

**TOROS**

SHINE FOR SELF SHINE FOR OTHERS SHINE FOR SFES



SPANISH FORT ELEMENTARY SCHOOL

**PARENT/STUDENT HANDBOOK**

**WE SHINE BRIGHTLY BY CONNECTING  
LEARNING, RELATIONSHIPS, AND COMMUNITY.**

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*Mrs. Allison Guy*  
PRINCIPAL  
SPANISH FORT ELEMENTARY

**P:** 251-626-9751

**E:** [aguy@bcbe.org](mailto:aguy@bcbe.org)

**A:** 30900 State Hwy 225, Spanish Fort, AL 36527

**Dear Parents and Guardians,**

I am thrilled to introduce myself as the principal of Spanish Fort Elementary School. From the moment I stepped foot on this campus in 2011, I just knew that SFES was something special, and I am excited to continue serving this school and community that I love in this role.

Spanish Fort Elementary has been my home for quite some time, but I would like to share a little about myself for those who may be new to our school community. I am a wife and a mom to two sons. I also have a beautiful daughter-in-law, granddaughter, and a grandson. My family and I moved to Baldwin County in 2011 and consider it a little slice of paradise. I began my career in education in 2002 as a kindergarten teacher, taught 2nd grade, and was a reading specialist and instructional coach before stepping into the role of assistant principal at SFES. I have a passion for helping students achieve academic success and for fostering a positive and inclusive school environment.

As your principal, I am committed to collaborating with teachers, staff, parents, and community members to create a safe and nurturing learning environment for all students. I believe that communication is essential in building a strong partnership between the school and families. Please do not hesitate to reach out to me with questions, concerns, or feedback. We are in this together! Great things are on the horizon for our "Little School on the Hill!"

Kind regards,

*R. Allison Guy*

R. Allison Guy

## **MISSION STATEMENT**

We shine brightly by connecting learning, relationships, and community.

## **BELIEF STATEMENTS**

All students are individuals.

All students deserve respect and will respect all.

All students can learn and will be given an opportunity to learn.

All students will develop a positive self-image.

All students have different learning styles and should be taught accordingly.

All students will improve tomorrow by learning today.

## **PHILOSOPHY**

The faculty and staff of Spanish Fort Elementary School believe that the purpose of our school is to educate and nurture children so that they will grow to be responsible and well-adjusted adults able to make positive contributions to their families and communities. The faculty and staff are committed to providing the best possible education for every school age child within our district.

This purpose shall be achieved through academic instruction from a strong faculty, sensitive to the needs of children; a good basic curriculum to facilitate intellectual, emotional, social, and physical growth; an environment conducive to learning; the availability of programs to meet the special needs of all children; and consistent discipline with consideration of the self-concept of the child.

We shall strive to instill in each child a feeling of personal achievement and self-confidence. Emphasis shall be placed on helping each child learn to accept responsibility for his own actions. In addition, each child should learn to reason logically, to make decisions, and to use time wisely. We feel a responsibility to help each child move toward self-reliance. Because independence is what this country was founded on, each child should be taught to respect the government of the United States and to practice good citizenship.

We feel that the economic future of our state lies in the stability of public schools. Maintaining the existing stability and strengthening it for the future depend upon interaction between schools, businesses, government, and the community. We promote and encourage this critical interaction.

The faculty and staff strive to have our students develop into literate and functional young adults who are mature socially, personally, and physically. We are, therefore, dedicated to this comprehensive philosophy to make such achievement possible.

# 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 student. 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 Baldwin County Public Schools Parent/Student Handbook provided to parents during registration will be enforced. A copy of this document is available for viewing in the school office, and it can be accessed using the QR code below.
- ❑ 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.
- ❑ Buses are considered an extension of our campus. All rules that apply on campus, apply on our buses as well.
- ❑ 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 pick up after themselves and help to keep restrooms clean.
- ❑ Students should take care of school property, including library books, chromebooks, and textbooks. Books should never be left in hallways or on sidewalks. Never mark in a library book or a textbook.
- ❑ Students may bring a nutritious snack or buy a non-carbonated drink or a snack from the snack bar to eat during break. Students may not bring caffeinated or energy drinks to school. For safety and to prevent spills, students should not bring glass bottles or bottles/cups with straws that do not close shut.
- ❑ 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 a school bus. There will be consequences for failure to follow this rule.
- ❑ 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 will face consequences and may be referred to the office for inappropriate behavior that interferes with the learning process. **Progressive discipline will be implemented to address repeated student misbehavior and/or misconduct.**

**In accordance with Alabama law and Board Policy, no student shall use or operate any wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day.** In addition, no student may possess a wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day, as that term is defined under the law, unless the wireless communication device is turned off and stored off their person in a locker, car, or similar storage location. The Superintendent or designee is authorized to determine appropriate storage locations for such devices at each school. **In accordance with Alabama law and Board Policy, “wireless communication devices” includes, a cellular telephone, tablet computer, laptop computer, pager, gaming device, or any other portable electronic device, such as a smart watch, that has the capability of exchanging voice, messaging, or other data communication with another electronic device.**

Scan the QR code to access the BCBE Parent/Student Handbook.



# SCHOOL-WIDE BEHAVIOR PLAN

WE SHINE BRIGHTLY BY  
CONNECTING LEARNING,  
RELATIONSHIPS, AND COMMUNITY.



**SERVICE**  
BE HELPFUL AND KIND.

**HONESTY**  
BE HONEST TO YOURSELF AND OTHERS.

**IMAGINATION**  
BE CREATIVE AND RESOURCEFUL.

**NEVER GIVE UP**  
BE WILLING TO GROW AND LEARN.

**EXCELLENCE**  
BE YOUR BEST.

**TOROS SHINE**  
SHINE FOR SELF SHINE FOR OTHERS SHINE FOR SFES



# SCHOOL-WIDE BEHAVIOR PLAN

SHINE FOR SELF SHINE FOR OTHERS SHINE FOR SFES



## School-Wide Implementation

Guiding Principles of Spanish Fort Elementary School's School-Wide Behavior Plan are:

- ✦ How children learn is as important as what they learn: Process and content go hand-in-hand
- ✦ The greatest cognitive growth occurs through social interaction
- ✦ To be successful academically and socially, students are explicitly taught what the Toro Shine looks like in the classroom, around campus, at lunch, at recess and break, in the restroom, and at PE.

Students can know if they are shining like a Toro by applying the five-way test:

1. Is what I'm saying and doing helpful, useful and of **Service**?
2. Is what I'm saying and doing showing **Honesty**?
3. Is what I'm saying and doing using my **Imagination**?
4. Is what I'm saying and doing an example of **Never Giving Up**?
5. Is what I'm saying and doing showing **Excellence**?

In order to align our plan with these principles, staff have been involved in professional development and are using the Zones of Regulation and Kagan Strategies in their practice. Some other important components that are being incorporated throughout the school include:

- ✦ **Community Meetings:** gathering as a whole class at least once a week to build community and trust, set a positive tone for learning, and practice or reinforce social skills
- ✦ **Class Norms Creation:** helping students create classroom norms to ensure an environment that allows all class members to meet their learning goals
- ✦ **Interactive Modeling:** teaching children to notice and internalize expected behaviors through modeling
- ✦ **Positive Teacher Language:** using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- ✦ **Behavior Flow Chart:** responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- ✦ **Discovery:** introducing classroom lessons and materials in a way that encourages independence, creativity, and responsibility
- ✦ **Classroom Organization:** setting up the physical room in ways that encourage students' cooperative learning and productivity
- ✦ **Working with Families:** creating positive contact with families at a higher ratio than concerns

## ATTENDANCE

Regular attendance is crucial for optimum learning. So much of your child's education is of a sequential nature, and excessive absences cause a child to feel lost, get behind, and eventually become frustrated with school.

Remember:

- ❑ An absence may be excused for 1) illness, 2) legal quarantine, 3) death in the immediate family, 4) inclement weather that is dangerous to life or health, 3) emergency conditions determined by the principal or superintendent, or observance of religious holidays when verified by the student's minister or religious leader.
- ❑ A written excuse must be sent within "3" days after an absence, but should be sent the day your child returns to school.
- ❑ **Parents may submit up to 9 parent written excuses per school year and may be required to submit an excuse for late check-ins and early check-outs. After 9 parent notes, a doctor's or legal excuse is required for additional absences to be excused.**
- ❑ If you know in advance that your child will be absent for a reason other than those stated above, please notify your child's teacher and/or administrator. Missed work will be given to your child upon his/her return; it cannot be prepared ahead of the absence.
- ❑ When your child is absent and has seen a physician, be sure to bring in a doctor's note to your child's teacher. This is important to help prevent reporting to Early Warning.
- ❑ Makeup work should be turned in no later than three (3) days following the absence.
- ❑ A doctor's excuse must be provided if a student checks in or out to go to the dentist or doctor.
- ❑ Students with unexcused or excessive absences or tardies will be reported to the Central Office and will progress through the stages of the Early Warning Truancy Program. Be familiar with these policies provided to you upon registration. Excessive unexcused absences may result in a student's repeating that grade.
- ❑ **School begins at 7:45 am and ends at 2:45 pm.** Students will enter classrooms and instruction will begin at 7:45. Please keep in mind that it takes several minutes for students to walk to their classrooms once they arrive at school. A 2nd bell will ring at 7:50. **While students are officially tardy at 7:45, students not arriving by 7:50 will be recorded as tardy. Students entering the school after 7:45 must be accompanied by an adult and signed in at the front office.**
- ❑ Students may be picked up or checked out only by those individuals listed on the registration form at the time of registration. If additions or deletions need to be made to the list, the custodial parent(s) who registered the student must make those changes in person in the school office. For your child's safety and security, no exceptions will be made to this procedure.
- ❑ A photo ID is required when checking a student out of school.
- ❑ Early dismissals should be requested only in an emergency or illness. Early dismissals disrupt the instructional program for all students. Students checked out before 11:30 a.m. are marked absent unless they return that day. **Unless an emergency exists, student checkouts after 2:15 will require permission from the principal.** For your child's safety, we discourage early check-outs during your child's lunch or PE times. If you do choose to check your child out during these times please be advised that you may have to wait a few extra minutes for us to safely get them to the office.

**IMPORTANT!!! Early Check-Outs are coded as tardies. Please be mindful of this when checking your child out early from school.**

# CLASSROOM PROCEDURES

**Communication:** Communication is the key to helping your child have a successful school year. Our teachers welcome any feedback that you may have concerning your child and will partner with you to help your student grow academically, socially and emotionally. The best ways to communicate with your child's teacher are through email, ParentSquare message or simply through a note in your child's folder.

**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 at 251-626-9751 for assistance in scheduling a conference, or parents may email the teacher directly for scheduling and communication. The administration and teachers urge parents to arrange a conference early in the year.

**Accessing Student Grades:** Our system currently uses the PowerSchool system. Parents can set up a parent portal to access grades, attendance and more. There is also an app available for download that makes keeping up with your student's grades and progress very easy. If you need assistance setting up your parent portal, please contact our school Registrar, Mrs. DePuma. She will be happy to help you. You may also contact your child's teacher regarding grades and/or academic concerns.

**Report Cards:** Baldwin County Public Schools operates on a quarterly reporting period. Parents are encouraged to carefully study the report card and to schedule conferences with teachers to discuss your student's progress.

**Promotion and Retention:** The decision to promote a student is a professional one based on the student's performance during the school year. This professional responsibility belongs to the teacher and principal. However, parental input is desired and will be considered.

**Chromebooks:** Each student (K-6th grade) is issued a chromebook at the beginning of the school year and will bring it home each night. This will allow your student to have access to the technology programs that he/she uses at school. Please help your child remember to charge his/her chromebook each night and to be responsible to prevent damages. Parents may be charged a fee for excessive damage to chromebooks or lost chargers.

**Birthdays:** Birthday parties are not allowed in the classroom, but parents/guardians may send in a treat bag with trinket type items (ex: pencils, erasers, bubbles, etc.). There is also the option to purchase a Birthday Ice Cream Package from SFES using My School Bucks. The cost is \$25 and must be ordered at least 1 week in advance of the delivery date. Every student in the classroom will receive an ice cream snack, and it will be delivered to the student's classroom on the date requested. **This will be the ONLY food option allowed for birthdays.**

**Holiday/Classroom Celebrations:** Please consult with your child's teacher **BEFORE** bringing food items to holiday/classroom celebrations. There may be students that have food allergies that may prevent the serving of specific food items. Work with the teacher concerning details.

**\*\*\*\*Without exception, all food meant for a classroom must have prior approval before being served to students\*\*\*\***

The following items are approved for the classrooms: Chips, Fresh Fruit, Oreos, Popcorn, Original Rice Krispy brand treat, and Salsa.

No cakes, cupcakes, cookie cakes, muffins, donuts or any items containing nuts will be permitted. Exceptions will only be made for designated holiday/classroom celebrations (ex: Christmas, End of the Year, etc.)

Spanish Fort Elementary will abide by all State Department of Education policies and regulations regarding appropriate food choices for classroom parties. In most cases, siblings **may not** attend class parties; check with the teacher for procedures for a specific party/event.

## CLASSROOM PROCEDURES CONT.

**Library Media Center:** Students are encouraged to read, do research, and use other materials available in the media center. Students usually check out no more than two books at a time; exceptions can be made. Books are due back to the media center two weeks from the time they are checked out. If a student loses a book, she/he must pay the replacement cost of the book plus \$1.00 to replace the computer barcode. If a student loses the barcode off of a book, she/he must pay the \$1.00 replacement cost. The media center operates on a fixed and flexible schedule in order to allow access throughout the school day.

**Textbooks:** Free textbooks will be issued to students who have cleared obligations from the previous year. It cannot be stressed strongly enough the importance of keeping all books clean, free of marks, cutting, tearing, stains, and dirt. Each student is responsible for books issued to him/her. Damage to textbooks will be appraised by the teacher and appropriate fines (if applicable) may be assessed. This includes library books.

**Helping with Homework:** Whether it arrives stuffed in a backpack, folded in a lunch box, or written in an agenda, when homework comes through your door, it becomes part of family life! Please express confident interest in both schoolwork and homework. Here are a few suggestions:

- ❑ Recognize that homework is an opportunity for a child to learn to work independently. Learning to set aside time for a job by figuring out how to do it is probably just as important as the assignment itself. Do not do your child's homework for them.
- ❑ Express interest in homework, but do not belabor the point. Ask what students are doing in class and how the work supports or extends that learning. Homework is a form of communication between home and school.
- ❑ Spend a few minutes trying to help the child understand the purpose of the assignment.
- ❑ Help build good study habits by encouraging initiative and responsibility. You may:
  - ❑ Decide on a good time for doing homework and encourage the student to stick to the schedule made.
  - ❑ Help the student choose a good place for doing schoolwork. It should have adequate lighting and be quiet enough for concentration.
  - ❑ With an older student, support independent research projects by visiting the public library or internet sites together.
- ❑ For some homework assignments, offer a special kind of help to your child. For example, become an audience for the rehearsal of an oral report, recitation of a poem, memorizing sight words, or learning math facts.

## ARRIVAL & DISMISSAL

- ❑ Upon arriving in the morning, students should report to their designated waiting areas or to the cafetorium for breakfast. **Students must arrive on campus by 7:30 in order to receive breakfast. 4th, 5th, and 6th** grade students report to the gym. **2nd and 3rd** grade students will report to their hallways and be seated. **Kindergarten and 1st grade** students will report to the cafetorium. Running, playing, or talking loudly are not permitted.
- ❑ Students should not arrive on campus before 7:10 a.m., as supervision is not available before that time. For the safety of our students, they should be dropped off **only** in the designated unloading zone; teachers are on duty to ensure that your child arrives safely to class. **Parents are not permitted to walk students to class. If your child needs assistance, please notify an adult on duty.**
- ❑ Our 1st Run Bus Riders and Car Riders will be dismissed at 2:40. Buses will depart at 2:45 and Car Line will begin after buses leave campus. Car riders are to report to the Rec Center and wait quietly, following safe loading procedures. All car riders will be loaded from the car line. No student may cross the car line to load a parked car. Students must load and unload from the **PASSENGER** side only.
- ❑ 2nd Run Bus Riders and After Care Bus Riders will report to the gym on the 2nd Bell (2:45) or 3rd Bell (3:00). Walkers will be dismissed to the front office lobby on the 2nd Bell (2:45). They are to be escorted by an adult and leave campus promptly, taking a safe route.
- ❑ After-school Child Care students will be dismissed on the 3rd Bell at 3:00 and will meet in the cafetorium.
- ❑ **Traffic Pattern:** The safety of our students is of utmost importance. Traffic will enter from Highway 31 for drop off and pick up. Bus Drivers and Faculty/Staff members are the only people allowed to enter and exit from Highway 31 **OR** Highway 225. Faculty/Staff members have a green hanging tag in their vehicle to identify themselves.
- ❑ Morning Car Rider Line flows in a single lane, and students are dropped off in front of the 6th Grade Academy with the exception of student in our Pre-K and MD programs. Students in these programs will be dropped off at their designated areas at the main building.
- ❑ For afternoon pick up, cars enter from Hwy 31 in a single lane and loop through the main parking lot. Cars will begin to form 2 lanes in front of the 6th Grade Academy and will stay in those 2 lanes until students are loaded. Once vehicles enter the loading zone, they should be put in PARK and remain in PARK until all students are loaded. Once students are loaded, the traffic director will let one lane of traffic exit and then the other. Students are not allowed to leave the sidewalk area until they are released by the teacher on duty. **Please do not encourage students to cross the street to get into the vehicle. All parents must proceed through the car line to drop off and pick up students in the loading zone.** If you do not have a school issued car line sign, you will be asked to park and go to the front office to verify your identity and obtain one. It is essential that all visitors to our campus, including check-ins/-outs and volunteers, park in designated parking places.



# **BUS PROCEDURES & EXPECTATIONS**

- ❑ Because seating is limited and in order for the drivers to be accountable for the students on that bus, students may not ride a different bus to go home with a friend or be let off their own bus at a different stop than what is on the bus manifest. Parents must make other arrangements before coming to school. On rare occasions, an emergency may warrant a bus change. In this case, a note must be sent to the administrator at the beginning of the school day explaining the emergency, including a phone number where the parent can be reached during the day. A bus pass, signed by the administrator, must be given to the bus driver. This same procedure holds for students getting off at a different stop than normal. Bus passes cannot be approved after 2:00 p.m.
  
- ❑ Students may only ride one bus, the one that is assigned to his/her 911 address. Any changes of address and/or buses must be submitted in writing to the administrator. This change must be made at least 48 hours before a student rides for the first time in order to give the driver necessary information about the child. Only students on the bus roster may ride the bus.
  
- ❑ Remember that the buses are like classrooms and the drivers are the teachers. Proper conduct on Baldwin County Public School buses is required and behavior must not endanger the safety and welfare of others. A student who misbehaves or is uncooperative while riding the bus may be suspended from the bus. Riding the bus is a privilege, not a right, and may be revoked if students do not behave appropriately.
  
- ❑ Students are expected to be at the bus stop 10 minutes prior to their bus scheduled pick-up time. The bus will not wait for students who are tardy. Any child who misses the bus will need to be taken to school by a parent/guardian. Students should not chase after the bus. Parents should not attempt to meet up with the bus at other locations. It is extremely dangerous for students to attempt to board a bus at a different location as the bus driver may not see the child in their mirror due to blind spots. Parents are prohibited from having students exit a vehicle behind the bus to board the school bus. Increased risk of students being seriously injured, or death may occur.

# **BUS PROCEDURES & EXPECTATIONS (continued)**

**The following are guidelines posted in all buses and should be followed consistently:**

- Obey and cooperate with the bus driver (the driver may assign seats for students);
- Be seated immediately after boarding and remain seated;
- Be courteous to fellow pupils and the bus driver;
- Books, packages, coats, band instruments, and other items should not be in the aisles or in the driver compartment and should not be left on the bus. These items must be held in the child's lap or underneath the seat and must not occupy the seat of another child;
- Do not fight, harass, quarrel, yell, or use profane or obscene language;
- Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats;
- Do not throw objects in or out of the bus;
- Keep hands, head, and objects inside the bus;
- Do not eat, drink (water is allowed), or chew gum on the bus;
- Do not smoke vape, or use tobacco products;
- Do not bring weapons of any kind on the bus;
- The use of cell phones or other electronic devices on buses is prohibited (unless required by law or allowed under Board policy and this Student Code of Conduct) and must be kept secured inside of the student's belongings (bookbag, purse, pocket, etc.). Cell phones must be on silent/vibrate. Sound should not be heard. All recording of video and/or audio is prohibited. Students should remove any earphones or similar electronic equipment prior to loading or unloading the bus as to be able to hear any instructions from drivers or noise from oncoming vehicles that may illegally pass the school bus stop sign. Students should always focus on the bus driver and traffic when crossing a roadway, entering, and exiting a school bus. Students should not commit careless or willful acts which may cause injury to others;
- Keep bus clean by picking up any trash that is dropped;
- Do not commit careless or willful acts which may cause damage to the bus or injury to others (parent/legal guardian may be held financially responsible for repairs or replacement due to bus damage);
- Ride to and from school on the bus assigned unless approved by the principal.
- Students will get on and off at their assigned stop
- If needing to cross the street, students should always check traffic and wait on the bus driver's signal before crossing; continually check to ensure all vehicles are stopped.
- Students are expected to provide their name and address if asked by the bus driver.

## **Administrative Responses To Discipline Referrals for Violation of Bus Expectations and Rules May Include, But Are Not Limited To:**

- **First Offense:** Up to 20-day suspension from bus and out of school suspension from school;
- **Second Offense:** Up to 40-day suspension from bus and out of school suspension from school;
- **Third+ Offense:** up to 1 year suspension from bus and expulsion from school.

**Students who are in violation of bus expectations may be suspended from the bus for a period of time determined by the principal/assistant principal. It will be the responsibility of the parent to provide alternate transportation for his/her student.**

# FIELD TRIPS

- ❑ Field trips are considered to be an extension of classroom learning. Advance notification will be given with the date of the trip, cost of the trip, and the deadline for payment; the deadline is at 2:00 pm on the date specified. Generally, the deadline will be several weeks before the actual trip. Once bus arrangements and reservations have been made, refunds cannot be given. The administrators and teachers will also set a behavior standard for attendance.
- ❑ A permission slip signed by the parent/guardian is required for all field trips.
- ❑ Students who receive repeated disciplinary action may be barred from participating in that activity. Field trips may be forfeited in these cases.
- ❑ Siblings may not accompany chaperones on field trips, and chaperones must follow the Chaperone Guidelines below outlined by the Baldwin County Public Schools.
- ❑ Chaperones who will be supervising students on a field trip must complete a background check through BCBE prior to the field trip to obtain a secure volunteer card. This card is good for 1 calendar year. Please see your child's teacher for more information on obtaining a secure volunteer card.
- ❑ Please note that some field trips have a limit on the number of chaperones allowed. The classroom teacher will determine a fair and equitable way to disperse chaperones throughout the school year.
- ❑ Parents who have served as chaperones may check his/her student out with the teacher upon return to the school campus. **However, students in classes who were not on the field trip (siblings in other classrooms) should not be called from their rooms for early dismissal. This is very disruptive to instruction along with creating a chaotic situation with mass check-outs.**

## Chaperone Guidelines

**The following statements are rules regarding chaperones on field trips. Please abide by the policies of Baldwin County Board of Education. Our emphasis is on the safety and well being of each student. Anyone who does not follow these rules may not be allowed to go on future trips with their children.**

**Chaperones** are expected to be with the students at all times including transportation by bus or other means, unless there are conditions known and approved by the principal prior to the trip.

- a. Chaperones are to adhere to Baldwin County Public Schools' Policy for **drug free, smoke free, and weapon free campuses**. A field trip is an **extension of the school campus**.
- b. Chaperones, other than parents or guardians, must be 21 years of age.

Field trips are designed or planned for school age children 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**.

**Cell Phones & Electronic Devices:** Chaperones are expected to provide attention to students in the class or group without distractions or personal responsibilities that could result in a child being harmed or lost. Please use cell phones only for an emergency. It distracts everyone from the purpose of the trip.

**Discipline:** If a student is misbehaving and you have asked them to stop, please inform the classroom teacher. Please do not take disciplinary actions on your own.

**Chaperone Attire:** Chaperones should be appropriately dressed in casual and comfortable attire for the trip. Inappropriate attire would include bikini tops, short shorts, or any other revealing attire.

**Chaperone Language:** Chaperones are expected to refrain from inappropriate language, topics, or discussion of other students.

# HEALTH/ NURSING



## MEDICATION AT SCHOOL

The goal of administration of medication during school hours is to assist students in being healthy, safe, and ready to learn. **This procedure refers to both prescription and over the counter (OTC) medications.** School nurses must adhere to the Alabama Nurse Practice Act / Administrative Code and the most updated copy of the Alabama State Department of Education / Alabama Board of Nursing *Medication Curriculum*.

### PARENT/GUARDIAN RESPONSIBILITIES:

- Treat minor illnesses at home.
  - Children with minor illnesses requiring frequent medication should remain at home.
  - School nurses are not permitted to stock medications for general “as needed” dispensing.
- Obtain signed Medication Prescriber/Parent Authorization (PPA) form granting permission for a child to receive medication at school.
  - PPA forms remain valid for one (1) calendar year.
  - A new, updated PPA is required with any medication change.
- Provide the school with medication that is in a correctly labeled, original container.
  - School nurses are not permitted to administer medications when there is a discrepancy (i.e., label different from instruction or contents, label is unclear, name is incorrect, DOB does not match, or label is torn).
  - School nurses are not permitted to accept medications without healthcare provider order (PPA).
- Provide parent authorization for OTC medications needed on a short-term basis (less than 2 weeks).
- Obtain prescriber authorization for OTC medications required more than 2 weeks.
  - School nurses are not permitted to administer OTC medications for longer than 2 weeks without authorization from a licensed healthcare provider.
- Deliver all medication in-person to the school nurse or other designated personnel.
  - No more than a 30-day supply of medication may be stored at the school.
- Count all controlled substances upon delivery and document appropriately.
- Provide duplicate medications and forms for AfterSchool Care Programs.
  - Health Room nurses are not permitted to “float” medications to AfterSchool Care Programs
- Pick up any unused or expired medication in-person.
  - Any medications not picked up by the parent/guardian will be destroyed 2 weeks, or 10 school days, from date of notification by the school nurse. Notification for medication pick-up may be done through verbal or electronic platforms and may not be individualized to student.
- Administer the first dose of a new medication at home or a change in dosage (increase or decrease) of current medication at home, except for emergency medications.

### STUDENT RESPONSIBILITIES:

- Notify school personnel at the onset of any distress, adverse event, or allergic reaction.
- Understand that **self-administration** means that the student is able to consume, inject, instill, or apply medication in the manner directed by the licensed healthcare provider, without additional assistance or direction.
- Safely and appropriately self-carry medications to and from school, during school, and all school-sponsored events (**applies to self-carry students only**). Self-carry status may be adjusted at any time to ensure safety.
- Identify and select the appropriate medication, know the frequency and purpose of the medication ordered, and follow self-administration procedures (**applies to self-medicate students only**). Self-medicate status may be adjusted at any time to ensure safety.

## **SCHOOL NURSE RESPONSIBILITIES:**

- Identify individuals as unlicensed medication assistants (UMAs) who shall ensure appropriate and safe medication administration.
- Train UMAs on all policies, guidelines, laws, and expectations regarding safe medication administration. This includes, but is not limited to, record-keeping, handling and disposing, storage of medications, communication, student identification, and counting and reconciliation.
- Provide student-specific training from the delegating school nurse to the unlicensed personnel.
- Ensure a safe and private setting for medication administration.
- Provide emergency care in the event of an adverse or allergic reaction.
- Count all controlled substances upon delivery and document appropriately.
- Obtain clarification from prescriber as needed for safe medication delivery.
- Never accept medication without a licensed healthcare provider order (PPA).
  - Schools are not permitted to store medication.
- Never accept a medication order or change a medication order that comes through a third party (parent, student, or other individual who is not licensed to give such orders).
  - The school nurse may accept verbal medication orders from a legally authorized prescriber, but an updated PPA should be obtained within 48 hours.

## **REFERENCES:**

Alabama Board of Nursing (ABN). Administrative Code.

<https://admincode.legislature.state.al.us/administrative-code/610>

Alabama State Department of Education. (2019). *Medication Curriculum: Curriculum to Teach Unlicensed School Personnel how to Assist with Medication in the School Setting.*

<https://www.alabamaachieves.org/wp-content/uploads/2021/04/Final-Amended-Medication-Curriculum-2018.pdf>

Miotto MB, Balchan B, Combe L, et al; American Academy of Pediatrics, Council on School Health; National Association of School Nurses. Safe Administration of Medication in School: Policy Statement.

*Pediatrics*. 2024; 153(6): <https://doi.org/10.1542/peds.2024-066839>



### Health Services: Sick Day Exclusions

For symptoms and illnesses not listed here, school nurses will refer to the most recent version of the Alabama Department of Public Health (ADPH) [Communicable Disease Chart for Alabama's Schools and Childcare Facilities](#).

<b>SYMPTOMS:</b>	<b>DOES YOUR CHILD NEED TO BE HOME?</b>
<b>FEVER:</b> body temperature greater than 101°F (38.3°C)	<b>YES</b> – stay home for at least <b>24 hours</b> <b>after the fever has gone</b> . Must be fever-free for 24 hours without the use of fever-reducing medications.
<b>RASH WITH FEVER OR BEHAVIORAL CHANGES</b>	<b>YES</b> – until a healthcare provider determines that the illness is not a communicable disease. <i>*Exception is a new, rapidly spreading rash that resembles bruising or small, red, or purple “blood spots.” In this case, call 911.</i>
<b>SKIN SORES:</b> any open wound, draining and weeping fluid	<b>YES</b> – if sore is located on an exposed part of the body that cannot be covered with a waterproof bandage.
<b>ABDOMINAL PAIN</b>	<b>YES</b> – if pain continues for more than 2 hours, or abdominal pain comes and goes along with fever or other concerning symptoms.
<b>MOUTH SORES</b> accompanied by drooling that child cannot control	<b>YES</b> – until a healthcare provider determines that child is non-infectious.
<b>SIGNS OF SEVERE ILLNESS</b> such as being unresponsive, irritable, crying more than usual, difficulty breathing, or quickly spreading rash.	<b>YES</b> – recommendations from healthcare provider indicated.
<b>BEHAVIORAL CHANGES:</b> any change in baseline behavior (level of consciousness or awareness) preventing student’s usual participation in typical school activities. Change in baseline Glasgow Coma Scale (GCS) measured by eye, motor, and verbal response.	<b>YES</b> – recommendations from healthcare provider indicated.
<b>RESPIRATORY VIRUSES</b> such as <b>COVID and Flu:</b> fever, chills, cough, fatigue, headache, runny nose, sore throat	<b>Return to school, when, for at least 24 hours:</b> <ol style="list-style-type: none"> <li>Symptoms are improving overall <b>AND</b></li> <li>No fever without use of fever-reducing medications.</li> </ol>
<b>OTHER:</b> Child may be excluded for any symptom(s) that school nurse determines requires further evaluation based on 1) ability of child to comfortably participate in school activities, 2) need for higher level of care than school and staff can safely provide, or 3) poses a risk of spread of harmful disease to others based on any criteria found at references below.	

#### REFERENCES:

- Alabama Department of Public Health (ADPH). (2023 October). [Communicable Disease Chart for Alabama's Schools and Childcare Facilities](#)
- American Academy of Pediatrics (AAP). (2022 December). [When to Keep Your Child Home](#)
- Centers for Disease Control (CDC). (2024 March). [Preventing Spread of Respiratory Viruses When You're Sick](#).

## **LUNCHROOM PROCEDURES**

Baldwin County Schools participate in the Community Eligibility Program. In this program, all enrolled students are eligible to receive a healthy, reimbursable breakfast and lunch at school at no charge. Your students will be able to participate in these meal programs without having to pay a fee or submit an application. A la Carte items are available for purchase at an additional charge.

**Payments:** Student lunch accounts may also be accessed online using <https://www.myschoolbucks.com/>. This is an easy and the preferred way to deposit money into your child's lunch account, access balance information, and receive email notifications about low balances. Please be sure you enter the payment under "MEALS".

**Lunchroom Visitors:** Because of limited seating space in the cafeteria, we ask parents to eat with us only for special occasions. If space allows, parents are invited to join their child for lunch one day during the year designated as the child's birthday (the actual birthday or another day substituted for a holiday or summer birthday). The cost of a parent/adult visitor lunch is \$4.85.

## OFFICE PROCEDURES

**School Visitors:** Parents and visitors must go directly to the school office. You will be asked to show your photo ID to be buzzed in to sign the Visitor's Log and receive a nametag before proceeding to any class or room. This is also the case for those on campus for parties, parades, and special events. For the students' safety, it is necessary for **everyone** to cooperate with this policy **every time**. Please understand, that even if we know who you are, you will still be asked to show your ID. Parents are invited and encouraged to visit the school at appropriate times; however, it is important that visits not interrupt the instruction by the teacher.

**Dropping Off Items:** We understand that sometimes items are forgotten at home that a student needs to have a successful day. Items dropped off at the front office will be placed in the teachers box and he/she will be notified that the item is in the office for pick up. **Fast food items may not be dropped off for students.**

**Telephone Messages:** Messages will be delivered to students only in case of emergencies. Plans for after school transportation must be made **in writing and given to your child's teacher** before coming to school in the morning. Have a plan worked out with your child in case of an early or unexpected dismissal.

**Deliveries:** Delivery of flowers, balloons, etc., to students during school hours is disruptive and will not be permitted.

**Lost and Found:** The school maintains a lost and found department located in the gym. Please check this whenever your child is missing an item. Unclaimed items are donated to charity after an extended period of time. Found articles other than books should be taken to the gym. Textbooks and library books should be taken to the media center.

**Returned Check Policy:** The Baldwin County Public Schools has an agreement with Envision for the collection of all returned checks issued to all locations. The following information is required on all checks: Full name, street address (no PO Box), and home and work phone numbers. If your check is returned, our bank will automatically forward it to Envision. The school office has no control over your check once it has been deposited into its account. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$30.00. This fee is subject to change as allowed by law. If you do not properly respond to Envision, or if Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees could also be deducted from the same account.

**Conferences with Administration:** If you would like to schedule a conference with an administrator, the best way is to send an email requesting a conference. Administrators may not be available to meet without a scheduled appointment.

Allison Guy- Principal [aguy@bcbe.org](mailto:aguy@bcbe.org)

Addie Powell- Assistant Principal (K-3rd Grades) [abpowell@bcbe.org](mailto:abpowell@bcbe.org)

Jacqueline Richardson- Assistant Principal (4th-6th Grades) [jrichardson@bcbe.org](mailto:jrichardson@bcbe.org)

**Communication:** Administration sends out a SMORE family newsletter at the beginning of each month in addition to the communication that you receive from your child's teacher. Reminders may also be sent as needed. A link to the SMORE and to reminders will be sent via text message, as well as through email. If you are not receiving communication in these forms, please contact our Registrar, Mrs. DePuma, to check your contact information on file.

**Parent-Teacher Association:** The Spanish Fort Elementary School Parent Teacher Association is continuously engaged in activities that benefit our school. Through the fine cooperation of the PTA, many worthwhile and lasting achievements have been accomplished. Parents are cordially invited and encouraged to join the PTA and to take an active part in helping to develop the growth of our children.

## **SCHOOL SAFETY**

School officials work diligently to provide a safe school environment within which students may learn. Students will be instructed on proper procedures for evacuations and other necessary steps to ensure safety. Fire, tornado, and lockdown drills are conducted at regular intervals.

**Fire Evacuation Drill:** In case of a fire emergency, the signal to evacuate the building will sound. There is an evacuation plan posted in each classroom, and each teacher will instruct students regarding specific procedures. All traffic is stopped on School Road during this drill.

**Lockdown:** Students and adults are secured and hidden from outside dangers. Plans are included in the emergency manual.

**Severe Weather Drill:** In the case of a tornadic emergency, an emergency alarm/ signal will sound. Teachers will follow their severe weather plan posted in their classrooms. Students will proceed immediately to their designated areas in the tornado shelter section of our main building.

**SRO:** In addition to performing our Safety Drills, we also have extended security through our full time School Resource Officer on our campus. Our School Resource Officer is Officer Sidney Bumpers. We have been so fortunate to have his support, as well as the Spanish Fort Police Department, in helping us with our efforts to create the safest environment possible for our students. We are grateful for the partnership between the Baldwin County School System and the City of Spanish Fort.

# BULLYING & HARASSMENT

Along with the BCPSS, Spanish Fort Elementary is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision and in accordance with applicable Federal and State law. See the ANTI-BULLYING AND ANTI-HARASSMENT POLICY (BOE Policy 6.25) in the BCBE Parent/Student Handbook.

## What is Bullying?

Bullying is **a continuous pattern of intentional behavior** on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- ❑ Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- ❑ Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- ❑ Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- ❑ Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- ❑ Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

If you feel as though your child is being bullied, please reach out to your child's teacher, an administrator, or one of our school counselors. We take all reports of bullying seriously and fully investigate every report.

In addition, parents and students have access to the One Voice System where bullying can be reported. Visit <https://www.bcbe.org/onevoice> for more information.

Parents may file an official complaint using the Student Harassment And Bullying Complaint Form. This form is available on the BCBE website, or parents may email an administrator to request the form.

**Threats:** If a student makes a threat to harm a student, teacher, or any other person, appropriate authorities will be notified, appropriate discipline will ensue, and parents will be notified. All threats will be taken as serious.

# DRESS CODE POLICY

Students are to follow the Baldwin County Public Schools Dress Code Policy. The policy in its entirety can be viewed in the BCBE Parent/Student Handbook on pages 35-37. The general guidelines for what is expected are listed below.

## All attire:

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

## Tops:

- 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
- No cut off/crop tops. (No midriff can be showing)
- No sleeveless garments.
- No see-through garments.
- Designed so that the neckline does not reveal cleavage.
- Designed to cover all undergarments.
- Fit properly- no oversized or overly tight tops.
- No tank top/undershirt can be worn as a shirt.

## Shorts:

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

## Dresses:

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

## Pants:

- Proper fit- no sagging or baggy fit: worn at the waist. (No pajama bottoms)
- No see through or spandex legging pants.
- Pants that are too tight or allow for exposure of undergarments are not permitted.
- 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.
- Leggings/tights may be worn only under shirts and dresses of appropriate length so that the buttocks and private area are covered.
- 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
- Sweat pants and warm-up suits will be allowed.

## Shoes:

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

## Accessories:

- 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.
- Exceptions Include:
  - Headgear 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 allowed.
  - Religious purposes, which have been approved prior to wearing.
  - During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.
  - 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;
- No gang related clothing/items will be allowed.
- Students must cover and/conceal any court and/or law imposed tracking and/or monitoring devices.



**Scan the QR code below to access  
Spanish Fort Elementary School's  
Calendar of Events!**

