

Daphne East Elementary School



“Building a Foundation for Success”

26651 County Road 13
Daphne, AL 36526

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www.daphneeast.org

2014-2015

Parent/Student Handbook

School Mission

The mission of Daphne East Elementary School is to create a caring environment where students and staff together with parents and community promote achievement and celebrate learning.

School Motto

“Building a Foundation for Success”

School Rules

Be Respectful

Be Resourceful

Be Responsible

GUARANTEE OF FREE APPROPRIATE EDUCATION

The Baldwin County Board of Education guarantees the right to a free appropriate education for all persons regardless of handicap.

The school system will arrange and provide for free evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services.

Parents may contact the office of Student Intervention Services, Baldwin County Board of Education, Loxley Satellite Office, 251-972-6860, for further information and/or to refer their child for an evaluation.

Dear Parents,

Welcome to the 2014-2015 school year at Daphne East Elementary School! We have a very dedicated faculty and staff who work together to provide the best education possible for your children. Our goal is to provide the best possible school experience for your child. Please remember that your support is very important to the success of our school program.

This handbook is designed to provide you with information concerning the operational and educational policies of Daphne East Elementary School. Parents are encouraged to review the Baldwin County Board of Education Handbook which can be found on our website, www.daphneeast.org. Please familiarize yourselves with the contents and discuss the information with your child. It is our hope that this information will help your child to become a happy, well-adjusted student and answer many of the questions you may have.

We urge you to actively participate in the learning process through volunteering in your child's classroom or participating in the many events that take place at Daphne East Elementary. I encourage you to get involved with your child's education. You can get involved in many ways:

- *Make sure your child completes his/her homework each night.*
- *Make sure your child is prepared for school each morning.*
- *Check, sign and discuss your child's "Information Folder" each night.*
- *Volunteer when you can in your child's classroom or workroom.*

If you have any questions, please feel free to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Deherty". The signature is written in a cursive, flowing style with a large initial "M".

ANNOUNCEMENTS

Announcements are presented at 7:55 am each day on WDEE, our live TV Studio. This is how students will be notified of school news and other pertinent information.

ARRIVAL AND DISMISSAL

Morning Car Drop-Off Procedures:

- All students being dropped off **must** go through car line and may be dropped off at 7:15 a.m.
- Enter the car line from County Road 13.
- Follow the line around the driveway, in front of the school to the designated drop off area located on the south side of the campus. **Students may not be dropped off at the front entrance.**
- The first vehicle is to pull to the first orange cone or the farthest spot in line. (See map)
- All cars that are stopped from the orange cone to the end of the sidewalk need to unload. Students are encouraged to exit from the right side of the vehicle, walk down the sidewalk, into the gym.
- Exit the drop off area as indicated on the map below.

RAINY DAY: If it is raining, follow the same car line procedures. Students will enter the school at the south hall covered entrance.

- The staff drive **may not** be used from 7:00-8:00 for dropping off students.
- The grassy areas **may not** be used for parking.

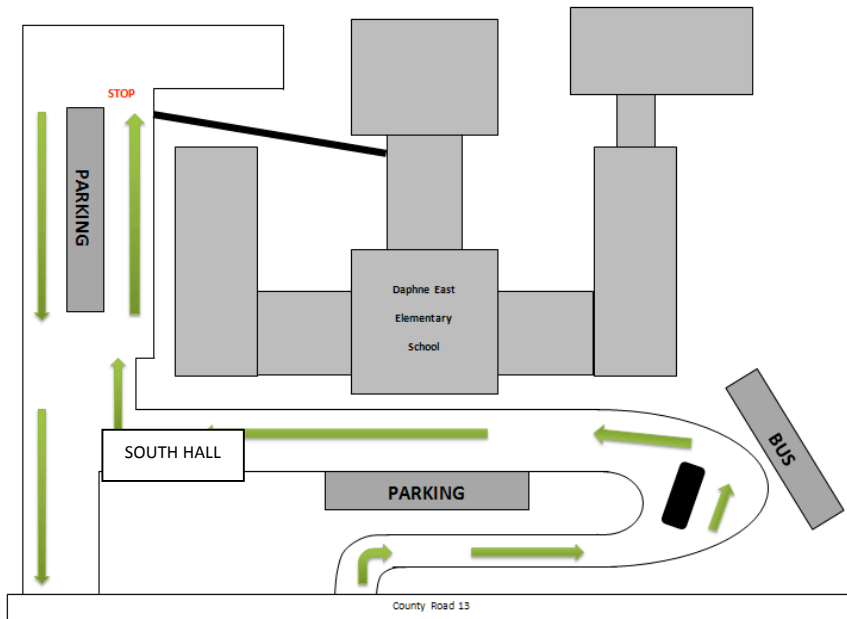
Afternoon Car Pick-Up Procedures:

Students being picked up by a car must go through car line. Afternoon Car Line is on the cafeteria side of the school.

- Vehicles picking up students must display a DPEE Car Rider sign, and the name(s) of students being picked up.
- Car line students are dismissed at 2:45.
- Students need to **listen for** their name and **watch for** their vehicle.
- When a student's name is called, the students will line up on the sidewalk and wait for the teacher to tell them to go.

RAINY DAY: If it is raining, follow the same car line procedures. Students will exit the school at the south hall covered doors.

BE COURTEOUS!



ATTENDANCE

(See Baldwin County Board of Education [Student Handbook](#) for more information)

Every child between the ages of 7 and 16 years of age is required by law to attend school. The Baldwin County Board of Education believes that students should be in attendance and on time for school.

Absences: A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8. The student has three (3) days to turn in an excuse to the teacher. Future absences for illness will require a doctor's note in order to be excused. The following absences shall be considered excused absences, provided that in each instance parental confirmation of the reason for the absence has been received: illness or death in the immediate family; inclement weather which would be dangerous to the life or health of the pupil if he/she attended school; legal quarantine or emergency condition as determined by the superintendent or principal; permission of the principal and consent of parent (i.e., absence to observe traditional religious holiday); except in emergency situations, out of town trips must have the principal's approval prior to taking the trip if the absence is to be coded excused. This excuse is for 3 days only. Parents are required to explain in writing all absences. An excused absence permits work to be made up.

Tardies: Students arriving after 7:55 a.m. must check in through the office and receive a late pass. Tardy students must be accompanied to the office by a parent/guardian for check-in.

Early Dismissal: Students who leave school for any reason must check out through the school office. Parents must send a written note of permission for any student to leave school for any reason except when sudden illness, accident or similar incident occurs. If a student checks out of school before 11:30 a.m. he/she will be considered absent for the day. **Any exceptions must be made through the school administration.**

If a student checks in after 11:30 a.m. he/she will be considered absent for the day.

Photo ID is required for individuals checking out a student. Without written parental consent and verification, a child will not be released to anyone whose name is not on the student's enrollment card.

BALDWIN COUNTY BOARD OF EDUCATION ANTI HARRASSMENT POLICY
(See Baldwin County Board of Education [Student Handbook](#) for more information)

BREAK

Students may purchase snacks from our snack bar. Canned or bottled drinks, as well as carbonated drinks are prohibited on campus. Students, however, are allowed to bring drinks in other containers. Snacks may be purchased for \$.75.

BULLYING

We strongly believe that school should be a safe and nurturing place for all. One of our goals is to replace negative behaviors with skills that involve treating others kindly. To facilitate this effort, we support a school-wide program to prevent bullying.

This program is most effective when parents, students, administration, and staff all have a shared belief that caring and kindness is of great value in our schools.

Aggression and hurtful remarks are part of conflict at all ages and do not necessarily mean that bullying behavior is occurring. For our purposes bullying is defined as repetitive, negative interactions targeted at a specific victim.

Under our policy, bullying and aggressive behaviors do not have a place at our school and will not be tolerated.

Your input is not only welcomed, but necessary to the success of this program. Please read the enclosed anti-bullying pledge for students. Also, please indicate that you have read the pledge by signing and returning the pledge found on the last page of this handbook.

BUS TRANSPORTATION

Due to the number of students riding our buses, the office will not grant permission to ride a bus that is different than a student's assigned bus. The purpose of school bus transportation is to transport students from home to school and back again safely. Buses will only transport students to designated stop.

Bus Rules: Students are to remember that buses are like classrooms and that the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. On the bus students should:

- Keep hands /head inside bus.
- Keep hands / feet to self.
- Remain seated and quiet until bus arrives at the stop.
- Keep aisles clear at all times including feet, legs, books, etc.
- Refrain from eating, drinking or chewing gum on the bus.
- Help keep the bus clean. Do not throw paper on the floor or out the windows, or vandalize the bus.

Students may be prohibited from riding the bus for excessive misbehavior. The following consequences could result from a bus referral:

Conference with administration, 1 day suspension, 3 day suspension, 5 day suspension, 10 day suspension, 30 day suspension, Suspension for rest of school year.

CODE OF CONDUCT

Students enrolled in Daphne East Elementary School should take pride in their school and display respect for others. The faculty/staff of DPEE believes that every individual is responsible and accountable for his/her own actions. Studies on the #1 influence on students' learning in the classroom are: the teacher's classroom management; the student himself - how well he monitors his own thinking and what his own innate mental abilities are; and, the home and parents. Effective classroom management is prevention, rather than intervention. Consequently, we believe that students should be taught the rules and procedures. Students' behavior should reflect standards of good citizenship that would make teachers, parents, and the community proud of them. Teachers, students, and parents will work cooperatively to encourage appropriate behavior.

DISCIPLINE

Students are under the jurisdiction of school rules any time they are on campus, participating or attending any school activity, or in route to and from school events on school buses or school contracted vehicles. We appreciate your assistance and support in providing a positive, safe, orderly environment, conducive to learning. Daphne East follows specific discipline guidelines set forth in the Baldwin County Board Of Education Handbook.

DRESS CODE

(See Baldwin County Board of Education [Student Handbook](#) for more information)

Monday	Uniform Shirt
Tuesday	School Club T-Shirt or Uniform Shirt
Wednesday	AR T-Shirt or Uniform Shirt
Thursday	Uniform Shirt
Friday	School Spirit T-Shirt or Uniform Shirt

Electronic Device Policy

(See Baldwin County Board of Education [Student Handbook](#) for more information)

FIELD TRIPS

Field trips are considered to be an extension of classroom learning. You will be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often, the deadline is several weeks before the actual date of the trip. For most events, reservations and payments are necessary to insure seats. Payments are to be made by deadline date. **Refunds cannot be given after arrangements and reservations have been made.**

Things to Remember About Field Trips

1. The permission form and money must be sent in by the deadline date.
2. Calls home on the day of the trip are not permitted.
3. A permission slip signed by a parent or guardian is required for all field trips.
4. Send the permission form and money together.
5. You should keep the top portion of the permission form so you will know the date of the field trip and what your child needs for the trip [sack lunch, drinks, etc.].
6. Field trip money **MUST** be sent separately from all other monies.
7. When writing a check, make it payable to **Daphne East Elementary School**.
8. Brothers and sisters **CANNOT** accompany a sibling on a trip.
9. Once bus arrangements and reservations have been made, **refunds cannot be given.**

ILLNESS and INJURY

The Health Office is available to students who are ill, injured or have a health concern. Students must have a pass from a teacher to come to the Health Office except in case of an emergency.

LUNCHROOM

Our lunchroom offers well-balanced meals to students on a daily basis. Menus are printed at the beginning of each month to assist parents and students. Should lunch be brought from home, carbonated beverages and candy are not allowed as part of a child's lunch. The Board approved an Offer Versus Serve Policy for all grades. (BOE POLICY 968)

No "fast food" is allowed at school this year.

Paying for school lunch & breakfast: The Child Nutrition Program of the Baldwin County Board of Education uses the PCS Revenue Control System throughout the county in all school cafeterias. This system is accessed by all students with a keypad and personal identification number (PIN) as they go through the cafeteria line. Students may bring money each day to pay for their lunch although parents are encouraged to prepay in advance for their student's meals.

Accounts will be debited at the point-of-sale. Prepaid money may be used by the student for any purchase in the school cafeteria; breakfast, lunch, or extra sales. Each student will receive a PIN that will remain the same until that student goes to another campus.

Breakfast Prices

Student	\$2.00
Reduced	\$.30
Extra Milk	\$.35
Visitor-Adult	\$2.50
Visitor-Child	\$2.50

Lunch Prices

Student	\$2.75
Reduced	\$.40
Extra Milk	\$.35
Visitor - Adult	\$3.75
Visitor - Child	\$3.75

If you are planning to have your child eat in the cafeteria, please make sure you have money in your account. The system will not allow any charges to be made. Please be aware of lunch balances and according to BCBOE policy, the cafeteria will provide a sandwich, whole fruit, and milk for students in grades 4th- 6th that do not have funds in their lunch account. (BOE POLICY 967)

Checks must be made only for the amount that is going into your cafeteria account. Do not include money for 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.

MEDICATIONS

(See Baldwin County Board of Education [Student Handbook](#) for more information)

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over the counter medications must be signed by the parent and cleared by the RN. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Minor illness should be treated at home by the parent/guardian. For example, a student with a cold severe enough to require frequent medication should remain at home.

Medication prescribed for three times a day should be given at home – just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals.

Parent's Responsibility

- The parent/guardian and physician must sign the Baldwin County Public School's School Medication Prescriber/Parent Authorization form granting permission for a child to receive prescription medication at school.
- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container. The pharmacist will label an additional prescription bottle for your child upon request at the time the prescription is filled. Do not **UNDER ANY CIRCUMSTANCES** send any medication to school in a zip lock bag or container other than the original container. It will not be given.
- The parent/guardian and physician must provide the school with a new signed statement if prescription medication orders are changed during the school year.
- The parent/guardian or the parent designated responsible adult shall deliver medication to the school personnel designated by the principal.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent/guardian shall pick up student's medication at the end of the school year. All medications not picked up will be destroyed.
- Please provide medication, such as Tylenol, in smallest container available.
- The parent/guardian with a child needing an inhaler at school will have to complete three forms for the school. A Physician's signature is required on two of these forms.

School's Responsibility

- The principal shall designate specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right time and is documented in the right way.
- The trained school personnel that is assigned to administer medication will follow the medication procedures and administer medication in a safe setting.
- The school nurse will be contacted and will have to approve over the counter medication. If your child has a chronic illness and taking prescription medications a physician's signature will be required on the School Permission Medication Form.
- In the event of an allergic reaction or an emergency situation involving medication, the school will handle the problem as any other medical emergency.
- The designated school personnel will give over the counter medication to a student using the same guidelines. A School Medication Prescriber/Parent Authorization form must be filled out and signed and the medication must be in the original container.

- The school personnel will administer sample medication provided from a physician only if it is in a properly labeled container and according to written directions from the physician.
- The school personnel will refuse to administer medication when there is any discrepancy; i.e., label different from instruction or contents, label is unclear or label torn. This medication will not be given until clarification is obtained.
- The school personnel and parent/guardian must count all controlled drugs when they are received.

Student's Responsibility

- Students will not deliver medications to the school.
- Students must have a doctor's order to carry emergency medication, i.e. inhaler or Epi Pen.
- Students who have doctor's orders to have medication on their person, i.e. Asthma inhaler or EPI Pen will not share medication with other students.
- Students will notify their teacher/school personnel at the onset of any distress or allergic reaction.

Questions and Answers Regarding Medication

Q. Why should parents bring student's medication to school?

The Baldwin County School System does not want to place any child in a situation where they may be confronted for drugs. Ritalin as well as other drugs has a street value. When the parents bring the medication, this ensures no other child will tamper with the medication.

Q. Why can't my child keep his/her medication?

To protect all children from taking medication belonging to another child, no child may keep medication on their person at school. The only exception would be like emergency treatment.

Q. Why can't I write on my child's prescription bottle?

Prescription bottles can get smeared and very difficult to read. It is never a good practice to write on a prescription bottle.

Q. Why can't the school provide and give medication for minor illness or pain?

The school personnel cannot be placed in the situation to judge between minor and major illness and pain unless they are trained and licensed medical personnel. Most schools do not have full time trained and licensed medical personnel. If the student complains of illness or pain requiring medication the parent will be notified.

PARTIES

Christmas and End-of-the-Year parties are permitted. Talk with the teacher concerning the details.

Birthday parties are prohibited. However, you may send a treat to the school for all the students in the class. The teacher must be notified in advanced. Treats and snacks must be checked by the nurse due to student allergy concerns. If party invitations are distributed at school, each child in the class **MUST** receive one. Gifts/flowers are not to be brought to school.

PHYSICAL EDUCATION

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/guardian must provide a note from a physician to that effect to be filed in the school office.

PROGRESS REPORTS

Progress reports are sent home in order to allow parents to be aware of their child's progress.

PTA

The PTA is an integral part of the total school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTA needs volunteers with a broad range of talents and skills. We urge all parents to become involved. You are welcome to attend PTA meetings scheduled on the following dates:

10/7/14	12/4/14	4/16/15	5/22/15
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REPORT CARDS

Students will receive report cards on the following dates:

10/31/14	1/9/15	3/20/15	5/22/15
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Promotion/Retention Standards: The teacher and principal are responsible for the decision to promote a student. The decision is based on the student's performance during the school year and the criteria established by the Board of Education. Parents are notified through a Notice of Academic Status whenever a student is being considered for retention. This notice will list areas of concerns and parents are urged to set up a conference to discuss what needs to be done.

SCHOOL HOURS

School hours are 7:45 a.m.-2:45 p.m. First bell rings at 7:45. If you use private transportation, you should arrive no earlier than 7:15 a.m. Car riders must be picked up by 3:15 p.m.

SCHOOL POLICIES AND PROCEDURES

Conferences: School conferences are a vital part of a child's education. Conferences are usually held during the teacher's daily planning time but may be scheduled before or after school hours if necessary. Please call the school office (626-1663) or send a note to schedule a conference time with your child's teacher whenever you feel a need. Stopping by your child's room during instructional time to speak to the teacher is NOT allowed.

Homework Policy: Homework serves to extend learning beyond the classroom setting. Home and school must work cooperatively to make the instructional program a meaningful experience for the student. Through the application of study skills and homework, students reinforce classroom instruction. All homework assignments are expected to be completed at home. Continual neglect of homework will require parent notification.

Visitors: The faculty and staff at Daphne East Elementary School welcome parents, guardians, and other interested members of the community to visit the school. Visitors are required to register in the school office and receive a pass when entering the building. Please do not go directly to your child's room. Meeting with the teacher should occur before or after school, or by appointment.

SEXUAL HARRASSMENT

(See Baldwin County Board of Education [Student Handbook](#) for more information)

STUDENT EMERGENCIES

If a student becomes seriously ill or injured while at school, home contact will be made as specified by the parent/guardian on the school emergency form. Every effort will be made to contact the parents as soon as possible. Please keep the school informed of any changes in work, home, or emergency numbers. Parents who need to contact students because of an emergency at home should call or come to the office. The office will send for the student.

STUDENT RECORDS AND CUSTODY

Parents must notify the school regarding any child custody information that may affect the release of academic or health records. If a student is not to be released to a non-custodial parent, please state this in writing and provide proper documentation. A student will be released from school only to their legal guardians unless the parents have notified the school otherwise.

TELEPHONES

School phones are for business use only.

- Parents/guardians are encouraged to make any transportation changes before 1:30 p.m.

THINGS TO REMEMBER WHEN VISITING DPEE

1. Sign in at the office before visiting a classroom.
2. Small children must not go to the classroom during instructional time.
3. Teachers **MUST NOT** be interrupted during the instructional day.
4. Observe quietly.
5. Sign out when visit is complete.
6. Reading Block **WILL NOT** be interrupted.

WEEKLY FOLDERS

Papers and folders will be sent home on Tuesday of every week.

