

# W. C. Griggs Elementary School

Parent/Student Handbook



2017-2018

Together We Lead.... Together We Shine.

6001 Three Notch Road  
Mobile, Al 36619

251-221-1330 Fax 251-221-1335

Mrs. Laura Hittson, Principal

Mrs. Deanna Stevens, Assistant Principal

<http://griggs.mce.schoolinsites.com>

**W.C. Griggs Elementary School  
6001 Three Notch Road  
Mobile, Alabama 36619**

August 8, 2017

Dear Students and Parents,

Welcome to Griggs Elementary School! We are looking forward to an exciting and successful school year. This handbook was prepared to communicate Griggs' policies and procedures to parents and students. Policies and procedures may be revised throughout the year based on student and school needs. Therefore, always refer to parent bulletins, the school website, and other communication provided to you throughout the year. The handbook and other parent information will keep you informed of all policies and procedures, and ensure that our children have a rewarding educational experience. Please review the handbook and all communication from school carefully.

Our goal is to continue our proud tradition of academic excellence through our focus on The Leader In Me, 7 Habits of Highly Effective People, and 21<sup>st</sup> century learning. Thank you for entrusting your babies to us.

**PARENTS COUNT!** Your involvement in school will show our children how much you value their education. Please join PTA, volunteer, attend programs, conferences and meetings. With home and school working together we can ensure success for all our Griggs "Shining Stars." We look forward to an exciting and rewarding school year!!!

Sincerely,

*Laura Hittson*

Laura Hittson, Principal

W.C. GRIGGS ELEMENTARY SCHOOL  
6001 Three Notch Road  
Mobile, Alabama 36619

August 8, 2017

Dear Parents,

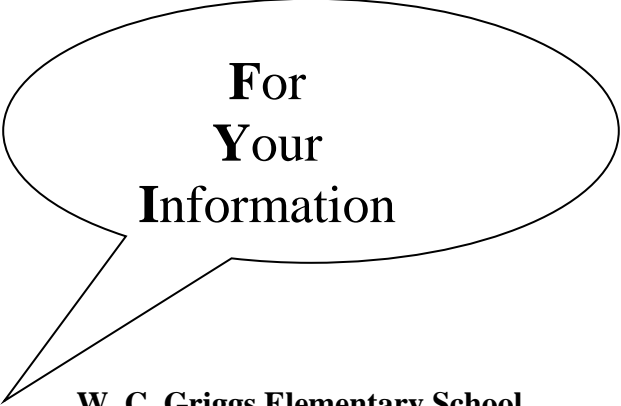
Greetings from the Continuous Improvement Plan Team of Griggs Elementary School. The purpose of this team is to ensure faculty, staff, student body, parents, and interested community members have an active voice in the decision-making, goal setting, planning, and assessment of outcomes for the school.

We are looking forward to implementing our plans for continuous improvement and excellence in education. We invite you and the Tillman's Corner Community to join us in our effort to continue the proud tradition of excellence at Griggs Elementary School. We hope that you will join us in this effort.

Sincerely,

Laura Hittson, Principal

Lynn Lowe, Chairperson Continuous Improvement Plan Team



**For  
Your  
Information**

**W. C. Griggs Elementary School**

6001 Three Notch Road  
Mobile, Alabama 36619  
(251) 221-1330  
FAX (251) 221-1335

Principal – Laura Hittson  
Assistant Principal – Deanna Stevens  
Registrar - Joy Hayes  
Bookkeeper – Samantha Woodruff  
Cafeteria Manager – Wanda Ross 221-1336  
First Aid Nurse Amy - 221-1337

**PTA Officers**

Christiann Taylor, President  
Marcia French, Vice President  
Lisa Hadaway, Treasurer  
Johnnie Davis, Secretary  
Georgianna Ozaeta, Hospitality  
Nicci Todd, Fundraising

**Board of School Commissioners**

Mobile County, Alabama  
One Magnum Pass  
Mobile, Al 36618  
(251) 221-4387

Superintendent – Martha Peek  
Assistant Superintendent – Dr. Lynda  
Carroll School Board Commissioner – Mr.  
Don Stringfellow

# **MOBILE COUNTY PUBLIC SCHOOLS**

## **NON – DISCRIMINATION POLICY**

The Board of Commissioners of Mobile County, Alabama does not discriminate in its educational programs or employment as it relates to race, color, creed, religion, sex, age, handicap, or national origin.

## **MISSION STATEMENT**

The mission of the Mobile County Public School System is to graduate citizens who are literate, responsible and committed to learning over a lifetime.

## **VISION STATEMENT**

We envision a Mobile County Public School System where a variety of pathways to academic and career success are available for all students; where adults consistently work in a collaborative school culture to improve student learning; where all educators willingly accept responsibility for the academic success of each student; and where all students become independent life-long learners confident in their ability to succeed in a global society following high school graduation.

# WELCOME TO W. C. GRIGGS ELEMENTARY

## W. C. GRIGGS MISSION STATEMENT

*The mission of W.C. Griggs is to become educated leaders who challenge ourselves to achieve our goals. We will be positive, life-long learners who celebrate the greatness in everyone.*

## CODE OF CONDUCT

**Please refer to MCPSS Code of Conduct for complete information regarding student conduct and expectations.** Students are expected to conduct themselves in a manner that will bring credit to themselves, their family and their school. They must remember they are here to learn, and must respect the rights and feelings of their classmates at all times. Students are expected to exhibit their best Shining Star behavior and character at all times.

All students are expected to follow the discipline policy set forth in the Student Handbook & Code of Conduct. School-wide procedures are found below.

### **GRIGGS DISCIPLINE POLICY**

These are the usual steps all teachers will follow in disciplinary procedures. However, severity of the action could warrant immediate disciplinary action involving an administrator.

- Step 1:** Verbal warning
- Step 2:** Student/Teacher Conference, Time-Out in classroom
- Step 3:** Removal to another classroom on grade level for Time-Out and/or extra class assignment
- Step 4:** Loss of privileges, may include P.E. or other school activities, field trips, class activities, special treats, special school events, etc. Student may be placed in another classroom or area with appropriate grade level assignment
- Step 5:** Note and/or phone call home to parent
- Step 6:** Student/Teacher/Parent conference
- Step 7:** Student/Teacher/Parent/Administrator conference
- Step 8:** Suspension

# MANDATORY UNIFORM POLICY

School Board policy authorized by state law mandates the wearing of uniforms in all public schools in Mobile County. A committee of parents, teachers, aides, and the principal has adopted the following as the uniform and dress code for Griggs Elementary School students.

## **W.C. GRIGGS ELEMENTARY SCHOOL MANDATORY UNIFORM DRESS POLICY FOR STUDENTS**

**Pants, Capris, Skirts, Jumpers, Skorts, or Shorts:** Khaki uniform style or Griggs plaid only. No cargo pockets, no corduroy, no khaki jeans, no decorative stitching, no decorative buttons, etc. Pants are considered jeans which have brads, decorative stitching, etc. are not acceptable. Pants must be worn at the waist and must be secured with a belt if belt loops are visible. No hip-huggers or low rise pants, skirts, etc. Skirts, skorts, and shorts must be 3” from the middle of the knee. For modesty reasons, shorts are required under skirts or jumpers. No logos or emblems are allowed on uniforms.

**Shirts:** Plain, solid white or red golf style polo with 2-4 buttons and collar. Short or long-sleeve are acceptable. Plain solid red or white turtleneck during cold weather months is acceptable. No logos or emblems. Griggs School logo is acceptable. Shirts must be long enough to tuck in easily. Belt or waistband should be visible.

**Spirit Shirts:** Worn on Fridays **ONLY**. Griggs red Shining Star t-shirts may be worn on Fridays and on field trips or other special days as determined by administration.

\*Only shirts that were purchased during the 2014-2015 & 2015—016 school year will be allowed this year. Past years Fall Festival, Spring Fling, Club shirts, etc... **WILL NOT BE ALLOWED**

**Undershirts:** No prints, patterns, or colors are to be visible underneath outer shirt. ***Only plain, white or red undershirts are acceptable with short or long sleeves.***

**Shoes:** Any color tennis shoes will be allowed. All logos, details, trims, stitching, etc. must be white. Shoe strings must be white. **High-top tennis shoes, Heelies (with wheels), or light ups are not acceptable.** Leather or leather-like shoes are suggested rather than canvas. Boots are not acceptable.

**Socks:** Solid white socks must cover the ankle. Solid opaque white, navy or red tights (no designs) are acceptable during cold weather months.

**Belt:** Brown/black. Must be worn if belt loops are present. No large buckles or decorations on belts.

**Sweater, Sweatshirt, Lightweight Jacket:** Red or navy Griggs sweatshirts are suggested. You will have an opportunity to order Griggs sweatshirts at registration and during cold weather months. **Plain** solid red sweatshirts, sweaters, or lightweight jackets or *plain* solid white button front cardigan sweaters are acceptable. Sweatshirts and jackets may be hooded but hood may not be worn in school. Must be worn over uniform shirt. Only Griggs School logo acceptable.

**Outwear Jacket, Sweater, and Coat:** Must be removed when entering the school. Not permissible in the classroom, halls, cafeteria. Not permissible wrapped around the waist.

**Jewelry:** Small stud earrings are acceptable for girls. Girls may wear one stud earring in each ear lobe only. Stud earrings must be smaller than a pencil eraser. Large studs are not acceptable. No other jewelry.

**No Fragrances** Due to allergies and asthma of others.

### **No Makeup or Temporary Tattoos**

**Hair** is to be clean and well groomed with no carvings or color. Hair must be the natural hair color and out of the eyes. Hairstyles should not be distracting to the student or other classmates.

**Clothing is to be neat and clean** with no open holes, rips, or tears.

**Clothing, Book bags** must not contain offensive graphics or words.

### **No Hats, Caps, or Bandannas.**

Parents, please put your child's name in all pieces of clothing. *Administration has the prerogative to determine whether uniform is acceptable and may alter the policy for special occasions.*



# ATTENDANCE

## School hours are:

7:45-8:05-----Breakfast in classroom  
8:05 a.m. ----- Take in/Tardy bell  
3:05 p.m. ----- Dismissal

**ATTENDANCE OF CHILDREN IN SCHOOL IS MANDATORY BY STATE LAW. Students are required to maintain 95% attendance or better.** Every absence from school must have a written excuse, by a doctor or a parent. After 8 parent excuses, every absence must have a doctor's excuse. Students shall bring a written excuse on the first day of return following an absence, and no later than three days after the absence. **If a child has more than 8 excused absences with parent notes, MCPSS policy states that other absences without a doctor's excuse will be coded UNEXCUSED.** A doctor's excuse should be obtained upon any visit to a doctor. Any absence not explained with a written note within **three days** of the student's return will be considered unexcused. **A student's attendance will drop below 95% if the student is absent more than 8 times in a school year.**

## **Absences/ Tardies/ Early Dismissals**

Students that do not maintain 95% attendance risk losing the opportunity to receive special attendance awards and participate in special events. **Students may not participate in Field Day, Spring Fling, etc. if they do not maintain 95% attendance or better. They will make-up their work and the time during special event days.**

Tardies and early dismissals are strongly discouraged. Students are required to be on time for school. It is the responsibility of the parent or guardian to ensure that their child arrives on time each day. **More than 1 tardy and 1 early dismissal per quarter is considered excessive.** A tardy or early dismissal should only occur in cases of extreme emergency. Please protect your child's instructional time and the instructional time of our students by making appointments after school hours.

Parents of students with excessive absences, tardies, and/or early dismissals will be required to attend a mandatory meeting with the principal, school nurse, attendance officer, and/or counselor to develop an attendance improvement plan. **4 unexcused tardies = 1 unexcused school absence. Please refer to the MCPSS Attendance Policy. You may obtain an additional copy of the policy from the office. The policy is available for your review on the district website under Student Services.**

Students with unexcused absences or excessive tardies will be required to attend the **Early Warning Truancy Program at the District Attorney's office. Failure to attend will result in a referral to the Juvenile Court. Students under 6 years of age with excessive absences and/or tardies during a single semester will be withdrawn from school.**

Griggs School day is from **8:05 until 3:05**. Tardies and Early Dismissals are a disruption to your child's education and the education of other students. Students with tardies and early dismissals do not qualify for attendance incentives and other student awards and activities. **A tardy or early dismissal should occur only in cases of extreme emergency.** Students may be counted present only if they are in school for one-half day (3½ hours). **STUDENTS MAINTAINING PERFECT ATTENDANCE WILL BE HONORED QUARTERLY.**

Students are expected to be in the classroom at 8:05 a.m. **Teachers will be on duty at designated areas at 7:40 a.m. The school is not responsible for any students before 7:45 a.m. or after 3:20 p.m.**

**Parents may apply for their child to be supervised before or after school by the Extended Day Program.** For more information about these services, please call the school office at 221-1330.

### **Parent Procedure for an Early Dismissal**

Early dismissals are **discouraged** and will be granted only when absolutely necessary. A parent picking up a child early must sign out and **pick up the student from the office**. Parents may not pick up the student from the classroom. Parents must show photo ID in the office. Cases of continuous early dismissals will be investigated. **ALL EARLY DISMISSALS MUST BE PRIOR TO 2:30 p.m.** to minimize traffic congestion and interruption of instructional time. If a student has an unexcused early dismissal or tardy he/she **DOES NOT QUALIFY** for attendance honor roll recognition and other special events and activities. **PERFECT ATTENDANCE must be perfect.** We encourage you to try to schedule your child's doctor and dental appointments outside of school hours.

**Family Trips** are unexcused. Please schedule family trips and vacations during school breaks or the summer. The teacher is not required to give make-up work for unexcused absences. Make-up work should not be requested in advance for such absences.

**Make-up Work-** One day is allowed for each day of excused absences for getting make-up work completed.

**Chronic Illness** - Parents of students with a chronic health ailment requiring medical attention should see the school nurse to complete a medical release form. It is critical for the school nurse to be able to communicate with your child's doctor if a student has any medical concerns. A medical release for a chronic health condition is to be completed each year at enrollment, or as soon as a new chronic condition develops. See the school nurse immediately for assistance if your child has a chronic condition.

**Lice-** Periodic class head checks may be performed in the classroom throughout the year. Individual students may be sent to the nurse as needed. Parents will be notified Lice is a contagious condition and needs to be addressed immediately to avoid the spread to other students. The school nurse can provide valuable information to help with this condition. The MCPSS policy states that children are only allowed 3 excuses per occurrence.

**Physician's Statement of Illness** If a chronic health condition requires a student to miss school, the parent must provide a Physician's Statement of Illness at the beginning of each semester, verifying the child's condition and the number of absences that may be necessary.

The Physician's Statement of Illness should include the following:

- **Written on the Physician's/medical office letterhead**
- **Include signature of the physician**
- **List diagnosis**
- **Offer anticipated number of absences (example, 3-4 days)**
- **Inform us of requirement for returning to the physician's office (example, after 3 absences)**
- **Provide list of any physical limitations the student may have in getting to school. (example: late or absent on cold days below 50 degrees)**

**\*A copy of the Physician's Statement of Illness should be forwarded to the teacher, attendance officer and school nurse. The original should be filed in the cumulative folder and scanned into the student's DocuShare folder each semester.**

## **ARRIVAL AND TRANSPORTATION PROCEDURES**

**Take-In begins at 7:45 AM. The school bell rings at 8:05.**

### **Tardy Students**

Students arriving after 8:05 MUST be signed in the office by a parent/guardian. For the safety of your child, **DO NOT DROP OFF ANY**

**CHILD AND LEAVE THEM UNATTENDED!** Parents of tardy students must park in the parking lot and enter the office with their child to sign the student in. Please do not park in the front fire lane.

Students with excessive tardies will be required to attend the Early Warning Truancy Program at the District Attorney's office. Failure to attend will result in a referral to the Juvenile Court.

**Students under 6 years of age with excessive tardies during a single semester will be withdrawn from school.**

### **CARPOOL PROCEDURES**

**All parents must come through the morning carpool and follow car procedures.** For the safety of your child, never drop a student off unsupervised. It is dangerous to drop a student off before take-in begins. Parents are responsible for their child until take-in begins. Leaving a student on campus unsupervised, may be reported to the Department of Human Resources for neglect/negligence. Students must be received by a teacher or staff member in the mornings. Parents may not send them into the building before carpool.

**Parents please refrain from using a cell phone or smoking during car pool.** We need your attention on students. You never know when a child could dart across lanes of traffic. Use of a cell phone or smoking are a distraction and a health/safety hazard.

#### **Entering the Building and Breakfast**

Breakfast will be served in your child's classroom not the cafeteria. The front doors will open at 7:45 for carpool students when take-in begins. Students should proceed through the doors, walk quietly on the right side of the hall and move to their hallway, using the route designated by school staff. Students are not allowed to escort other students to class or visit on other halls. They must proceed directly to class in an orderly manner, walking on the right side of the hall in a straight line.

Bus students follow the directions of the bus duty teachers and proceed to class in an orderly, straight line. Students are not allowed to escort other students to class or visit on other halls. Students should go directly to their classrooms for breakfast.

**Bus and Van students** unload in the front of the school and enter the building as directed by the bus duty teachers.

**Car Riders** enter the campus from Carol Plantation Road at the back entrance closest to the Tillman's Corner Community Center. **Cars form two lanes** and proceed up the drive. The right lane is for those that turn right when exiting the campus onto Three Notch Road **and for Special Needs Preschool**. If you are turning left when exiting the campus to Three Notch Road, use the left lane. Cars should stop at the back corner of the Kindergarten building and wait for instructions from the duty teachers. **Preschool car riders may pull over to the right and form a 3<sup>rd</sup> lane in front of the kindergarten handicap walkway. Please do NOT drive on the grass. Stay in two lanes until you arrive at the paved area for the 3<sup>rd</sup> lane.** Please wait for directions from the teachers. The duty teachers will instruct Preschool when to unload and K-5 when to pull to the front to unload. Please do not pull past the kindergarten building until instructed to do so. Duty teachers will instruct you when to pull to the front of the building to unload K-5 car riders. **The gate from Carol Plantation Road closest to the Kindergarten Building is EXIT ONLY for SPE Preschool students. CAR POOL SHOULD NEVER ENTER AT THIS GATE.**

## **DISMISSAL PROCEDURES**

### **Car/ Bus/ Daycare Van Riders**

Bus and Van students will load in the front of the school before carpool begins. Students should follow the directions of the duty teachers.

Carpool enters the school grounds at the back gate at the southwestern end of the campus off Carol Plantation Road, next to the Tillman's Corner Community Center. Parents planning to exit west onto Three Notch Road should use the far left-hand lane. Parents planning to exit east onto Three Notch Road should use the right hand lane.

Cars should stop at the back corner of the Kindergarten building and wait for instructions from the duty teachers. **Preschool car riders ONLY may pull over to the right and form a 3<sup>rd</sup> lane in front of the kindergarten handicap walkway. Please do NOT drive on the grass. Stay in two lanes until you arrive at the paved area for the 3<sup>rd</sup> lane.** Please wait for directions from the teachers. The duty teachers will instruct Preschool when to load and K-5 when to pull to the front to load. Please do not pull past the kindergarten building until instructed to do so. Duty teachers will instruct you when to pull to the front of the building to unload K-5 and special needs students. Parents of special needs car riders should stay in the right lane until they get in front of the school and then will form a third lane to the right. **The gate from Carol Plantation Road closest to the Kindergarten Building is**

**EXIT ONLY for SPE Preschool. CAR POOL SHOULD NEVER ENTER OR EXIT AT THIS GATE.**

Parents will wait for the signal to move forward from an administrator or teacher. Parents are expected to remain in their cars at all times during dismissal and follow the directions of the adults in charge. A sign in the car window (a paper plate with marker works great) indicating your child's name and grade helps us to load your student quickly in carpool.

**Parents please refrain from using a cell phone or smoking during car pool.** Please remember all schools are smoke-free facilities. We need your attention on students. You never know when a child could dart across lanes of traffic. Use of a cell phone or smoking are a distraction and health/safety hazard.

**Car rider pickup ends at 3:20. Students not picked up by 3:20 will be placed in Griggs Extended Day Program.** Parents must park, sign in on a late form in extended day and pay the appropriate fee (\$15.00) for supervision of your child after school hours. A neglect report may be filed with DHR for parents who are consistently late. Police will be called if a parent is frequently late to pick-up their child and does not enroll the student in Extended Day or pay the appropriate fees for supervision.

**Dismissal for School Bus/ Day Care Van Riders**

Students riding school buses and day care vans will be escorted to the front of the school at 3:05 p.m. Students riding school buses follow MCPSS Code of Conduct. **Riding the school bus is a privilege and a convenience for parents. Students causing disruptions on the school bus will not be allowed to ride the school bus and the parent will be responsible for transportation to and from school each day.**

Students riding the day care vans must ride **every day unless the parent or guardian changes the dismissal procedure in the office.** Phone-in changes to dismissal procedures are not allowed. Day cares have their own behavior policies. Any parent whose child has problems while riding on a day care van should call the day care center to handle these problems.

**Extreme Weather Dismissal for Car Riders**

Car riders will be taken to the cafeteria if necessary on extreme weather days and supervised by their teachers. As parents pull up to the front of the school, every car should have a large sign (a paper plate will do) in the car window with the names and grades of the students they are picking up. Teachers on

duty outside will send in names on the walkie talkies to teachers inside. We will send the children out to you at the front of the building. Parents are to remain in their cars in line. Do not park and come in and get your child from the cafeteria on extreme weather days.

## **HONOR ROLL**

### **Honor Roll Requirements:**

#### “Principal’s” Honor Roll

The student must have all A’s in all academic areas. They must have an S in all other areas including PACE, PE, Social Development/Work Related Skills, Conduct, and Interpersonal Skills. The student must have perfect attendance during the quarter and must not have any tardies OR early dismissals.

#### “A” Honor Roll

The student must have all A’s in all academic areas. They must have an S in all other areas including PACE, PE, Social Development/Work Related Skills, Conduct, and Interpersonal Skills.

#### “A/B” Honor Roll

The student must have A’s and B’s in all academic areas. They must have an S in all other areas including PACE, PE, Social Development/Work Related Skills, and Conduct.

#### Perfect Attendance

**The student must be present every day during the quarter and must not have any tardies or early dismissals.**

Good Citizenship, Most Improved and other Special Awards are based on the student’s ability to demonstrate “Griggs Shining Star” behavior and effort and/or demonstrate great improvement.

**Star Leaders** – Star Leaders are selected for each class, each month. Star Leaders exhibit outstanding character, work ethic and maintain 95% attendance or better. Star Leaders are always in proper school uniform.

**National Elementary Honor Society** – Top students are selected for NEHS during their 4<sup>th</sup> and 5<sup>th</sup> grade year. Students must apply to be selected. Some of the criteria for selection include:

- Top scores on SAT and ASPIRE tests
- 95% or better attendance
- Strong work ethic
- Grade Average
- Community Service
- Exemplary Character

# STUDENT HEALTH SERVICES

**Head Lice - MOBILE COUNTY SCHOOL BOARD POLICY REQUIRES YOU BE NOTIFIED IMMEDIATELY IF HEAD LICE IS FOUND ON YOUR CHILD AT SCHOOL. YOU WILL BE REQUIRED TO PICK YOUR CHILD UP FROM SCHOOL.** Your child will not be readmitted to school until all nits and/or head lice are removed. **An adult must accompany the child to the first aid room to have the child's head checked before he /she can go back to class.**

All children are at risk for head lice! In fact, lice prefer clean scalps to dirty ones. Sharing hats, combs, clothes, or brushes provides an easy route for lice to spread, but simple contact with the head of an infected child is enough to acquire the pests.

The size of a sesame seed, one female louse can lay 90 to 100 eggs, called nits. By the time your child experiences the characteristic itching, hundreds of tiny creatures may have settled in his or her hair. That's why prevention is the key. Tell your child not to share combs, brushes, or caps, clothes and to avoid contact with other children's heads.

**Parents are required to notify the School Nurse and Office Staff if a student will be absent due to head lice. If the school is not notified prior to the absence, the absence will be coded as unexcused.**

## **Preventive measures**

**Kill the lice** – Use an over the counter solution containing permethrin.

**Get rid of the nits** – Separate your child's hair into one inch square section, and pick out each nit by grasping it and sliding down the hair shaft. (Nits look like dandruff, but do not brush off).

**Clean** – Vacuum carpets and upholstery carefully, and immediately discard the vacuum cleaner bag. Throw out contaminated combs and brushes. Items that cannot be cleaned or vacuumed should be put in a closed bag for at least two weeks. The lice will die without human contact.

**Absences due to Lice** - Students are allowed three excused absences for an occurrence of head lice; however, **excused absences for head lice will be considered part of the eight absences that may be excused by parent note. More than two occurrences of head lice is a chronic condition that has not been addressed properly by the parent.** If you need assistance see the school nurse. Any student absence for a 3<sup>rd</sup> occurrence of head lice will



be unexcused and the parent will be required to provide the school nurse a detailed plan and documentation of efforts to end the problem. **Parents are required to notify the School Nurse and Office Staff if a student will be absent due to head lice. If the school is not notified prior to the absence, the absence will be coded as unexcused.**

### **Medication**

If it is necessary for your child to take prescribed medicine while at school, you will need to complete and sign a *Parent Permission for Medication Administration* form stating the time it should be given and the amount of medication. We may only follow doctors orders as to the amount. Every effort will be made to give the medicine at the prescribed time. All medicine bottles must show the child's and physicians name and must be brought to the first aid room by the parent. Students cannot keep any medication with them as stated in the *MCPSS Code of Conduct*.

### **First Aid**

If a student has a temperature, the parent is called to take the student home. Needless to say, a student with a temperature should not be in contact with other students and may not remain in the first aid room for a long period of time. We are not allowed to give over-the-counter medication to students. Please make sure to update our health records if any changes occur in your child's medical treatment throughout the year. If your child has a special situation please be sure we know of any special instructions, particularly if a child has diabetes, epilepsy, heart condition or other serious conditions.

## **FOOD SERVICES**

All students will be provided with a healthy breakfast and lunch free of charge. Students may bring their own lunch from home. However, any fast food must be packaged in generic brown or white bags.

**If you have any questions regarding lunchroom procedures please contact Mrs. Wanda Ross (CNP Manager) at 221-1336.**

### **Snacks**

All students that arrive on time for school are given the opportunity to buy a snack each day. Snacks include water and a choice of crackers or chips. **Students that are tardy do not have an opportunity to buy snack or eat breakfast.** If you have a rare emergency that requires your child to be late to school, please make sure they eat breakfast at home and send a snack from home.

## **PARENTAL INVOLVEMENT**

Parental involvement plays a major role in determining the quality of education that your child receives. Children need to see that school is important to their parents and, as a parent, your time spent helping with school functions and projects will send a strong, positive message to your child.

Through the years the Parent Teacher Association at Griggs Elementary has been very active. Membership in the PTA is encouraged and recommended. By joining the PTA you will be able to vote at PTA meetings and have a voice in both how PTA funds are spent and what activities are supported.

Many of the different areas in which parents can get involved are coordinated by the PTA. Each classroom has a Room Mother who helps the teacher with some of the little “extras” for the class, such as class parties, Friday treats, and field trips. The Room Mother is responsible for getting workers for a booth at Spring Fling and getting parents to bring food dishes for special occasions during the school year. Parent volunteers may be needed on a daily basis. You can work a few hours, half the day, or the entire day!

The PTA sponsors at least two major fundraisers during the year. The money earned from these fundraisers is used for many projects around the school. In the past years, the PTA has bought computers, playground equipment, air conditioners, and many other things. Every parent can help the school by participating in fundraisers, and the PTA always needs volunteers to help in various ways.

To aid in keeping Griggs Elementary safe and secure for the children and staff, you must obtain a pass from the office before proceeding to any place on campus. Also, please remember that there is **NO SMOKING IS ALLOWED ON CAMPUS.**

### **PARENT TIPS**

**Volunteers** – Volunteers at the school are always welcome but, for security reasons, are expected to sign in at the office and receive a pass before moving throughout the campus. Volunteers and Parents, are respectfully requested not to interrupt classrooms. Teachers have been instructed to speak with visitors only after they have been presented a pass by the visitor and notified by the office. Parents are respectfully requested not to interrupt or visit classrooms without an appointment or permission from the office. An office pass is only accepted in the area approved when the pass is issued. Before you leave campus, please turn in your pass and sign out in the office. Please contact PTA and our Parent Organizer, for volunteer opportunities. Thank you in advance for your service.

**Media Center-** Students are encouraged to read books, do research, and use other materials in the media center. Please encourage your student to take care of school materials. Books are expensive to replace. Students who lose or damage library books may not be able to check out a new book until the book is returned or paid for.

**Text Books-** We cannot stress strongly enough the importance of keeping all books clean, so that books are free of marks, cutting, tearing and dirt. Each student is responsible for all books issued to him/her. If a student misplaces, loses or damages a book issued to him/her, that student must pay for the book and clear his/her record before any textbooks at any grade level can be issued to the student.

**Homework-** Whether it arrives stuffed in a backpack, folded in a lunch box, or written in a notebook, when homework comes through your door, it becomes a part of family life! Homework is your child’s responsibility.

**Identification of Property** – Your child’s name should be placed immediately on all books, sweaters, coats, etc. Each year we have pieces of clothing not claimed by students.

Lost and found is located in the gym. Items left unclaimed are donated to charity at different times of the year.

**Money, Electronics and other personal items** – Please send only money that is needed for school to school. **Teachers cannot be responsible for money or other items lost at school.** This includes: cell phones, video games, toys, gum/candy, or any other personal item. These items may be taken away from a child by a teacher or faculty member. We are not responsible for the item if it is lost or stolen while at school. Students should not bring personal items to school. **Cell phones, video games, and other devices are prohibited.**

**Class Parties and Birthdays** – There will be two class parties during the year, Christmas and End of the Year. **Parents are requested not to distribute party invitations at school unless there is an invitation for each child in the class. Instructional time may not be used for birthday parties.** A healthy snack or treat for the class may be sent to the office, if the teacher has been consulted in advance. We cannot deliver flowers and special gifts to the classroom.

**Parent/Teacher Conference** – Teachers and administrators are happy to schedule conferences as needed or requested. If you would like to schedule a conference with your child's teacher please request a time through a note or by calling the school office at 221-1330. Conferences may be held before school, after school, or during the teacher's planning period but not during class time. Please be aware that teachers on duty before and after school are responsible for the students they are supervising, and cannot meet with you at this time. When you arrive for your conference please sign in and obtain a visitors pass in the office. Office personnel will alert the teacher. Please wait in the office until the notified by the teacher.

**Field Trips** – We encourage parents to volunteer as chaperones. All chaperones must sign a Chaperone Agreement before accompanying field trips. **MCPSS policy requires that all students ride the school bus or a chartered bus.** Parents may not ride/follow in their cars. They also may not meet their child at the field trip site. Parent participation must be preapproved. Parents must be on the bus with the students in order to attend a field trip with your child. **No siblings may participate on any field trip.** Parents chaperoning field trips must take the responsibility of supervising students very seriously. They must be attentive at all times. **Smoking in any MCPS or at any school event is prohibited.**

We apologize in advance, BUT THERE ARE **NO REFUNDS** ON FIELD TRIPS.

**Phone Messages and Changes to Dismissal** – Please prepare your student for their day before leaving home each morning. Office cannot deliver phone messages to students. Parents may NOT change how a student gets home over the phone. This is dangerous and confusing for students and staff. A student can get lost very easily when a parent frequently changes how they get home. If you must change how your student gets home, you must show your ID in the office and change it in writing. **If you have an emergency, you will need to send someone listed on the card to get your child for an early dismissal.**

**Social Networking Sites** – **If you need to contact your child's teacher, please email them through the school website. Teachers are reluctant to be friends with a student on Facebook.** Please explain to your child their teacher would love to be their friend,

however Board policy prohibits Employees from communicating with individual or small groups of students outside of System owned means and resources.

**Other Policies and Procedures: Please refer to the Griggs Gazette, School Website, and School Messenger for updates and information regarding school policies and procedures.**

## **PUBLIC NOTICE TO PARENTS WITH CHILDREN IN MOBILE COUNTY PUBLIC SCHOOLS**

Occasionally representatives of the news media seek access to public schools within the Mobile County Public School System. Quite often, these visits involve filming, taping and interviewing in the production of educational or promotional material for use by the Mobile County Public School System. If you object to your child being filmed, taped or interviewed. You must notify the principal of your school in writing prior to the opening of school in August. Be advised, while every effort will be made to honor your written request, it is necessary for parents to ensure their children understand that they are not to be filmed, taped or interviewed. Children should be instructed by their parents to make teachers and administrators aware of their objections when the need arises.

### **“Bring Your Own Device” (BYOD)**

It is our goal at W.C. GRIGGS to prepare your child for middle school and beyond with as many skills as possible. We are excited to be using devices in our classrooms to help your child on that journey.

Please consider your child having their own device as an investment in their educational future!

At Griggs Elementary, more and more instructional activities can be enhanced when students bring their own personal devices (tablets, laptops, eReaders, etc.) to class. As you consider the value of this experience and the opportunity for your child to use a personal device at school, here are some things to know:

- Griggs strongly encourages students to take advantage of the school system’s BYOD policy, but participation is not required.
- Students should bring devices that they are comfortable using.
- With the variety of activities for which students might use a device in class, no single device is likely to do it all.
- Some devices are better suited to various instructional activities than others. You may want to look at options and limitations based on what your child’s class is doing.