

# Eagle Springs Elementary School

## Student Handbook

### 2023-2024

Dr. Jeff Washington  
*Principal*

*Ms. Baylor Johnston*  
*Counselor/504 Coordinator*

*Mrs. Stephanie King*  
*AP for Instruction*

*Mr. Shaun Lenderman*  
*AP for Discipline*



Dr. Mark Scott, Superintendent  
Houston County Board of Education  
Post Office Box 1850  
1100 Main Street  
Perry, Georgia 31069  
(478) 988-6200  
[www.hcbe.net](http://www.hcbe.net)

# **EAGLE SPRINGS ELEMENTARY** **MISSION STATEMENT**

**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 and develop confident and compassionate individuals who are contributing world citizens!**

## **MOTTO**

**All Means ALL!**

## **Welcome to Eagle Springs Elementary!**

We know that you will love being a Eagle. All of the Eagle Springs Elementary staff pledges to provide a safe, nurturing environment where all students become high achievers.

Some items are listed below which you will find helpful. You can help us make this an awesome year by reading this booklet and following the simple guidelines.

## **Arrival**

Students may enter the building at **7:45** when the doors are unlocked. No one is available to supervise students before this time. **Students may not be dropped off at a door to wait for the 7:45 arrival time.** Students arriving in cars will enter through the side doors from the car rider line. Students arriving by bus will enter the building through the front doors. Prior to 8:00 all students will report to the gym unless they are eating breakfast. They will sit by grade level in the designated area. Students are subject to the authority of the adults on duty. Students will be released to homerooms at the 8:00 bell.

ESES staff members will be on duty at the car ramp and on the bus ramp to receive students at 7:45.

### **Please be courteous to others:**

- **Please remain in the car line to drop your child off.**
- **The morning drop-off car line is always a DOUBLE file line of cars.**
- All students should be released from the ramp. No student should get out of the car prior to the ramp. **This is for your child's safety.**
- Park only in designated spaces in the front parking lot. (No cars should park blocking the line or the ramp)
- **Please be careful and refrain from cell phone usage while in the moving line to drop-off and pick-up children.**
- If possible, students should sit by a door opening on the passenger side. Students are put in dangerous situations when they must cross between cars. Please watch for children who exit the cars on the driver's side.

At 8:25AM the Car rider line will shut down to make allowance for staff teaching and safety requirements. If you do not arrive before the 8:25AM car rider cut off, you will have to personally walk your student into the office. Please **DO NOT** let your student walk into the office by themselves due to ongoing traffic and other safety issues.

All late students must be walked to the front of the building. **No student will be permitted to enter from the side or back doors.** Exceptions are students going to the classroom with a parent on the ESES staff.

**Breakfast** is served from 7:45 – 8:20. Please see the HCBOE Student Handbook this year's procedures.

Instruction begins promptly at **8:30 a.m.** Students arriving after the 8:30 bell must have **an adult, preferably a parent**, sign the student in and print a tardy slip on the computer in the office. Please review the attendance policy in the HCBOE Student Handbook about tardies and early dismissals. Please make extra time allowances during rainy days, since traffic tends to be heavier when it rains.

### **Dismissal**

Students who are car riders will be dismissed at the 3:30 p.m. bell. All students leaving earlier than 3:30 must be checked out in the office and print an early dismissal slip on the computer. This slip will be sent to the teacher. Please do not put your child's teacher in an awkward position by asking them to release a student early.

Please inform the teacher, **in writing or Class Dojo**, if your child is going home a different way than usual. You may attach a note in the agenda. **No child will be allowed to go a different way unless you have sent written permission.** If you call the office to change the normal transportation, you must do so **before 2:45 p.m.** **No transportation changes will be taken over the phone for children with custody disputes. Do not e-mail a teacher with a change of transportation; teachers may not get this message until after dismissal time.** Anyone picking up a student for an early dismissal is subject to an ID check. **Please do not be offended if office personnel ask for a photo ID when picking up your child early. The safety of our students is the primary concern.**

- Parents who get out of the vehicle to pick up a student:
  1. Park in the large parking lot at the front side of the building.
  2. Go to an ESES staff member **in the front office of the building** to inform them that you are picking up your child(ren).
  3. Have your Eagle Springs Pick-up card in hand. Every student will receive a pick-up card.
  4. Keep students close; do not allow them to run ahead to your vehicle.

**Early Dismissal--If you plan to pick your child up early, they must be picked up before 3:00pm.**

**Car riders** will wait in the classrooms. All students are subject to the authority of the adults on duty. Parents should display their 2021-22 **YELLOW** pick-up cards in the front dash on the passenger's side. This will hopefully make the dismissal process easier. Students will be called by an ESES staff member to stand by a numbered cone. Slowly move up to the appropriate cone. **All students must be picked up from the car rider line by 4:00 pm. Those not picked up by 4:00 pm will have to be signed out in the office. Your child's safety is our #1 concern at Eagle Springs Elementary.** In order to help the flow of traffic we ask that the procedures below be followed. The following solutions should help make drop off and pick up procedures safer for our students.

- All parents will receive two 2023-24 **YELLOW** pick-up cards which will let us know who you are picking up. Having pick-up card in your passenger's side window will help us move students as quickly as possible. **Parents/Guardians not having a card will have to come to the office to check out their child. The office staff is on dismissal duty, you will have to wait until 4:00pm for your child to be called to the office for pick-up.**
- Students **must be picked-up by 4:00 p.m.** each day. Students will have to be signed out in the office after this time.
- **PLEASE REMAIN IN YOUR VEHICLES;** teachers will be assisting students to vehicles in the afternoons.
- **If you have a child who attends ESES, you will enter from 3591 US-41 N and follow the roundabout to the car rider ramp.**

**In order to pick up your child, you must pick them up from the side of the building and have your pick-up card.**

- **In the afternoon, cars will begin in a double-file line and flow into a single -file line as the cars approach the car-rider ramp. Cars are to remain in a single-file line in order to allow all cars to leave the campus in a safe and orderly fashion.**
- **Please be careful and refrain from cell phone usage while in the moving line to drop-off and pick-up children.**

Our standard procedure is that the child goes home the same way every day unless we have a phone call or note from you. At 3:00 p.m., all teachers are notified over the classroom intercom of any changes in transportation.

We begin releasing students at 3:30 p.m. Please help us with this by making sure your child's teacher has received a note from you or you have called the school with a transportation change. My staff and I will do our very best to ensure your child arrives home per your request.

With over 800 students attending Eagle Springs Elementary, drop-off and pick-up can be very hectic. We ask that you adhere to the procedures mentioned above. As mentioned earlier, **SAFETY** is our #1 concern. With your help, we can make arrival and dismissal procedures run smoothly and effectively this year. Thank you for your cooperation and support.

### **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 stating 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 **12:00 p.m.** or leaves after **12:00 p.m.** However, your child will be considered tardy/or considered as an early dismissal.

**The Board of Education has adopted very strict policies on absences, tardies, and perfect attendance honors. These policies are 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.
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. Excessive/extended absences due to illness must be justified by a physician's statement.
  - b. A serious illness or death occurs in their immediate family. (Parent, Sibling, or Grandparent of child)

- c. Mandated by order of governmental agencies or by a court order.
- d. Celebrating religious holidays observed by their faith.

**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.**

- Students shall be permitted to make up work when absences are excused for reasons above.
- When a student is denied bus transportation due to misconduct, his absence from school is not excused.
- No pupil shall be allowed to be absent from school during the regular session to take private music, drawing, dancing, or other lessons.
- **Students in kindergarten through 8<sup>th</sup> 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.**
- **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 also includes lunch for Field Day.**
- If your child is in the hospital, please call and let the school know.

### **After School Program**

We offer an After School Care Program from 4:00 p.m.-6:00 p.m. Please call the school for prices and specifics. Mrs. Langevin will be the supervisor for this program. Please call 478-953-0450 between 3:30 p.m. and 6:00 p.m. for ASP.

### **Building and Playground Hours**

**A student cannot be dropped off at school before 7:45 a.m.** In the afternoon, all children will need to be picked up at 4:00PM unless they are in the After School Program. Children are not allowed to wait for their parents on the playground.

### **Bullying**

It is critical that every student at Eagle Springs Elementary School feels safe when they are at school, at the bus stop, on the bus, or at school-related events. The Houston County Board of Education is committed to the safety of our students and has declared Houston County as a "Bully Free School System".

In accordance with Georgia Law, bullying is defined as:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- (2) Any intentional display of force that would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate, that
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1
  - b. Had the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that is created an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operations of the school.

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Acts of bullying shall be punished by a range of consequences through the progressive discipline process. Such consequences shall include, at a minimum, counseling and disciplinary action as appropriate under the circumstances. Upon a finding by the disciplinary hearing officer or panel that a student in grades K-5 has committed the offense of bullying for the third time in a school year, the student **may** be assigned to the elementary alternative school.

## **Eagle Springs Elementary School Bullying Protocol**

Eagle Springs Elementary administrators will have two behavior talks each year with all students. The behavior talks will be conducted at the beginning of the year and mid year. The principal, assistant principal for discipline, assistant principal for instruction, and the counselor will meet with the students to give them an overview of the roles of the administrators. Behavioral expectations will be outlined to emphasis to students the

importance of helping to maintain a safe learning environment for everyone. Georgia Law SB250 requires that all schools have a procedure to investigate bullying. Eagle Springs Elementary will address bullying issues through the following protocol:

1. Parents will be made aware of bullying laws through the Houston County Elementary Student Handbook and during Open House. Parents will be made aware of Eagle Springs Elementary's bullying protocol through the Eagle Springs Elementary Student Handbook.
2. Eagle Springs Elementary administrators will discuss bullying and other discipline and behavior expectations during two student behavior talks each year.
3. Teachers and staff members will be made aware of state bullying laws and school protocols for reporting bullying incidents. Staff members will be required to sign a statement acknowledging that they are aware of the bullying laws and the school protocol for addressing bullying incidents.
4. The school counselor will teach classroom guidance lessons on bullying as needed.
5. Teacher and staff reports will be made to the counselor as the first level of intervention. Students may be brought in for conflict resolution, self esteem, or other counseling needs related to the type of bullying.
6. The counselor will investigate all reports of bullying and consult with the assistant principal for discipline or the principal to determine consequences to be administered.
7. If a consequence is to be administered, the assistant principal for discipline or the principal will administer the consequence. The counselor's role does not include administering consequences.
8. The counselor, assistant principal for discipline, or the principal will contact the parents of all students involved in the incident, to include the student being bullied and the student who is bullying or accused of bullying.
9. Students referred for three bullying incidents in a year may be referred to the Houston County Elementary Alternative School.

### **Coats, Jackets, and Hats**

Please write your child's name on all coats, jackets, and hats. We have a lost and found area located across from the lunchroom.

### **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:**

- For the safety of our students, parents must enter and exit through the front doors only.
- Parents may walk their child to their teacher's room in the morning. **However, for the safety of our students, ALL visitors, regardless of time, must sign in in the office to get a visitor's badge before entering the building.**
- We ask that visitors not drop in between 8:00-8:30AM, during the student's lunch time, or 3:15-3:45 to discuss their child's progress or to talk with the teacher. Teachers are supervising students at this time.
- **Before visiting your child's classroom, parents/visitors should contact the teacher to set up a specific time and date for the visit. We do not allow unannounced visits to the classrooms. This is a disruption of instructional time.**
- 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 visitor's badge while they are in the building.**
- After 8:30 all doors will be locked, except those at our front entrance.

**Counselor**

Our counselor, Kristen Keith, at Eagle Springs is in charge of our SST (Student Support Team), attendance, and 504 information. Please contact the counselor for more information concerning these issues.

### **Dress Code**

Students will be required to follow the dress code adopted by the Houston County Schools. Please see the county handbook regarding the general and specific rules of the county dress code, along with the specific requirements for accessories, hair and grooming, and coats.

### **Homework**

Homework is given for review purposes. Parents are encouraged to look over these assignments and help when needed. In 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade, the child is expected to write their homework assignments in their agenda. Teachers will check homework to ensure that it is completed. Parents please initial the agenda as directed by your child's classroom teacher and check for test dates, homework, or other assignments that may be due. Students will bring home any papers that need to be signed on Wednesdays each week.

At Eagle Springs Elementary, 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.** 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.

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 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.

### **Medicine Given at School**

Our school med tech helps monitor the health of our students. We are more than happy to administer medicine to 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 form 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. Tania Bartlett, and she can be reached at 478-954-0540

### **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. **Please note that every 5 years a background check must be completed.** 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 cleared to be a parent volunteer: **Field Trip Chaperone or attendee**, Mentoring Program, Tutoring, Clerical Work in the Classroom, Proctoring, and Media Assistant (which includes helping at our book fairs). Contact our Assistant Principal for Discipline for assistance.

### **Personal Possessions**

Please make sure that children leave their valuable possessions at home. No toys should be brought to school. Toy guns, toy knives or any toy weapons are not allowed due to board policy. The Weapons Policy is also discussed in the Houston County Student Handbook.

Students are not to bring Pokémon cards and other cards of this nature to school, nor are they to bring any non-instructional magazines, or toys such as fidget spinners or SLIME. These have caused disruption during the instructional day. Students will be warned that the principal will take up these materials.

### **Recess/Break**

Each class has a 20 minute recess period every day. Students may bring snacks to eat at this time. Students may lose part of their recess privilege, but they will not lose their snacks. Teachers will often have students walk laps if they lose part of their recess.

### **Report Cards**

Students receive report cards every nine weeks. Please check the Houston County Student Handbook for the exact dates that report cards will be sent home. Progress Reports will be sent home at the mid nine weeks if the student's work is unsatisfactory.

### **School Closings**

Please check the Houston County Student Handbook for vacation and holidays. The school calendar is also posted to the district website ([www.hcbe.net](http://www.hcbe.net)) under the Calendar tab. If school is closed for any reason, our families will be contacted through the county notification system. The district will also announce any closings on social media and the website and will send the information to the local news media.

### **School Lunches**

You are welcome to have lunch with your child any day except the days that we serve our Thanksgiving and Christmas lunches. Our lunchroom simply will not hold the number of parents that would attend. Thank you in advance for your understanding. The only time we may request advance notice that you are eating lunch with your child is on special designated days. **You and your child will need to sit at a special designated visitors' table on the stage. No other student from our school, unless it is a sibling, may eat with you.** We respectfully request that no outside food items be brought in for lunch. Our lunchroom offers a well-balanced meal for our students and parents.

Lunchroom monitors supervise students during breakfast and lunch. We use a system of having music on 7 minutes and then off 7 minutes in the lunchroom. While the music is on, students will not be allowed to talk. If you are sitting with your child at the visitors' table, this rule will not apply so that you and your child can share this time. Thanks for your understanding and cooperation with these procedures.

### **School Parties**

There are only two (2) approved parties during the school year. They are as follows: Holiday party in December and the End-of-School Year party. Valentine's Day is celebrated at "break time" on February 14<sup>th</sup>. **Birthday parties will not be celebrated at school nor will party invitations be distributed during instructional time, nor will staff assist in distributing invitations to private parties. Also, lists of students will not be provided due to BOE policy. In addition, balloons and flowers will not be delivered to students at school. There are no exceptions to these rules.**

### **Testing**

All students will take the state-mandated Ga Milestones test in the spring. These test results will be sent home as soon as we receive them. Our Assistant Principal for Instruction, Mrs. Campbell, will be glad to discuss test results with you. You will receive notices of exact test dates and the dates are also included in the Houston County Student Handbook as well.

### **Title IX**

The assistant principal for discipline, Mr. Lenderman, is in charge of any and all Title IX issues that might occur at Eagle Springs Elementary.

### **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 several fundraisers to help raise money for the school. The money earned is put right back into the school, your child's school.

We hope that you will become an active member in the PTO. We have several committees on which you may serve. We appreciate you signing up for a committee during our Open House.



# Eagle Springs Elementary School Club Information

Name of Club/Organization: Dance Team

Faculty Sponsor/Contact: TBA

Membership Requirement: 3<sup>rd</sup>-5<sup>th</sup> graders - try-outs required and teacher references

Financial Obligations/Dues: uniform and t-shirt costs

Mission/Purpose: To allow students to demonstrate their spatial skills through dance and cheer and to provide extracurricular activities for elementary age students.

Planned Activities: CRCT Pep Rally, Christmas Performance, Dogwood Festival, RFL, etc. Fundraisers: TBA

Name of Club/Organization: Reader's Theater Club

Faculty Sponsor/Contact: Betty Barnes

Membership Requirement: 2<sup>nd</sup> grade

Financial Obligations/Dues: t-shirt cost and fieldtrips

Mission/Purpose: Build a love for reading; build fluency, expression, and confidence

Planned Activities: End of the year performance and to attend local theatrical performances

Name of Club/Organization: Art Squad

Faculty Sponsor/Contact: Becky Shurett

Membership Requirement: 4<sup>th</sup>-5<sup>th</sup> grade, creativity tests and teacher references

Financial Obligations/Dues: T-shirt cost

Mission/Purpose: Introduce members to various art mediums and to allow them a creative way to use their artistic talents

Planned Activities: Various art projects and art exhibits

Name of Club/Organization: Student Council

Faculty Sponsor/Contact: Samantha Brown

Membership Requirement: 3<sup>rd</sup>-5<sup>th</sup> graders election by peers

Financial Obligations/Dues: None

Mission/Purpose: A service organization - conduct events to support local charities and raise money for school projects

Planned Activities: Sponsors the Feed the City Canned Food Drive, 80's Night, Field Day baskets, MDA Shamrock Sales, Activities at an assisted living center, etc.

Name of Club/Organization: Jump Rope Team

Faculty Sponsor/Contact: Pam Lashley

Membership Requirement: 3<sup>rd</sup> - 5<sup>th</sup> graders- try outs required and teacher references

Financial Obligations/Dues: T-shirt cost

Mission/Purpose: To engage student in physical fitness and coordination activities

Planned Activities: Performances at various school and community activities

Name of Club/Organization: Go Green- 4-H Junior Master Gardeners

Faculty Sponsor/Contact: Lora Ennis

Membership Requirement: 3<sup>rd</sup>-5<sup>th</sup> graders

Financial Obligations/Dues: \$20 - t-shirt and supplies

Mission/Purpose: To build students awareness of the environment

Planned Activities: School wide recycling projects, Earth Day and Arbor Day Projects, and gardening activities

Name of Club or Organization: Science Olympiad

Faculty Sponsors/Contact: Mrs. Angle

Membership Requirements: 3<sup>rd</sup>- 5<sup>th</sup> grade, try outs, and teacher references

Financial Obligations: Team shirt

Mission: To foster problem solving and the engineering design process.

Planned Activities: Students will compete in district, regional and possibly state competitions.

Name of Club or Organization: Board Game Club

Faculty Sponsors/Contact: TBD

Membership Requirements: 2<sup>rd</sup>- 5<sup>th</sup> grade, student interest, but space will be limited

Financial Obligations: Team shirt

Mission: To have fun while developing decision making skill, learn strategies, patience, sportsmanship and persistence.

Planned Activities: TBA

Name of Club or Organization: Eagle Springs Chorus Club

Faculty Sponsor/Contact: Mrs. Ennis

Membership Requirement: 5 grade - Interest and teacher recommendation

Financial Obligations: \$25 for t-shirts and music needed for group

Mission/purpose: This is a performing group designed to give students a creative outlet. The students will learn instrumental skills.

Name of Club or Organization: Ties for Guys/ Pearls for Girls Mentor Program

Faculty Sponsors/Contact: Dr. Jeff Washington/Ms. Stephanie King

Membership Requirements: TBA

Financial Obligations: cost of supplies for some projects

Mission: To allow student to engage and explore in mentoring meetings that reflect on social and emotional awareness.

Planned Activities: TBA.

Name of Club or Organization: 5<sup>th</sup> Grade Ambassadors

Faculty Sponsors/Contact: Mrs. Baylor Johnston

Membership Requirements: TBA

Financial Obligations: cost of supplies for some projects

Mission: To allow student to engage and explore in mentoring meetings that reflect on social and emotional awareness.

Planned Activities: TBA.

\*\* Some clubs may not meet if we are unable to secure a staff sponsor.