

Webster Elementary School

STUDENT HANDBOOK

“Where Kids Come First”

Jason Simmons
Principal

**Webster Students Are
Responsible, Resourceful and Respectful**

200 Webster Street, Muscle Shoals, AL 35661
Office: (256) 389-2650
Fax: (256) 389-2655
Lunchroom: (256) 389-2654

PARENT SIGNATURE PAGE

THIS PAGE IS TO BE REMOVED, SIGNED AND RETURNED TO SCHOOL.

Please sign below indicating that you have discussed the Webster Student Handbook with your child(ren) and return this page to your child's teacher.

.....

I have read and discussed the Webster Student Handbook with my child (ren).

Student's Name

Signature of Parent/Guardian

Date

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A LETTER FROM THE PRINCIPAL

Dear Parents and Students:

Welcome to Webster Elementary School! We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. The procedures and policies in this handbook are reviewed annually and updated as needed. We ask your cooperation so that we may provide your child with a rewarding and enriching educational experience. Please read this handbook thoroughly and sign the attached page indicating that you have read and discussed the handbook with your child.

On behalf of the faculty and staff I would like to extend an invitation to you to visit our school, attend your child's programs, and become an active member of the Parent-Teacher Organization (PTO). We are very happy to have you and your child with us at Webster Elementary School.

Sincerely,

**Jason Simmons
Principal**

MISSION STATEMENT

Webster

“Providing opportunities for all students to obtain wisdom and achieve their greatest potential”

Muscle Shoals City School District

The mission of the Muscle Shoals City School District, a progressive system of excellence, is to provide opportunities for all students to obtain wisdom and achieve their greatest potential through challenging expectations that create a vision for a successful future.

OBJECTIVES

The faculty at Webster Elementary

1. Provides a strong basic skills program to meet the needs of the child. A curriculum is provided which allows each child to work toward his/her maximum potential within the framework of the Board's promotion and retention policy.
2. Demonstrates a willingness to work with parents to assist them in helping their child get the best education possible.
3. Provides a structured classroom atmosphere, thereby helping the child develop self-discipline and respect for authority.
4. Re-evaluates and revises the curriculum and objectives to meet the ever-changing needs of today's child.
5. Provides a program that instills in the child a love of country and teaches him/her to live in a democratic society.

FACULTY & STAFF
Jason Simmons - Principal

Mona Balentine.....Library Aide
Melissa Barber.....1st Grade Teacher
Deidra Brewer.....Librarian
Mammie Clark.....Lunchroom Manager
Jennifer Collins.....2nd Grade Teacher
TBA.....Speech Pathologist
Stephanie Ellis.....1st Grade Teacher
Jill Joner.....Lunchroom Assistant
Marcus Hill.....Custodian
Erica Johnson.....1st Grade Teacher
Connie Jones.....2nd Grade Teacher
Lindsey Kilpatrick.....1st Grade Teacher
Jamie Lynch.....Art Teacher
Kelly Massey.....1st Grade Teacher
Kevin Montgomery.....Physical Education Coach
Paula Morgan.....Secretary
TBA.....Counselor
Shannon Nettles.....2nd Grade Teacher
Laura Ownby.....1st Grade Teacher
Teresa Patterson.....2nd Grade Teacher
Melinda Pennington.....Lunchroom
Dianna Ritter.....Instructional Coach
Amy Smothers.....2nd Grade Teacher
Selena South.....Intervention
Wendi Thornton.....2nd Grade Teacher
Leigh Throckmorton.....Intervention
Cassie Tyler.....Special Education Teacher

A

ADMISSION TO SCHOOLS

- a. **Resident Students** – School-age children who reside within the municipal limits of the City of Muscle Shoals, Alabama, may be admitted to Muscle Shoals City Schools. For purposes of this policy, the residence of the student will be the residence of the parent(s) or legal custodian/guardian. If custody of the child is shared between parents, the residence of the student shall be that of the parent who has primary physical custody of the student, as established by an appropriate order issued by a court of competent jurisdiction.
- The legal residence of the student means the fixed, permanent and primary domicile of the parent(s), parent with primary physical custody or the court appointed legal custodian/guardian. The legal residence means that true, fixed and permanent home and principal establishment to which, whenever absent, the parent(s), parent with primary physical custody, or court appointed legal custodian/guardian of the student has the intention of returning daily. The legal residence, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose, but not the fixed permanent residence of the parent, parent with physical custody, or the court appointed legal guardian.
 - To be considered a resident student, a student must physically reside full-time with his or her parent(s), parent with primary physical custody, or court appointed legal custodian/guardian within the municipal limits of the City of Muscle Shoals, Alabama.
 - Custody/guardianship must be ordered through a Court of competent jurisdiction.
- b. **Non-resident Students** – Students who do not reside within the corporate limits of the City of Muscle Shoals may apply for enrollment in the Muscle Shoals City Schools. The Board may establish criteria for admission of non-resident students, and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to nonresident students.

All out-of-district applicants who are permitted to attend the Muscle Shoals City

Schools shall complete non-resident applications. Applications for new non-resident students for each grade will be reviewed in the order they are received until the allotment of successful applicants has been accepted.

Children of full-time employees who work in Muscle Shoals City Schools but reside outside the City of Muscle Shoals may attend Muscle Shoals City Schools without payment of tuition. However, such student(s) must meet all standards established for non-resident students.

A non-resident enrollment application may be denied because a school, grade, or program(s) lacks space, staff, support services, facilities, or equipment, taking in-district enrollment projections into consideration, or because the student:

- does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of academic performance;
- has been suspended or expelled from school, is in the process of being suspended or expelled, has withdrawn from a school to avoid possible suspension or expulsion;
- has a history of documented, disciplinary infractions within the past three (3) years, or has been adjudicated or convicted of a crime that involved personal injury, loss of or damage to property, or disturbing the peace or public order;
- has a record of excessive absences or truancy from school; or
- presents incorrect or incomplete information on the enrollment application.

The out-of-district approval process is as follows:

1. The parent or guardian must submit a completed application and provide any and all supplemental information requested by the District.
2. The principal/designee may interview/assess the applicants.
3. The school principal makes a recommendation to approve or not approve the enrollment application.
4. The recommendation is sent to the Superintendent.
5. The Superintendent approves or denies the request.

An approved application shall be valid for one year only. All nonresidents must complete an *Intent to Return Form* each year.

The Muscle Shoals City School System reserves the right to revoke the enrollment status of an out-of-district student at any time for any misconduct that would warrant

suspension or expulsion under the Code of Student Conduct, or because of false, misleading or incomplete information on the enrollment application. In the event of a revocation, the Superintendent or designee shall inform the parent/guardian of the circumstances which resulted in the revocation decision. There is no appeal process; the decision of the Superintendent is final.

ANNOUNCEMENTS

Special announcements for the day are made each morning at 7:55 a.m. It is very important that you listen to these announcements carefully. Announcements are also sometimes made in the afternoon around 2:15 p.m.

ARRIVAL TIME

Classes start at 7:45 a.m. each morning. You may start dropping off your child(ren) at 7:15 a.m. ALL traffic must enter the school grounds from 2nd street behind the school near the ball field. **DO NOT** use the front of the building. To do this will cause a safety violation and a traffic hazard. Use **ONLY** the north end of the building or the south end next to the gym. Please cooperate with us and follow these instructions.

Students may be dropped off at either of the following locations in the morning:

At the south end by the Gym

At the north end of the school (closest to 2nd Street)

ATTENDANCE POLICY

All students are expected to be in attendance each day unless they are ill or an emergency arises. Students must be in attendance 160 days in order to receive credit for academic work. In extraordinary circumstances, a student's attendance record may be reviewed by the school attendance committee to determine eligibility for credit for the year's work.

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance parental confirmation has been received stating the reason for the absence(s):

- A. Illness
- B. Inclement weather which would be dangerous to the life or health of the pupil if he/she attended school (this must be determined by the superintendent or principal and parental consent with the permission of the principal). This permission must be granted prior to the student's absence. Otherwise, the absence(s) will be unexcused. This includes

family trips, business trips, vacations, and any other personal reasons for the student missing school.

A STUDENT WHO IS ABSENT FOR ANY REASON MUST BRING A WRITTEN EXCUSE FOR THE ABSENCE ON THE DAY HE/SHE RETURNS TO SCHOOL OR WITHIN THREE DAYS OF THE ABSENCE. If the excuse is not brought within three days after returning to school, the absence(s) becomes unexcused. The excuse should include the date(s) of the absence and the specific reasons for the absence(s). Seven parent notes will be accepted each year as excuses. Doctor's excuses will be needed for any additional absence after seven parent notes.

B

BIRTHDAY PARTIES

Birthday parties for pupils or teachers with invitations and gifts are not permissible. Snacks may be brought to the office or given to the teachers in the morning before school. Please do not send or give out invitations to parties at school, this should be reserved to the homes. This always causes a problem because some students are not invited.

BOARD POLICY MANUAL

The Muscle Shoals City Schools Board Policy Manual can be found on the district website www.msccs.k12.al.us.

C

CAFETERIA

Mammie Clark is our Cafeteria Manager. If you or your child has a problem concerning lunch or your lunch money account, please feel free to call her at 389-2654.

Our lunch program is computerized. Each student will be given a number known only to him/her. The student keys this four-digit number in every time the student wishes to buy breakfast, lunch, or any extra food including milk. Parents may

prepay for the entire year, semester, month, or by the week. Payments may be deposited online by using our new secure Parent Account Management System, called Pay PAMS. When sending money, parents are urged to send the money in a sealed envelope with the student's name, number, amount enclosed and teacher's name written on the outside of the envelope. Breakfast and lunch can be paid any day of the week. Make lunch checks for the correct amount and make it payable to Webster Elementary School.

A copy of the lunch menu will be sent home monthly or you can find it posted on the Muscle Shoals City website (www.msos.k12.al.us). Prices are listed on the menu.

Food Prices		
	Regular Paying Students	Reduced Paying Students
Breakfast	\$ 1.25	\$.30
Lunch	\$ 2.25	\$.40
Ice Cream	.70	\$.70
Extra Milk	.50	\$.50
Small Juice	.50	\$.40
Visitors Lunch – Adult	\$ 4.00	
Visitors Lunch - Child	3.25	

Free and Reduced Lunch & Breakfast Program Applications: At registration, all students will be given an application for the free and reduced lunch and breakfast program. Only those who want to apply need to return the forms to school. Please keep in mind, we are required to provide every parent with the opportunity to apply, and you may apply at any time throughout the year.

Good Nutrition: Children will not be allowed to bring candy or gum to school. Only juice, milk, or water should be brought in a child's thermos for lunch. No soft drinks. We want to insure good nutrition for all students.

Fast Food Meals: **FAST FOOD MEALS, this includes canned or bottled soft drinks, are not permitted for our students or visitors in our lunchroom. Please help encourage nutritious meals.**

Parents are always welcome to have lunch. As a courtesy to the lunchroom staff, please call the school office (389-2650) or the lunchroom (389-2654) by 9:00 a.m. on the day you plan to eat. Adult visitors and adult holiday meals are \$3.75.

Students are not permitted to charge their lunch. If a student does not have lunch money in his/her account, we will have the student call before lunchtime so money can be brought to school. Please keep enough money in your child's account to cover their lunches. Sometimes a child's lunch account is depleted sooner than expected because they regularly purchase extra food items, milk or popsicles. Keep in mind that when your child purchases extras in addition to their lunch, they

can deplete their lunch account much sooner than if they just purchase a lunch each day.

If a child cannot drink milk, a substitution of fruit juice can be made only if a **doctor's excuse** is brought to the cafeteria manager and kept on file.

CHECK-IN AND CHECKOUT PROCEDURES

A student who is tardy or checks into school after 7:45 a.m. must check-in through the office. Students must obtain a classroom pass to enter his/her classroom after 7:45 a.m. Parents are asked NOT to accompany a child to their classroom when tardy. A parent/guardian must check the student out through the office if he/she leaves school before 2:30 p.m. If the parent wants to authorize another adult to check their child out, the parent must notify the school in advance.

CHILD CUSTODY

Child custody papers must be filed in the principal's office if specific rules and regulations are to be followed. It is mandatory that school personnel abide by each child's custody agreement. We ask that parents work together to keep Webster Elementary free of conflict.

CHILD FIND

The Muscle Shoals City School System serves children within our jurisdiction who need special education and related services to benefit from their education. Please contact the Student Services Office at the Muscle Shoals Board of Education (389-2697) if your child has a disability and is in need of these services.

The Muscle Shoals City Schools will provide an interpreter to communicate with non-english speaking parents and students eligible for IDEA services.

CLASS PARTIES

Classes may schedule three (3) parties during the school year. They are; Christmas, Valentine's Day, and Easter. Times for these parties are as follows:

Christmas	-	Thursday, December 17 th	-	1:45 p.m.
Valentine's Day	-	Friday, February 12 th	-	1:45 p.m.
Easter	-	Thursday, March 24 th	-	1:45 p.m.

All parties must always be held on the school grounds. No Santa Claus or Easter Bunny visits without permission from the principal. We will collect \$10 from each student to cover the cost of the three parties. These funds will be used to purchase refreshments and party supplies. The funds may not be used for any other purpose.

Homeroom mothers are responsible for all parties. Their responsibilities include: sending out notes or making phone calls, making plans pertaining to the parties, cleaning up the rooms after parties, and keeping an itemized account of all money spent for the three parties.

CODE OF CONDUCT

The Muscle Shoals Board of Education has adopted a *CODE OF CONDUCT* describing the rules and regulations for the control and discipline of students. Students have the right to avail themselves of a free public education; however students have a responsibility not to interfere with the education of other students. All parents and students will receive a copy of this Code of Conduct and be required to sign off that they have read the Code of Conduct with their child.

CORPORAL PUNISHMENT

The Board allows reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. Corporal punishment will be administered by the school principal or his representative in the presence of another adult professional school system employee. Corporal punishment should not be administered in the presence of another student. The Superintendent is authorized to develop and implement procedures for administrating and documenting corporal punishment, consistent with the terms of this policy.

D

DELIVERIES TO STUDENTS

The school will not allow delivery of balloons, flowers, candy, etc. to students during the school day. Parents may leave such items at the school office where students can pick them up at the end of the school day.

DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. Students who violate school rules continuously will be sent to the office. If problems reoccur, parents will be called to come in to help resolve the problem.

The assertive discipline program will be used within each classroom at Webster Elementary. Students must adhere to the respective disciplinary requirements of each of their teachers or risk referral to the office.

Participation in field trips, Field Day and other special school events can be denied based on chronic discipline problems.

DISMISSAL TIME

Students will be dismissed at 2:30 p.m. each day. Students may be picked up at the following locations

1st Grade – At the south end by the Gym

2nd Grade – At the north end of the school (closest to 2nd Street)

*** Again, all traffic must enter from 2nd street behind the school near the ball field.**

If you have 1st and 2nd grade students, please make a decision at the first of the school year which end you will be dropping off and picking up your students on so there will be no confusion between students and teachers.

There will be two teachers at these locations that will direct the traffic. Please be very cautious as you load. Teachers and school personnel are not responsible for children who are picked up after 3:00 p.m. If you arrive after 3:00 p.m. to pick up your child you **MUST** come into the building and sign your child out. This is to document habitual tardiness. Thank you for your cooperation in this matter.

DRILLS

FIRE DRILL: The fire alarm, located throughout the hallways, will sound when there is a fire drill or bomb threat. Students should leave the building quickly and orderly according to directions posted in each classroom. Teachers will account for all students by checking roll. When the all-clear signal is heard (a long bell ring), students should return immediately with their teacher to class.

Weather Drill: In case of severe weather, a long bell ring will indicate that students are to go to designated areas in the building according to the posted diagram in each classroom.

E

EMERGENCY CLOSING OF SCHOOL

In the event severe weather or other emergency conditions exist, the superintendent will decide if the school will be open. If the decision is made to close the schools, radio and television stations serving the area will be notified: WAAY (Channel 31), WLAY 1450, and WLAY 103.5. If possible the announcement will be released to the media on the evening prior to opening. If the announcement cannot be made the day before, the announcement will be released by 6:30 a.m.

Emergency School Dismissal: Parents, please work with school staff in getting students away from school safely and orderly in case the school day is interrupted by an emergency. In the past, school has been dismissed primarily for freezing and icing roads, which sometimes occur during the school day. In case of emergency school dismissal please use the following guidelines:

1. **LISTEN TO THE RADIO!** As soon as we receive word that schools will be dismissed, it will be announced on WLAY radio and/or SHOALS 97.7 and WAAY (Channel 31).
2. **DO NOT CALL THE SCHOOL!** Please remember, when emergency conditions exist, telephone calls to the school office prevents efficient information release. Instead of calling the school, please listen to your local radio stations; WLAY 1450, WLAY 103.5 radio or WAAY (Channel 31). **REMEMBER WE ARE MUSCLE SHOALS CITY SCHOOLS, NOT COLBERT COUNTY SCHOOLS.**
3. During emergency dismissal of school you will check your child out through his/her teacher. The student must be **signed-out** by whoever comes to pick up your child. Be sure that you put names on the emergency dismissal form of anyone who might come to pick up your child (example: grandparents, aunts, uncles, neighbors, carpool driver, etc). If someone comes to pick up your child and they are not on the emergency dismissal form, your child will **NOT** be released to them. **IT IS VERY IMPORTANT THAT YOU KEEP ALL NAMES AND TELEPHONE NUMBERS CORRECT AND CURRENT IN THE SCHOOL OFFICE AND WITH YOUR CHILD'S TEACHER.**

EMERGENCY DELAYED START OF SCHOOL

If a decision to delay the start of school is made and the announcement states there will be a two hour school delay, the schools would begin at the time based on the current start times shown below.

2015/2016 School Hours

Howell Graves	7:45 – 2:20
Highland Park & Webster	7:45 – 2:30
McBride Elementary	7:55 – 2:45
Muscle Shoals Middle	8:00 – 3:00
Muscle Shoals High & CFT	8:07 – 3:15

This would mean that Webster would commence at 9:45 a.m.

EXTENDED DAY PROGRAM

An “Extended Day Program” is housed in our building for parents who need after school child care. Their hours are immediately after school until 5:30 p.m. If you have any questions or concerns about the program, please contact Monica Jeffreys, who is located at the Board of Education, at 389-2600, extension 1012.

F

FAMILY EDUCATIONAL TRIPS

You may want to take your child out of school to accompany you on an out-of-town educational trip or vacation. The principal may grant permission for such a trip if your child is not in danger of exceeding 20 absences. Your child must also complete any required class work before making the trip. Please contact the principal for permission for such a trip. Otherwise, the absence will be unexcused.

FIELD TRIPS

Field trips are an exceptional way to help develop and enhance a child's experiential background. Although parents sign an inner system registration form, an additional permission slip will be sent home prior to each field trip. If this permission slip is not returned prior to departing on the field trip, the student will NOT be allowed to go but must remain at school. Adequate supervision is required at all times during the field trips. At least one adult for every five students is recommended.

G

GIFTED EDUCATION

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. The information is entered on a matrix where

points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Supervisor of Student Services at the Muscle Shoals Board of Education or the Gifted Education Specialist at McBride Elementary School.

H

HEAD LICE

If a case of head lice is discovered or there is reasonable cause to suspect a student has head lice, the student or class will be inspected. If during the individual inspection of students, head lice contamination is confirmed, the following procedure will be followed:

1. An infested child will be removed from class and the parent or guardian will be called to take the child home for treatment. Care will be taken not to embarrass the child.
2. After the infested child has been given the first treatment and nits have been manually removed, the parent should bring the child to school and wait for

completion of an examination by a school official. If the student is not nit free, he/she will not be readmitted to school.

3. A school official will give a second inspection seven to ten days later.
4. Identifiable information such as the name of school, children, parents, and employees will be considered confidential.

Printed material relative to the treatment of head lice will be available to every parent of a child in grades K-6.

HELPING SCHOOLS TAGS

One way that you, as a parent, can support education and make a contribution to Webster Elementary School is to purchase a Helping Schools tag. The tag costs \$15.00 extra and the entire amount will be given to the school of your choice. We encourage you to purchase one of these tags to help Webster Elementary School.

You can have these tags personalized (up to six characters).

HOMEROOM MOTHERS

Two (2) homeroom mothers are to be named for each class. These mothers will be responsible for planning and delegating responsibilities for the class parties. Mothers, please realize that it takes everyone working together to have successful, enjoyable parties and school functions. If you are not a homeroom mother, please help out in any way that you can.

HOMEWORK

Parents are responsible for providing conditions conducive to good study habits. Each student should be encouraged to obtain clear instructions and complete homework assignments regularly. Students should receive their homework assignment at school from the teacher. Homework assignments will be given periodically in all subjects. Consideration will be given to the time involved in completing homework and will be no more than one-hour daily. Homework will not be given over the fall break, Thanksgiving, Christmas, or spring break. Homework will not be given during SAT testing week or on nights of special school functions. Of course, we strongly encourage students to read independently on a regular basis.

HOURS

- School hours: 7:15 a.m. - School opens (students are **NOT** to be dropped off before this time)
7:40 a.m. - 1st bell rings (students go to their classroom)
7:45 a.m. - Tardy Bell (students not in their classroom will get a tardy slip)
2:30 p.m. - School dismisses

I

ILLNESS

In the event your child becomes seriously ill or has an elevated temperature (over 100°), we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep a child at school if the child is throwing up, has a contagious disease or has a fever over 100°. The parent must keep the student home until the temperature is normal for 24 hours.

INCLEMENT WEATHER

In the event that bad weather should occur, listen to WLAY 1450, WLAY 103.5, or WAAY (Channel 31). The superintendent will notify the radio station whether school will be open or closed as soon as possible.

INJURED STUDENTS

If your child is injured at school, we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed on the emergency information card.

INNER SYSTEM TRAVEL

At the beginning of each year, parents are asked to grant permission for their child to participate in inner system travel without signing individual permission forms. You do this on their registration form.

Inner system trips normally consist of the second grade trip to McBride Elementary School at the end of the school year for a tour of the school to be familiar with it when they go to the third grade.

INSPECTION OF STUDENT RECORDS

Parents and legal guardians of a particular student may inspect official student records, files, and data. Students who are over 18 years of age may inspect their own records. The following procedures shall be followed in making inspections of student records:

1. All requests for inspecting student records shall be made in writing on forms provided by the Muscle Shoals Board of Education. Permission shall be granted to eligible persons within a reasonable period of time, but in no case more than 45 days after making the request.
2. The request shall be signed by the person making the request and shall be kept in the students file folder permanently. This shall be available to parents, legal guardians, students who are 19 and older, and to school personnel who have access to these files.
3. When a student has attained 18 years of age or is attending a post secondary education institution (full time), the permission or consent required of the rights accorded to the parents shall thereafter only be required of and accorded to the student.

INSURANCE (SCHOOL)

Student insurance is available to any student who wishes to enroll. Envelopes are given out the first day of school and are available from the office for one week after school begins. Please return the envelope marked yes or no. For student records it is necessary to have each child return an envelope. Be sure and carefully read these forms to know exactly what type insurance you are purchasing.

INTERPRETER

The Muscle Shoals City Schools will provide an interpreter to communicate with non-english speaking parents and students eligible for IDEA services.

L

LIBRARY

Students with outstanding books (overdue, lost, stolen, or damaged) are not eligible to check out materials until the book is paid for or checked into the library. Full replacement cost will be charged for all lost or damaged books. No fines are accrued daily. Since students are allowed to check out books on a daily basis, only one book per student is allowed at one time. Any exceptions to this policy will be worked out with the individual teachers and the librarian.

LOST AND FOUND

The lost and found items can be located in the office or in the gym. You should always first check with your child's teacher and in your classroom. If you've lost a valuable item, report it at once. It is not a good idea to bring valuable items or a lot of money to school. All measures will be taken to safeguard private belongings, but the school cannot be held responsible. Be sure all items have the students' first and last name in them. At the end of the school year, all items remaining in lost and found will be donated to a local charity.

LUNCH SCHEDULE

Johnson	10:50 – 11:15
Barber	10:55 – 11:20
Ellis	11:00 – 11:25
Kilpatrick	11:05 – 11:30
Massey	11:10 – 11:35
Ownby	11:20 – 11:45
Thornton	11:25 – 11:50
Jones	11:30 – 11:55
Collins	11:35 – 12:00
Patterson	11:45 – 12:10
Nettles	11:50 – 12:15
Smothers	11:55 – 12:20

M

MAKE-UP WORK

An excused absence, for whatever reason, gives the student the privilege of making up the work missed during the term of the absence.

The teacher will determine how much of the missed work is necessary for the student to make up (all of it or a representative sample).

When a student misses a test or any other schoolwork due to an unplanned absence of one to three days, he/she will be given three (3) days after returning to school to complete the work. If the absence is longer than three days, the student will have the same number of days to complete the missed work, as he/she was absent.

If the work/test was assigned prior to the absence, the student will be expected to take the test and turn in the work on the day he/she returns to school. This does not apply to students who were absent because of illness. This applies only to school related absences (e.g., enrichment class) and absences due to parental consent with the permission of the principal.

If a student does not complete his/her make-up work on schedule, he/she will receive a zero (0) on that work.

If you want to come and get a homework assignment for a student who has been absent, please call ahead of time so we can have the work waiting in the office for you. Your child's teacher can then get the work together during her planning time and won't have to take instruction time to do this.

MEDICATION GUIDELINES FOR STUDENTS

The medication administration procedures for Muscle Shoals City Schools have been written to comply with the recommendations from the State Department of Education. Please read all of the below information carefully. If your child will be taking medication during school hours, you may pick up the necessary form in the school office.

1. **All medication for children in grades K-12, (prescription/non-prescription), should be brought into the school office by an adult.** Students should not have medication in their possession. EXCEPTION: Students who must carry asthma inhalers as prescribed by a physician.
2. Controlled medications, such as Ritalin, will be counted by office personnel when brought into the office.

3. All medication, (prescription and non-prescription), must have a medication release form completed and on file in the office prior to medication administration by school personnel. The form must be signed by a parent or guardian for non-prescription and by the physician for prescription medication.
4. The medication release form must indicate the reason the student will be taking the medication. He/she will only be given the medication for the reason indicated.
5. Medications prescribed to be given once daily should be given at home, twice daily should be given at home before school and at night, three times daily should be given at home before school, after returning home from school and at night. One exception to this schedule involves students enrolled in after school care. Any other special considerations should be brought to the attention of the registered nurse.
6. A new medication release form must be completed anytime there is a medication change. To assist in this matter, information may be faxed to and from the doctor's office and the school.
7. A medication release form must be signed by a physician prior to the administration of prescription medication.
8. **All prescription medication must be in the original pharmacy-labeled container.** The information on the bottle must have the same information as the medication release form. Most pharmacists will give an extra bottle for home use if asked.
9. **All non-prescription medication must be in the original container with the student's name written on the outside of the container.** (Medication sent in any other type of container will not be administered).
10. A student may self-administer prescription medication (such as an asthma inhaler, epi-pen, etc.) when directed by a licensed prescriber. The prescriber must indicate in writing that the student may carry the medication and that self-administration of medication is permitted with his/her signature.
11. Unused medication should be picked up by an adult for all students in grades K-12. Medication that has not been picked up will be disposed of by school personnel the day after school ends for summer break. (We will not keep medication through the summer).
12. Students with potential life threatening illness/conditions, (asthma, seizures, severe allergic reaction, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life threatening) should have an emergency plan on file at the school. Parents should notify the student's teacher if an emergency plan is needed. The teacher will notify the school nurse. The school nurse will be involved in the development of the emergency plan.

NOTE: Parents, please notify your child's school if an emergency plan is needed.

N

NON-DISCRIMINATION POLICY (TITLE IX. SECTION 504, TITLE VI)

It is the official policy of the Muscle Shoals Board of Education that no person shall be discriminated against on the grounds of race, color, sex, disability, religion, national origin, or age, nor be excused from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment (Board Policy GAAA).

Inquires or complaints regarding compliance with Federal Regulations may be directed to the central office for the Title VI Coordinator, the Title IX Coordinator or Hal Horton, Section 504 Coordinator, Muscle Shoals Board of Education, South 3200 Wilson Dam Highway, P. O. Box 2610, Muscle Shoals, Alabama 35662-2610.

NON-RESIDENT STUDENTS

In the event that a student moves out of the city limits of Muscle Shoals, the non-resident coordinator **MUST** be notified **IMMEDIATELY** by the parent or legal guardian.

P

PARENT-TEACHER ORGANIZATION (PTO)

The PTO will encourage families to help their children, their school, and the community. Please join the PTO and attend the meeting as scheduled to encourage the officers and teachers and to become involved in school projects. Your interest and involvement is always appreciated.

PERFECT ATTENDANCE

Perfect attendance is defined as being in school a full day for every day of the school year. A student that is tardy to school or checks out for any reason will not have perfect attendance. School begins at 7:45 a.m. and dismisses at 2:30 p.m. Students must be in their classroom at 7:45 a.m.

PERSONAL APPEARANCE

Parents are responsible for seeing that reasonable standards of health and safety are observed, and to see that grooming and dress do not interfere with schoolwork or create disorder. It is hoped that our parents and students will assume the basic responsibility of adhering to good taste in the student's dress and appearance. All students are expected to be neat, well groomed and suitably dressed at school and school activities. No hats or head covering may be worn inside the school building unless it is a P.T.O. fundraiser "Hat Day".

PROBLEM SOLVING TEAM (PST)

A student in any grade, K-12, who is experiencing difficulties at school (academic or otherwise) may be referred to the Problem Solving Team (PST) by a teacher, a counselor, a school administrator or a parent. The PST is a team of staff members at the student's school that receives referrals, gathers all pertinent information, and meets together to analyze the issue(s). Recommendations are forthcoming from the team for appropriate actions to be taken. More information is available from our school's guidance counselor.

PROMOTION/RETENTION/PLACEMENT

Student placement, promotion, or retention shall be made in the best interest of the student after careful evaluation of all factors relating to the advantages and disadvantages of alternatives.

In retaining or promoting a pupil, primary consideration will be the child's academic achievement. Students will be retained when they fail to pass Reading or fail to pass two or more of the following subjects: math, science, social science, language arts, and physical education. Other factors such as age and social and emotional maturity will be considered.

R

REGISTRATION INFORMATION

In order for new students in our school system to register at Webster Elementary School, you must have the following information:

- Birth Certificate

- Social Security Card
- Current Immunization Record (Blue Form)
- 2 certificates of proof that you are a resident of Muscle Shoals (examples: utility bill, rent/lease agreement, cable bill, real estate contract/proof of home ownership, etc.)

IF FALSE INFORMATION IS PROVIDED BY ANY STUDENT(S) OR PARENT(S) REGARDING LEGAL RESIDENCE IN ORDER TO ENROLL IN THE MUSCLE SHOALS CITY SCHOOLS, THAT STUDENT(S) FACES THE POSSIBILITY OF BEING WITHDRAWN IMMEDIATELY.

REPORT CARDS

Report cards will be issued to students on the Thursday following the close of each nine-week grading period. Attendance will be reported on the report card. Report card distribution dates are:

October 15, 2015
January 7, 2016
March 10, 2016
May 25, 2016

S

SATURDAY SCHOOL

Students are allowed to be tardy 10 times a semester before having to go to Saturday School. On their 11th and each subsequent tardy the student **and a parent** must attend Saturday School. Saturday School is held at Muscle Shoals Middle School from 8:00 a.m. until 11:30 a.m. Failure to attend Saturday School will result in the student being suspended on the following Tuesday. Any student who checks into school after 7:45 a.m. is considered tardy unless they have a doctor or dentist excuse.

SCHOOL DAY DUTY

School personnel will not be responsible for students arriving before 7:15 a.m. nor staying after 3:00 p.m. In the mornings, students are to go to the lunchroom if they arrive before 7:40 a.m. Parents, please be here on time at 2:30 p.m. to pick up your child. Teachers have many responsibilities and should not be expected to baby-sit your child.

SCHOOL WIDE RULES OF CONDUCT

Students are encouraged to report serious threats to school officials. Students or parents may report concerns to school officials or the SAFE SCHOOL HOTLINE at 1-888-728-5427.

Students are to respect and obey all teachers at Webster Elementary School, not just the one to whom they are assigned. Each and every student should refrain from all the following:

1. Fighting or other acts of violence.
2. Flagrant disrespect of school personnel.
3. Taking anything that belongs to someone else (theft).
4. Possession and/or use of any unlawful items including drugs, tobacco, and weapons of any type.
5. Extreme dress or appearance, which is disruptive to an atmosphere, which is conducive to learning.
6. Destroying or vandalizing school property (parents will be responsible for making restitution).
7. Using obscene and/or profane language in any form (verbal, written, or gestures, etc.).
8. Leaving the school campus during the school day without permission from the office.
9. Being disrespectful to other students.
10. Running in the building, halls, or breezeway.
11. Wearing caps or hats inside the building.
12. Selling anything during the school day.
13. Borrowing money from another student.
14. Bringing radios, electronic games, recorders, baseball cards, and any other such items.
15. Misbehaving in the lunchroom.

16. Making unnecessary noise in the halls or lunchroom.
17. Calling other students out of their class.
18. Bringing and/or chewing gum or candy.
19. Misbehaving in the restrooms.
20. Bringing guest to school.
21. Bringing glass containers to school.
22. The act of initiating a fire alarm, a bomb threat, or any other impending catastrophe without just cause.

SEARCH AND SEIZURE – SCHOOL PROPERTY

The Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the Board of Education.

The Board of Education is charged with maintenance of such property items and thus authorizes inspection for maintenance of such property items and thus authorizes inspection for maintenance-related reasons. With respect to opening said student lockers or desks for other reasons, the following shall be considered applicable throughout the school system. Desks, lockers, and other equipment at any school belong to the school system and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other materials is contained therein which is illegal or harmful to the safety of the student, or the student body as a whole, or is significantly disruptive or dangerous to the overall discipline of the school.

School officials may impound all items, which are specifically prohibited by law, by Board of Education policy, or by fair and reasonable local school regulations, in such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but not be limited to the following: (1) any weapon, (2) drugs of any sort, (3) alcoholic beverages, (4) pornographic or otherwise obscene materials, or (5) any other object, controlled substance, or material which would be a violation, or evidence of a violation, of federal or state law, Board of Education policy, or the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of his/her desk or locker and the desk or lockers shall be opened in his/her presence. When a student cannot be contacted, a witness from the professional staff shall be present at all times during the inspection.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination, and is illegal as defined by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act, the 14th Amendment of the constitution, and numerous state criminal and civil statutes. Students and employees are legally protected against sexual harassment, regardless of whether the perpetrator is an employee or a student. Any person who feels they are the victims of sexual harassment should report it to a teacher or an administrator.

STUDENT COMPLAINTS AND GRIEVANCES

The process for appealing or grieving an administrative decision can be found in the MSCS Code of Conduct. Appeals must be filed **in writing** within seven calendar days of an adverse decision. It is encouraged that an appeal begin at the lowest level of authority/ability to address the concern before initiating an appeal or grievance with the Principal (Level One), Assistant Superintendent (Level Two), Superintendent (Level Three), or the Muscle Shoals Board of Education (Level Four).

STUDENT CONTROL

The Webster Elementary School teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. Situations occurring that are not specifically dealt within this handbook will be handled on an individual basis. A record will be kept on all students, including the date, description of violation, and action taken. This includes tardiness, truancy, classroom misbehavior, or any violation of school rules.

STUDENT INFORMATION FORM

During registration your child's teacher gave you an information card for you to complete. Having this information returned promptly and correctly is of utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and address are accurate and clearly written, remember to put the name and telephone numbers of a person who can be contacted in case you cannot be reached. Please notify the school if you change address or telephone numbers during the year. It is very important that our records are kept up-to-date.

STUDENT INTERROGATIONS

Any law enforcement authority on public school during regular school hours without the knowledge of the school's principal or his/her designee shall not interrogate a student enrolled in the school system. All interrogations shall be conducted in private with an official school representative (principal or his/her designated

representative) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present, within a reasonable period of time, school officials may allow interviews by law enforcement officials to proceed in the absence of the parent or guardian. Other non-school persons shall not interview students at school with the exception of parents or guardians.

The Child Abuse Reporting Act requires schoolteachers and officials to report known or suspected child abuse to the police, sheriff, or Department of Human Resources. Personnel in Muscle Shoals City Schools will report such cases and then complete a Child Abuse Report Form. The form should be placed in a sealed envelope, marked confidential and forwarded to the Supervisor of Student Services at the Central Office.

Students may be interviewed at school by the Department of Human Resources on a confidential basis as prescribed by case law (Supreme Court of Alabama, Case #89-0863). Such interview must be by the DHR assigned caseworker and must relate only to the student being interviewed.

SUSPENSION

The following is the procedure used in the suspension of students:

1. The school administrator authorized to suspend a pupil will give oral or written notice of the alleged misconduct. The student will be given an explanation of the evidence and a chance to present his/her side. Usually the hearing will be prior to suspension, but students who pose a threat to persons or property or an ongoing threat to disrupting the academic process may be removed at once.
2. The administrator will notify the parent/guardian of the student's suspension by phone or in person and the student will be released in their custody or with their knowledge. If the situation warrants, the student may be released in the custody of the juvenile or civil authorities. If a parent/guardian cannot be reached by phone, the student will remain in the area designated by the school administrator until school dismisses at which time he/she may leave school. The administrator will then notify the parent/guardian of the action by sending a letter within 24 hours.
3. Before a student can be readmitted to school following a suspension, school officials will hold a conference including the student, parent/guardian, principal and any others deemed necessary. The student and the parent or guardian shall be notified by the school principal concerning the future status of the student.

4. Students with disabilities will be disciplined in accordance with the guidelines outlined in the Alabama Administrative Code, Reference 290-080-090-10(5) (c).
5. To insure compliance with Act 93-672, the following procedure will be practiced:
 - A. All out of school suspensions (OSS) will be reported to the system's attendance officer.
 - B. On the third OSS, the principal will schedule a conference for the student and his/her parent/guardian with the superintendent or his/her designee.
 - C. On the fourth OSS, the principal, with the concurrence of the system's attendance officer, will refer the student and his/her parent/guardian to the District Attorney of Colbert County.

T

TARDIES

Students who are not inside their respective classrooms when the 7:45 a.m. bell begins to ring are to be marked tardy to school.

TELEPHONE MESSAGES

Please do not ask that a message be given to a student unless it is an absolute emergency. Please settle all questions about how and when your child will get home or where they will go after school before they get to school. It is impossible to get messages to a large number of students near the end of the day. Please cooperate with us in this matter.

TEXTBOOKS

Students are responsible for all textbooks issued to them during the school year. All lost or damaged books must be paid for. If a lost book is found, money paid will be refunded.

TRAFFIC

One of the primary goals of Webster Elementary School is to provide a safe and caring environment for your child. You too, can be a major contributor to our safe environment if you will abide by our traffic rules.

Students may be dropped off in the mornings either by the gym or at the north end of the building. Pick-up in the afternoon will be as follows: All 1st grade students are to be picked up at the south end of the school by the gym and all 2nd grade students are to be picked up at the north end of the building (closest to 2nd Street). If you have children in both grades, or carpool with students in both grades, please make a decision at the first of the year which end you will be picking-up and dropping off on so there will not be confusion between the students and their teachers.

We ask that all SUV's, and trucks use the outside lanes. Our students are small and cannot see cars around big vehicles. This is for the safety of your child.

V

VANDALISM

Students who intentionally commit acts of vandalism (deface or damage school equipment or property) will be required to clean and/or pay for damage done. The student may be subject to other disciplinary procedures.

VISITORS AND OBSERVERS

We welcome all parents to visit the school, however, please make an appointment to see a teacher. Walking into a classroom unannounced or without an appointment will interrupt not only your child's education, but also an entire class. If you plan to eat lunch with your child, please send a note or call early in the morning to make a reservation (lunchroom – 389-2654 or office – 389-2650). **Please obtain a visitor's pass from the office upon entering the building during the course of a school day, except for scheduled special events.**

W

WEAPONS

The Muscle Shoals Board of Education authorizes the superintendent or designated administrator to automatically suspend any student found to have a dangerous weapon (a dangerous weapon is defined as a knife, club, gun, chain, or any other object deemed dangerous by the superintendent) in their possession. This policy shall apply on all Muscle Shoals City School property (school buildings, school buses, etc.) and during any school sponsored event during or after regular school hours wherever located.

Students violating this policy will be suspended and may be subject to further disciplinary action by school officials and possible legal action.

As required by the Gun-Free School Act of 1994, any student bringing a weapon to school, as defined by Section 921 of Title 18 of the United States Code, will receive a recommendation for expulsion from school for at least one calendar year and the student will also be referred to the juvenile or criminal justice system.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.