

# John Will Elementary School



## Parent and Student Handbook

2018-2019

Ms. Deidre Jefferson, Principal

5750 Summit Avenue  
Mobile, Alabama 36608

(251) 221-1750

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[www.johnwill.mce.schoolinsites.com](http://www.johnwill.mce.schoolinsites.com)



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John Will Elementary School  
5750 Summit Avenue  
Mobile, AL 36608  
(251) 221-1750 office  
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Dear Parent/Guardian,

John Will Elementary's faculty, staff, and I would like to welcome you to a new school year ! I am very happy to welcome you to another journey in your child's education. Whether you are a new to the John Will family or a returning family, the year ahead will be a rewarding experience for your child. A commitment toward working with, understanding, and nurturing each and every child are some of the many reasons why John Will is such a wonderful place for children to learn and grow.

John Will Elementary School is committed to providing outstanding educational opportunities for each student. Our highly qualified faculty and staff strive daily to promote the educational, social, and emotional development of our students by using teaching methods and strategies that will aid students in becoming college and career ready. Each faculty and staff member is on a continuous professional development plan to ensure that John Will prepares each student to be life-long learners.

Academic success is at its best when there is close cooperation between the home and school. This partnership is essential in order to promote the best interests of your child(ren). Parents/guardians are encouraged to visit the school and attend scheduled parent/teacher meetings. Volunteer with us when your schedule allows. But most of all, stay abreast of your child(ren)'s education.

Please read and keep this handbook handy throughout the year. There are many policies and procedures discussed in these pages. I highly recommend that parents/guardians read and discuss this handbook with their child(ren).

We look forward to working with you this year.

Sincerely,

*Deidre R. Jefferson*

Deidre R. Jefferson  
Principal



## **MOBILE COUNTY PUBLIC SCHOOLS MISSION AND VISION STATEMENT**

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

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.

### **JOHN WILL ELEMENTARY SCHOOL**

John Will Elementary School was founded in 1965 and is named for John M. Will, a veteran Mobile Press Register newsman. John Will serves 586 students in pre-school through fifth grade.

The Mobile County Public School System has gone through a collaborative and comprehensive review and is accredited by AdvancED. As a result of this process, John Will Elementary School is also accredited.

### **JOHN WILL ELEMENTARY SCHOOL MISSION/ VISION STATEMENT**

All John Will students will be proficient learners who will graduate and be productive citizens.

#### **MOTTO**

**"I Will Do My Best Today."**

#### **MASCOT**



**The John Will Dragon**



#### **COLORS**

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## Green and Orange

### BELIEFS

The faculty, staff, and parents of John Will Elementary School believe that:

- ❖ All students can learn.
- ❖ Student learning is the chief priority of the school.
- ❖ Every individual deserves to be treated with dignity, worth, and respect.
- ❖ A safe and orderly environment promotes student learning.
- ❖ Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- ❖ Challenging expectations increase individual student performance.
- ❖ Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- ❖ Students learn to make appropriate decisions given a supportive and challenging learning environment.
- ❖ Schools need to be learning communities, promoting a cooperative attitude toward learning among all those who have an interest in the school's success.



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### John Will Elementary School 2018-2019 UNIFORM POLICY

The Mobile County Public School System has a mandatory uniform policy. All students are expected to observe the basic standards of cleanliness, modesty, pride, and good grooming. The John Will uniform is to be worn daily. This includes field trips and special occasions (examples: End of the Year Celebrations and Spring Fling.)

#### Dress Code:

- Boys:** Khaki pants or walking shorts (knee length)
- **NO** cargo pants or shorts (pants or shorts with pockets on the legs), khaki jeans, baggy pants, sagging pants, joggers or tight fitting pants or shorts
- Hunter green, orange, or white polo shirts or hunter green, orange, or white turtle necks.
- Girls:** Khaki pants, skirts, skorts, capris or walking shorts (**knee length**)
- **NO** cargo pants or shorts (pants or shorts with pockets on the legs), khaki jeans, baggy pants, joggers or tight fitting pants or shorts
- Khaki jumpers with white Peter Pan collar blouse  
Hunter green, orange, or white polo shirts or hunter green, orange, or white turtle necks  
Shirts must fit appropriately  
Hair accessories (must coordinate with uniform)  
NO scarves.

## Boys and Girls:

### Shoes

**Any color low-cut shoes with laces, Velcro or buckles.** No sandals, opened heel shoes, opened toe shoes, ballet shoes, slip-on shoes without strap or buckle, boots, heavy soled shoes, heavy shoes of any type, high-heeled shoes or wedges,

### Socks

Matching, solid color socks or white tights must be worn each day.

### Belts

Solid brown or black leather belts (belts must be worn if belt loops are present). No oversized belt buckles.

### Outer Wear

Hunter green, orange, white or black solid color sweaters, jackets or sweatshirts are required for inside. No logos, designs, writing, fur, patches, or advertisements on outer wear. No oversized outer wear. Hats and hoods are not allowed inside. Hunter green uniform sweatshirts will be available for purchase.

### Spirit Days

Fridays are Spirit Days. Acceptable dress for Fridays is our John Will T-shirt and uniform bottoms (or uniforms).

### Other Restrictions

Shirts must be tucked in.

No long-sleeved shirts worn under uniform shirts that are a color other than white or hunter green.

**Undershirts** must be white or hunter green only. Undershirts must fit appropriately.

No leggings.

No head scarves or wraps.

**Only Stud Earrings** allowed for ears and **NO** other body piercings are allowed.

**Necklaces** are to be worn **inside shirts only**. No chokers or necklaces visible outside clothing.

**NO** logo except John Will logo.

**Fingernails must be kept short.**

**No artificial nails.**

**NO** make-up or body art allowed.

No pants tucked in shoes.

No ripped or torn clothing.

**The John Will uniform is to be worn daily. This includes field trips and special occasions (examples: End of the Year Celebrations and Spring Fling).**

## **UNIFORM COMPLIANCE MEASURES:**

When a student is found not in compliance with the school uniform policy, the following actions will be taken: warning letter to parents (1<sup>st</sup> or minor offense) and/or parents called to bring correct clothing (2<sup>nd</sup> or major offense). Students may be suspended for violation of the uniform policy.

## Uniform Concerns:

**Please help us maintain a safe, positive learning environment by making sure your child adheres to the following uniform guidelines:**

- ↪ **Undershirts must be white or hunter green and fit appropriately. Sometimes students wear a certain color undershirt to identify with a specific group.**

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- ↪ Only stud earrings allowed for ears and NO other body piercings allowed. This is a safety concern.
  - ↪ Hunter green, orange, white or black solid color sweaters, jackets or sweatshirts are required for inside. No logos or designs on outer wear. No oversized outer wear. Hats and hoods are not allowed inside. These regulations are designed for safety and a positive learning environment. Oversized jackets can conceal items and some jacket designs are not appropriate for school. This regulation will be strictly enforced. Uniform sweatshirts will be available for purchase at the school for a reasonable price.
  - ↪ No make-up or body art allowed. This includes self-tattoos. This is both a safety concern and designed to promote a positive learning environment.
  - ↪ **Shirts must be tucked in.** This is a safety concern. Large shirts worn outside of pants or shorts can conceal dangerous items.
  - ↪ **NO cargo pants or shorts (pants or shorts with pockets on the legs), khaki jeans, baggy pants or sagging pants.** This is a safety concern. Oversized pants or shorts with pockets on the legs can conceal dangerous items.
  - ↪ **Students should not wear ripped pants or shirts to school.**

### **REGISTRATION INFORMATION**

Any student entering the Mobile County Public School System, regardless of grade level, shall be required to submit the following:

- Parent/guardian photo ID – driver license or non-driver license
- Student's certified Birth Certificate
- Certificate of Immunization (IMM50 blue form) from the Health Department or your child's family doctor.
- Two proofs of residence are required for students new to the system or school during registration.

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### **STUDENT RESIDENCE**

Students must attend the school serving the legal residence of their parents or the residence of a legal guardian. **Parents are required to complete a Registration/Certificate of Residence Form and provide two proofs of legal residency for students new to the school and/or system.** Please update immediately if your residence or phone number changes.

### **STATEMENT OF NON-DISCRIMINATION**

The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and/or disability. This district complies with all federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and/or grievance procedures may be directed to Mobile County Public Schools P.O. Box 180069, Mobile, AL 36618 or call (251) 221-4245.



# SCHEDULE

7:30 – 8:00 A.M	Breakfast Served
7:45 A.M.	Students Will Enter the Classroom/Bell ringer
8:00 A.M.	Take-In Bell/School Day Begins
8:10 A.M.	Tardy Bell
3:00 P.M.	Dismissal Begins





## ARRIVAL AND DISMISSAL



We work diligently to provide a safe environment for our students by assigning adults to morning and afternoon duty. However, supervision is not provided **in the mornings prior to 7:30 a.m. or in the afternoons after 3:30 p.m.** We realize that there will occasionally be a problem. However, if children are consistently left on campus during unsupervised times the matter will be referred to the legal department. Repeated early arrivals or late pick-ups will be sent to the Before and After Care Program, and parents will be charged a **\$10.00** drop-in fee. We strongly encourage you to enroll your child in the AFTER SCHOOL program if you have difficulty adhering to our school timelines.

### **ARRIVAL:**

- ⌚ **Students are expected to arrive no earlier than 7:30 a.m. Students who arrive earlier than this time are at risk because there is no adult supervision available prior to 7:30 a.m.**
- ⌚ Students eating breakfast should arrive between 7:30 and 8:00. No breakfast will be served to students arriving after 8:00.
- ⌚ Students arriving after 8:10 will be counted as tardy.
- ⌚ All students in grades K-5 will be dropped off in front of the building in the car lane. Pre-K students (only) will be dropped off in the cafeteria. A staff member will be on duty to greet students. **No students should be dropped off on the street or any other entrance to the school.**
- ⌚ As students arrive, they should follow these directions:
  1. Students eating breakfast should line up in the breakfast line.
  2. Students eating breakfast will use the entrance directly into the cafeteria.
  3. Students who do not eat breakfast at school will report to their designated areas in the hallways where they will be supervised by a staff member. Students should have materials to study or read silently. Students are not allowed to visit classrooms of siblings before or after school. There will be no free play on campus in the mornings.

### **DISMISSAL:**

Students should be picked up promptly at dismissal. **Only buses and day care vans pick up students in the parking lot area of the school.** Parents coming on campus for a parent conference may park in the parking lot during dismissal.

**Please be mindful that traffic may flow slowly, so plan accordingly. Traffic will not move until the Traffic Director gives the signal – no exceptions.**

## **TRAFFIC ROUTE:**

1. **Use Woodside Drive to enter the school area.** Woodside Drive is one block east.
2. Enter the school campus through the east driveway in front of the multipurpose room (gym) and exit the west.
3. **NO PARKING ON THE STREET OR BETWEEN NO PARKING SIGNS!!!** You may receive a parking ticket for parking on the street.
4. **DO NOT PARK** in the parking lot during dismissal. This is an area designated for buses and day care vans only.
5. Do not park on Summit Avenue during take-in or dismissal.

***MOBILE POLICE DEPARTMENT OFFICIALS ask the following of all parents. For your child's safety, INSIST that your child cross with the crossing guard. Please do not park on the south side of Summit Avenue (in front of the homes across from the school) during take-in or dismissal.***

## **CARPOOL PROCEDURES:**

We realize that carpool dismissal can be quite challenging. PLEASE be patient and cooperative. THANK YOU IN ADVANCE YOUR SUPPORT! We are asking that parents remain in their vehicles and follow the carpool procedures to insure the safety of their children, other students, parents, and John Will staff members. We are also asking that parents refrain from getting out of their vehicles to pull their students from the bench area. Additionally, we are asking parents to refrain calling their students to their vehicles while students are seated and have not had their names called by the carpool announcer.

You can help with the carpool dismissal process by following these directions:

1. Display your car visor sign before entering the carpool area.
2. **Use Woodside Drive to enter the school area.** Woodside Drive is one block east.
3. Enter the school campus through the east driveway in front of the multipurpose room (gym) and exit the west.
4. Staff members will direct carpool traffic flow. Please refrain from leaving one lane to go to another.
5. **PLEASE do not leave your car unattended.** Remain in your vehicle at all times. Staff members will use the car visor sign to call students to the carpool loading area.
6. Once you have your child, wait until everyone ahead of you begins to move forward. Please do not pull out around other cars.
7. Please do not distract the teachers. **This is not a good time to hold a conference.** All teachers are on traffic duty and are responsible for watching all children.

Please note: **NO PARKING ON THE STREET OR BETWEEN NO PARKING SIGNS!!!** You may receive a parking ticket for parking on the street. Do not park on Summit Avenue during take-in or dismissal.

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## WALKERS

Walkers are escorted from campus by teachers. We are asking that parents and/or older siblings wait for students near the sidewalk on the other side of the campus (near Summit Avenue). Once teachers and students have safely crossed from the campus to the sidewalk area, the group will split. One group will walk towards Heidi Street. The other group will walk towards Chalet Drive. Parents may meet their child near the sidewalk directly across from the school. Please refrain from coming on campus and removing your child from the walking line before the teachers are able to cross them over to the sidewalk area. Please refrain from pulling up in your vehicle and motioning for students to get into your car. This is an unsafe practice. If your child is a car rider, please pick them up in the carpool area. If your child is a walker, please meet your child near the sidewalk area. This allows teachers to get familiar with you to insure that students are not going home with the wrong people.

## BEFORE AND AFTER SCHOOL CARE

Child care is available on our campus from 6:00 a.m. until school begins each morning and after school from dismissal to 6:00 p.m. Please sign up on "Meet the Teacher Day" in the lobby of the school.

## CHANGES IN DISMISSALS

**Changes in dismissal must be in writing.** Verbal changes in dismissal will not be accepted. Written changes may be dropped by the office or faxed to 221-1752. Please include the child's name, grade and teacher.

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## BUS TRANSPORTATION



Students are provided bus transportation if they live more than two (2) miles from the school. **All students must ride the bus to which they have been assigned.**

Each bus driver will provide a copy of the Mobile County Public School System policy, procedures, and rules for bus riders. Each child is expected to abide by these policies, procedures, and rules. It is a privilege to ride the school bus. **A student who chooses to break these rules may lose this privilege.** The safety of every child is our main concern. One student will not be allowed to risk the safety of others.

## EARLY DISMISSALS



Early dismissals will be permitted only if a parent comes into the school and officially signs the student out. Please try to make all medical and dental appointments after school hours in order for children to receive the maximum instructional time. Cases of continuous early dismissals will be investigated. Please remember that school time is used for learning and

that students need to be here for the entire day. If you have an appointment, and cannot go through the regular dismissal process, please make arrangements to pick students up before 2:45. **Students may not wait in the office area for parents to arrive.** Students will be called from class when parents arrive. **NO EARLY DISMISSALS AFTER 2:45 P.M.** **Parents are asked to wait outside for students to be dismissed to ensure a safe dismissal for all students.**

## **VISITORS**

### **(All individuals that are not employees or students of John Will)**

The Mobile County Public School System has implemented a visitor identification system. The primary purpose for these regulations is to insure the safety of all students and staff. **All visitors must report to the school office.** Employees of the school system are to advise the school principal or secretary that they are in the building. Other persons must receive permission to be on the school grounds. A school designated visitor's identification nametag or badge issued through the Raptor system, which can be visibly displayed while at the school once permission is granted, will be issued. Visitors are expected to sign in and sign out using the Raptor system. Visitors will not be allowed to interrupt instructional time. Instructional time begins at 8:00 a.m. To protect our students, visitors are prohibited from using cell phones or other electronic devices in the building except when taking photos or videoing public assemblies and programs.



## **Raptor System**

The school system implemented a new check-in/check-out system (Raptor) during the 2017-2018 school year. All school visitors were required to provide state or federal issued identification in order to be added to the system. Once the information is added to the Raptor system, visitors will no longer be asked to provide identification when visiting the school. However, all visitors must check-in through the front office once arriving on campus and check-out through the front office before leaving campus. Be sure to bring state or federal issued identification with you when visiting John Will if you have not been added to our Raptor system.

**PLEASE NOTE: All visitors must receive clearance from the front office before visiting classrooms, the library, or the cafeteria.**

## ATTENDANCE



### Responsibility of Parents - PreK-Grade 5

- A. Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. After **fifteen (15)** tardies, a referral will be made to the Early Warning Truancy/Discipline Program. **Four (4)** unexcused tardies equal **one (1)** unexcused absence. **Suspensions are unexcused absences.**
- B. Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines: illness; death in the immediate family; inclement weather (as determined by the principal) which would be dangerous to the life and health of the child; legal quarantine; emergency conditions as determined by the principal; and prior permission of the principal and consent of the parent or guardian. **The note or doctor's excuse must be sent to school within three (3) days of the student's return to school to be counted as an excused absence.**
- C. Students must attend one-half of the instructional day to be counted present. The parent/guardian must send a written note if the student is checked out of school prior to completing one-half of the instructional day. Tardies and early dismissals are strongly discouraged.
- D. A written note from parents or guardians, as described above, will excuse absences for up to **but not exceeding eight (8) absences.**
- E. Parents or guardians of a student who is absent **nine (9)** or more times must present a clinical or doctor's excuse to the school in order for the absence to be excused.
- F. Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a clinical or doctor's statement verifying the child's condition at the beginning of **each** school year. **A parent/guardian note is still required within three (3) school days for any chronic ailment absence.** Failure of the parent/guardian to provide the school with a chronic ailment doctor's statement and/or parent/guardian's note can result in unexcused absences and referral to Juvenile Court.
- G. Prior permission must be obtained from the principal in order for absences for out-of-town trips to be excused.
- H. Any parent/guardian having housing instability that may cause the student to miss school is requested to communicate with the school's registrar and/or administrator regarding their housing situation.

Head lice: Only **three (3)** days are excused for each occurrence of head lice. Students should return to school as soon as possible when cleared of lice and nits.

## DISCIPLINE POLICY

### **Defining Discipline:**

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior.

### **Beliefs Related to Discipline at John Will Elementary:**

- ↪ Every discipline situation is an opportunity to teach expected behavior.
- ↪ Expected behaviors must be communicated, taught, and modeled throughout the school year.
- ↪ Each student is a precious member of our John Will family and will be treated fairly. Corrective action shall be adapted to the needs and background of a student as much as possible.
- ↪ Parents have a responsibility to ensure their children's behaviors do not take away from a safe, orderly, and academically productive learning environment for others.
- ↪ The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.

Discipline is important in providing a safe and orderly environment that is conducive to learning. A positive school climate enables each individual to realize his/her fullest potential. At John Will, we try to use preventive techniques and ask our students to abide by the following School-Wide Rules:

### **School Rules:**

1. Listen and follow directions the first time.
2. Use appropriate language at school.
3. Walk quietly in the halls at all times.
4. Respect yourself, others, and property.
5. Keep your hands, feet, and objects to yourself at all times.

### **Lunchroom Rules:**

1. Enter, stand in line and exit quietly.
2. Stay seated.
3. Refrain from talking the first five minutes of lunch.
4. Do not share food with others.
5. Use a soft voice.
6. Practice good table manners.

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7. Keep your hands and feet to yourself.
  8. Clean up your area.

**Restroom Rules:**

1. Always respect the privacy of others.
2. No horseplay (play fighting) allowed.
3. Keep the restroom a quiet zone.
4. Use only one squirt of soap to wash hands.
5. After drying hands, place the paper towel in the trash.
6. No standing on toilet seats or swinging on door stalls.

Daily Reminders: **Before you say or do anything – please think!** Treat all others the way that you want to be treated.

All students are expected to follow **Mobile County Public Schools Student Code of Conduct**. The book classifies student misconduct and outlines punishments for violations. Parents and students are expected to read and become familiar with rules and regulations governing expected behavior. Each parent will receive a copy. All disciplinary actions will be in accordance with the Code of Conduct Handbook.

Each classroom teacher will develop rules and procedures for his/her classroom. These rules and procedures will be prominently displayed in the classroom. Classroom and School-wide procedures and rules as well as the Mobile County Public Schools Code of Conduct will be taught during the first two weeks of school. Character education and modeling of good behavior will be part of the daily curriculum. John Will's character education includes teaching the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

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**Discipline Procedures:**

There are three tiers of behavior concerns- Tier 1, Tier 2 and Tier 3. Tier 1 behaviors will be addressed and handled by the teachers. If the misbehaviors become habitual, the school counselor and/or principal may become involved. Tier 2 behaviors will be handled by the teacher or referred to the office to be handled by the principal and counselor. Tier 3 behaviors will be referred to the office to be handled by the principal.

Tier 1 – Behaviors listed in the Student Code of Conduct as Group A Disruptive Behaviors.

Tier 2 – Behaviors listed in the Student Code of Conduct as Group B Serious Disruptive Behaviors.

Tier 3 – Behaviors listed in the Student Code of Conduct as Group B, C, D, E. Group B-serious acts of physical aggression that leave marks or blood.

### School Wide Behavior Incentives:

1. "Bragging Dragons"- One child per class is selected each month as the Character Kid of the Month.
2. "P.E. Class of the Week" – One class per grade level is chosen each week for demonstrating good behavior in Physical Education (P.E.). Classes of the week will receive certificates and a treat.
3. "Dragon Dollars"- Students will be able to earn *Dragon Dollars* when they have displayed appropriate behavior during school hours. Students will be able to make purchases using their "money" from the school store. *Dragon Dollars* will be provided to staff members.
4. "Special Events and Clubs" – Special events and clubs will be fun activities to reward students who have good behavior. Behavior strategy sessions will be held at the same time as special events and club days and will be attended by students with an "N" or "U" in conduct. Time in behavior strategy sessions will be spent modeling proper behavior.
5. "Caught Being Good" - Students who are caught being good by any staff member will be recognized during announcements and receive a reward.

### Behavior Consequences:

Tier 1: Student/teacher conference, withdrawal of privileges, parent contacted, parent/teacher conference, time-out in another classroom.

Tier 2: Parent contacted, teacher referral to after school detention or referral form to principal – principal will assign action (retract or out of school suspension). Parent will be informed of action. Student may be referred to counselor for small group or individual counseling. Students who have habitual referrals will be referred to the Problem Solving Team (PST) and a behavior plan will be developed using Behavior 360.

Tier 3: Principal will follow guidelines listed in the Mobile County Public Schools Student Code of Conduct. Student will be referred to the counselor, PST and a Behavior 360 plan will be developed.

The Code of Alabama Section 16-28-12 can be found in the Student Code of Conduct. Under Alabama laws, you as a parent are required to:

- Enroll your children in school;
- Make sure they go to school once they are enrolled;
- Make sure they are on time, attend school, and remain at school once there;
- ***Make sure that they behave while at school.***





## SCHOOL LUNCH PROGRAM



The public school system serves well-balanced, nutritional breakfasts and lunches daily. For the 2018-2019 school year, all students will be able to eat healthy lunches at no charge. The school system has qualified for the Community Eligibility Provision of the USDA, which allows school systems with 75 percent of students qualifying for free or reduced-price lunches to offer meals to all students at no charge.

Meal prices for 2018-2019 are as follows:

Adult Visitor Breakfast \$2.00	Visitor Child ≤ 10 \$1.50
Adult Visitor Lunch \$4.00	Visitor Child ≤ 10 \$3.00
Adult Visitor Holiday Meals \$5.25	Visitor Child ≤ 10 \$3.75

*(Holidays and Special Events would be Thanksgiving, Christmas, Grandparents Day, etc.)*



## FIRST AID ROOM

If your child becomes sick at school or is involved in some type of accident, every effort will be made to contact you. Registration cards should be completed entirely and accurately. Please make sure to include your home, cell, work, and emergency phone numbers. In the event of illness or emergency, the school must have a phone number to call. It is important to **keep emergency phone numbers up-to-date.**

## MEDICATIONS



Prior to administering medications during the school day, a form must be completed by the parent. No medication can be dispensed without first acquiring the information from the form. **The parent or guardian, not the student, must transport all medication.** School personnel are not allowed to dispense over the counter medication without a written request from a physician. **Please do not send the following: cough drops, medicated chap sticks, Tylenol, Advil, Aleve (any pain medication), vitamins, food supplements, or any other over the counter medications to school.**

## SCHOOL CLOSING

In the event of hazardous weather conditions, an official decision will be made for all Mobile County Public Schools. That decision will be broadcasted on **local radio and television stations** as well as the School Messenger calling service. In case of severe weather or any emergency threat during the day, you may pick up your child at school, but please do not call. Talk with your child and explain what he/she should do if school is dismissed early for an emergency.

## STATE TEXTBOOKS

Students are allowed to **borrow** State textbooks and when doing so, parents must sign responsibility forms. These books must be cared for and **kept covered** at all times. Students should not write in textbooks or tear any pages. Textbooks are assigned by number to each student by his or her classroom teacher. If the books are lost or damaged, it is the parent's responsibility to pay for the lost or damaged books. Parents should stress the importance of caring for textbooks with their children to avoid charges for lost or damaged books.



## LIBRARY BOOKS



Students are expected to take care of library books and are responsible for paying for lost or damaged books. Encourage your child to read during the school year. A suggested list of Summer Reading Books is prepared each year and included in the fourth quarter report card. Please encourage your child to read during the summer.

## VOLUNTEERS

In addition to *Room Parents* who coordinate classroom activities, volunteers are needed to assist teachers and school staff with a variety of activities. Please contact your child's teacher if you are willing to help. Volunteers are critically important to the success of our school. All volunteers and visitors are asked to sign the log in the office upon arrival.

Additionally, school volunteers are asked to adhere to the following:

- ✓ Instructional time in the classroom must be protected.
- ✓ Activities must be undertaken in areas specified by the teacher.

Use of cell phones and other electronic devices in the classroom, or hallways is prohibited.



## FIELD TRIPS

All field trips are related to classroom studies. A signed field trip permission form is required for each field trip. Students must be in full uniform to attend field trips. All fees must be paid by the stated deadline. **Out-of-town or admission field trip monies are non-refundable.** All adults who attend a field trip will serve as a chaperone to monitor students and will be required to sign a chaperone commitment form outlining chaperone guidelines. These guidelines include appropriate attire, refraining from the use of cell phones during the trip, staying with the group the entire time of the trip, and refraining from using abusive language or engaging in verbal altercations during the trip. Adults who fail to adhere to chaperone guidelines will not be allowed to attend future field trips. Younger siblings or other children may not attend field trips.

## FEES



Elementary Fee: \$5.00 per student – used for first aid, postage, and supplies. Fees can be paid by check or cash to the school.



## PAYMENT PROCEDURE

John Will is a member of the Tiger Tranz check security system. Your check in the amount of \$50.00 or less is welcome with the following: your full name, street address (No P.O. Box), home and work phone numbers with area code, and driver's license number with state. If any of the above information is missing, your check will be returned to you for corrections.

## CLASSROOM CELEBRATIONS



There are two planned celebrations per year for each class. Room Parents may volunteer to help organize and assist with the holiday and end-of-the-year celebrations.

John Will takes pride in focusing on the benefits of healthy eating habits. Students are served fresh fruits and vegetables daily. Hopefully, by practicing better eating habits at school, students may exhibit these same habits at home.

When bringing snacks for special classroom treats, please visit the Mobile County Public School Wellness website for healthy snack suggestions. **When providing snacks for classroom celebrations, only send items that are in compliance with the MCPSS**

Wellness guidelines. Snacks not in compliance with the system's wellness guidelines will not be permitted in any classroom.

## SCHOOL CAMPUS AFTER HOURS

Students are to leave the campus immediately after school is dismissed. Students should not return to the campus unless they are accompanied by their parents or participating in school-sponsored events. Middle school and high school students are not allowed on the campus during dismissal or after school unless they are accompanied by an adult.



## HOMEWORK

The following philosophy and procedures have been established by the school staff. Please note!! Not completing homework has a negative effect on a student's grades. Homework provides additional practice on skills taught in the classroom. PLEASE HELP YOUR CHILD TO TAKE HOMEWORK SERIOUSLY!!! Homework is not just busy work...it has a purpose.

### STUDENT'S RESPONSIBILITY:

The student must accept responsibility for extending his learning beyond the classroom. It is the student's responsibility to seek full understanding of his assignments and complete them in accordance with given directions.

TEACHER'S RESPONSIBILITY: All teachers at John Will assign homework on a regular basis.

The homework may be in the form of:

1. Independent practice
2. Extension or enrichment
3. Personal interest projects
4. Study

The assignment will be:

1. Clear and specific with students' understanding of directions and time frames at the time assignments are made.
2. The time required to complete the assignments will be reasonable.
3. All homework will be evaluated. This may be in form of observations, check, plus\minus or other symbols.
4. The frequency and difficulty of assignments will vary from grade to grade to meet individual needs of students.

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## **BRIDGES**

During the summer, an opportunity for entering kindergarten students with no pre-school experience is provided. Bridges is a free program which focuses on transition activities designed to prepare children for the upcoming school year.

## **AFTER SCHOOL TUTORING**

After school tutoring will be provided (as funds are available) for students in grades 2-5 who are performing below proficiency in the areas of reading and mathematics. Notices will be sent home prior to the start of the program to parents of students who are eligible to attend.



## **PROMOTION REQUIREMENTS**

The school year is divided into four quarters of nine weeks each. Grades are indicative of mastery of each skill during individual quarters. Students in grades 1-5 must pass reading and mathematics with a yearly average of a "D" (60) or higher to be promoted to the next grade.

## **HONORS DAY CELEBRATION**

An Honors Day Assembly will take place to celebrate the accomplishments of students who have made "A" Honor Roll, "A/B" Honor Roll, Good Citizenship, Perfect Attendance, and Most Improved. Students who receive unsatisfactory (U) or needs improvement (N) in conduct or work study skills will not receive the "A" Honor Roll or "A/B" Honor Roll recognition. Honors Day assemblies are held for first through third quarters.

## **THE IMPORTANCE OF COMMUNICATING WITH THE SCHOOL**

It is important for a child to know from the very beginning that the teacher is in direct communication with the parent. Then, the child will realize that what happens in the classroom will be made known to the parent. Your child's teacher will send home information at the beginning of the school year concerning expectations and classroom curriculum.

## **PARENT-TEACHER CONFERENCES**

Get to know your child's teacher. Mobile County Public Schools require teachers to hold two parent conferences each school year. Schedule a conference early in the school year with your child's teacher. This can be done with a note to the teacher or a call to the office. Meet

your child's teacher before the school year progresses to avoid any possible problems. Help establish a partnership with the teacher and work as a team to provide the most effective education for your child. Let your child know by your presence at school that he/she is important and his/her education is important. Let your child know that you and the teacher are a support team for him/her.

You are the most important and influential person in your child's life. When you work with the teacher and communicate closely, your child will be the benefactor.

Parents are not allowed to conference with a teacher during instructional time because it stops teaching and learning for all of the students in that class. If you have ANY questions about your child's performance in school or anything else, please call the teacher or school to schedule a conference with the teacher. Clear, open communication is most important! Your concerns are our concerns. Teachers can meet with parents before 8:00 a.m., during their planning time, or after school.

## **PARENT-STUDENT-TEACHER CONFERENCE**

Each fourth through fifth grade teacher is expected to lead a student-parent-teacher conference during the first semester. This conference is to discuss previous test scores, set goals and establish a plan for academic success.



## **PARENT BULLETINS**

The parent bulletin is one of the school's most important method of communicating general information to you. Your child will bring home a parent bulletin each month. It is an important part of the home/school connection. Please read the monthly parent bulletin. It will contain announcements of meetings, important dates, school schedules, dismissal times, and announcements concerning the PTO.

Classroom teachers will also send written information about his/her classroom to you on a weekly basis.



## CELL PHONES/ELECTRONIC DEVICES

Mobile County Public Schools policy allows for the usage of cell phones and other wireless devices while under the supervision of an adult. Electronic devices found powered on (without permission from a faculty/staff member of John Will) will be confiscated and held in the principal's office for the parent/guardian to pick up.



## TELEPHONE



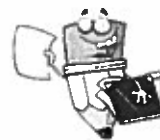
The telephone in the office is for school business. Students are permitted to use the phone only in the case of an emergency. Please make all family and transportation arrangements before your child comes to school each day.

## LOST AND FOUND



Items found in or around the school are turned in to the office. Children should check with the office personnel for lost items. You may consider writing your child's name in a special area in all articles of clothing such as jackets, coats, sweaters, etc. Also, label all other school supplies such as lunch boxes, book bags, etc. Items that are not claimed by the end of the school year will be donated to a charitable organization.

## SCHOOL STORE



A school store is maintained for student and parent convenience. A variety of items is available in the store and may be purchased between 7:45 a.m. and 8:00 a.m. each morning. Some items sold include: pencils, paper, folders, erasers, etc.

## PTO

All parents are encouraged to join and become actively involved in the PTO at John Will Elementary. The quarterly meetings will be announced through the monthly parent bulletin. The PTO makes major contributions to the children of John Will Elementary School. The membership of EVERY parent is strongly encouraged.

## FUNDRAISING

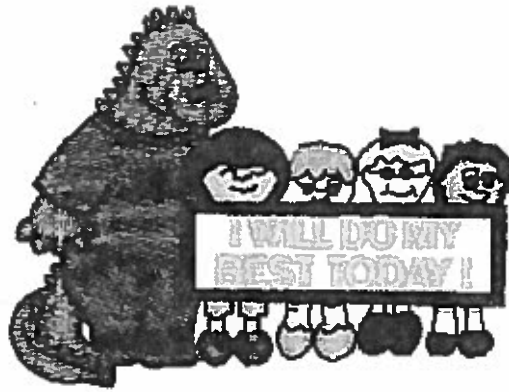


Fundraising activities should not diminish the primary purpose of providing educational programs. Campaigns to raise money should not exploit, impose on the school or community, or interrupt the ongoing instructional programs. All school fundraisers must be approved by the principal.

### *Rules for Fundraising*

1. Students should have permission from parents or legal guardians to participate in fund raising activities.
2. Students must be accompanied by an adult when soliciting funds door to door.
3. Parents are responsible for funds collected.
4. All funds should be turned in at the specified deadline.
5. Teachers are only responsible for funds collected when a receipt has been issued.





## *JOHN WILL SCHOOL SONG*

Written by  
Mrs. Patsy Carter

**I am a John Will Child,  
I will make my Life worthwhile,  
I will do my best!**

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**To the top I will climb,  
Exercising body and mind,  
I will do my best!**

**All my talents I'll not hide,  
Always showing John Will pride,  
I will do my best!**

Independence Day  
(System wide Holiday)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-New Year's Day  
(System wide Holiday)  
2- Teacher Work Day  
3-4 Professional Dev.  
Q2 Report Card Distribution - Jan 7  
7-Begin of 3rd Qtr.  
21-MLK Jr. Day  
(System wide Holiday)

1-Professiona Day  
2-Teacher Institute  
3-Teachers' Work Day  
6- First Day of School

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

3- Labor Day  
(System wide Holiday)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4-6 Mardi Gras/ Fat Tuesday/  
Presidents Day  
(System wide Holiday)  
7-8 Students and Teachers  
Holiday  
14-End of 3rd Qtr. (43 Days)  
15-Teacher Work Day  
18-4th Qtr. Begins  
Q3 EQTs - March 11-14  
Q3 Report Card Distribution - March 25

5-Ends 1st QTR. ( 44 Days)  
8-Teacher Work Day  
9-10 Professional Dev.  
15-Parent &Family  
Engagement Day  
Q1 EQTs - Oct. 2-5  
Q1 Report Card Distribution - Oct. 15

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15-19 Spring Break  
(School Holidays)  
Mid-Quarter (Progress Reports  
Distributed) - April 24

12-Veterans Day  
(System wide Holiday)  
19-23 Thanksgiving Break  
(School Holiday)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24-End of 4th QTR. (45 days)  
Last Day for Students  
27-Memorial Day  
(System wide Holiday)  
28-29 -Teacher Work Day  
Q4 EQTs - May 21-24  
Q4 Report Card Distribution - May 29

18- End of 2nd QTR. (43 Days)  
19-31 Christmas Break  
(School Holiday)  
Q2 EQTs - Dec 13-14 and 17-18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 Month Employee Holidays 2018-19  
July 4-Independence Day  
Sept.3-Labor Day  
Nov. 12-Veterans Day  
Nov.22-23-Thanksgiving  
Dec. 24-25-Christmas Break  
Dec.31& Jan. 1 New Year's  
Jan.21 MLK Jr. Day  
March-4-6 Mardi Gras/ Pres. Day  
May-27 Memoria Day

7 FLEX DAYS

■ First and Last Day of School    □ Teacher Planning/Staff Development/Student Holiday    ■ Student/Teacher Holidays



**John Elementary School**  
5750 Summit Avenue  
Mobile, AL 36608  
(251) 221-1750 Office  
(251-221-1751 Fax  
*Deidre Jefferson, Principal*

## 2018-2019 Parent-Student Handbook

I, \_\_\_\_\_, received a copy of the John Will Elementary School 2018-2019 Parent/Student Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please sign and return to your child's teacher.**



