

Eagle Springs Elementary



Parent Handbook

Soaring to new heights.....

The tradition continues.

COUNTY MISSION STATEMENT

Our mission is to produce high achieving students.

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EAGLE SPRINGS MISSION STATEMENT

Our mission is to encourage, guide, and support all students to reach their highest potential.

EAGLE SPRINGS VISION STATEMENT

Eagle Springs will be the highest performing elementary school in Houston County based on academic achievement and will be recognized on state and national levels.

MOTTO

Let nothing interrupt instruction!

ESES -Value Statements

1. Our staff has embraced a common mission and vision; and common values and goals to guide our decision making process.
2. Our school has a system of interventions in place to ensure the academic achievement of ALL students.
3. Our staff promotes a collaborative culture focused on teaching and learning.
4. Our staff uses data to guide decision making for continuous improvement.
5. Our school promotes active engagement for our families and community.
6. Our school maintains a safe, orderly, disciplined learning environment where nothing interrupts instruction.
7. Our staff uses research based strategies aligned with state standards to differentiate instruction.

A Day in the Life of a Student at Eagle Springs

From 8:00 a.m. to 8:30 a.m., our students get their materials and desks ready for instruction. Homework is turned in and any messages or notes are given to the teacher. Students also buy their afternoon break items in the commons area. Students complete morning work during this time that often includes writing in their agenda or journal, and the problem of the day. Breakfast is served in the cafeteria from 7:45 a.m. to 8:20 a.m.

After morning announcements are made, students are given the opportunity to pledge allegiance to the flag, and the instructional day begins. If your child arrives after the starting time (8:30) he/she is considered tardy. Please walk them into the building and sign your child in.

Transportation, Dismissal, and Drop off Guidelines

Please adhere to these procedures for the safety of all children.

Students are not allowed in the building before 7:45.

Pre K- 5th Grade students – Students that arrive before 8:00 will need to report to the gym. They will be supervised in the gym by a staff member from 7:45-8:00. If a student needs to eat breakfast, they may do so from 7:45-8:20. All students should be in their classrooms by 8:30 or they will be counted tardy. Bus students arrive between 8:00-8:20. **Do not drop your child off in the front of the building or in the parking lot. Please do not double park or block other cars in the front of the building or parking lot.** This area is not being supervised for car riders, only buses. The car rider ramp on the side of the building is supervised for drop off.

Students living in the neighborhood directly behind the school and on the south side of the school may walk to school. No student should walk around the outside corners of the campus along Highway 41 or Arrie Way. Students will need to enter the campus at the gate in the back corner of the campus. Student should walk across the play ground. They should not stop to play on the playground. They should enter the building between the 200 and 300 hallways. This door will be kept unlocked until 8:40. There is also a bike rack for students to lock their bike in this area.

Once students enter the school in the morning they should go the lunchroom for breakfast, gym – if it is before 8:00 or to their classroom after 8:00. Student arriving after 8:30 should come to the office for a tardy slip. If a student will be arriving after 8:40, they should be accompanied by an adult and report to the office to be signed in and receive a tardy slip. In the afternoon, students will be released from the end of each hallway and again should not stop to play on the play ground equipment or linger on campus. Students should exit the campus through the back gate. We advise parents to have students walk in groups; younger students should be escorted by the older students.

Dismissals will begin at 3:30. Parents have an option to pick up their child in the lunchroom or the car rider ramp. **All parents that come in the building to pick up students must wait in the lunchroom.** Please do not double park or block other cars in the front parking lot. All children need to be picked up by 3:50.

We utilize a system call CARPOOL.COM for student dismissals. Each family is assigned a number to use for dismissals. This number should not be shared with other people unless they

have your permission to pick up your child/children from school. Children will remain in their classrooms until someone with their number reports to the car pick up line or lunchroom. The system tells the student and the teacher where the child should report for dismissals. Our busses, walkers, after school program, and day care providers are all dismissed with this system. This provides up with extra safety measures during this hectic time of the day. If at anytime you have a need to change your number, please contact the school office. Car tags are available to anyone using the car ramp; those may be picked up in the office.

Our After School Program provides child care for students in Pre-K – 5th grade. There is a \$25 registration fee and the cost is \$35 per week or \$9 per day. Students are provided with a snack, time to complete homework, computer time and other fun activities. The hours are 3:45 – 6:00. Contact the office if you are interested.

Absences

As part of the Federal Child Protection Act, we are required to know why a child is absent from school. Therefore, you are required to send a note to your child's teacher or write in their Agenda notebook the reason for the absence. If the student will be out more than two days, please call and let us know. We have a hospital homebound program for students who are expected to be out of school for ten or more days. Please let us know if your child's doctor requests an extended illness leave for your child. Your child is not counted absent if he or she arrives by 11:30 a.m. or leaves after 11:30 a.m. However, your child would be considered tardy/or considered as an early dismissal.

The Board of Education has adopted a very strict policy on absences, tardies, and perfect attendance honors. It is explained in the Houston County Student Handbook. The following is a brief summary:

1. Students will be counted present when they are:
 - a. In attendance at least one-half of the instructional day.
 - b. At least 12 years of age and are serving as pages of the Georgia General Assembly.
2. Student absences will be considered justified and validated when:
 - a. Personally ill and when attendance in school would endanger their health or the health of others. At the discretion of the principal, a statement from a doctor may be required to validate extended illnesses/excessive absences.
 - b. Celebrating religious holidays observed by their faith.
 - c. Conditions render attendance impossible or hazardous to their health and safety.
3. Students must submit a written excuse within three school days upon return after an absence; failure to do so will result in the absence(s) remaining unexcused.
4. Students shall be permitted to make up work when absences are excused for reasons above.
5. When a student is denied bus transportation due to misconduct, his absence from school is not excused.
6. No pupil shall be allowed to be absent from school during the regular session to take private music, drawing, dancing, or other lessons.
7. Students in kindergarten through 8th grade are expected to achieve 95% attendance. This equals only nine days of excused absences. Students who achieve 90-94%

- attendance-missing 9-18 days-will be promoted at the discretion of the school principal.
8. Three unexcused tardies will equal an unexcused absence.
 9. To be eligible for a "perfect attendance award", a student may neither be absent nor tardy, nor may a student be dismissed before the end of the instructional day. This includes field day.
 10. If your child is in the hospital, please call and let the school know. We want to contact our county nurse, the child's teacher, and the principal so that we can send a card or possibly visit.

Agendas

We use a special notebook for our students called the "Agenda". This is a time-management tool for students. Students will be taught how to use this notebook. Please feel free to use it to send messages to your child's teacher. Students will bring home any papers that need to be signed on Tuesday in the agenda. Each child will be provided with an agenda. A \$5.00 charge will be assessed for each lost agenda to replace it.

Break Prices

We sell chips each morning in the commons area. All chips & snacks cost \$0.50. Your child may also bring their snack for break time from home. We also have pencils and erasers available for purchase in the commons area. The cost is one pencil or 2 erasers for \$0.25.

Coats, Jackets, and Hats

Please write your child's name on all coats, jackets, and hats. We have a lost and found area in the hallway near the gym. Smaller and more valuable items will be kept in the office. Lost and found items are given to charities after the winter break and at the end of the school year if they are not claimed.

Conferences with Our Staff Members

For the safety of our children and to maximize instructional time, we are asking all of our parents to please follow the guidelines below.

Our guidelines for classroom visitation will be:

- Before visiting their child's classroom, parents/visitors should contact the teacher to set up a specific time and date for the visit.
- It is suggested that classroom visits should be limited to no more than one hour unless agreed upon by the teacher.
- Visits should not be scheduled for several consecutive days.
- All visitors need to sign-in in the office and wear a visitors badge while they are in the building.
- We ask that visitors not drop in between 8:00-8:30 AM and 3:00-3:30 to discuss their child's progress or to talk with the teacher. Teachers are supervising students at this time.

These procedures are for the benefit of our children. We appreciate the support that you, our parents, give our teachers and our school. With your help these guidelines will help our school become one that is safer and one which focuses on academic excellence.

Counselor

Our full time counselor's name is Mrs. Lisa Bragg and we have a part time counselor named Pam Davis. They are both a wonderful resource for you and your child. Please give them a call.

Homework

Homework is given for practice and review purposes. Parents are encouraged to look over these assignments and help when needed. In 2nd-5th grades, the child writes homework assignments in their agenda. Parents are encouraged to look at agenda each night and check for homework or other assignments that may be due.

Media Center

Our media center is open each day from 8:10 a.m. until 3:15 p.m. Children may check out books during those hours. You are encouraged to visit the media center with your child. We will have a number of book fairs that you will also enjoy. We also have a parent resource center in the library that contains books to help parents, pamphlets and some bi-lingual books.

Medicine Given at School

We are more than happy to administer medicine you your child when needed. You must send the medicine in the original container with the specific instructions for your child. If medicine must be given on a daily basis for more than two weeks, we need to have your doctor complete and sign a special form. This will be sent home with your child, or you may pick it up in the office. It is suggested by our county nurse that when your child is sick and the doctor prescribes a medicine for your child to be taken three times a day, this should be administered at home in the morning, when the child returns home from school, and at bedtime.

Our medical technician's name is Mrs. Venus Barton. Her number is 953-0450 ext 39458.

Parent Volunteer Program

We have a Board Policy for our Parent Volunteer Program. If you went through the orientation session and background check the previous year, you are still certified as a parent volunteer. Back ground checks are good for 5 years. If you are new and have not been through our parent volunteer orientation you will need to attend a meeting. These meetings will be announced in advance. The following areas require you to be certified as a parent volunteer: Mentoring Program, one-on-one Tutoring, Classroom Clerical, Media Assistant (which includes helping at our book fairs), and **Field Trip Chaperones**. Please contact our Parent Involvement Coordinator; Kelly Sitrin is you are interested in volunteering.

Personal Possessions

Please make sure that children leave their valuable possessions at home. No radios, tape players, or any electronic games should ever be brought to school. No toys should be brought to school unless it is a designated "Toy Day" or "Show and Tell". **Toy guns and knives are not allowed due to board policy. Suspension is the punishment for bringing items of this nature.** Please carefully read the Houston County Student Handbook.

Students are not to bring to school Pokémon, Yu-gi-oh cards and other cards of this nature, or Bakugan items. They should not bring wrestling magazines and any other adult type of magazines. These items can cause disruptions during the instructional day. After a warning to put them away, if they continue to be a disruption, these items will be taken up and only returned to a parent or guardian.

Recess

Each class has a 20 to 30 minute recess period almost every day. Break items will be eaten at this time. Students can lose their recess privilege but they will not lose their snacks.

Report Cards/Records of Progress

Kindergarten through fifth grade receives Report Cards or Records of Progress every nine weeks. Please check the Houston County Student Handbook for the exact dates that report cards will be sent home. In Kindergarten-2nd grade, parents are invited to a parent conference to discuss and go over the first Record of Progress. Pre-K teachers will share the COR (Child Observation Record) with parents twice a year.

Progress reports are sent out every 4 1/2 week. Any student who is in danger of failing is required to receive a progress report. Many teachers send them out to all of their students. Reviewing sign papers each week and keeping in contact with teacher through e-mail, phone calls, and conferences is a great way to stay informed of your child's progress.

School Closings

If school is closed for any reason, it will be announced on television, radio stations and through our crisis communication system. Please check the Houston County Student Handbook for vacation and holidays.

School Lunches

You are welcome to have lunch with your child any day except the day that we serve our Thanksgiving and Christmas lunch. Our lunchroom simply will not hold the numbers of parents that would attend. Thank you in advance for your understanding. Lunch for visiting adults is \$3.00. Please only allow your child and one other student to sit at the visitor's tables in the commons area. Thanks for your understanding in these procedures.

Crisis Communication/Phone System

Our system has purchased the crisis communication system for contacting parents of up coming events and school closings. You will receive a recorded message from the school from time to time on this system. We feel that this is a valuable tool to help us keep parents informed. Please keep phone numbers updated so we will be able to contact you with these important messages.

School Parties

We have class parties for the last school day before our Winter Holiday and the End-Of-The-Year. For these parties we will ask for a snack donation on a voluntary basis only. **Houston County Board Policy does not allow us to have birthday parties or to give out birthday invitations at school. We also cannot give you addresses or telephone numbers for students or birthday parties. In addition, balloons and flowers will not be delivered to students at school. There are no exceptions to these rules.**

Testing

Students in the 4th grade will take the Cog AT Test in the fall. Third grade students will take a designated norm referenced test in the fall (ex. ITBS). Students in first-fifth grade will also take the state-mandated CRCT test in the spring. These test results will be sent home as soon as we receive them. Grades K – 3rd grade are assessed on the Houston County Literacy Inventory. Third and fifth graders participate in a state writing assessment. Kindergarten will be assessed by the GKIDS, results will be reported at the end of the year. Our Assistant Principal of Instruction will be glad to discuss these assessments and test results with you. You will receive notices of exact test dates and the dates are included in the Houston County Student Handbook.

Eagle Springs Parent Teacher Organization

Our Parent Teacher Organization is a valuable asset to our school, students, and staff. It also gives parents a chance to help our school be the very best that it can be. The PTO will sponsor fundraisers to help raise money for school projects. Monies from the fundraisers help provide materials and equipment for our school. The money earned is put right back in the school -your child's school.

We hope that you will become an active member in the PTO. We have lots of ways you can help. We appreciate you signing up for PTO during our first Open House.

ZAP 3rd-5th Grade Students

At Eagle Springs we believe “Failure is not an option” for our students. Occasionally, students may not complete a classroom or homework assignment for various reasons. The skills and information from these assignments are important to their success. To provide them with the opportunity to complete their assignments we will begin the ZAP (Zeros Aren't Permitted) program.

If a student does not complete an assignment in class or a homework assignment, they will be asked to complete it during a portion of their break time. As soon as the assignment is complete, they can resume their normal break privileges. If throughout the week a student chooses not to complete their classroom and/or homework assignments they will be asked to complete the assignments once a week during their PE time – most likely on Friday or Monday. Our PE schedule allows for our students to receive well above the state required physical education hours. Once the student completes his/her assignments they may go ahead and join their PE class.

This usually occurs in isolated incidents. With the ZAP program, we are providing the student the opportunity to complete the assignment(s) instead of receiving a zero and not learning the material, which could affect his/her performance on future assignments. We will of course take into consideration extenuating circumstances. Please send a note or call the teacher if such circumstances occur. If this becomes a continuous problem for some students, then a parent conference will be set up so we can collaborate with one another to develop strategies that will ensure your child's success.

With your help and support we can help ensure that none of our students get ZAPPED and they all are "Soaring to New Heights".

Our Discipline Plan

Our discipline plan is based on the values of citizenship, respect for others, and respect for self.

Our program helps to leave the child's dignity intact. Students determine:

- *What they have done wrong
- *How to solve the problems they have created
- *How to assume responsibility for their own actions
- *Accept consequences for bad decisions

Our program centers on *responsible decisions*. Students understand that:

- *Each person is a decision-maker
- *Each person makes many choices every day
- *Each person decides how to behave
- *No one causes a person to do anything against his/her will
- *Each person chooses success or failure

When students make unwise choices and break school rules or county policies, they are sent to the opportunity room (OR). During this time, they meet with the assistant principal to write an action plan. When writing the plan, the child will tell what he/she did wrong and will decide how they need to handle the situation should it ever happen again. This is their plan for success.

Our Opportunity Room is exactly what it says - an opportunity to calm down and make responsible choices and better decisions the next time they are faced with these situations.

After the visit to the opportunity room, the assistant principal will call parents to let them know about their child's plan.

Once a student visits OR, the student is given a calendar that helps the student keep up with the days that they follow their plan and make good choices. The calendar is based on thirty school days from the day of the visit to OR. The student will be able to tear up their referral papers on the 30th day.

If during the 30-day calendar period, a student is sent back to the Opportunity Room for breaking any school rule, we will follow our specific discipline cycle.

Breaking the following rules will result in a trip to the Opportunity Room.
Parents are called by the administrator for each referral.

SCHOOL OFFENSES

- *Hitting or rough, physical actions that hurt someone**
- *Intentionally destroying or stealing minor property**
- *Defiance of authority by refusing to obey an adult**
- *Using inappropriate language**
- *Having continuous disruptive behavior in class**
- *Being disrespectful**
- *Bullying**

Discipline Cycle and Consequences

(For all referrals during a 30 school-day cycle)

1. **First Visit to OR** - An action plan is written, a student contract is signed, and parents are called.
2. **Second Visit to OR** - An action plan is written. Parents are called and the student is assigned to one or more days of All Day Time Out.
3. **Third Visit to OR** - An action plan is written. Parents are called and student will be assigned to one or more days in All Day Time Out and a Family Support Meeting.
4. **Fourth Visit to OR** – An action plan is written. Suspension Home for one or more days.

Individual Discipline Plans are created if it becomes clear that the school process is not working. Parents and teachers will be involved.

***All Day Time Out** is held in a classroom and supervised by an adult. Students report to all day time out at 8:30 a.m. and return to their classroom at 2:45 p.m. Teachers assign regular classroom work. Lunch is served in this classroom.

***Houston County School System and Eagle Springs Elementary** has a no tolerance policy in regards to weapons and harassment of any type. These issues will be handled according to the policies and discipline procedures we have established. Please refer to the Houston County Board of Education Parent Hand Book for more specific details.

Eagle Expectations

These are our school expectations for different areas through out the building. These expectations are posted and taught to our students. Students are rewarded for following the Eagle Expectation by receiving Eagle Bucks from adults in the building. Every six weeks we have an Eagle Buck Reward Day where classes and individuals are reward for following our Eagle Expectations. The expectations are listed below.

Expectations	Cafeteria	Hall	Classroom	Playground	Restrooms	Dismissal
E Eager to Learn	Enjoy polite conversation with friends. Use your manners.	Be alert to your surroundings.	Be on time. Be prepared.	Participate	Use time wisely, and be considerate of others who need to use the restroom.	Be prepared to leave when name appears for dismissal.
A Always Safe	Single, Straight line. Keep all food to yourself. Stay seated	Single, Straight and Silent. On the right side of the hall. On the 3rd tile	Use materials appropriately. Follow directions.	Use equipment properly.	Wash Hands Walk carefully	Walk - Single, Straight, and Silent on 3rd tile. Go straight to your destination
G Gives Respect	Keep, hands, feet, and objects to yourself.	Keep, hands feet, and objects to your self. Yield to others and stop at stopping points.	Use polite language, take turns, share, and be considerate of others.	Keep hands, feet and objects to self. Use polite language	Give others privacy. Use toilet paper, dryers, sinks, soap and toilets appropriately	Yield to others and stop at stopping points
L Listen Well	Follow adult directions Voice Level: 2or 3	Voice Level: 0	Voice Level: 0-4 As directed by your teacher. Be attentive. Take turns speaking.	Voice Level: 5 Follow adult directions.	Voice Level: 0 Follow adult directions.	Voice Level: 0 Follow adult directions - verbal and non-verbal
E Everyone Cooperates	Keep your area clean. Put trash in your empty milk carton.	Use silent signals, like, waving or thumbs to communicate to others.	Accept responsibility for your own actions. Show concern for others.	Follow game rules. Include everyone Get along with others	Close doors quietly. Flush toilets.	Don't keep others waiting (bus, daycare, parents, etc)

Contact Information

Main Office – 953-0450

Student Attendance and Records – 953-0450

Medical Technician – 953-0450

Principal – 953-0452

Assistant Principal of Instruction – 953-0453

Assistant Principal – 953-0449

Counselor – 953-0454

Media Center – 953-0455

Lunchroom – 953-0456

After School Program – 953-0455

School Fax – 953-0444

