

PARENT HANDBOOK

WELCOME TO THE EASTSIDE FAMILY. Eastside has a great reputation for academic excellence while developing the finest students in Columbia County. The foundation for this success is GREAT TEACHERS and STAFF working in conjunction with dedicated parents and students. Please accept this parent handbook as a guide for the operating procedures here at Eastside.

This parent handbook provides important information for parents of students at Eastside Elementary School. Topics are in “alphabetical order.” We hope it will provide answers to some of the questions you may have. If you have any questions or concerns at any time, please call the school office at 755-8220.



ATTENDANCE

Success during the elementary years – the time when basic skills and knowledge are being learned – is directly related to attendance. We strongly encourage your child's attendance unless he/she is ill or there is an emergency preventing him/her from coming to school.

Regular attendance in school provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction cannot be simulated or replaced with written work.

The following is the tardy rule of our school:

Any student who is TARDY means that they are not in their classroom when the bell rings at 7:45. Parents must accompany their child into the office to sign him/her in.

ONCE A STUDENT ACCUMULATES 7 TARDIES OR 2 UNEXCUSED ABSENCES, THE TRUANCY INTERVENTION PROGRAM (TIPP) INITIATES.

CAR RIDERS

When transporting students by automobile, please exercise extreme caution. Student drop off in the mornings and pick up at dismissal time should take place in front of the 1st grade wing off of Beech Street. Please have student name card visible on the front of dash during afternoon pick up. There will be someone to assist your child in and out of the vehicle. Never leave your car unattended if it is in a line of traffic or if your car is blocking traffic flow. We also request that you remain in your car, and not block the line of traffic in an effort to pick up your child. Please caution your child not to run.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

It is extremely important for emergency and administrative reasons, that each student maintains an up to date address/telephone number at the school office. Please notify the school immediately if you have any address or telephone number changes at any time during the school year.



DISCIPLINE

If a student engages in inappropriate behaviors, the teacher will implement the following steps:

1. Conference with student, discuss future consequences, begin interventions.
2. Parent contact (written or telephone) to alert parent of incident, intervention will continue.
3. Continued behavior will result in office referral form. Principal will call parent to discuss consequences for the infraction.

Severe infractions such as the following will result in automatic office referrals:

1. Aggressive behavior that is a threat to others
2. Blatant disrespect
3. Inappropriate language
4. Bullying or harassments
5. Fighting
6. Weapons

Teachers are the classroom authority and will determine appropriate interventions.

Teachers, staff, parents, and students all play a role in maintaining a school that is effective and positive. Teaching students acceptable behavior is an integral part of the educational progress.

Eastside will continue to:

1. Maintain a safe and orderly climate
2. Contribute to our students' academic achievement by establishing, communicating, and enforcing fair and consistent discipline policies.

The focus of discipline is to change behavior not to punish students.

Teachers and staff will foster an environment that creates positive approaches to communicate expectations, teach problem solving skills, and perfect each child's rights.

To encourage appropriate behavior in the classroom, teachers will follow these guidelines:

- * Set clear rules that are visibly posted, and review them with students.
- * Establish immediate classroom consequences for infractions.
- * Be consistent
- * Praise and reinforce appropriate behavior.



DRESS CODE FOR STUDENTS

The wearing of garments appropriate for school is expected. Extremes in dress, hairstyle, makeup, or jewelry are not in good taste and are discouraged. It is important to review the following guidelines so that clothing purchased for school is acceptable. In order to maintain an appropriate educational climate and in keeping with good taste, students should follow these guidelines in dressing for school:

- * Wear comfortable clothing, appropriate for school.
- * Shoes must be worn at all times.
- * NO caps, hats, or sunvisors.
- * Apparel, emblems, insignia, badges, or symbols that promote the use of alcohol, drugs, tobacco or any other illegal activity are prohibited: clothing with slogans or advertising which is controversial or obscene are prohibited (ex. “Bad Attitude”, “Stuff Happens”, etc.) apparel or symbols which may be gang or cult-related are also prohibited (ex. bandannas, arm bands and hats backwards).

*** P.E. students are requested to wear rubber-soled sneakers and girls are requested to wear shorts under dresses. Parents will be contacted and required to provide appropriate clothing for students who do not follow these guidelines.**

FIELD TRIP CHAPERONES

If you are planning to assist your child’s teacher as a chaperone on a Field Trip during the year, you must complete a volunteer application. It must be completed and approved by the School Board each school year. Those who wish to volunteer in the school must receive orientation. **REMEMBER:** field trip chaperones MUST have an approved application on file. Please see the Volunteer Coordinator at the school office or call 755-8228 to set up an appointment. **WE WELCOME YOUR HELP IN THE SCHOOL OR AS A FIELD TRIP CHAPERONE! YOU ARE AN IMPORTANT PART OF THE EDUCATION PROCESS!**



GRADING POLICY

Grades 2-5

<u>Grade</u>	<u>Percent</u>	<u>Definition</u>
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lower Acceptable Progress
F	0-59	Failures
I		Incomplete

Art, Music, Physical Education, Handwriting, Process Writing, Conduct and Work habits are graded as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

1st grade only: All subjects are graded E, S+, S, S-, N, and U.

NOTE: For additional information regarding grading, consult the Pupil Progression Plan.

GUIDANCE

Guidance and counseling services are available to promote and foster the social, emotional, and academic development of the students at Eastside. The guidance counselor assists the faculty and administration by helping students develop a positive self-concept, responsibility, and self-discipline. The guidance counselor, who also acts as a resource person, obtains consultants from community agencies, and coordinates guidance-related programs within the school. Parents and students are encouraged to call upon the services of the guidance counselor as necessary.

HEALTH

Eastside has a full-time registered nurse. Only medications prescribed by a doctor may be given at school. According to School Board Policy, we do not give any over-the-counter medications without a doctor's order. A form must be filled out by parent before any medication can be given or procedures performed at school. All medications must be kept in the clinic and delivered to and picked up from school by the parent, not the child. Parents should make arrangements in case of an emergency for a neighbor or relative to pick up children who become ill at school. A current telephone number for parents, a neighbor, or a relative is a MUST. If the health information on your child changes during the year, please notify us so that we may make the necessary changes to our records.

Please send written instructions if your child is to be excluded from any daily school activity.

HOMEWORK

Students should receive homework that reviews and reinforces what has already been taught in school. The student should be capable of independently completing the work. Students should know what to do and how to do it.

PARENTS CAN HELP BY:

- * Checking your child's homework folder or planner daily.
- * Checking bookbags daily.
- * Ensuring that your child reads or is read to for at least 30 minutes daily.
- * Sending an excuse when your child is absent.

LUNCH AND BREAKFAST PROGRAM

Students are to pay for their lunches BEFORE REPORTING TO THE CLASSROOM each morning. (This helps to prevent loss of lunch money.) We encourage students to pay for lunches by the week or month but they may pay by the day. The cafeteria accepts checks for this purpose until the last month of the school year.

If a child loses or forgets lunch money, he/she must call a parent/guardian to bring them money.

LUNCH PRICES:

Full Price	\$1.75
Reduced	.40
Milk	.40
Adults	\$3.00

BREAKFAST PRICES:

Full Price	1.10
Reduced	.30

Beverages for a packed lunch are not permitted in glass containers.

MEDIA CENTER

Eastside Elementary School's Media Center is designed to serve the needs of students, teachers, and the community. Its resources are available for research or loan to students and parents. The same general circulation policies apply to all borrowers. Books are circulated for one-week period. The parents/guardians of student must pay for any book that is lost or damaged.

PARKING

Parent that wish to walk their children to class in the morning may do so by parking in the new designated area on Beech Street in front of drop off loop. The visitor area in front of the office will be closed from 7:15 – 7:45. Students will not be allowed to use this entrance. PLEASE DO NOT BLOCK TRAFFIC by parking on Defender Drive in front of the office.

REPORT CARDS

Students in grades K-5th will receive a report card at the end of each nine weeks. Please feel free to contact the school at 755-8220 if you wish to schedule a conference with your child's teacher

SAFETY IN THE PARKING LOT

When transporting students by automobile, please exercise extreme caution. Student drop off in the morning and pick up at dismissal time should take place in front of the 1st grade wing off of Beech Street. Please have student name card visible on the front of dash during afternoon pick up. There will be someone to assist your child in and out of the vehicle. Never leave your car unattended if it is in a line of traffic or if your car is blocking traffic flow. We also request that you remain in your car, and not block the line of traffic in an effort to pick up your child. Please caution your child not to run.

Parents that wish to walk their children to class in the morning may do so by parking in the designated area on Beech Street. PLEASE DO NOT BLOCK TRAFFIC by parking on Defender Drive in front of the office.

SCHOOL WIDE RULES

- * Follow Adult Directions.
- * Walk at all times.
- * Keep hands, feet, unkind comments to yourself.
- * Be considerate and respectful of other's space and property.
- * Gum is NOT ALLOWED.
- * Any fashions that are disruptive to the educational process are NOT PERMITTED. (Hair Color, Clothes, etc....)

STUDENT WELFARE

We are pleased to have parents visit our school during the time students are present. However, arrangements for such visitations should be made at least one day in advance with the teacher or administration. **ALL VISITORS MUST CHECK IN AT THE OFFICE TO OBTAIN A VISITOR'S PASS.**

Student visitors and small children are not permitted to attend classes with a student.

Students are expected to conduct themselves in an orderly and respectful manner. Parents will be asked to come to the school for a conference if their child has a persistent discipline problem.

If a student is going home a different way form the established routine, the parent must send a note to the teacher stating the change. If a student is going home with another student, both parents must write a note to the teacher giving permission. To avoid disruptions to the classroom and to help ensure your child's safety, telephone messages will not be accepted!! Faxed requests must be received prior to 1:45 pm

TELEPHONE NUMBERS

The following numbers are provided for your convenience. Please feel free to call us if you have any questions.

MAIN OFFICE	Sharon Yates	755-8220
VOLUNTEER COORDINATOR	Nancy Glass	755-8228
CAFETERIA	Rhonda Crews	755-8226
CLINIC	Carrie Park	755-8224
GUIDANCE	Yvette Hooper	755-8222
LIBRARY	Andrea Cox	755-8225

WEB ADDRESS: <http://www.columbia.k12.fl.us/>

VISITORS

ALL VISITORS, including parents, must report in at the office to “sign in.” A VISITOR’S PASS must be worn when you sign in during the time you visit our campus. This rule is for your child’s safety.

VOLUNTEER PROGRAM

EASTSIDE LOVES VOLUNTEERS! We encourage parents/guardians to become involved in the volunteer program. A Volunteer Application must be completed and approved by the School Board each school year. Those who wish to volunteer in the school must receive orientation. REMEMBER: field trip chaperones MUST have an approved application on file. Please see the Volunteer Coordinator at the school office or call 755-8228 to set up an appointment. WE WELCOME YOUR HELP IN THE SCHOOL OR AS A FIELD TRIP CHAPERONE! YOU ARE AN IMPORTANT PART OF THE EDUCATION PROCESS!

EASTSIDE STUDENTS SHOW THEIR TIGER PRIDE

I am Respectful
I am Responsible
I am Caring
I am Ready to Learn

I HAVE TIGER PRIDE