices, or any other electronic communication device. Students are permitted to keep personal wireless devices only in a backpack, on silent or airplane mode, in 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.

This policy shall apply to handheld electronic devices with communication and storage capabilities and shall include, without limitation, cellular telephones, Apple watches, MP3 and similar music players, electronic recording devices and players, scanners, portable digital assistants, wireless email devices and cameras. scope of this policy does not include electronic devices approved for use by the building principal or required by a student's Individualized Education Program.