



# **EAST SIDE ELEMENTARY**

**Student Handbook**

**2022-2023**



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## **WELCOME TO EAST SIDE ELEMENTARY SCHOOL!**

Welcome to East Side Elementary School! The faculty and I are looking forward to an exciting and successful year for your child.

For some of you this may be the first time you have had a child in school. The purpose of this handbook is to provide information to you, the parents, or guardians, about East Side Elementary School. We feel this handbook information will help to inform you about East Side's policies, procedures, and activities. We also feel this information will ensure your child a pleasant, rewarding and enriching educational experience while in Pre-Kindergarten and Kindergarten.

East Side Elementary School prides itself in having a dedicated and competent staff committed to teaching every child. We all work together to provide a safe child-centered environment in which all children can gain skills and develop a love for learning. The district vision statement "All students will be successful" is our sincere desire for your child this year.

Mrs. Jacqueline G. Gray  
Principal

## **WEST POINT CONSOLIDATED SCHOOL DISTRICT VISION STATEMENT**

All Students will be Successful

## **EAST SIDE SCHOOL MISSION**

"To teach our students the skills necessary for a lifetime of learning"

## EAST SIDE'S PHILOSOPHY AND GOALS

The programs at East Side Elementary School are based on sound, proven child developmental principles. These principles guide the curriculum and are the heart of the learning environment. Classroom instruction is organized around learning centers where children acquire skills and concepts involving problem solving, decision making, questioning, evaluating, and discovering.

The goals for pre-kindergarten & kindergarten are to help the child:

1. Develop a positive self-concept
2. Achieve intellectual growth
3. Become better aware of the world around them
4. Increase skills in communication
5. Increase physical coordination
6. Deal with feelings and social situations
7. Develop self-direction and independence
8. Build trusting relationships
9. Develop natural curiosity and creative potential

## ARRIVAL & DISMISSAL

### ARRIVAL 7:15-7:45 A.M.

Beginning at 7:15 A.M. children may be dropped off at the side of the building. Please do not let children out of cars until teachers are on duty to watch them. At 7:15 A.M. a duty teacher will be available to help your child out of the car. To keep traffic flowing, please have your child ready to get out (Ex: shoes tied, coat on, book bag ready to go). Teachers are on duty from 7:15 A.M. until 8:00 A.M. Any child arriving after 8:00 A.M. is tardy and a parent must come into the office to sign the student in. All traffic will travel west on Broad Street.

Please remember not to block traffic and, for our children's safety, always obey the traffic guard. For your child's safety, under no circumstances should he/she be dropped off at the school if there is not a teacher on duty.

### DISMISSAL Cars 2:30 P.M. Buses 2:30 P.M.

No child will be checked out after 1:45 P.M. Dismissal is a very busy time in the office. To avoid confusion, changes regarding your child's pick up must be made before 1:30 P.M. each day. No changes will be accepted after 1:30 P.M. You may call the office to make these arrangements. If possible, send a written note to the teacher. East Side carpool dismisses at 2:30. Carpool is from 2:30 P.M. until 3:00 P.M. If you are late, you must come into the building, and sign out your child. **You will be asked to provide a picture ID for check out.** At the beginning of the year, you will be given a decal with your child's name on it. Please hold it up or hang it on your rearview mirror until your child is in the vehicle. This helps keep the carpool line flowing in a timely manner.

## ATTENDANCE

Your child is beginning pre-kindergarten or kindergarten. School will be a second home for years to come. Attendance patterns set in pre-kindergarten & kindergarten can influence your child's lifelong attitude toward the importance of being at school and learning. All children are expected to be at school each day unless they are ill, or a family emergency arises. According to the School Age Compulsory Law, any child with five or more absences must be reported to the School Truancy Officer. Once a child reaches five unexcused absences a reminder note will be sent home to the parents and the Truancy Officer may contact you.

## EXCUSED ABSENCES

According to the School Age Compulsory Law and the West Point Consolidated School District Policy JE-B, the following are the only reasons for which an absence or absences may be considered excused.

- a. Attendance at an authorized school activity (Must be approved by the principal.)
- b. Illness or injury which prevents the student from being physically able to attend school (A written doctor's note or parent note is required.) Only two parent notes are allowed each semester.
- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters.

- e. After a medical or dental appointment, a doctor's note must be provided upon the student's return to school or within 2 days of the absence, unless approved by the principal.
- f. Must provide proof if attending court as a witness, under subpoena, or party to the action.
- g. Observance of a religious event (Prior approval of the principal is required.)
- h. Participation in a valid educational opportunity, such as travel including vacations or other family travel (Prior approval of the principal is required.)
- i. Other conditions sufficient to warrant nonattendance, with prior approval of the principal. However, no absences shall be excused when any student is suspended or expelled.

Notes or documentation of illness, injury, death of a family member, and/or court appearance must be presented to the school within 2 days of the student's return to school. No documentation regarding absences will be accepted beyond this time unless approved by the principal; therefore, absences will remain unexcused. When a student has 5 unexcused absences during the school year, the school will report these absences to the school attendance officer of the youth court or family court. Pre-kindergarten parents will receive a phone call from the principal after 10 unexcused absences. After 15 unexcused absences your child may be removed from the program.

### ACCIDENT or ILLNESS



Minor injuries and illnesses will be treated at school. If an injury or illness is serious, we will call you to check on or pick up your child. If necessary, the school will call emergency services and then contact you. It is very important that we have a number where you can be reached. If you have a change of address or phone number, please give the new number to your child's teacher or the office. In addition, please make sure an emergency number is on file in the office in case we cannot contact you. Be sure the number you give belongs to someone who knows your child by the name used at school - not by a nickname.

### SUPER STARS/ALL STARS CELEBRATION



Super Stars/All Stars is a monthly celebration for students who have shown good citizenship/behavior characteristics during the four-week period. Super Stars/All Stars is celebrated with extra recess, books, etc. Every student can participate depending upon his/her behavior while at school.

## BAD WEATHER



In cases of bad weather, the West Point Consolidated School District will use the AIM system to contact all parents by phone to inform them of school closings or early dismissals. Please make sure your child understands how to get home in situations of early dismissal due to bad weather.

In the event of severe weather, no children will be allowed to check out until the weather passes. This is for your child's safety. You are welcome to come to the school and sit with your child.

## BIRTHDAYS & BIRTHDAY BASH



A birthday is a very special day. If you wish to bring refreshments for your child's birthday, please plan with the teacher ahead of time. Birthday Parties will be between 1:30-2:00. Refreshments must meet the Healthy School guidelines, which were sent home at the beginning of the school year. You may also get a copy in the office or from your child's teacher. Birthday Bash is a bimonthly celebration for those students who have had birthdays during the two-month time frame. Each student is given a happy provided by our school.

## BREAKFAST and LUNCH



The cafeteria serves breakfast and lunch daily. Breakfast will be served from 7:15 A.M. until 7:45 A.M. and lunch is served from 11:00 A.M. until 12:25 P.M. Both meals are free to all children.

**\*SPECIAL FOOD NEEDS\*** If your child is allergic to certain foods, there is a form you can obtain from Child Nutrition that must be signed by a doctor. This form should be turned in to the cafeteria for your child to receive special breakfast and lunch. If your child has religious reasons for not eating certain foods, there is also a form you can obtain from Child Nutrition. This form should also be turned in to the cafeteria for your child to receive special breakfast and lunch. You may get all forms from the school.



## KINDERGARTEN STUDENTS BUS BEHAVIOR



Bus behavior is a serious matter. We ask that you work with us concerning this matter by reviewing and reinforcing appropriate bus behavior. We appreciate your help in creating a safe and orderly environment on the bus.

The principal will handle disciplinary actions concerning bus misbehavior. If your child's behavior is endangering the safety of other students on the bus, he/she may lose the privilege of riding the bus. If your child misbehaves on the school bus, the bus driver will submit a written report to the principal.

The consequences for bus reports are as follows:

- First Report - The principal will talk with the child and issue a verbal warning.
- Second Report - A bus suspension from all buses in the district for up to five days.
- Third Report - A bus suspension from all buses in the district for ten school days.
- Fourth Report - A bus suspension from all buses in the district for 20 school days. A parent conference with the principal must be held before the student can continue to ride the bus after the 20 days suspension.
- Fifth Report - A bus suspension from all buses in the district for the remainder of the year.
- If a student rides another bus while on suspension, suspension days will increase two for each day the student rides another bus. A written report will be sent home with one copy to be signed and returned and a copy for the parent to keep.
- If your child is involved in a fight, he/she will be suspended off the bus for five days regardless of the number of reports.

### CUSTODY RESTRICTIONS

Parents/guardians with restrictions on who may visit and/or pick up your child need to make an appointment with the principal to provide proper documentation of said restrictions. A court ordered restriction is required, and a copy of the court order must be on file in the school office. If a person is listed on the birth certificate and we have no court order on file, the child can be released to that person.

## DISCIPLINE

The primary emphasis of this school system is to provide the best quality education for the students of the district. To do this, each student is expected to follow the rules of the classroom, school, and the district. When a student does not follow these rules, he/she shall be subject to disciplinary actions. Each teacher has a behavior plan in her classroom outlining her rules and consequences. You will receive a copy of the classroom discipline plan at the beginning of the year. Please become familiar with this plan and review it with your child.

The following is a list of behaviors that may result in discipline:

- Fighting or provoking a fight
- Harassment, intimidation, or verbal assault
- Habitually disruptive behavior
- Insubordination toward any school employee
- Oral, written, or other indicated profanity
- Vandalism\*\*
- Theft
- Intentional indecent exposure and inappropriate behavior
- Disrespect
- Chronic rule breaking
- Possession or use of alcohol, tobacco, or illegal drugs and/or "look-alikes"

Once the teacher has executed the behavior plan and a student continues to misbehave, the consequences listed below will be rendered by the principal.

1. Warning, student conference, and parental contact
2. Student will be sent home for the day
3. Corporal punishment or 1-day OSS if the student cannot be paddled, and referral to counselor for TST
4. Corporal punishment or 2-day OSS if the student cannot be paddled with mandatory parent and student conference with the principal

5. Corporal punishment, 2-3-days OSS with mandatory parent and student conference with the principal.
6. Corporal punishment, 2-5-days OSS with mandatory parent and student conference with the principal.

\*\*The parent may also be responsible for damages.

If a child commits battery towards a student or a teacher, mandatory parent conference with the principal and disciplinary actions will be issued at that time.

## SAFETY DRILLS

Safety drills are mandated by state law. Procedures are posted in each classroom. Drills will be conducted on a regular basis during the school year.

## EARLY CHECKOUT

Our instructional schedule is from 8:00 a.m.-2:30 p.m. It is designed to make the most of every minute your child is at school. Please try to schedule your child's doctor and dental appointments after school hours. If this is not possible, you must come to the main office to check out your child. **You will be asked to provide a picture ID for check out.** For your child's safety, the office will not release a child to anyone who is not listed on the green Emergency Card. Students are not allowed to be consistently checked out early. Early checkouts will result in not receiving a perfect attendance award for the school year.

## FIELD TRIPS

Field trips are taken throughout the year, as part of our kindergarten curriculum. A field trip permission form must be signed by the parent at the beginning of the year. This gives permission for your child to participate in all field trips. Pre-

Kindergarten students will only take walking field trips around town. Kindergarten students will also take walking field trips around town. Other field trips are taken by school buses. Many times, chaperones are needed. Teachers will contact parents needed to chaperone the trips. If you would like to volunteer, please let your child's teacher know at the beginning of the year. Due to limited space on the buses, parents must drive their own vehicle.

### LOST and FOUND

Articles, which have been lost, will be placed in the storage room. Please check with the custodian when looking for a lost article. It is a good idea to write your child's name on labels or tags in all coats, sweaters, jackets, hats, caps, and book bags.

### MEDICATION



If your child has special medication to take during the school day, you must have the appropriate form completed and on file in the nurse's office. The secretary or school nurse can give you a copy of this form. The doctor must complete the form before any medication can be given. All medications must be brought to school by the parent, and it must be brought in the container the pharmacist provided. Never send medication of any kind to school with your child. All medications, prescription and over the counter, will be kept in the office. The nurse, principal, or her designees are authorized to give the medication to your child.

*Teachers, or other staff members are not permitted to administer ANY form of medication, prescription or over the counter, to a child. If your child needs medicine (antibiotic, Tylenol, or cough medicine), a parent MUST come to the school and administer.*

### NOTES to the TEACHER



Young children often lose notes on their way to and from school; for this reason, all children must have a backpack and will be given a green "Take Home" folder by the school. All notes or money sent to the teacher should be placed in the child's green folder and put into the backpack.

Please check your child's backpack each night for the green "Take Home" folder. Notes and work, as well as notices about school pictures, P.T.A. meetings, or other important events happening at school will be sent home by the teacher in the folder.

## PARENT-TEACHER CONFERENCES



We need your help to give your child the best learning opportunities possible. All parents are asked to have at least two conferences during the school year. These conferences are for your child's benefit. The district will have a Parent/Teacher Conference Day on Tuesday, October 18, 2022, and Monday, February 6, 2023. The end of the year conferences will be held in April and May on an as needed basis. If you would like to schedule a conference with your child's teacher at any time during the year, please call the office at (662) 494-4691. The teacher will gladly work with you in scheduling a convenient time.

## DRESS CODE

Students attending East Side Elementary will wear uniforms. The dress code is listed below.

- ◆ Shirts must be white, navy blue, or hunter green (no logos, stripes, or emblems)
- ◆ Shirts must have collars and sleeves
- ◆ School t-shirts or West Point Consolidated School district t-shirts may also be worn any day of the week
- ◆ Bottoms must be khaki or navy blue
- ◆ Belts must be worn if there are belt loops
- ◆ No warmup pants, sweatpants, hats, scarfs, or sagging pants may be worn
- ◆ No jeans of any color may be worn except on special occasions. (Notes from the school will be sent)
- ◆ Sandals must have straps around the ankle, **no flip-flops shall be worn**

Please send an extra set of labeled clothes in a clear zip-lock bag for your child. (This includes socks and underwear.) Tennis shoes must be worn on PE days.



## SCHOOL VISITS



Due to Covid restrictions, parents are not allowed in the classroom as of now. We look forward to parents returning. At that time, there will be procedures to follow. Such visits can be very rewarding for you and your child. Please make arrangements with the teacher in advance, and stop by the school and have your picture ID to sign in. If you plan to eat lunch with your child, please notify the office in advance so that extra lunch can be prepared. We have uninterrupted reading from 8:15-9:45. No one is allowed down the halls during this time.

## SERVICES PROVIDED COUNSELOR, SPEECH, SPECIAL EDUCATION

East Side Elementary has the services of a professional school counselor, two certified speech pathologists, and two special education teachers.

The counselor provides group guidance, individual counseling, and referral services to teachers, parents, and the community. The speech pathologists serve the students who need therapy for articulation, language, hearing impairment, fluency, and voice disorders. The special education teachers work with students who are identified as needing special services in academics.

## SUPPLIES

Please make sure your child has the supplies that he/she needs for school. If you are unable to provide supplies, please notify the school as soon as possible.

## TARDIES

Our instructional day begins promptly at 8:00 A.M. Please make every effort to have your child at school before this time. If a child enters a classroom after the teacher has begun instruction, it is disruptive to the other students and to the teacher. Please help us to teach your child the importance of being on time.

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## DISCLAIMER

The policies in this handbook are subject to change due to updates by the state department of education, district school board, an/or administration of the school. Updates to this handbook will be communicated in a timely manner.

## NOTICE OF NON-DISCRIMINATION

The West Point Consolidated School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the district:

Dr. Jermaine Taylor, Superintendent  
West Point Consolidated School District  
P. O. Box 656 - 359 Commerce Street  
West Point, MS 39773  
(662) 494-4242

## District Policies

The policies listed below are the district policies concerning students and instructional programs that are essential to our students' success in the West Point Consolidated School District. Please visit our district's website for complete viewing of these policies. Policy Revisions based on MS Code, State Auditor's Office, MS Department of Education, and MSBA recommendations following 2022 Legislative Session



1. CI - Administrative Personnel Intern Program
2. CK - Administrative Personnel Professional Development
3. DJEAB - Purchasing Procedures Education Enhancement Funds
4. EDAA - Student Transportation Management School-Owned Buses
5. FGDB - Project Administration Contract Awards Procedure
6. GBA-E - Teacher Salary Scale
7. GBRL - Drug Free Schools and Workplace
8. GBRM-2 - Drug and Alcohol Testing Policy
9. IN - Vocational/Career Technical Education
10. JB-P - Students Complaints of Sexual Discrimination / Harassment - Title IX
11. JCDA A-Use of Tobacco and Smoking Devices
12. JCDA C - Drugs and Alcohol (Possession or Reasonable Suspicion)
13. JCDA E - Weapons
14. JCDA B-Dress Code policy
15. JCDA E2-Possession of a Weapon
16. JDDA - Bullying

17. JE - Cell Phone/Electronic Devices
18. JGCC- Communicable Disease
19. JGCDEA- Self Administration of Asthma Medication
20. JGCD- Student Health Services Medicines
21. JGH- Competitive Food
22. JGHR - Food Service
23. IFBGAA - Internet and Computer Safety Policy
24. IJB - CIPA Policy - Acceptable Use

July 1, 2022

TO: Parents  
Students  
District Employees

FROM: Dr. Jermaine Taylor, Superintendent

RE: Asbestos Inspection of School Buildings

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Please be informed by this notice that in compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), all school buildings of the West Point Consolidated School District have been inspected to identify and assess the condition of all Asbestos Containing Building Materials (ACBM). A management plan has been developed to establish guidelines for managing the ACBM.

The EPA requires re-inspections of any asbestos materials every three years with continued surveillance reports and documentation of all activities involving the disturbance of asbestos materials to include: abatement, repairs, cleanup, etc.

Management plans containing documentation of all activities involving ACBM are on file at each school administrative office and the office of the superintendent of schools. Any interested party should feel free to go to any of these locations to view the plans during normal office hours.

**EAST SIDE ELEMENTARY  
WHERE THE WAVE  
BEGINS**