

ELBERTA ELEMENTARY SCHOOL

Parent/Student Handbook

2024-2025



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**Handbook will be updated periodically according to local and state policies.*



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It is with enthusiasm that I welcome you to the 2024-2025 school year! Whether you are new or a returning student, we are excited you will be a part of our Elberta Elementary School Family.

It is our goal to provide the highest quality of instruction to our students. We are a Leader in Me School. We teach our children the habits of being highly successful. We promote goal setting, collaborative work, service leadership and leadership skills. We are an AMSTI School. Our approach to teaching incorporates hands-on, inquiry-based instruction with emphasis on higher-order thinking and student discussions. Students confront problem solving through the use of manipulatives and real-world situations that are meaningful, challenging, and exciting. The love of reading will be emphasized through Open Court using real literature, such as picture books and chapter books, while teaching phonics and reading strategies in whole group and small groups. Reading skills are also taught across the curriculum and emphasized in our history resource, *Social Studies Weekly*. Handwriting and Cursive will be emphasized through the resource, *Handwriting Without Tears*. Technology is used daily during instruction. Our classrooms are furnished with Promethean Boards. Our students will use Chromebooks daily for instructional purposes.

The Leader in Me will continue to be incorporated into the daily routine of our students. We seek to support your child as they discover the leader within themselves. As leaders, students become actively engaged in their own education, build their self-confidence, learn responsibility, and develop self-motivation. Students learn to understand and respect the ideas of others, work together and motivate one another to be their personal best. For more information on "Leader in Me" please visit: <http://www.leaderinme.org>.

Elberta Elementary is a Title I school and currently serves approximately 1006 students. A Title I parent meeting will be held on Sept 12th @ 3:30 to explain how Title funds can benefit our school. Our Parent Compact, Parent's Right to Know, Parent Involvement Plan will be sent home with your child for you that outline the roles and responsibilities of both school and home. This information is also found on our school website.

We believe that parents play a critical role in the success of our students. You are your child's first and most important advocate and teacher. We value you and want to partner with you to best know how to nurture the whole child. Our partnership is vital in your child's growing process. Please talk with your child's teacher and stay updated with what's happening in the classroom. Your perspective and input along with the teacher's will be critical in ensuring your child's time at Elberta Elementary is successful, exciting, and rewarding. Please make sure to read all communications sent by your child's teacher and Administration through email, Facebook, and our school website. We truly consider our partnership with our parents not only important, but essential.

We look forward to working with you and watching your child grow. Here at EES, we are Building

Learners, Becoming Leaders.

Elberta Elementary Handbook

The Elementary Handbook consists of general school information, policies, and procedures. Please click on [The Baldwin County Public School Student Handbook](#) to access our county's Parent Student Handbook. Both school and county handbooks are on our school website for your review.

Elberta Elementary School Motto

Building Learners, Becoming Leaders

Elberta Elementary School Mission Statement

As Warriors, we will build learners as we guide one another through service and celebrations to become productive leaders for our community.

Elberta Elementary School Vision Statement

As Warriors, we will create a nurturing environment of excellence where we all take ownership of our learning and growth as we become valued leaders for our community.

Baldwin County Public Schools Mission Statement

In partnership with the community, the Baldwin County Public Schools' mission is to prepare ALL students to graduate College and Career Ready through a culture of equity and opportunity.

Baldwin County Vision Statement

Our vision is to foster a nurturing environment with high expectations for students to achieve their potential and graduate with countless opportunities.



Parent Notification that Elberta 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 is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with 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.

Curriculum Resources

Reading- Open Court
Math- enVision (Saavas)
Science- Stemscoptes and AMSTI
Social Studies- Studies Weekly

General School Information, Policies, and Procedures

Arrival/Dismissal

7:05	Car Riders unload and report to Cafeteria for breakfast or Cafeteria Lobby
7:10	Buses unload and report to the Cafeteria for breakfast or Classroom
7:35	Breakfast ends
7:45	Instruction begins; Students should be in class; carline ends
7:50	Students are late and parents must check students in at the office
2:55	Dismissal for 1 st Wave Bus
3:00	Dismissal for Car Riders and Walkers
3:05	Dismissal for 2 nd Wave Bus and After-School Care

Students are required to be on time for school. It is the responsibility of the parents or guardian to make sure students arrive on time each day and remain the entire day.

EES Bell Schedule

7:45	1st Bell Class Begins
7:50	2nd Bell Tardy Bell
2:55	1st Wave Bus
3:00	Car Riders
3:05	2nd Wave Bus & After-School Care

Morning Arrival and Afternoon Dismissal Procedures

All students in the Elberta School District are eligible to ride the bus. If you are unable to drop off your child between 7:05 and 7:45 am, or are unable to pick up at 3:00 pm, then please contact the front office for bus transportation information. We also encourage carpooling for those who drive to school.

Car Riders: Student safety is our primary concern. All drivers are expected to follow directions of teachers on duty and be respectful towards those assisting and directing traffic. For the safety of our students and duty teachers, drivers should not use cell phones and other electronic devices while driving on campus.

Morning Car Line

- Car riders should not arrive on campus prior to 7:05 am. Supervision is not available, and doors will remain locked. **Create a double line in the morning around the horseshoe as traffic may not block County Rd 87. Merge back into a single line at the parking lot intersection as you approach the drop off area. DO NOT DROP OFF STUDENTS PRIOR TO 7:05 am.**
- Car riders in grades K-6 will enter the car line from CR 87. Drivers will follow directions of teachers on duty.
- Car riders will enter the building through the Cafeteria foyer and report directly to either the cafeteria for breakfast or to the classroom.
- **If students are eating breakfast, they must be in the cafeteria no later than 7:35 am.**
- **Parents should remain in cars while in carline. Please do not get out of your car in carline.** If you need to come to the office, please park in the front parking lot. Do not park in the carline parking lot.
- PreK Car line will be at the front entrance of the school. Drop off will be between 7:30 – 7:45 am. **Parents will remain in the car.** Teacher will approach the car, give parent sign-in sheet, and escort the PreK student inside the main entrance of the building. **Older siblings of PreK students can be dropped off in the PreK carline.**



Afternoon Car Line

- Afternoon car riders will dismiss at 3:00 pm.
- Parents/Guardians MUST have a CAR TAG provided by EES Office in the car window to pick up their child. If they DO NOT have a CAR TAG, parent/guardian will be directed to the front office to receive one BEFORE being able to pick up their child.
- Families may receive 2 car tags. Additional car tags, must be purchased for \$3.00
- Students will be seated in the cafeteria. Once called, students will proceed to the loading zones and wait for directions from staff as when to load.
- **Parents/Guardians, please do not exit your car at any time.** Students in booster seats should enter and be seated on the passenger side of the car which allows for driver to reach back and help buckle if needed.
- CAR TAGS should be hung from your mirror and must be school issued.
- All car riders should be picked up no later than 3:25pm. Bus transportation is available if you are unable to pick up your child by this time.

Bus Riders: Students who live in the Elberta Elementary district are eligible to ride a bus to and from school. Students will be assigned to a bus based on the student's home residence. Transportation methods should be consistent, and **students will not be transported to alternate locations (friend's/relative's homes, daycares, businesses, or after-school activities).** Students may not be dropped off at a different location. Due to limited

seating on buses, students may not ride home on a bus other than their assigned bus. The school bus operates on a definite schedule and cannot wait for tardy students.

Buses will arrive on campus at approximately 7:10 am. All bus riders will enter through the kindergarten hall and will eat breakfast or report directly to classrooms. Please refer to the bell schedule regarding dismissal times and waves.

Students should follow all bus rules and procedures as directed by administration and bus driver. Bus transportation is a privilege. Students not following procedures may be suspended from the bus. Parents or guardians will be held responsible for damage committed by the student. If any offense is serious enough to justify immediate action, admittance to the bus may be refused. Parents will be called and plans will be made to safely transport the student home. The principal or assistant principals will decide if and when the student will be permitted to ride the bus.

Bus Rules

1. *Stay off the road while waiting for the bus.*
2. *Cross in front of the bus after it is stopped, and the stop sign is out.*
3. *Keep all body parts and items inside the bus.*
4. *Remain seated until it is time to exit.*
5. *Sit in your designated seat and stay there throughout the trip.*
6. *Keep voice to a whisper and use appropriate language.*
7. *Do not share or swap items on the bus.*
8. *Help keep the bus neat, clean and in good condition.*
9. *No eating or drinking on the bus.*
10. *Treat others as you want to be treated.*
11. *Be respectful and follow all rules of the driver.*
12. *Electronic devices should not be used on the bus.*

Late Arrival/Tardies: Please make every effort to have your child at school prior to 7:45 am. The first bell rings at 7:45 am, and students should be present and ready for instruction. Carline ends at 7:45. Students can not be dropped off in the carline after 7:45. Students arriving after 7:45 am, the parent will need to accompany the child to the front office to check in their student. Be ready to show your Personal ID (Driver's License) at the door.

IMPORTANT

- **If a child is tardy, a Parent/Guardian must check-in the child through the front office.**
- Ring the doorbell, state your purpose, and show your Personal ID.
- Parents/Guardians will sign in the child on paper as student walks straight to class.
- Office Staff will give unexcused/excused tardy slip to the teacher.

Please remember, tardiness disrupts the teacher, classmates, and can lead to anxiety on behalf of the student. Please make every effort to have your child at school on time and remain all day. Persistent problems with tardies or early dismissals will require conference with school personnel which may include the teacher, social worker, counselor, administration, and/or the attendance officer.. Parental support helps establish good habits of attendance and promptness.

Parents or Guardians of a student who is not on school campus by 9:30 am, will receive an automated phone call from the Baldwin County School System.

Early Dismissals/Check-outs/Absences: Research has proven a direct correlation between school attendance and student achievement. Any time a student arrives late or checks out early, he or she is missing

important instructional time. Students are engaged from bell to bell, and the end of the day is just as critical as mid-day. In addition, students are often getting final instructions and transitioning during this time. Please make every effort to avoid late arrivals and early dismissals. When necessary, a legal guardian or designee with proper I.D. may check out a student through the front office. **Checkouts must occur before 2:30.**

If possible, appointments should be made after school hours. Please provide documentation upon return. Students will only be released to those on **the child's contact list and with a valid picture I.D.** Updates to a student's contact list must be made in writing and turned into the school office. Unless a child brings a doctor's excuse or parent note, all check-outs will automatically be unexcused.

Changes in Dismissal:

A consistent method of dismissal is very important. At this age, students cannot always remember if they are a car rider or bus rider when asked to do something different on different days. Please make every effort to make sure your child has the same departure procedure daily.

If your child has a change in dismissal, please send a note to your child's teacher. **Changes in dismissal are not taken over the telephone, text, or via email.** Often, email is not checked until after dismissal by the teacher. Also, in a teacher's absence, a substitute will not have email access. Please help us by following this policy and making sure all communication is given to the student in writing to share with his/her teacher.

Attendance and Make-up Work: It is critical that students arrive at school on time, ready to learn, and stay all day unless ill or in case of emergency. Students are encouraged to discuss missed work with teachers immediately upon return to school. Please contact your child's teacher via email, Remind, or written note in your child's agenda for the quickest response regarding makeup work. This is the responsibility of the child and parent to initiate and ensure make-up work is completed.

Absences

Permissible Reasons for Absences (Grades K-12):

- (a) Student illness
- (b) Inclement weather, which makes it dangerous for students to attend school (as announced by the Superintendent)
- (c) Physician excuse
- (d) Death in the immediate family
- (e) Emergency condition as determined by the principal or superintendent
- (f) Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader

When absent, it is imperative that your child return with a doctor's note or parent note within 3 days of the absence. If a note has not been received within 3 days of the absence, the missed day(s) will be unexcused. Students are given 9 Parent Discretion Absences. This includes vacation days and illness without a doctor's excuse. Any dates past 9 without a doctor's note, will be considered an unexcused absence. Please know that an administrator, social worker, or the BCBE Attendance Officer may contact you or visit your home if your child has excessive absences.

Please see the [BCBE Student Handbook](#) for more information regarding Parent responsibilities, School Responsibilities, Attendance Policies, make-up work, and what constitutes an excused/unexcused absence.

Homeroom: Class assignments are made based on multiple criteria to include academic levels, gender, ethnicity, special needs, special services, and enrichment as well as other factors.

Volunteers: Elberta Elementary is an exceptional school in Baldwin County partially, because our parents and community volunteer their time, resources, and talents. It takes teamwork to set and maintain the high standards of our school. Let us know how we can get you connected and involved. We have a place for you!

Visitors: The staff members of Elberta Elementary School welcome parents, guardians, and other interested members of the community to visit the school during planned events, scheduled appointments, or other volunteer opportunities. We value our community and encourage our community to be involved in our planned school events and activities.

Student Safety is our top priority. ALL visitors should have an appointment or have been asked on campus by a staff member. ALL visitors should be prepared to show their Personal ID at the front door and state their purpose for entering our school. Visitors are then asked to sign in and wear a visitor sticker while on campus. To protect instructional time, visitors are not visiting classrooms unless invited by the teacher. Visitors are expected to dress appropriately while on school grounds, speak respectfully to all staff, use appropriate language, and follow class procedures as requested by the teacher. Visitors not following our school's expectations will possibly be asked to leave campus and return at a later time. All BCBE schools prohibit drugs, alcohol, tobacco, weapons, and use of profanity.

Drop-off Items: Please foster a sense of responsibility with your child by helping him/her prepare for school. Students should bring the items needed for school, such as glasses, jackets, snack, etc. If an item needs to be dropped off, the office staff will collect the item and deliver it to the student. Our school is equipped with water fountains and bottle fillers, so water bottles or drinks will not be delivered. Visitors will not be allowed to walk an item down to a classroom nor will a student be allowed to call a parent from the school office to bring a forgotten item.

Library/Media Center:

All students are encouraged to use the library facilities and check out books. Students may check out a book for a period of one week. Books should be returned on the date the book is due. Students are responsible for the books they check out of the library and must pay for lost or damaged books. Additional books will not be issued to students until they have paid for the lost or damaged books. All damage to books should be brought to the attention of the library media specialist. No attempt should be made to repair the book at home.

Parent/Teacher/Administrator Conferences:

Parents, teachers, and administrators are a team! We welcome and encourage conferences to discuss student progress and other concerns. At least two parent-teacher conferences should take place during the school year: one 1st semester and one 2nd semester. Conferences may be scheduled before or after school, or during the teacher's daily planning time. Conferences should be held in person. The best method of setting up a conference is via email, Remind, note in the folder, or by leaving a message for the teacher at the front office at (251) 986-5888. Please remember that teachers may not receive messages or emails until the end of the school day.

Remind: Teachers will be using REMIND to communicate with families. This is an easy, quick way for teachers to send Reminders about events, tests, etc. Please do not use this as a text app. Teachers have 20 plus parents on Remind as well as having email communication. This can easily become overwhelming for teachers. Please refer to weekly newsletters, schoolwide newsletters, your child and our Facebook communications for questions about events and activities. Please limit communication through Remind. If you have concerns that are not resolved through a simple response, you should request a phone call or a conference for discussion to best resolve the situation. .

Student Health: Elberta Elementary is fortunate to have 2 school nurses on campus to assist with student medical needs, health education, and emergencies. Please do not send any type of medication (prescription or over the counter) to school with your child. All medication must be brought to the school nurse by a parent and in the original container. If medication on-campus is required for your child, please call 986-5888 to make an appointment with the school nurse. Students out of school due to sickness will need to present a Physician’s note or Parent Note (9 total for the entire year) in order for the absence to be excused. Any questions, please contact our nurses at 986-5888.

Physical Education & Excused Participation: Elberta Elementary students have 35 minutes of daily physical activity during PE class, so students have opportunity for movement daily and at length. A physician’s note must be on file in the front office if it becomes necessary for a child to not participate in P.E. class due to injury or illness. Students not participating will report to PE with the rest of the class and follow directions from the PE teacher regarding non-participation.

Students will be outside during PE (weather permitted), and it gets hot. Water Fountains and Bottle Fillers are available. Water bottles are not required, but must have a sealed lid. Water cups with straws are not allowed.

Snack/Recess: Students may bring a drink and healthy snack to eat daily during their 15-minute snack/recess time. This break allows time for students to go to the nourish the body, interact socially with peers, and have movement. Candy and carbonated beverages are not allowed at school for break or as part of lunches. Special snack will be sold one day a week. (see schedule below)

Special Snack Schedule

Pre-K, Kinder, 1 st , and 5 th	Tuesday
2 nd , 3 rd , & 4 th and 6 th	Wednesday
Special Snacks are \$1.00 Ice Cream	

Forgotten or Drop off Items: Please make sure that students have all necessary items in hand prior to arriving to school. If you have to drop of an item, ring the doorbell, show your Personal ID, state your purpose (drop off ____ for ____). Please make sure these are “essential” items. Homework will not be delivered. Drinks will not be delivered as we have water fountains and bottle fillers available. Visitors are expected to follow our school expectations per our Visitor section in our Handbook.

Telephone Usage and Electronic Devices: The school office telephone is reserved for school business. Students will **only** be allowed to use the phone in an **emergency situation** and with both teacher and office approval. Please make sure your child knows what to do in case of rainy days, early dismissal days, or in

an emergency. Students may not use the phone to call home for the delivery of forgotten items. Per Baldwin County Policy, **Elementary students are not allowed cell phones at school or on the bus.** Any electronic devices with the capability to record images are prohibited.

Chromebooks will be utilized by students daily on campus. Students will bring Chromebooks home at night to complete assignments. Please teach your child the importance of care and responsibility of this device, especially since it is owned by BCBE.

Per BCBE Student Handbook: The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus. Airpods and wireless headphones are not allowed.

Inappropriate Use of School Devices: Students have access to Chromebooks during the school day for instructional use only. Students using this device in an inappropriate way (such as searching the internet for non-educational topics, downloading inappropriate images or music, inappropriate communication, etc.) will result in loss of use and possible suspension. See [BCBE Student Handbook](#) for further information.

Homework and Agendas: Homework is assigned to reinforce what has already been taught at school or to initiate thinking about what's ahead. As a guideline, completion time for homework should typically take about 10 minutes in first grade with an additional 10 minutes added each year thereafter. (1st=10 min. /2nd=20 min./ 3rd=30 min./ 4th=40 min. /5th =50 min./ 6th =60 min.) If your child is struggling with homework, please communicate this with your child's teacher. Daily Communication Folders/Agendas should be used daily in grades K-6 for homework and parent/teacher communication. Parents must check student folders/agendas daily. Teachers send home weekly assignments in their newsletters or teach students to write down their assignments as age appropriate.

Grades

Please check your child's grades on Powerschool on a regular basis and communicate with your child's teacher as needed. Grades can be checked electronically in PowerSchool with your personal username and password. If you do not know your username/password, you can reset this on your own at your convenience. Teachers will communicate grades with parents at mid-quarter and at the end of the quarter.

Promotion/Retention: Promotion or retention of a student is based on the student's academic performance and school attendance. The decision to promote or retain is a professional one and ultimately the responsibility of the Principal and teacher with parental input taken into consideration. Parent/teacher conferences and ongoing communication are highly recommended, especially for students with academic deficiencies. The [BCBE Student Handbook](#) addresses retention as related to absences.

Change of Address, Phone Numbers, Emergency Contacts: It is required that you inform the office immediately if your home address changes or if telephone numbers and emergency contact numbers change. It is vital that our school is able to reach you or an emergency contact when needed. Students must have a minimum of 4 emergency contacts with phone numbers on file. **Any changes or updates to an address, phone number, or additional contacts must be made in writing. A parent can send a signed note with these changes or come by the office.**

Birthdays: The school will not accept birthday deliveries such as flowers or balloons. The school provides an opportunity for parents to purchase a Special Birthday Ice Cream Package for the entire class. The Cost is \$25. If interested, please contact the office to place an order at least a week before your child's birthday. The office will deliver a special Birthday Snack during the child's scheduled snack time or at a time convenient to the

teacher. Parents may not deliver birthday snacks. Parents may also send in *individually wrapped* birthday treats in the morning with your child if you do not wish to purchase the package. Your child's birthday can also be displayed on our School Digital Sign for \$5. Contact the office to schedule that special shout-out for your child. Birthday invitations may be distributed at school only if everyone in the class receives an invitation or if all boys/all girls receive an invitation.

Cafeteria: School cafeteria menus, prices, payment, and online lunch applications are available at <https://www.bcbe.org/Page/359>. Please see the [BCBE Student Handbook](#) for details when a student requires a special diet plan. Monthly breakfast and lunch menus are also displayed on the website and BCBE app. Parents may request with their child's teacher to attend lunch with their students with 24 hours notice. This will allow the teacher to be sure there is adequate seating and for the cafeteria to have food prepared. **You may not bring in restaurant food items per state department regulations.**

Students and 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 as well as posting these types of media on our website and Facebook page. If you object to your child being filmed, photographed, 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, parents should also make sure their children understand these wishes.

Student Conflict: Conflicts or fights between two students will be resolved using this guideline: It takes two people to have a fight. While parents might feel compelled to tell their child to defend himself/herself, parents and students must understand that fighting will not be condoned at school; therefore, both students involved will be disciplined. Previous discipline problems may result in stronger punishments or consequences for one student more than the other. Punishment of other students is never discussed with anyone other than the parent or guardian. Please know that it is never wise to encourage your child to injure another student for prevention or retaliation, as law enforcement could take action against you as the parent.

Discipline:

The success of a school-wide discipline system lies in the relationship built between parents, staff, and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success, and concerns through school-wide newsletters/emails, classroom teacher's newsletters/emails, the school website/Facebook, parent meetings, and parent handbook. The schoolwide discipline plan is found on page 15 of this document.

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Baldwin County Code of Student Conduct. Please see the [Baldwin County Student Handbook](#) for a more detailed explanation of possible violations and consequences. Below are Elberta Elementary's School-wide expectations that support BCBE Student Code of Conduct.

Chromebook Procedures

I promise to follow the rules listed below when using my Chromebook.

1. I will take care of my Chromebook.
2. I will know where my Chromebook is at all times.
3. I am the only person who is allowed to use my Chromebook unless permitted by the teacher.
4. I will always carry my Chromebook closed and with two hands.

5. I will always use my Chromebook in a safe place: desk or table.
6. I will keep food and drinks away from my Chromebook.
7. I will only use my Chromebook for things my teacher tells me to do.
8. I will NOT put any decorations on my Chromebook.
9. I will use my Chromebook in ways that are educationally appropriate and meet school usage requirements.
10. I will practice digital responsibility on the Internet.
11. I will not have my computer out in the cafeteria, on the playground, in the snack area, on the ground, or on the school bus.
12. I will report any damage to my Chromebook to my teacher immediately.

If I fail to follow the Chromebook rules stated above...

1. I may lose the privilege to use a Chromebook to complete schoolwork until I have proven I can be responsible.
2. I may only be allowed to use my Chromebook for State Testing purposes.
3. I may be required to complete the assignment using paper and pen.
4. Students who are repeat offenders may visit with the principal before being allowed to use a Chromebook in the future.

EMERGENCY PROCEDURES

Fire, Severe Weather, Lockdown: In case of fire, an alarm will sound alerting evacuation of the building. An evacuation plan is posted in each classroom. Students will remain quiet and wait until an “all clear” is given. Teachers will instruct children regarding specific procedures. Practice drills will take place throughout the year.

In case of severe weather, an alarm will sound. Students will move to their designated areas and assume the “tornado position”. Students will remain quiet and wait until an “all clear” is given. Teachers will instruct children regarding specific procedures. Practice drills will take place throughout the year.

In the event of a lockdown, an auditory warning will be made over the intercom. Each teacher will instruct students regarding specific procedures. The school will remain on lockdown until the principal or designee, in coordination with the Baldwin County Public School System and/or local authorities, unlocks the door. Parents will not be allowed to check out students until after clearance.

Elberta Elementary has a School Resource Officer on campus that will help oversee and monitor all drills and safety.

Field Trips and Activities:

Field trips are considered an extension of classroom learning. Advance notification of trips will be given with the date, cost, and the deadline for payment. A completed permission slip, signed by the parent/guardian, is required for all field trips. **Field trip permission forms must be filled out completely, including insurance information, physician name and number, etc.** Once reservations and bus arrangements have been made, **refunds will not be given.** Field trips are paid for using the MySchoolBucks App. The app allows you to see all payments you have made for your students and will send you a confirmation e-mail.

Some field trips will allow for and sometimes require chaperones. Chaperones are required to have a background check. Chaperones are typically limited in number and may include parents/guardians, grandparents, or close relative and must be on the child’s PowerSchool contact list and of at least 18 years of age. **Chaperones are expected to assist the teacher with supervision of students, including during transportation, and may be**

assigned students in a group. Therefore, chaperones must ride the designated transportation with the students and teachers. Siblings are not permitted to be part of the trip. **Students must ride the bus to the trip location and back to school.** Students who receive disciplinary referrals in the same quarter as a planned trip may not be allowed to participate or a parent may be required to attend. This will be subject to the principal's discretion and a plan would be communicated between the teacher and parent as discipline issues arise.

Gifted Referral Policy

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic statuses, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points earned are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral: Tell your child's teacher or the school's Gifted Education Program teacher you would like to refer your child for the Gifted Education Program.

The Gifted Education Program Teacher will then begin the referral process by sending a notification and consent home for the school system to look at previous test results and achievement information. It also allows the system to administer achievement tests, vision and hearing screening, and ask the classroom teacher/s to complete an evaluation of gifted characteristics observed in the regular classroom. Next, a committee at the local school will review all data and determine if there is enough information to continue with the referral.

The referral is then sent to Loxley Satellite Office for processing. If screening scores are at the appropriate level, the referral will continue. If screening scores are not at the appropriate level, a letter will be sent to parents. After testing is completed, parents will receive information on the results and eligibility requirements for the program. For more information on gifted referral procedures and eligibility requirements, please contact the Gifted Education Program Teacher at your child's school or Dr. Kathy Nichol, Instructional Support Supervisor at 972-6858.

(MTSS) Multi-Tiered Systems of Support

MTSS is (MTSS) is a framework that helps educators provide academic and behavioral strategies for students with various needs. MTSS grew out of the integration of two other intervention-based frameworks: Response to Intervention (RtI) and PBIS. We use this system along with weekly team meetings in order to determine individual instructional needs for students.

Dress Code Policy

Please check the BCBE handbook for the most current dress code information on page 32.
<https://www.bcbe.org/Page/24919>

EES Discipline Plan & Procedures

Elberta Elementary has developed the following school-wide plan. Teachers and staff are expected to use the school-wide plan when establishing and communicating expectations to students. Students with an IEP or 504, please refer to the student’s plan.

Expectations, Procedures, and Routines

Teaching school-wide behavior expectations, procedures, and routines is a proactive action that often prevents discipline problems from occurring.

Use the following plan to teach expectations, procedures, and routines:

1. Explicitly **define** expectations, procedures, and routines.
2. Explicitly **model and teach** expectations, procedures, and routines.
3. **Reinforce and model** expectations, procedures, and routines.
4. **Reteach** the expectations, procedures, and routines when they are forgotten, or mistakes are made.
5. **Respond** according to the grade level classroom management plan when expectations, procedures, or routines are broken. All adult responses are to be respectful and unemotional.

Grade Level Classroom Management Plan

Each grade level will develop an age-appropriate classroom management plan. Rules, expectations, and consequences are expected in the plan.

Consider the following when creating the grade level management plan:

Critical Questions	Pre-referral Expectations
What do we expect all students to know and be able to do? (procedures, routines, expectations)	<ol style="list-style-type: none"> 1. Notify case manager for students with an IEP/504/I-ELP. 2. Student Conference(s) with Reteaching/Modeling of expectation(s) 3. Parent <u>Phone Call(s)</u> 4. Parent Conference(s) 5. Counselor Consultation/Tier 2 Behavior Intervention Plan 6. Other: Provide positive and negative
How will we know when they meet these expectations? (Students follow procedures, routines, and expectations.)	
How will we respond when some students do not meet the expectations? (define, model, reteach,	

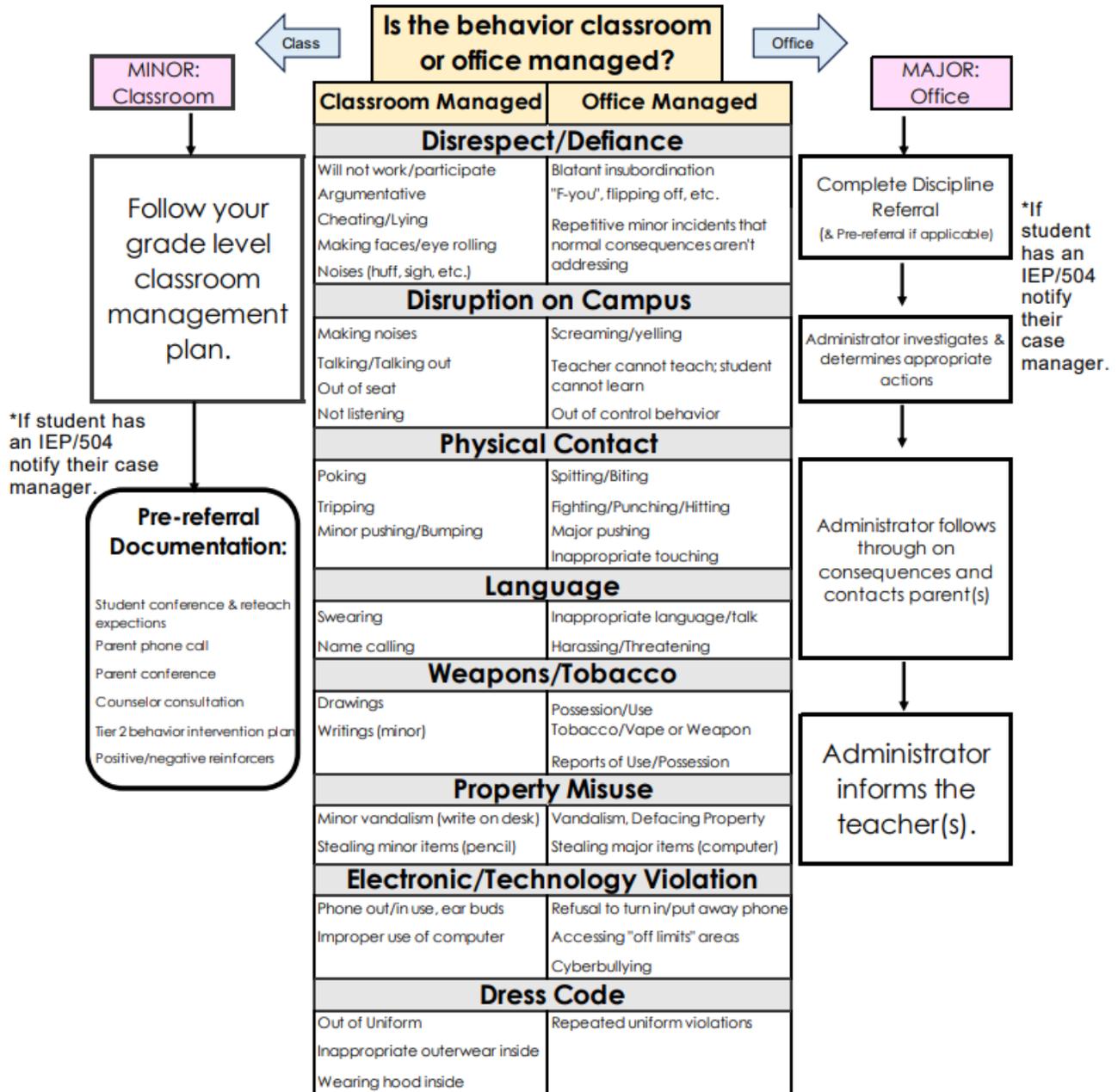
communication) How will we extend the learning for students who are proficient? (positive reinforcement)	reinforcers used to intervene with the student regarding specific behavior (i.e., student behavior contract, reward system, check-ins, peer support, daily behavior sheet, time out, change of seat, etc.)
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Discipline Offenses

Complete an office referral form for chronic minor offense(s) or major infraction(s).

Discipline T-Chart

Student Behavior Management Process



Discipline Actions and Responses

Administration will review, investigate, and determine appropriate actions based on the BCBE discipline policy, when an office referral is received. The parent/guardian will be notified of the consequence, if the administrator determines the student committed the offense or violation.

Office referral actions will be selected and applied by administrators.

- | | |
|---|--|
| 1. Student Conference/Parent Phone Conference | 6. Temporary Removal from Classroom |
| 2. Warning/Reprimand | 7. Student Behavior Contract |
| 3. Loss of Privilege | 8. Out-of-School Suspension |
| 4. Lunch with Administrator | 9. Other Sanction(s) as approved by BCBE |
| 5. Counselor Referral | |

Elberta Elementary School-Wide Expectations

School-Wide Expectations:

1. Be respectful.
2. Be responsible.
3. Be resourceful.
4. Be safe.

Cafe Expectations:

1. Enter and exit the cafeteria silently.
2. Use Respectful table manners.
3. Use restaurant voice when talking.
4. Clean up and line up silently.

Hallway Expectations:

1. Remain silent.
2. Walk in a straight line.
3. Keep hands, feet, and objects to yourself.

Restroom Expectations:

1. Respect the privacy of others
2. Flush the toilet after using it.
3. Wash your hands properly.
4. No talking.

Bus Expectations:

1. Be respectful.
2. Be safe.
3. Be responsible.
4. No gum, food, or drinks on the bus.
5. Remain seated and keep aisles clear.
6. Keep head, hands, and feet inside the bus.

Arrival/Dismissal Procedures:

1. Enter the building quietly and remain silent in the hallways.
2. Morning greetings in halls are quiet, ie. "micro" waves and air hearts.
3. Read a book or study on your Chromebook in the mornings.
4. Stay packed and ready to go in the Hallways.

Refer to the Board Policy for information related to students conduct, violation classes and consequences.

Sign and Return

Handbook: It is important to keep this handbook for reference in the future.

The Baldwin County Public Schools Student Handbook contains valuable information for you and your child. Log onto <https://www.bcbe.org/handbook> to access the 2023-2024 Student Handbook, to download, read and review it with your child. The Spanish version can be accessed at: www.bcbe.org/sp_handbook. You are required to review the Elberta Elementary and BCBE Student Handbooks in order to be eligible for registration.

You and your child are responsible for knowing the contents of the student handbooks and adhering to the policies, procedures, rules, and regulations contained therein.

A copy of the Baldwin County Board of Education Policy Manual is available online at <https://www.bcbe.org/manual> and is available upon request for public viewing at each school office. Please, sign below and return this page to the student's homeroom teacher. Each child must have this signed page on file.

We, the parents or guardians, have read the Elberta Elementary School Handbook and the BCBE Student Handbook and discussed the importance of following school/school system rules with our child.

Parent/Guardian Signature

Student Signature

Teacher Signature