

EASTSIDE ELEMENTARY SCHOOL

300 Avenue A S.E.
LaFayette, AL 36862
(334) 864-8274

Ms. Rennie Sheree Core, Principal

STUDENT HANDBOOK



PURPOSE

The purpose of this handbook is to provide the students with information regarding Eastside Elementary. It is a practical guide to the daily practices of the school. The information contained in this handbook corresponds with the Chambers County Code of Conduct.

INTRODUCTION

Eastside Elementary School is located in LaFayette, Alabama in the Chambers County School District. The school services students in the area in grades Pre-K - 5 along with a multi-handicapped pre-school class.

MOTTO

"Making an A+ Difference"

GENERAL INFORMATION

SCHOOL DAY

Hours: 7:50 - 2:55

Tardy Bell: 8:00 **Students should be in their classroom ready to start the day.

Car Riders: Load at 2:45

Bus Riders: Load Buses at 2:55

Doors are locked at 2:20 pm. There are no check-outs after this time.

ENTERING AND LEAVING BUILDINGS AND GROUNDS

School personnel will not assume responsibility for students who arrive prior to the first bus (7:10 A.M.) or for students who are left after the last bus departs in the afternoon (3:20 P.M.). In situations where parents/guardians do not abide by the school arrival and departure schedule as outlined above and fail to bring and pick up their children within the specified time frame, the following procedure will be used to insure compliance:

1. After the first occurrence, the principal will contact the parent/guardian by telephone or personal contact to discuss and attempt to resolve the matter. In the event



telephone or personal contact is not possible, a letter seeking a resolution to the problem will be transmitted to the parent/guardian.

2. After the second occurrence, the principal will write a letter to the parent/guardian outlining the requirements of this policy, including the provisions outlined in item 3 below.
3. On the third occurrence, the principal will assume the responsibility of arranging a required conference with the parent/guardian, superintendent or designee and himself/herself to determine the disposition of the matter.
4. Provided the parent/guardian fails to attend the conference noted above, the principal has the authority to contact the Department of Human Resources and to bring neglect charges against the parent/guardian. This policy applies to times specified for delivering and picking up students for extra-curricular activities.

Parents will not arrive at the school to pick up students more than 15 minutes prior to dismissal.

BREAKFAST AND LUNCH

Breakfast: 7:15 — 7:50

Lunch: 11:00 — 12:30 Depending on assigned times by grade

Breakfast

Full Price \$.60/\$3.00

Reduced \$.30/\$1.50

Lunch

Full Price \$1.25/\$6.25

Reduced \$.40/\$2.00

Free/Reduced lunch applications are given to each student on the first day of school. They are also available at the school office.

QUIET TIME FOR STUDENTS EACH DAY

Legislative Act (H19) provides for a brief period of quiet reflection each day for public school students. The provisions of this act require that:

1. At the opening of each school day in each public school the teacher in charge shall conduct a brief period of quiet reflection (not to exceed sixty (60) seconds).
2. The quiet reflection period is not to be conducted as a religious service.



3. The Act in no way prevents student-initiated prayer.

At 7:50 each morning the students at Eastside say the “Pledge of Allegiance” followed by sixty (60) seconds of reflective silence. It is important for your child to be in their classroom before 8:00 A.M.

ADMISSION REQUIREMENTS

Requirements for admission:

1. Proof of residency in the area served by Eastside (two (2) documents).
2. Certified Birth Certificate verifying the child’s date of birth.
3. Current Health Department Immunization Form (blue form).
4. Valid Social Security Number and copy of card.

ATTENDANCE

Students age 7 - 15 are required by Alabama Law to attend school regularly. When a child has a legitimate reason for being absent, the absence may be excused. **Following each absence, the parent must send a written excuse specifically explaining the reason for the absence with the student upon return to school.** The principal will determine if the absence should be excused. Unexcused absences shall be considered truancy and will fall under the provisions of the EARLY WARNING TRUANCY PROGRAM. (This program is listed in the Chambers County Student Code of Conduct.)

An attachment at the back of the handbook regarding the Chambers County School Board Policy on Student Attendance Regulations (JBD-R).

PERFECT ATTENDANCE POLICY

A Perfect Attendance Certificate shall be awarded to students who have attended school everyday for the entire day during the school year, **i.e. no tardies, no check-outs, etc.**



DRESS CODE

It is the belief of the Board that proper dress and grooming are an indication of respect for one's self, as well as other people. Proper dress and good grooming are indications of maturity and good judgment.

All students are expected to be neat, clean, and appropriately dressed at all times. Students will be restricted from attending and/or participating in school sponsored activities dressed or groomed in such a manner that it is disruptive to the operation of the educational program or creates a health or safety problem. **Any student deemed by the principal to be inappropriately dressed may be sent home.**

The following dress or grooming is specifically restricted:

Grades Pre-K - 5

1. Shorts may be worn with the following restrictions: (1) mid thigh and below, (2) underwear should not show.
2. Clothing with revealing low cut neckline, bare midriff, or extremely tight is not allowed.

Grades Pre-K - 12

1. **Shoes must be worn at all times. Sneaker or tennis type shoes must be worn in the gym and for physical education.**
2. **No flip-flops** or house shoes shall be worn.
3. No sunglasses may be worn during the school day inside a building with the exception of students who have a medical condition that requires dark glasses.
4. No alcoholic beverage, illegal drug or tobacco advertisement, nor obscene, suggestive, gang-related, likely to incite or disrupt or inappropriate language on clothing or accessories.
5. **No fish-net shirts, spaghetti straps, or tank tops can be worn to school at any time.**
6. Cleat-type shoes are not to be worn except for PE.
7. Pick-type combs in hair are not permitted.
8. See-through tops are not allowed.
9. No hats or caps may be worn during the school day inside a building with the exception of vocational or shop classes with the teacher's permission.
10. **Pants must be worn at waist level.**



It is recommended your child wear a belt with their pants having belt loops especially with the baggy or loose fitting pants.

ALL BOOKBAGS SHALL BE CLEAR OR MESH.

DISCIPLINE

Eastside Elementary will follow the discipline procedures set forth by the Chambers County Code of Conduct and the Chambers County School Board Policy Manual.

FIGHTING

Fighting in school buildings, on school grounds, at any school-sponsored event, or on a school owned/maintained vehicle will not be tolerated.

PARENT'S RESPONSIBILITY FOR THEIR CHILDREN'S CONDUCT

Legislative Act No 93-762 has been adopted to amend Section 16-28-12 of The Code of Alabama. The basic principles are as follows:

1. Parents/guardians must enroll their children, i.e. all children between the ages of 7 and 16 shall be required to attend school.
2. Parents/guardians are responsible for the regular attendance of their children.
3. Parents/guardians are to compel their children to properly conduct himself/herself in accordance with the policies of the Board related to student behavior.
4. Parents/guardians should be informed that inappropriate behavior or conduct on the part of their child(ren) may result in suspension from school and such suspensions will be reported to the Superintendent and District Attorney by school administrators.
5. Parents/guardians will be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12 of The Code of Alabama.
6. Parents/guardians may be referred to the District



Attorney's office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

Also, in accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).

Conduct or assembly of students that materially or substantially disrupts the educational process or has the potential of creating a material or substantial disruption is prohibited.

DRUG—ALCOHOL

Possession, use, or sale of controlled substances will not be tolerated in Chambers County Schools. The only type of drugs that will be permitted are those obtained by prescription from a doctor for the relief of an illness.

Prescription drugs or over the counter medications being taken at school must follow the Chambers County Board Policy. Highlights of the program include:

1. Medication form signed from a licensed prescriber.
2. Parent/guardian authorization.
3. Medication labeling.
4. Medication storage.

Prescription drugs or over the counter medications must be brought to the school by the parent/guardian. These drugs cannot be sent to school with the student on the bus.

TEXTBOOKS

All textbooks are furnished free of charge to students and shall remain the property of the State of Alabama and the Board. A receipt shall be signed by each student upon issuance of any free textbook by school officials.

Responsibility

The board shall hold the parents/guardians responsible for every free textbook and other materials issued to their children. It shall be understood that the parents/guardians of any student to whom free textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from



normal use of such textbooks and materials.

Failure to pay the School System for a lost or damaged textbook will result in non-issuance of other textbooks to the individual student. Lost textbooks must be paid for before a replacement is reissued to the student.

SCHOOL BUSES

There are specific rules and regulations regarding waiting for the bus, riding on the bus, and leaving the bus. These rules and regulations must be followed or suspension of bus privileges may occur. All bus rules are listed in their entirety at the end of this handbook (JCDA).

A note must be sent to school signed by the parent regarding any bus changes. The note should include where the student will be going and what bus the student is to ride.

PROMOTION/RETENTION

Eastside Elementary will follow the promotion/retention policies as set forth by the Chambers County Board Policy. (JFAAC)

SCHOOL VISITORS

All visitors to Eastside Elementary School must sign in at the main office (in the 3-5 building). The visitors will then be given a pass to enter the buildings.

STUDENT CHECK - OUT

Parents or guardians must check-out students from the main office. There are no check-outs after 2:20 pm.

TEACHER CONFERENCES

Teacher-parent conferences are encouraged at Eastside. Please call the school to set up an appointment with your child's teacher during the teacher's planning time or before or after school.



SNACKS

All snacks (juice and crackers) are \$.50 each.

SCHOOL INSURANCE

School day coverage \$9.00

Full day coverage \$35.00

PARENTAL INVOLVEMENT — Parent, Student, School Compact

Eastside will jointly develop with, and distribute to, parents of students a written parental involvement policy, agreed upon by parents, that shall describe how it will carry Title I related requirements.

Events sponsored by the PTO and attended by the students should follow the guidelines from the student code of conduct. If a student has been suspended during the quarter of the event, the student will not be allowed to attend.

THE CHAMBERS COUNTY STUDENT CODE OF CONDUCT COVERS THE MATERIAL PRESENTED IN THIS HANDBOOK IN MORE DETAIL. PLEASE GO OVER THE INFORMATION IN THIS HANDBOOK AND THE CODE OF CONDUCT WITH YOUR CHILD. PLEASE SIGN THE STUDENT CODE OF CONDUCT BACK PAGE AND RETURN THE SIGNED PAGE TO SCHOOL.



SCHOOL BUS CONDUCT

Specific rules and regulations while waiting for the bus and when leaving the bus.

1. Prior to loading (on the road and at school):
 - a) Students should be on time at the bus stop
 - b) Students should stay off the road at all times while waiting for the bus.
 - c) Students should be careful when approaching bus stop.
 - d) Students should not move toward the buses at the school-loading zone until buses have been brought-to a complete stop.
 - e) The bus must be at a complete stop before attempting to load or unload.
 - f) Students will not be permitted to bring on board volatile substances, active chemical agents; live, dead or preserved animals; objects that measure more than 24" in length, width or height; soft drink cans or objects made of glass; or balloons.

2. While on the bus, students should:
 - a) Keep head and hands inside the bus at all times.
 - b) Assist in keeping bus clean.
 - c) Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - d) Treat bus equipment as they would valuable furniture in their homes.
 - e) Leave no books, packages, coats or other items on bus, and all other items out of aisles and away from the driver's compartment.
 - f) Leave books, packages, coats and all other items out of aisles and away from the driver's compartment.
 - g) Help look after the comfort and safety of small children.
 - h) Never throw anything out of the bus window.
 - i) Never leave seat while bus is in motion.
 - j) Never engage in horseplay around or on the bus.
 - k) Be courteous to fellow student and the bus driver.
 - l) Be absolutely quiet when approaching a railroad crossing.
 - m) In case of a road emergency, remain in the bus and follow driver's directions.
 - n) Never possess or use tobacco products.
 - o) Never use vulgar or profane language.
 - p) Obey the driver at all times.
 - q) Never eat or drink on the bus.

3. When leaving the bus, students should:
 - a) Never loiter.
 - b) Assist smaller riders if necessary.
 - c) When they live on the right of the bus, walk quickly away from the bus and off the street.
 - d) When they live on the left of the bus, proceed to the front of the bus-wait



for signal from driver-then check for approaching vehicles and cross the road when safe.

- e) Be careful of loose clothing, belts, straps, etc. that might become caught on bus and cause student to be dragged or injured.

4. Release of a student already on bus to the care of a relative

The bus driver must have a note from a student's parent/guardian that has been initialed by the principal before the student is allowed to change buses or ride with someone else. Students will not be released from the bus to ride with anyone including a parent/guardian or grandparent without specific permission of the principal because of custody disputes, etc. Parents are not permitted on the bus at any time.

FILE: JBD-R

STUDENT ATTENDANCE REGULATIONS

Absenteeism

School Day - A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.

Class - A class absence is defined as non-attendance for more than fifty (50%) percent of a regularly scheduled class. To be counted present, a student must be present more than fifty (50%) percent of the scheduled class time.

Excuses - In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse from home within two (2) days following the absence signed by the students parent or guardian for each absence and present it to the principal or designee. After a total of ten (10) absences in any given year for grades K-8 (7 absences in any given term for grades 9-12), the parent or guardian or student will be required to provide medical or legal documentation in order for absences to be excused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

Principals shall have the authority to make a judgement on absences that deal with prolonged illness or absences due to injury. Any prolonged illness or absences due to injury will be dealt with on an individual basis.

Excused Absences

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:



1. Student is too ill to attend school;
2. Inclement weather which would be dangerous for students to attend school as determined by the Superintendent or principal;
3. Legal quarantine;
4. Death in the immediate family; (Defined in Sick Leave Policy: GALB)
5. Emergency conditions as determined by the Superintendent or principal;
6. Absence with prior permission of principal or a designee and consent of parent/guardian.

Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused.

Parental Student Notice

The provisions of this policy/procedure shall be included in the student handbooks and distributed to students in a timely manner.

Absentee Referrals

The following provisions shall apply:

1. The homeroom teacher (or designated teacher) shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the principal or designee. The principal or designee shall refer any such students to the Director of Attendance Services in accordance with the Truancy and Early Warning Prevention Program, filed JBE under this cover.
2. Students taken into custody by officers in compliance with the County Truancy and Juvenile Delinquency Prevention Program shall be reported to the Director of Attendance Services by the principal or designee.

Make-up Work - Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

At the Secondary Level— The student shall be responsible for contacting the teacher or teachers to arrange to make up the work.

At the Elementary Level— The parent or guardian shall be responsible for arranging necessary make-up work.

Time Limit — Arrangements for make-up work must be made within two (2) days after returning to school from an excused absence.



Make-up Work - Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, classwork, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

Student Accounting

A student must be present more than 50 percent of the school day to be counted present in the Attendance Register.

Student Tardies

Tardiness shall be indicated in the Attendance Register by placing a capital (T) in the appropriate space. A tardy, for Attendance Register marking purposes, is defined as a student's arrival after the official time set for the commencement of respective school's regular daily activities, i.e. homeroom, roll call, etc.

Check-Ins/Outs

Check-ins/Check-outs shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent or guardian that the check-in/check-out was for an excused reason. Students must check-in/check-out through the school office and in compliance with policy JBE under this cover.

Perfect Attendance Award

A Perfect Attendance Certificate shall be awarded to students who have attended school everyday for the entire day during the school year. i.e. no tardies, no check-outs, etc. (Sec Policy JBDB).

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.

Students who are absent from school for an excused or unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholars bowl, etc.), except in extenuating circumstances as determined by the principal.

Religious Absences

A student will be excused for official religious holidays when the students parent or guardian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

SOURCE: Chambers County

ADOPTED: 6-17-98

LEGAL REF.: *The Code of Alabama, 16-28-12 to -15; Alabama State School Attendance Register.*



EASTSIDE CARES ABOUT YOUR BEHAVIOR

- C - COOPERATE**
- A - ACT RESPONSIBLY**
- R - RESPECT YOURSELF AND OTHERS**
- E - ENCOURAGE AND ENJOY EACH OTHER**
- S - SEEK OTHER SOLUTIONS TO PROBLEMS**

Eastside's faculty and staff believe each student is entitled to the best education possible. Every child is capable of learning. We will not tolerate any student from keeping us from teaching or another student from learning. In order for meaningful learning to take place, every student must do their part in cooperating with the teacher daily. We must also have the support of the parents or guardians. This can be done by agreeing to cooperate with the teachers. We feel the guidelines below are not unreasonable and can be followed by all students enrolled at Eastside Elementary.

County-wide, the Positive Behavior Support (PBS) encourages students to be respectful, responsible, and resourceful daily.

BEHAVIOR EXPECTATIONS FOR ALL STUDENTS

CLASSROOM GUIDELINES

- Be respectful of other students and your teachers
- Treat others as you would like to be treated
- Follow directions of your teacher
- Complete all assignments on time
- Abide by guidelines in the Chambers County Student Code of Conduct book.

THROUGHOUT THE DAY:

- Show respect and courtesy to all people
- Walk quietly in a single-file line in the hallways
- Always walk on the right side of the hallways
- Keep hands, feet, and other objects to yourself
- No fighting

RESTROOM GUIDELINES

- Use facilities appropriately
- No playing or running
- Use "quiet" voices while in the restroom

LUNCHROOM GUIDELINES

- Use "quiet" voices while in the lunchroom
- Keep hands, feet, and other objects to your self
- Stand in line quietly while waiting to be served
- Clean up after yourself
- Remain seated while eating
- Respect others
- Use proper manners

RETURN THIS TO SCHOOL TOMORROW.

I have read the guidelines and reviewed them with my child. I will cooperate with the teachers and staff at Eastside by reminding my child to be watchful of their behavior at school.

Student's Signature _____ Teacher _____

Parent's Signature _____ Date _____





NOTES

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