

Eastside Elementary

425 Prospect Road
Rockmart, Georgia 30153
770-684-5335

Student and Parent Handbook

Polk School District: Transforming Learning!
2019-2020



Mr. Wesley Cupp
Principal

Bridgett Kirsch
Assistant Principal

Barry Owen
Counselor

Maryann James
Attendance Clerk

Jennifer Moates
Secretary/Records

Jessica Garrett
Bookkeeping

Candy Meers
Parent Involvement Coordinator

Katie Holcomb
School Nurse



Principal's Greeting

Dear Parents and Students:

On behalf of our staff and myself, I would like to say Welcome to Eastside Elementary School! I'm looking forward to a great year. I hope you will get better acquainted with our school and the many positive opportunities available for our students, parents, and community. EES takes pride in making our students' school experience a positive one. We are confident that we offer a very warm, friendly, and safe personalized approach to each of our students and parents.

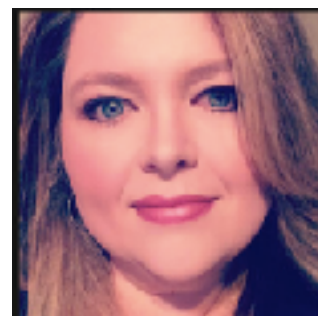
We focus on the education and development of the whole child. Attendance and instructional time are valuable and allows our teachers the opportunities for a student-centered learning environment with differentiated instruction and research-based practices. Our students and parents are very important to our school; therefore, we encourage family members to be a part of the educational experience.

Thank you for being a part of Eastside Elementary School. I look forward to the chance to meet you. I believe our community and stakeholders' support is vital to the future success of the students of EES. Please do not hesitate to contact me as your comments and suggestions are always welcome.

Sincerely,



Wesley Cupp
Principal



Bridgett Kirsch
Assistant Principal

Eastside's Mission and Vision

Mission:

To educate our future...one child at a time.



Vision:

It is our vision for Eastside Elementary to create and provide the opportunity for faculty, staff, parents and community to develop, through communication, a sense of ownership, spirit, and pride in the school. We should create an

environment that is conducive to all learners through training, collaboration, data analysis, and feedback to foster the education of the individualized learner. Not only must students be prepared academically; they must be nurtured with a sense of cultural awareness.



Belief Statements:

Eastside Elementary School shares, with our students, families, and community, the responsibility for the education of all students. We believe this relationship creates an enduring educational foundation that allows each child to reach his/her maximum potentials. This commitment is reflected through the following belief statements:

- * Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- * Schools need to function as a learning organization and promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.
- * Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- * Each student is a valued individual with unique physical, social, emotional, and intellectual needs.



2019-2020

The faculty, staff, and administration would like to take this opportunity to welcome you to Eastside Elementary School. This Student/Parent Handbook has been prepared to provide essential information to the students who attend Eastside Elementary School and their parents. Please take a few minutes to carefully review the contents. We hope you will come to know and love Eastside because it is a special place.

Accidents

In spite of all safety precautions and supervision, accidents will occur. Students will be given appropriate first aid and will be checked by the school nurse. In the event of a serious accident, EMS will be called, and parents/guardians will be contacted. All accidents at school should be brought to the attention of the office so that an accident report may be filled out.

Admissions

All students must provide proof of address, a certificate of live birth, a social security card, a certificate of immunization and a certificate of eye, ear and dental in order to be in compliance with Georgia law.

Agenda

Every student in grades Pre K–5 is issued an Agenda. This is an organizer/planner that helps students understand expectations, create time lines, set goals, monitor progress, and track their own success. The agenda provides a place for students to record all assignments, and has the school calendar. The agenda is an effective learning tool for the students, a vital communications tool for parents, and a real teaching tool for educators. We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential at Eastside Elementary School. One Agenda is issued FREE to each student. Lost or misplaced Agendas must be purchased for \$5.00

Alcohol and Drugs

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus or buses, is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies. Parents or guardians should not come to the school or school-related functions under the influence of alcohol or drugs. [Student Drug Policy](#)

Arrival and Dismissal

Students who are car riders in Pre K - 5th grade should be dropped off only at the front of the school. Students should not arrive at school before 7:10 a.m. Homeroom will begin at 7:45 a.m. Students are tardy after 7:55 a.m. Pre K students will be dismissed at 2:30 p.m. All other students will be dismissed at 2:45 p.m. Your child's identification card **MUST** be displayed in your window until your child is loaded.

Attendance

Regular attendance is essential to a student's success in school. Students who are absent from class are deprived of a variety of educational opportunities. Regular attendance and punctuality are two important life skills that students must learn in order to obtain and maintain meaningful employment.

[Student Attendance Policy Link](#)

Bus Route and Operating Policies

Students must ride the bus based on where they live. All requests for your child to ride a bus or a different bus must be made in writing by the parent or guardian to Mr. Jeff Little, Polk School District Transportation Department. The phone number for the Transportation Department is 770-684-8771.

Students will only be allowed off the bus at school, home and approved locations. Parents are not allowed on the bus. Please send any changes on how students are to get home in writing to the office. If a student says he or she is to be a car rider and does not have a note, they will ride their normal bus home. We cannot take changes in transportation plans over the phone. Please try to keep your child in a similar routine about riding the bus as much as possible. If your child is having problems on the bus, please come in and meet with the principal or assistant principal to seek a resolution. (Please see Polk School District Rules and Regulations for Bus Students for more information.)

[Transportation Guidelines And Rules](#)

Cancellation of School

School will be canceled due to dangerous weather conditions, equipment failure, or when mandated by governmental agency. News on school closings will be broadcast on WZOT 101.9 FM and 1220 AM. Please do not call the radio station to ask if school is canceled. Parents will also be notified by television and by an automated phone system. Parents who sign up for our Remind service will receive a text in case of school closing.

Car Riders

Students who are car riders should be delivered and picked up only at the designated areas. Please do not pass other cars for any reason; this is for the safety of all students and staff. Students **may not** be dropped off before 7:10 a.m. and must be picked up by 3:25 p.m.

Change of Address/Telephone

Please come by the office to complete appropriate paper work for any changes in your address or telephone number. It is imperative that we have your current address and telephone number. Please provide a proof of residence with any address change.

Clubs

K Kids - This club works with the Kiwanis Club in Rockmart. The club performs community projects throughout the year. The club sponsor is Barry Owen.

BETA Club - This club performs community projects as well as projects around the school. They have regularly monthly meetings and go on several trips throughout the year. The club sponsors are Kim Isbell, Kim Wright, and Durand Dean.

Board Game Club I & II - This club is led by Tera Burkhalter, Alicia Calhoun, Alisha Morris, and Tammy Wilson. Students meet bimonthly to play board games while working on strategies and cooperation.

Arts and Crafts Club - This club is led by Regan Copelan, Tabby Garrett, and Cassie McAlister. Students will express their creativity through interesting arts and crafts projects.

STEM Club - This club is led by Carol Carlton, Cristi Gober, and Tori Montgomery. Students will learn to code robots such as SPHERO and Dash. Students will participate in exciting experiments and STEM activities.

Quilting and Crochet Club - This club is led by Jolie Brown, Durand Dean, Melissa Snipes, and Kim Wright and meets bimonthly. Students will learn to quilt, crochet, sew, on buttons, and more. They will be making projects such as ornaments, make-up bags, hats, scarves, dishcloths, or blankets.

Sports Club I & II - This club is led by Cody Fannin, Natoshia Tyquiengco, and Ashley Wolfe. It also meets bimonthly. Students will participate in athletic games while working on good sportsmanship, athleticism, and endurance.

Guitar Club - This club is led by Jon Coley. The club meets bimonthly. Students will learn foundational skills for playing the guitar. Each student will need to bring his/her own acoustic guitar or ukulele.

Spanish Club - This club is led by Soledad Barrera, Charlene Kent, and Lolethia Tuggle and meets bimonthly. Students will learn the basics of the Spanish Language through games and fun activities.

Dance & Color Guard Club - This club is sponsored by Sara Fletcher and Lauren King. Student will learn color guard flat movements, practice dance steps, work on their rhythm, and memorize steps to a routine.

Drama Club- This club is sponsored by Cindi Hicks. Students will be exploring the world of dramatic arts through acting, singing, and dancing as well as designing and creating masks, puppets, and costumes.

Trivia Club - This club is sponsored by Angela Griffin. Students will compete in fun trivia games with themes such as Sports trivia, Disney trivia, and Animal Trivia, and Movie trivia.

Conferences

Conferences may be requested by parents or teachers to discuss student progress. Parents may schedule conferences by calling the office at 770-684-5335. **Please do not drop in and disturb classes during the school day.** Generally, teachers are available for conferences in the afternoon and during planning time. Other conference times may be arranged with teachers. **When you come for a conference or any other reason, you must check in at the office and receive permission before going into the classroom.**

Counselor

The mission of the Eastside Counseling Program is to help prepare students in the areas of academic, social, and career development in an environment that is safe, caring, and encouraging. The program is focused on helping students to understand themselves, their interests, and their potential so that they will be able to make better choices. Students may participate in the program through group guidance sessions and/or individual counseling. They may request to talk with a counselor about any issue perceived as a problem. These conversations are held in confidence unless there are safety concerns for the student. Parents, teachers, and administrators may also provide referrals. A guidance partnership with the parents, the school, and the community can help students to reach their goals.

Deliveries

No balloons, flowers, or other gifts will be delivered to students during the school day. Students will be informed of deliveries and may pick them up in the office at the end of the school day. The school does not accept responsibility for safekeeping or delivery of such gifts. Please see Polk School District Policy on Flower Delivery.

[Gift and Flower Policy](#)

Discipline

In order to foster a positive learning environment, students are expected to maintain acceptable standards of behavior. Students that interfere with teaching and learning can expect to be disciplined. Students can expect to be corrected for inappropriate behavior at school by any teacher or staff member. The Polk School District Procedures for Due Process Related to Student Discipline and Offenses will be followed. In cases of serious misbehavior or chronic misbehavior, parents or guardians will be asked to come to the school to help work out a solution to the problem. (Please see Polk School District Procedures for Due Process Related to Student Discipline and Offenses for more information.) [Student Conduct Policy](#)

Doctor & Dentist Appointments

Please try to schedule doctor and dentist appointments so that they don't keep your child away from school as much as you possibly can. Please bring an excuse from the doctor or dentist upon return to school. Please return your child as soon as possible to school when the appointment is complete unless they are sick.

Dress Code

[Polk School District Dress Code](#)

Early Dismissal

In the event a student must leave school before the end of the school day, please come in and sign the child out in the office before 2:30 p.m. **NO STUDENTS WILL BE SIGNED OUT THROUGH THE OFFICE BETWEEN 2:15 p.m AND 3:15p.m.**

Only adults on the student information card with a valid drivers license may sign a child out. It is disruptive to the entire class when students are called to the office to sign out early, so please don't ask us to interrupt classes to call students unless it is an emergency.

Emergency Drills

Emergency drills are conducted monthly at the school. Students will be instructed by faculty and staff about where to go and what to do during these drills. A weather radio is always present at Eastside Elementary School in order to monitor threatening weather conditions.

Emergency Information

Please be sure that your child's information card contains complete information about persons to contact in case of an emergency with correct phone numbers. Please notify the administration of any unusual circumstances, i.e., custody situations or emergency situations

Illness or Injury

If a child becomes ill or injured at school, parents or guardians will be contacted by telephone to come and pick up their child. It is very important that current work numbers and emergency numbers are maintained on the child's information card. Students who are ill should not be sent to school. Students must be fever free without medication for 24 hours before returning to school. Students who have a communicable disease such as conjunctivitis "pink eye", chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain at home until the condition or disease is corrected and no longer contagious. Students with pediculosis (head lice) will be sent home from school, should be treated promptly and should return the following day. Students not returning the following day will be marked with an unexcused absence.

Internet

Eastside Elementary School is on the cutting edge of new technology and has internet access in all classrooms. Students who have returned their Acknowledgement of Student Handbook and Code of Conduct form are allowed to use the Internet with direct supervision of a teacher or staff member. Misuse or abuse of the internet may result in a child losing the privilege to use the internet.

[Internet Use Policy](#)

Leaving Campus

Students are not allowed to leave campus without an adult. Adults signing children out must be on the child's information card in the office and will be required to provide a valid photo ID prior to signing a child out.

Lost and Found

Students are encouraged to put their first and last name in all belongings brought to school, i.e., book bags, lunch boxes, jackets, and coats, etc. Lost library books and textbooks should be taken to the media specialist. Things left at will be donated to a charitable organization at the end of each 9 weeks.

Lunch Policy and Prices

Everything you need to know about school lunches can be found at [Polk School District Food Services](#)

Medications

Parents should bring all student medications to the office and complete a medical permission form. All medications will be secured by the school nurse unless otherwise noted in the medication policy. This is a violation of the discipline code and is a mandatory offense which will result in suspension from school.

[Medication Policy](#)

Promotions and Retentions

Polk School District policy will be followed in regards to promotion and retention.

[Promotion and Retention Rules](#)

SACS

Our school has been accredited by the Southern Association of Colleges and Schools.

School Campus after Hours

Students are to leave the school campus immediately upon dismissal. Students should not return to campus to participate in school sponsored programs and events without a parent or guardian. ***Students participating in school sponsored events must have been in attendance at school during the day.***

Student Information Cards

Please complete the student information card and return it to the office. Please notify the office and provide a copy of any official documents that would help us to deal with any unusual circumstances, i.e., custody situations or emergency situations.

Tobacco

The use of tobacco is not allowed at Eastside Elementary School or campus, as we are a tobacco free environment.

[Georgia Smoke Free Act](#)

[Tobacco Use Policy](#)

Vandalism

Students who damage or destroy materials will be expected to make restitution or clean up any damage caused to materials or property.

Visitors

Visitors are welcome at Eastside Elementary School. All visitors must report to the office, sign in, and receive a visitor's pass. If you need to speak with a teacher directly, school personnel will make necessary arrangements.

Volunteers

Volunteers are welcome at Eastside Elementary School; however, we do have some stipulations in order to protect the safety of our students and to protect our students' instructional time. Any visitor or volunteer **MUST** stop at the office in order for staff to check you in and know what your destination is in the building. The volunteer guidelines can be found on our website.

Withdrawal of Students

Parents or guardians who withdraw students from Eastside Elementary School must notify the office. Any School property or debts must be cleared through the office before a withdrawal form will be issued.

