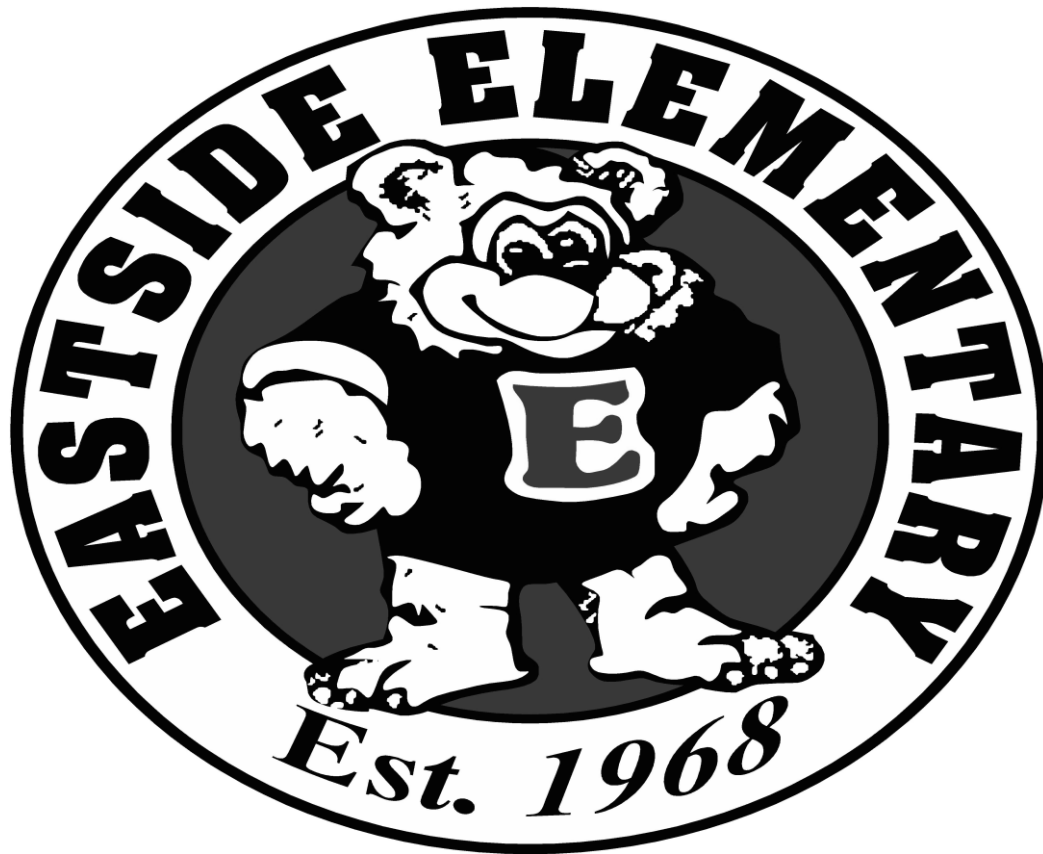


Eastside Elementary School Parent-Student Handbook



8266 Connally Drive
Douglasville, GA 30134
770-651-3800
770-920-4086 FAX

Eastside Elementary School
8266 Connally Drive
Douglasville, GA 30134
Telephone: (770) 651-3800
Fax: (770) 920-4086

School Mascot: Bears
Internet Address:
www.douglas.k12.ga.us

School Hours: 8:00 AM-2:45 PM
Office Hours: 7:00 AM-3:30 PM
School Colors: Red and Black

Administrative Staff

Principal: Sean Roach
Assistant Principal: Leigh Sheffield

Inclement Weather

Radio station WSB (750 AM) and other major Atlanta radio, and television stations will be contacted concerning school closings. Closings will be announced as close to 6 AM as possible. Please listen to these stations for information. Calling the Board of Education will tie up the emergency lines.

Support Staff

Instructional Lead Teacher: Dr. Mary Jackson
Counselor: Sandra Hutton
Media Specialist: Amy Shadix
Office Manager: Amber Moses
Attendance Clerk: Cassandra Fears
Health Monitor: Monifa Williams
Food Service Mgr: Kathleen Albertson



Aug. 4	4:30 – 6 p.m. Elem. Sneak A Peek
Aug. 8	First Student Day
Sept. 5	Holiday for All: System Closed
Sept. 7	Progress Report for Elementary and Middle
Sept. 14	½ Day Early Release, All Students: ½ Day Prof. Learning
Oct. 10-11	Student/Staff Holidays (Except 240 Day Employees)
Oct. 14	Report Cards Issued
Nov. 8	Student Holiday, Teacher Workday
Nov. 9	Progress Report for Elementary and Middle
Nov. 21-25.....	Student /Staff Holidays
Dec. 19-Jan. 2	Holidays for All: System Closed
Jan. 3	Student Holiday, Teacher Workday
Jan. 4	Students Return, Second Semester Begins
Jan. 6	Report Cards Issued
Jan. 16	Holiday for All: System Closed
Feb. 7.....	Progress Report for Elementary and Middle
Feb. 8	½ Day Early Release, All Students: ½ Day Prof. Learning
Feb. 20-22	Student /Staff Holiday (Except 240 Day Employees)
Mar. 15.....	1/2 Day Early Release
Mar. 17	Report Cards Issued
Apr. 3-7	Holidays for All: System Closed
Apr. 24	Progress Report for Elementary and Middle
May 25, 26	½ Day Early Release, All Students
May 26	Last Student Day (90 Day Second Semester)



Welcome to Eastside

Dear Students and Parents,

Welcome to an exciting new year. Hopefully you had a great summer, and am ready to embark upon a new school year. In order to do this, Eastside Elementary School will require a high degree of commitment and cooperation on behalf of our students, parents and teachers.

Enclosed is a handbook that encompasses school policies and procedures as well as Douglas County System Policies. Unfortunately, there is not ample space to discuss all of the procedures. If you have further questions, please do not hesitate to contact the school at (770) 651-3800.

The goal at our school is to provide the best possible educational experience for our student population. Our teachers have rigorous expectations and are committed to excellence in instruction while providing high student achievement in a nurturing, safe environment. In an effort to attain this goal, it is pertinent that your child be in school each and every day. School begins promptly at 8:00 a.m. Please ensure that your child is present and on time. Loss of instructional time can negatively affect a child's achievement.

Parents, you are always welcome in our school. Together we can make a difference in your child's academic career. We encourage you to get involved and maintain contact with your child's teachers.

Sincerely yours,
Sean Roach, Principal
Leigh Sheffield, Assistant Principal

Eastside School Rules

T-treat self and others with respect

E-everyone will do their personal best

A-always listen and follow directions

M-must be responsible for our own actions

Together **E**veryone **A**chieves **M**ore

Eastside's Mission Statement

Our mission is to educate all students in a child-centered environment. Our staff will foster a love of learning. We will strive to help our students develop the knowledge, skills and attitudes they need to be successful in a culturally diverse society.

EASTSIDE PROCEDURES

ADMISSION/WITHDRAWAL

Students seeking admission to a Douglas County School should have withdrawn from the previous school. Withdrawal papers should be presented at the time admission is requested. The following items are required for enrollment and should be on file in the school office:

1. A certificate of Live Birth with a state file number
2. A certificate of Immunization-Form 3231 (Georgia Form)
3. Social Security Number
4. Legal documents (i.e., custody), if appropriate
5. Dental, Vision, Hearing and Nutrition screening certificate (Georgia Form 3300)
6. Proof of residence (Lease agreement, utilities bill, etc.)

BUS ROOM

The school is NOT OPEN FOR STUDENTS UNTIL 7:15 AM. Teachers who supervise the bus rooms are not on duty until this time. A student is not to be left alone at the front or back entrances. Leaving a child unattended could result in a referral to the school social worker for neglect.

Students in grades kindergarten through second grade will have breakfast in the cafeteria and students in grades three through five will receive a grab and go breakfast and then report to their perspective bus halls.

In the afternoon, all car riders should be picked up by 3:00 PM. If an emergency should arise and you are unable to be here by that time, please call the school. Leaving a student past this time could result in a referral to the school social worker for neglect.

CAFETERIA

Payment

To help our lunch program operate efficiently, it is requested that your child's lunches be purchased on a weekly basis. If you elect to purchase by the week, please send your check or money in a sealed envelope on Monday morning to the homeroom teacher. Write the student's name, homeroom teacher's name and the amount enclosed on the outside of the envelope. If you are applying for a free or reduced price meal ticket, please remember that you are responsible for all charges that have accumulated prior to approval.

Lunches may also be paid for on a daily basis. Children will pay for their lunch as they go through the serving line. Credit will be given if a student is absent during the week. Simply take this into account when sending money the following week and make a notation on the envelope. The cost for student breakfast is \$1.25 and lunch is \$2.10. All lunch money is handled by the cafeteria staff, therefore money for field trip, pictures, etc. should not be included with lunch money.

Breakfast

Breakfast is served from 7:15 AM until 7:50 AM. If you would like for your child to eat breakfast at school, please make arrangements for him/her to arrive no later than 7:45 AM.

Charges

A policy has been established throughout the school system that restricts the amount of meal charges a student can accumulate. No one will be allowed to accumulate more than \$5.00 in charges. Once that amount has been reached, students who are unable to pay will be offered a sandwich and a beverage.

Visitors

Parents and visitors are welcome to eat lunch at school. It is necessary to notify the cafeteria staff by 9:00 AM, so that they may prepare adequate amounts of food. Program guidelines require that all visitors (including preschoolers) must pay the price of an adult lunch.

COUNSELING/GUIDANCE PROGRAM

In Douglas County, the elementary school guidance program is designed to help students by assisting them in making decisions and changing behavior. The purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development.

Guidance is defined as the help all students receive to assist them in making appropriate educational and career choices. Counseling is defined as the help some students receive from a professionally trained counselor to help them overcome personal and social problems, which may interfere with learning.

The lessons taught in classroom or small group guidance provides a link to define student competencies. These standards are included in the guidance curriculum. Counselors coordinate and implement delivery of guidance lessons in the areas of academic, personal/social and career development. Lessons can incorporate study skills, test taking skills, problem solving, decision-making, self-knowledge, life skills, personal safety, and career planning. All of which will help facilitate your child's academic achievement.

Small group counseling may address specific needs such as understanding-self and interpersonal skills or help students dealing in crisis situations, such as divorce or death in a child's life. Students may participate in these small groups as a result of referrals from parents, teachers or themselves. This counseling relationship with students will be treated as confidential except when a student poses an imminent danger to themselves or others; or when the student reveals matters that by state law must be reported. The Douglas County Board of Education provides all students the opportunity for counseling services.

The elementary school counselor consults and collaborates with parents, guardians, teachers, and significant others such as school psychologist, special education personnel, school social workers, and medical professionals in the community. They are also involved with classroom performance and behavior, childhood growth and development, a positive school climate, identification of exceptional children, interpretations of test results, psychological reports and other relevant data and communication between home and school.

Students in First and Third grades will be taught the *GOOD-TOUCH/BAD-TOUCH* program.

GOOD-TOUCH/BAD-TOUCH is a body safety program, which teaches children in a very comfortable way to talk about a very sensitive problem. Unfortunately, every year more than 100,000 children are sexually abused in our country. Informing children of the following concepts helps to lessen their vulnerability to abuse.

1. Touch can be good, and/or confusing.
2. Children are special and they have the right to know all the safety rules.
3. Children can say no to inappropriate touches.
4. Children should tell a trusted adult if they ever have a problem with bad or confusing touches.
5. Sexual Abuse is never the child's fault.

Professionals from the University of Georgia have validated this program as being effective. The Douglas County Board of Education has approved this program and is very pleased and excited to be involved. Mrs. Sandra Hutton, our school counselor, will be teaching this program. She has received special training from *The Prevention and Motivation Programs, Inc.* You may contact her at 770-651-3824, if you would like to preview this program. If you have any questions or concerns about your child's involvement in any guidance or counseling group activity, please call your school counselor.

CLINIC AND HEALTH INFORMATION

Eastside maintains a clinic for the welfare of our students. The clinic is located in the Administrative Office. Minor injuries such as scrapes and cuts are treated and a record made of the injury. If the accident is serious or if further medical attention is needed, parents will be called. Parents will have to give permission for their child to be seen at the Family Health Center located on Burnett's campus. IT IS CRITICAL THAT THE INFORMATION ON THE STUDENT'S EMERGENCY CARD BE CORRECT AND UPDATED WHEN APPROPRIATE. When children have a fever or are nauseated, they must be picked up.

Board policy will not allow us to give prescription medication or over-the-counter medication unless it is in the original bottle. An "Assistance with Medication" form must be filled out for medication to be administered. All medication is kept in the office (provisions made for inhalers). Office staff cannot be responsible for calling the student to the office for medication.

MEDICINE MAY NOT BE TRANSPORTED ON THE SCHOOL BUS. It should be dropped off at the school office by a parent or legal guardian.

DISCIPLINE REFERRAL

Students at Eastside Elementary School are expected to follow basic rules to promote safety and learning. Specific rules for each school area are posted and will be explained and enforced by administrators and staff. Students who follow these rules will receive praise and recognition from the school staff. Students who choose not to follow the rules will face consequences. Minor problems will be handled within the classroom setting. Major behavior problems will be addressed through a school policy and will involve a Discipline Referral.

When a student has chosen to behave in a manner that is considered a major offense, he or she will leave the instructional setting and come to the office. The teacher will complete the discipline form that describes the student's behavior. Students who are sent to the office for serious discipline infractions could be suspended. If the student is involved in any kind of physical altercation, he/she will be suspended for at least one day.

DETENTION GUIDELINES

Detention will be used for students who choose not to follow the rules and who disrupt the class, and/or disrespect authority constantly. Detention will be held Monday, Tuesday, Wednesday and Friday from 3-4 PM. Parents will be notified as soon as possible of the detention day that will need to be served. Students will have to be picked up at 4 PM by the parent. Parents are expected to cooperate with this school policy. Any student enrolled in ASP will not be allowed to attend this program after detention.

Detention Guidelines for visits within twenty school days. Students will start over in the cycle after twenty school days.

First Visit	Warning and call to parent
Second Visit	1 day detention
Third Visit	2 days detention
Fourth Visit	3 days detention
Fifth Visit	4 days detention

Bus Referrals

Students at Eastside Elementary are expected to conduct themselves in an orderly manner and obey all bus safety rules. Violation of bus rules will result in the bus driver writing a bus discipline referral which will be addressed by an administrator. The following guidelines will be followed when addressing bus discipline referrals:

First Referral	Warning and call to parent
Second Referral	1 day bus suspension
Third Referral	3 days bus suspension
Fourth Referral	5 days bus suspension
Fifth Referral	10 days bus suspension

Any serious offense, such as fighting, will result in an automatic bus suspension to be determined by an administrator. Students will start over in the cycle after each semester.

DISMISSAL

The safety and security of Eastside students is our primary goal. We request your compliance and support with the following dismissal procedures. Each child should have a consistent method of transportation home at the end of the school day. The homeroom teacher should be made aware of this to reduce confusion. Students will be issued a dismissal card that indicates their personal transportation method. Students must have these cards in order to board a bus, be picked up as a car rider, walk, or stay for the After School Program. **All daily transportation changes should be made by 2:00 every day.** We will not be able to make changes through a phone call. You may FAX us any changes at 770-920-4086. Please include a picture ID and signature. Please call to confirm that we have received the FAX. Please send a note to your child's teacher if somebody else will be picking your child up. Any new person will need to be listed on your child's emergency card AND will be asked to show an ID before we will release him/her. To coordinate our car rider procedures, drivers who pick-up must have a Car Rider tag hanging from their rearview mirror. These tags must remain in place and be visible until the child is placed in the car. If a tag is not displayed, the driver will be asked to park and enter the building to show identification in order to pick-up the student. Eastside Elementary is stressing the use of these tags as a security precaution to protect our students. Dismissal begins at 2:45 PM. Parents should not make a practice of entering the school building to get their children before dismissal or to wait for them in the building during dismissal time. No child will be dismissed from class after 2:15 PM. We need this time for instruction and to reduce the confusion during bus dismissal. The intercom is used for announcements and cannot be used to call individual students.

DRESS CODE

In addition to the Douglas County Board of Education policy on dress code, Eastside Elementary requires that all students wear shirts tucked in and pants which fit on the waist, and shoe strings must be tied.

EARLY DISMISSAL

A student must be present for at least one half of the school day to be counted present. A student must arrive at school no later than 11:00 AM for all grades. Students who are checked out before 11:00 AM will be counted absent for the day. If a child is to be picked up before dismissal time, he/she must be signed out in the office by the person who is taking the child home. **PLEASE DO NOT GO TO THE CLASSROOM OR PLAYGROUND TO GET YOUR CHILD!** Please come to the office and we will assist you. Remember, when students leave early they are missing instructional time. Early dismissal requests should be limited to doctor's appointments, emergencies, etc. Excuses may be requested. The parent or guardian must notify the school through a note or fax if a student is to be released to someone other than the regular caregiver. **FOR INCLEMENT WEATHER,** radio station WSB (750AM) or other major Atlanta radio and TV stations will be contacted concerning school closings. Closings will be announced as close to 6:00 AM as possible.

FIELD TRIPS

Once during the year, a student may take an educational field trip. The trip is intended to reinforce curriculum objectives. The student will enjoy and learn from the activities. The trip must meet all Douglas County policy and guidelines. Parents will be notified before any field trip so that a permission form will be on file. A student who has demonstrated inappropriate behavior prior to the field trip will not accompany his/her class on the field trip. The classroom teacher and the principal will decide whether a student may attend a field trip. Refunds for field trips will not be issued.

HOMEWORK

Homework is a necessary supplement to the instructional program. If appropriately planned, assigned, and evaluated, it can promote student progress.

ILLNESS/ACCIDENTS

If a student is hurt on the bus or at school, he or she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted in the event of a serious accident.

Students who become ill during the school day should tell their teacher. Such students can only be dismissed from school to go home if the school is able to contact by phone either a parent or guardian who will agree to come and get the student. **THE SCHOOL MUST HAVE AN EMERGENCY PHONE NUMBER ON EVERY CHILD.**

INTERNET

During the school year, your child may be involved in using the Internet as an educational resource. The Internet offers diverse and unique resources to our students. Our goal in providing Internet service to students is to promote educational excellence using all available technological resources and innovations. Students will have Internet access privileges under the supervision of an adult. An Internet permission form must be on file before the student is permitted to use the Internet.

ITEMS NOT ALLOWED AT SCHOOL

While at school, students are engaged in meaningful instruction. Disruptions are not conducive to the learning process. To keep the attention of the children on the curriculum, the following items are not permitted at school:

Any Toys	Electronic Items	Stuffed or "Beanie" Toys	Pokeman cards
Candy or Gum	Hats	Yo-yo's	Rolling Book bags
Flip Flops	Sunglasses	Heelies' Shoes	Bakugan Balls

If a student does bring one of these items or an item listed in the Douglas County School System Policies and Procedures manual, it will be collected by a faculty member. The item may be retrieved only, in person, by a parent. During the school year provisions may be made by school administration for special occasions such as Hat Day, Flip flop day, Sunglasses Day, etc.

LOST AND FOUND

Most items that are found are turned into the office and/or placed in a designated area. **Please label all clothing with your child's name so lost items may be returned.** If items are not claimed within a reasonable length of time, they will be donated to a charitable organization.

MAKE-UP WORK

In the event of illness or family emergency, students will be given an opportunity to make up missed work. For short-term absences (5 or fewer days), full credit will be given for work made up and turned in within a number of days equal to those missed. Special arrangements should be made with the classroom teacher when illnesses or family emergencies extend absences beyond five days. The following guidelines govern the availability of makeup work:

1. If a student is absent for one day, makeup work will be given when the student returns to class. Any assignments requested on the day of a student's one-day absence are due on the day the student returns to school.
2. If a student is absent two or more days, parents may request makeup work by calling the school office before 8:30 AM. Work will be ready in the office between 3:00 PM and 4:00 PM. The number of days allowed for makeup work begins on the first day makeup work is requested.
3. In case of long-term illness, parents should communicate with teachers regarding further make-up work.

MEDIA CENTER OPERATIONAL PROCEDURES

Accessibility to materials - Students may borrow two books at a time. Additional books may be checked out to students for reports. Students may use any AV equipment and software in the media center. They may not check out reference books to take home, due to their expensive nature. Students are not allowed to check out AV equipment or software. Students may check-out periodicals. We also frequently request other books from other libraries to meet student needs.

1. Checking Out Books - The media center operates under "open scheduling" which ensures that students have accessibility to the media center whenever they need it. The media center and its resources are a vital part of every child's education. We encourage teachers to provide frequent weekly opportunities for students to visit the media center. Students should have at least two opportunities to visit the media center per week.
2. Notification of Overdue Books - We notify students with an overdue notice once a week. Students who have overdue or lost books may not check out any more books until the books have been returned or paid for. If a book is found before the school year is out, the student will be refunded for the paid lost book. We charge the current price to replace the book.
3. Withdrawals - All lost library books must be accounted and paid for in order to clear the school withdrawal form.
4. Information Access Skills - The teacher may plan with the media specialist lessons about using and finding information in the media center and from books.
5. Reading Promotions - The media center promotes reading through monthly activities, author/illustrators and reading contests. We also promote reading through fundraisers, such as book fairs.

PARENT-TEACHER COMMUNICATION FORM

A communication report will be sent home weekly with each student at Eastside. The report will help to keep you informed of your child's academic progress as well as to inform you of his/her conduct at school. We ask that you sign the report and return it to school on the next school day.

We will be recognizing academic achievement and good conduct throughout the year. Your help at home is vitally important as we work together to insure that your child will have a successful and enjoyable school year.

Weekly folders will be sent home on Monday of each week to keep parents/guardians informed of student progress. Exceptions to this are made only when report cards and progress reports are issued at which time folders will go home on the day of issuance.

PARENT-TEACHER CONFERENCES

If you desire a conference, please call the school to arrange a conference with your child's teacher. Although certain days are set aside during the year for parent conferences, parents are encouraged to come in for conferences any time during the year.

PARENT-TEACHER ASSOCIATION (PTA)

Eastside's Parent-Teacher Association (PTA) works to promote the welfare of its children. The PTA meets in the months of September, November, February and April. All parents are urged to join and become active, informed members of our group. We want and need your support!

PARTIES AT SCHOOL

Board policy allows two parties per school year under teacher supervision during school hours. These parties may begin during the last hour of the school day preceding Winter Holiday and two days before the last day of school. Students will not draw names for the purpose of exchanging gifts. It is against Douglas County School Board policy for money to be solicited for parties. All party preparations are done under school/teacher supervision. The teacher actively requests parental help with these activities.

PHYSICAL EDUCATION/HEALTH

Instruction is provided by the physical education specialist and the classroom teacher. If for any reason your child is unable to participate, please send the physical education teacher a note stating the reason and your request will be honored. If it is necessary for the student to miss physical education classes for more than three consecutive days, a doctor's excuse must be provided. If at any time your child cannot participate in outdoor activities, a note from the parent should be sent to the teacher.

As a safety precaution, all students are requested to wear sneakers or soft-soled shoes for participation during indoor physical education activities. This is a preventive measure to protect students while participating in physical education activities on the gymnasium hardwood floor. Students will not be permitted to wear socks or hard-soled shoes in the gymnasium.

SCHOOL PROPERTY/TEXTBOOK

The building and the equipment it contains are provided at great expense by the people of Douglas County. Students should refrain from defacing school property. A conscious effort should be made to encourage good citizenship and the development of pride in keeping the building clean and the furniture in good repair.

A student will pay for damage to the building and equipment when it is determined that such was caused by carelessness or neglect.

A student is provided textbooks. The books are issued by the classroom teacher who keeps a record of the condition of each book. A student is responsible for the care of his/her issued textbooks and must pay for lost or damaged books, textbooks, or library books.

PLAYGROUND GUIDELINES

It is important that all children are safe while on the playground. To facilitate this:

1. Students should use the equipment appropriately.
2. Students should follow the directions of all teachers on the playground.
3. Students should refrain from kicking, throwing, or picking up sticks.
4. Students should refrain from "play fighting" or wrestling.

Failing to follow these guidelines will result in a disciplinary action.

STUDENT INSURANCE

The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four-hour coverage are available. Information explaining the program will be sent home. Envelopes will be provided so that payments may be sent directly to the insurance company.

STUDENT SUPPORT TEAM

All schools in Georgia use Student Support Teams (SST) to identify and offer alternative strategies for any student having academic or social problems. The team may consist of the teachers who work with the student, along with the parents, principal, assistant principal, counselor, other teachers, and/or special education teachers. Every effort is made to provide for academic and social success in school. The referral for special education is initiated through the Student Support Team process.

VISITORS

For the protection of all students, parents and visitors must sign in at the office and receive a visitor tag before proceeding to meetings, classrooms, lunchroom or any location on school grounds. Persons who have not signed in or are not wearing a visitor's name tag will be asked to go to the office.

A parent may visit in a child's classroom for a time up to thirty minutes by prior arrangement with the principal. Parents will be given a note to admit them to the classroom. In no case should a parent go to a classroom during school hours without proper authorization. This visit would not be an appropriate time for a parent conference. Preschool children should not accompany parents during classroom visitation.

VOLUNTEERS

We welcome volunteers at Eastside. Many opportunities for involvement are available in the Media Center, at the School Book Fair, PTA fund-raisers, field days, as tutors, and resource speakers. We encourage you to sign up at the Fall Open House, at PTA meetings, or call and leave your name and phone number. We love to have grandparents as well!

CLUBS

Our students will have opportunities to participate in after school clubs and organizations. Below you will find the names of the clubs offered at Eastside Elementary and their mission or purpose.

Jr. Beta Club- is a leadership-service club for fifth grade students whose purpose is to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship.

Student Council- The purpose of the Council is to strive for good citizenship, respect all individuals in the school and community, involve all students in sharing ideas to make our school the best it can be, help all students work together in our school, give all students practice in democracy in action, help other citizens and groups in our community.

Art Club-Students will enjoy many opportunities to use different mediums to express themselves artistically.

Eastside Spirit Dancers-Student will learn choreography as well as discipline in a structured setting. The Dance Team promotes good posture while providing support for excellence in education.