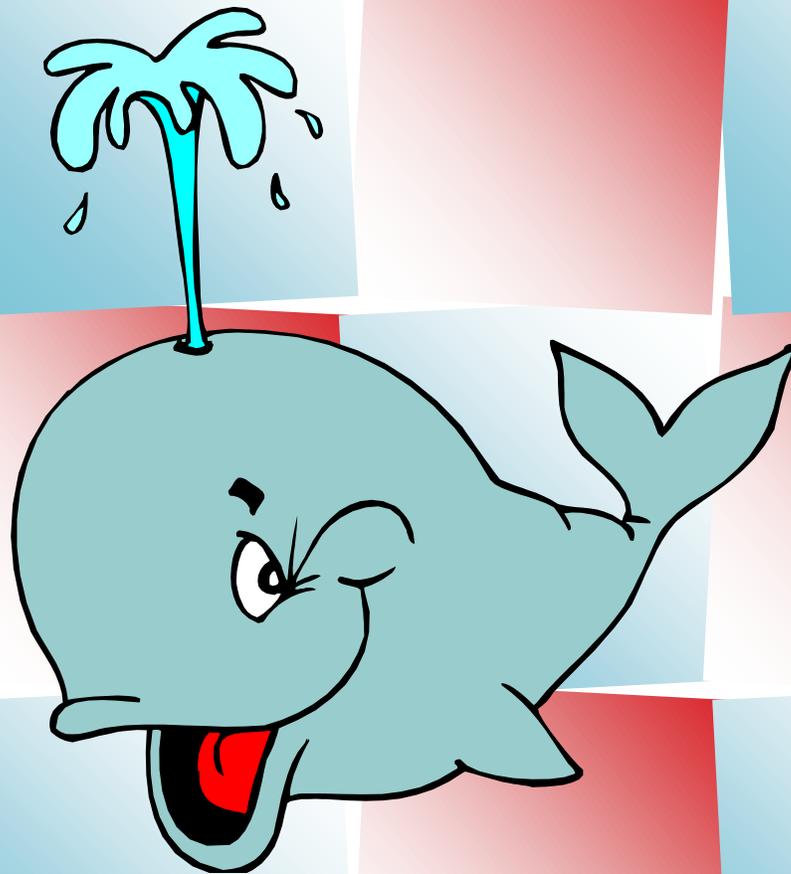


# Whitley Elementary School

528 Capt. Leon C. Roberts Street  
Prichard, Alabama 36610

Phone: (251) 221 - 1737 Fax: (251) 221 - 1736



**2016-2017**

**Student Handbook**

*JaaDaa S. Holcombe, Principal*

# Message from the Principal

Dear Students and Parents,

Welcome to Whitley Elementary School for the 2016-2017 school year. We would like to extend a special welcome to our new students and we are excited that you have the opportunity to become part of our family and community. We are excited about the wonderful learning that is taking place in our school building.

At Whitley Elementary, we believe that all students are capable of learning at high levels and meeting the academic and social standards. Our focus will be on providing each child with new challenges that will result in a rewarding school experience. Academic emphasis on the core content areas of reading, math, language arts, science and social studies will remain a priority. Our faculty and staff will work diligently to ensure that your child's academic needs are met as they work to reach local and state standards.

Educational success for all students cannot be complete without an effective partnership with all parents. We invite you to become our partners in the education of your child. Please visit the school often and become involved.

The purpose of this handbook is to provide basic information about our program, policies, and procedures. We believe it is important for all students to accept responsibility for their actions. Therefore, we are asking students and parents to read the handbook carefully and follow all rules and procedures. You may also visit our school website for more up to date information.

We appreciate all that you do to make Whitley Elementary a great school.

Sincerely,



Jonathan S. Halcombe

Principal

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## My Child's Information

My Child's Teacher's Name(s): \_\_\_\_\_

My Child's Lunch Number: \_\_\_\_\_

My Child's I-NOW Pin Number: \_\_\_\_\_

[www.mcpss.com](http://www.mcpss.com)

The Mobile County Public School System uses the I-NOW system in compliance with the State of Alabama Department of Education. Parents will have access to their child's grades using the I-NOW system. Your child's instructions for accessing I-NOW and your child's log-in and password will be sent home in the Wednesday Folder the first month of school. Please use this system to remain up to date on your child's progress.

**Accelerated Reader**

Username \_\_\_\_\_ Password \_\_\_\_\_

You will receive your child's username and password through our Parent Communication Folder.

Lunch Time: \_\_\_\_\_

P.E. Time: \_\_\_\_\_

# **WHITLEY ELEMENTARY SCHOOL** **MISSION STATEMENT**

The mission of Whitley Elementary School is to prepare our students for the future by developing students who are successful academically, socially, emotionally, and physically by providing challenging and cooperative activities, which are conducive to learning, and to motivate parents to become active participants in the educational process of the students.

## **MASCOT**



The whale was chosen because of its strength, agility, and grace.

## **MOTTO**

“Investing Jointly for Well Educated Students”

## **DRESS CODE**

Students are required to wear the following uniform combinations:

Red Blouses or Polo Shirts  
Navy Blue Skirts, Jumpers, Pants or Walking Shorts  
Black Tennis Shoes  
Brown or black belt

**\*\*Boys are NOT permitted to wear earrings.\*\***



**Whitley WHALES Pledge**

**As a student at Whitley Elementary School, I pledge to:**

**W=Walk in the halls at all times**

**H=Have good manners**

**A=Always respect adults, students, and myself**

**L=Learn many new and exciting things at school**

**E=Exhibit self-control**

**S=Strive to do great things in my future**

## **SCHOOL-WIDE RULES, POLICIES, AND PROCEDURES**

**In August 2009, the Mobile County Board of School Commissioners revised our Code of Conduct which applies to all students who attend Mobile County Public Schools:**

**“Discipline in our schools helps to prepare youth to assume their position of citizenship in our democratic society. Policies and procedures of discipline must be employed to establish respect for authority and to maintain favorable learning conditions free from distractions and misbehavior.**

**The maintenance of a desirable school environment conducive to meaningful and effective learning experiences requires the combined efforts of the parents/guardians, students and school personnel. It shall be the responsibility of the school administrators and teachers to see that the rules and regulations of the school are carried out in a consistent manner which projects to the student a feeling of fairness, honesty and genuine concern.”**

**Therefore, the Board of School Commissioners of Mobile County Public Schools believes that the most effective discipline needed to work in a democratic society is self-discipline. Self -discipline is developed through a progressive learning process. Discipline, to be effective, must be directed toward self -control with a definite purpose of providing corrective guidance rather than punishment. Behavior and discipline policies shall demonstrate the need for maintaining a proper atmosphere for learning within each school.**

In an effort to comply with the Mobile County Public Schools, which addresses a safe and orderly environment, **Whitley Elementary will implement the following School-wide Discipline Plan.**

## Classroom Rules

### Be Respectful

- \*Keep hands and feet to yourself
- \*Always use a quiet voice
- \*Keep right when walking

### Be Responsible

- \*Be an active learner
- \*Be prepared everyday
- \*Be on time

### Be Reliable

- \*Be truthful
- \*Report problems
- \*Be safe

## Cafeteria Rules

### Be Respectful

- \*Enter and exit in an orderly manner
- \*Talk quietly
- \*Keep hands off others' trays
- \*Use good table manners

### Be Responsible

- \*Get all you need before sitting down
- \*Throw away trash when told
- \*Clean up after yourself

### Be Reliable

- \*Be safe
- \*Follow directions of cafeteria staff
- \*Report problems to adults

## Hallway Rules

### Be Respectful

- \*Keep hands and feet to yourself
- \*Walk quietly
- \*Listen to your teacher's instructions

### Be Responsible

- \*Walk in a straight line
- \*Remain in line order
- \*Remain with your class

### Be Reliable

- \*Be safe
- \*Walk to the right
- \*Report problems to adults

## Playground and P.E. Rules

### Be Respectful

- \*Keep hands and feet to yourself
- \*Listen for directions from teacher
- \*Take turns and be fair

### Be Responsible

- \*Use bathroom before PE
- \*Follow game rules
- \*Stay in your assigned area

### Be Reliable

- \*Play safely
- \*Report problems to adults
- \*Have fun

## Restroom Rules

### Be Respectful

- \*Enter and exit in an orderly manner
- \*Wait your turn if it is crowded
- \*Respect the privacy of others
- \*Keep hands and feet to yourself

### Be Responsible

- \*Flush toilets after each use
- \*Wash your hands after bathroom use
- \*Throw away all trash

### Be Reliable

- \*Be safe
- \*Use facilities correctly
- \*Report problems to adults

## School Assemblies

### Be Respectful

- \*Be quiet during presentation
- \*Be a good listener
- \*Be considerate to others

### Be Responsible

- \*Be a good audience
- \*Raise your hand to speak
- \*Keep your voice down

### Be Reliable

- \*Be safe
- \*Have fun and enjoy
- \*Report problems to adults

## Whitley Elementary School Rules & Expectations

1. Be on time to school and class.
2. Keep hands, feet, and objects to yourself.
3. Listen and follow directions the first time given.
4. Complete class work at school and homework at home.
5. Use appropriate language and quiet voices.
6. Refrain from harassing, teasing, intimidation, bullying, name calling, and profanity.
7. Treat others respectfully and refrain from aggressive behavior.
8. Seek adult help whenever there is a problem at school with another child or when there is a situation that is beyond the student's ability to handle.

## Discipline Procedures and Consequences

<b>Positive Rewards</b>	<b>Negative Consequences</b>
<b>1. Verbal Praise</b>	<b>1. Verbal Warning</b>
<b>2. Gain of a Privilege</b>	<b>2. Conference with student</b>
<b>3. Give Student Reward</b>	<b>3. Contact Parents</b>
<b>4. Treasure Box (5 blue cards)</b>	<b>4. Parent/Student/Teacher Conference</b>
<b>5. Compliment Card Party</b>	<b>5. Referral to Office</b>

## SCHOOL ARRIVAL AND DEPARTURE TIMES

7:45	Students may begin arriving at school
8:00	Take-in bell – Breakfast in the Classroom is served
8:15	Tardy bell
3:00	Dismissal for bus students and van riders
3:10	Dismissal for car riders and walkers

**If students do not eat breakfast at school, they should not arrive before 8:00 a.m.** Students who eat breakfast at school should arrive no earlier than 7:45 a.m. Faculty/staff supervision begins at 7:45 a.m. *You are putting students at risk of danger if you bring them before anyone is on duty.*

Classes begin at 8:15 a.m. daily. Students will be marked tardy if they arrive after 8:15 a.m. Morning announcements are made at 8:20 a.m.

### MORNING ARRIVAL PROCEDURES

If you bring students in the morning, remember to drop them off on the J. A. Barney Court side of the school. **DO NOT DROP OFF YOUR CHILD IN FRONT OF THE SCHOOL. DO NOT DROP THEM OFF IN THE BUS LINE ON THE GYM SIDE OF THE SCHOOL.**

**AFTERNOON DISMISSAL for CAR RIDERS:** Students are loaded into cars on the J. A. Barney Court side of the school. **Parents should not get out of their car to get students.** Stay in the car rider line so that your child can be loaded into your car. School personnel are on duty on the side of the school to assist students in finding their rides. All students must be picked-up by 3:30 p.m. every day. If an emergency occurs, call the school office to notify the principal and students will be held in the office until someone can get there.

### DISMISSAL CHANGES

If there is a change in the way your child get home in the afternoon, you **MUST** send a written note to let the teacher know about the change. **DO NOT CALL THE OFFICE. We MUST have written notification.**

## **ATTENDANCE**

### **ABSENCES**

For students to be considered present, they must be in school at least 3.5 hours during the day. When students are not in school all day, their education suffers. Students are reported to the attendance counselor and then to the court system when tardiness, early dismissals and absences interfere with the educational process and when the local policy and state law dictates.

When a student is absent, a written note of explanation must be sent within two days of the student's return to school. All absences, regardless of a written explanation, are not excused. After ten absences, a doctor's excuse will be required to excuse any further absences.

### **TARDINESS**

Tardiness is disruptive to the classroom and also has an adverse effect on a student's educational progress. Students arriving at school after the tardy bell (8:15 a.m.) will be marked late. After three tardy marks, a letter will be sent home to the parents. After five tardy marks, parents will be scheduled for a conference.

### **EARLY DISMISSALS**

Early dismissals are discouraged. Students need to be in school for the full day. **Students must be signed-out through the office.** Try to make non-emergency dental and medical appointments after school hours. No early dismissals will be given after 2:45 without permission from the principal.

## **BUS REGULATIONS**

Students are assigned to ride school buses that will pick them up and deliver them in close proximity to their homes. Parents are responsible for transportation if students have after-school day care or baby-sitters outside the Whitley school zone.

Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parent and principal giving them permission to do so. This applies only to students riding buses within in the same transportation zone. **Students enrolled in the Pre-Kindergarten classes are not allowed to ride school buses.**

Parents should notify the classroom teacher in advance and advise the teacher if there will be any changes in transportation of students. If no notification is received, students will continue their regular method of getting to and from school.

Students will be suspended from the bus for inappropriate behavior and the parent or guardian will be responsible for providing transportation to and from the school for the student.

## **ADDRESS AND TELEPHONE NUMBER CHANGES**

It is most important that the office have the parent/student's current address and telephone number. *If either changes during the school year, please notify the office either by note or telephone.* In the case of an emergency the school must have the proper means of contacting the parents. Please, make sure we have your mailing address, as well as, your physical address.

## **RESIDENCE OF STUDENTS**

**Students must attend the school serving the residence of their parent and/or legal guardian, or obtain an approved transfer.** All parents or guardians are required to give to the office two (2) proofs of residency and a copy of the legal guardians photo I.D. (Driver's License, Military I.D., etc.). Parents living with someone else must have a notarized statement of residency.

## **BIRTH CERTIFICATES**

All students must have a certified copy of their birth certificate. This certified birth certificate must have the State Seal stamped on it. A hospital certificate with the hospital seal is not acceptable.

## **SOCIAL SECURITY NUMBERS**

Social security numbers are required for all students. Please bring your child's social security card when registering your child so that a copy can be made or the number can be verified with the one previously on file in the cumulative folder.

## **REGISTRATION FEE**

All students are asked to pay the \$5.00 elementary fee at registration. This fee covers postage, as well as other items that are provided by the school. This small fee enables us to better serve your child. We appreciate your support.

## **BIRTHDAY CELEBRATIONS**

Birthday celebrations **MUST** be pre-approved by the principal. Do not come to the school the day of your child's birthday with party items without prior approval from the principal. Birthday party snacks will be limited to healthy snacks served during snack time (2:30-2:45 p.m.) **NO** cupcakes, cakes, sugary drinks, or candy will be allowed.

## **REPORTING TO PARENTS**

### **REPORT CARDS AND PROGRESS REPORTS**

A mid-quarter report is sent home with each student to inform parents of their child's progress. Report cards will be issued to students at the end of each nine week grading period. **Parents are required to attend a scheduled report card conference at the end of first quarter.**

If you have questions or concerns about your child's academic progress, schedule a conference with the teacher as soon as possible. ***Please do not wait until the end of the grading period.*** Remember you may go online at any time to monitor your child's grades. Information for accessing web site is on page 2 of this handbook.

### **PARENT BULLETINS**

Parent bulletins will be sent home in a Parent Communication Folder. Please read the bulletins carefully so that you will be knowledgeable of any important information.

## **PARENT-TEACHER CONFERENCES**

Communication is an essential part of the educational program at Whitley Elementary School. The school feels that it is very important for parents to keep in close contact with their child's teacher concerning the child's progress. All 4<sup>th</sup> and 5<sup>th</sup> grade parents will be required to attend a mandatory ACT Aspire conference with Ms. Holcombe during the first semester.

Parents should schedule a conference in advance so that a convenient time for all can be established (before or after school, or during the teacher's planning period). Teachers have been instructed to refrain from holding conferences during instructional time. Parents may call the school to set an appointment with a teacher or may contact the teacher directly.

## **PARENT VOLUNTEERS**

Whitley Elementary needs an active parent volunteer program. The school hopes to accomplish the following objectives through an active volunteer program:

1. To promote parental involvement in all aspects of the school
2. To increase student achievement through parental involvement
3. To acquaint parents with academic programs
4. To design more effective ways to exchange information between school, parents, and the community

Parents are always welcome and may visit the school. Parents and all visitors must enter the school through the main entrance and sign the visitor's log in the main office. While we welcome visitors at appropriate times, classroom instruction must not be interrupted.

## **FIRE AND SEVERE WEATHER DRILL**

The purpose of fire and severe weather drills is to ensure that students and adults know what action to take to ensure their safety during an actual emergency. The school will conduct a fire drill at least once a month and a severe weather drill once each semester. Ms. Holcombe will signal the start and end of both drills.

### **FIRE DRILL PROCEDURES**

1. Always walk when lining up to exit the building.
2. Exit the building, using the appropriate fire drill route, in a straight and quiet line, walking in the center of the hallway.
3. During drill, no talking is allowed inside or outside of the building.
4. Face forward in a straight line at your designated area outside until it is time to re-enter the building.

### **SEVERE WEATHER DRILL PROCEDURES**

1. ALL students move immediately to their designated area in the Tornado Shelter (Media Center), sit quietly, and listen for instructions.
2. It is very important that there be no talking so that directions can be heard quickly.

# **FIRST AID PROCEDURES**

## **MEDICINE**

A student may not take medicine at school unless the parent or legal guardian completes the appropriate form. The form can be obtained from the main office at the school. The prescription medication must be in the appropriate prescription bottle with the child's name and written directions from the pharmacy on the label. The school will not administer non-prescription medicine to students.

## **ILLNESS**

If a student becomes seriously ill during school hours, school officials will contact the parent or legal guardian immediately. If the parent or legal guardian cannot be reached, the emergency contact information provided at registration of the student will be used. Remember that the school will not keep seriously ill students at the school. If emergency information changes during the school year, please notify the school immediately. Also, if your home or work telephone number is changed, notify the school immediately.

## **ACCIDENTS**

If a student is seriously injured at school, we will make them comfortable and call you immediately. If you cannot be reached, the school will attempt to contact the emergency number listed by you and/or transport the student to the hospital designated by you on the emergency form. The doctor listed on the emergency form will be contacted if necessary. Inform the school of any emergency information changes including doctors and hospitals.

## **CARE OF TEXTBOOKS, LIBRARY BOOKS, MATERIALS**

Before state-owned textbooks can be issued to a student, a parent or legal guardian must sign a textbook responsibility form. If a student has lost or damaged a textbook in the past, the lost or damaged book must be paid for before books can be reissued. All books must be properly cared for.

Students are responsible for textbooks, library books and materials issued to them during the school year. All lost or damaged items must be paid for. The money collected is recorded by the media specialist and sent to the proper fund for replacement purposes. Students who have lost or damaged library books will not be able to checkout library books until the books are cleared.

## **PAYMENT FOR SCHOOL FUNCTIONS**

Throughout the year, your child's teacher may schedule field trips to enhance the educational experience in their classroom. The school may also have Spring Fling or May Day. For these activities, ALL deadlines for money due will be adhered to. There will be NO exceptions in collecting money for these activities. In the event that your child is unable to attend the paid function for any reason, NO money will be refunded. All money for functions/activities is non-refundable.