

2016 - 2017

Hollinger's Island Elementary
School



STUDENT HANDBOOK

School and Community
Working Together for
Excellence in Education

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Mobile, AL 36605
(251) 221-1376 FAX (251) 221-1375

Website: <http://www.dolphin1.org>

Principal: Deborah S. Torbert

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A MESSAGE FROM THE PRINCIPAL

Dear Parents,

On behalf of the faculty and staff, I would like to welcome you and your child to Hollinger's Island Elementary School for the 2016-2017 school year. Working together as a team, we can make wonderful things happen to ensure academic success for all of our students. Remember, **"It Starts With Us"**.

We will continue to focus on achieving high academic standards, excellent attendance, and exceptional behavior so that students leave our school prepared for the next educational stage in their life.

We cannot do this alone. We need your help. A child's first teacher is their parents. A child's education does not begin at 8:00 a.m. and end at 3:00 p.m., Monday through Friday, August through June. Learning takes place every day, everywhere, and in all situations and includes both formal and informal learning. I strongly encourage you to become active participants in your child's educational process.

I also encourage all parents to communicate with your child's teacher on a regular basis. Parents are asked to become parent volunteers, room parents, and become active in the Parent/Teacher Organization (PTO). The PTO sponsors several activities throughout the year in which volunteers are needed.

In preparation for a successful year, please review the student/parent handbook, which includes policies and procedures intended to ensure a positive, safe, and productive school year. The Hollinger's Island Parent/Student Handbook provides valuable information that you will find useful about our school. Please read this handbook thoroughly and discuss it with your child. If you have any questions or concerns, please feel free to contact the school.

I look forward to meeting and working with each of you; those that are returning and those that are new to the Hollinger's Island Elementary School family. We, the faculty, staff, and administration are committed to your student's success and are anticipating a very positive and successful year. If you have any comments, questions, or concerns throughout the year, please do not hesitate to contact me at 251-221-1376 or email me at dtorbert@mcpss.com. On behalf of the amazing Hollinger's Island faculty and staff, I would like to wish all of you a wonderful school year where we are committed to –

School and Community Working Together for Excellence in Education

Sincerely,

Deborah S. Torbert

Deborah S. Torbert
Principal

MISSION STATEMENTS

Mobile County Public School System

The mission of Mobile County Public Schools is to produce a literate, lifelong learner who is visionary and productive, aware of self, accepting of cultural differences, sensitive to others and who applies knowledge to make morally responsible decisions in an ever changing global society. We will accomplish this by providing a challenging, relevant, multicultural, integrated curriculum taught by a caring, competent, motivated, accountable staff committed to the success of all students in a safe, orderly environment conducive to learning.

Hollinger's Island Elementary School

The mission of Hollinger's Island Elementary School is to provide a safe and caring environment where students can become life-long learners and responsible citizens.

SCHOOL MOTTO

"School and Community Working Together for Excellence in Education"

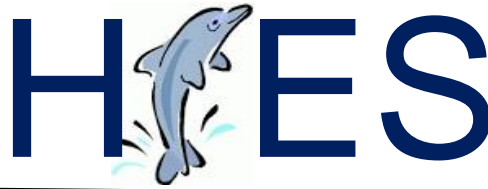


SCHOOL MASCOT

Dolphin

COLORS

Navy and Red



Hollinger's Island Elementary School

History.....

Hollinger's Island School officially opened September 1956, but due to the non-completion of the school, classes were temporarily held at Theodore School. The students and faculty were moved to the new building on February 15, 1956.

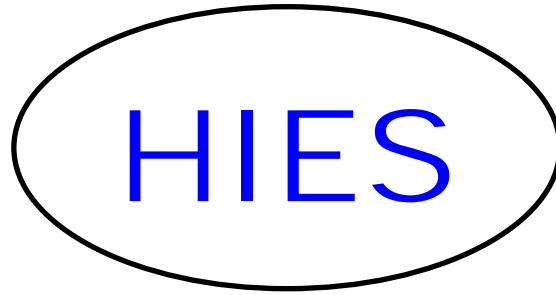
There were approximately two hundred sixty students at Hollinger's Island School during the first year with one teacher in seventh and eighth grades. The seventh and eighth grades were moved in 1969 and kindergarten was added in September 1976.

In May 1997, construction was completed on a new school wing. The new wing provided classrooms for students who had previously occupied seven portable buildings. There were nine regular classrooms, two special education classrooms and a faculty workroom in the new wing. In March 2003, construction was completed on an additional wing; this building housed the technology labs, media center, counselor's office, special resource rooms, and additional classrooms. A new multipurpose building in addition to renovations of the main building was completed in August 2004. Starting with the 2006-2007 school year, a pre-kindergarten program was established. As of August 2016, there are approximately three hundred twenty (320) students attending Hollinger's Island Elementary School.

Hollinger's Island Elementary School has been accredited by The Southern Association of Colleges and Schools and the State Department of Education.

Faculty and Staff: 2016-2017

Principal	Deborah S. Torbert
Bookkeeper/Secretary	Deborah Fisher
Registrar	Joanne Busby
SpEd Resource Teacher	Marisa Mathis
SpEd Resource Teacher	Rochelle Barnes
Resource Aides	Melissa Chabot Jacqueline Grove
Pace	Heather Chestnut
Speech	Theresa Bridges
Pre-Kindergarten	Cindy Naylor
Pre-Kindergarten Aide	Kim Baker
Kindergarten	Donna Bradley Cellini Cook Brittany Crawford
First Grade	Ashley Daniels Monica Douglas
Second Grade	Michele Black Amy Howell Regina Robinson
Third Grade	Stacy Morgan Sara Unroe
Fourth Grade	Karen Esbensen Kevin Robertson
Fifth Grade	Shelly Hicks Shannon Weaver
Media Specialist	Lisa Overstreet
Counselor	Tammy Halliday
School Nurse	Connie Reichert
Physical Education	Leisa Boney
Physical Education Aide	Kinetra Jackson
CNP Manager	Trisha Hayward
Cafeteria Staff	Sherry Casey Charmaine Stone Serenia Woodard Laura Busby
Custodians	Gregory Goodman Irma Hilliard Lee Scarborough
Bus Drivers	Ms. McGallagher Ms. Hutchinson Ms. Trosclair Ms. Towles Ms. Sprinkle Boys and Girls Bus
Traffic Officer	Diane Green



DAILY SCHOOL SCHEDULE

7:45	Teacher Arrival: On Duty Breakfast Begins Students: Eat breakfast or Report to their hall and sit quietly outside their classrooms
7:55	Teacher Arrival: Not On Duty
8:00	Breakfast Doors Close
8:10	First Bell Breakfast Ends Teachers Greet Students/Students Enter Classrooms
8:15	Tardy Bell School Begins Morning Announcements
2:30	No Early Dismissals Granted After This Time
2:55	Dismissal: Pre-Kindergarten
3:00	Afternoon Announcements
3:05	Dismissal: Kindergarten
3:10	Dismissal Bell: 1 st - 5 th Grade

ATTENDANCE STANDARDS and GUIDELINES

ATTENDANCE

Regular attendance is critical to a student's academic success. Students are expected to be in school except in cases of emergency or illness. **Going out of town is considered to be an unexcused absence.**

Attendance Policy

- A student must be at school 51% of the school day to be counted as being present for the school day.
- Students must bring a parent note within three days of any absence to excuse an absence.
- A student may only have 8 parent note absences during the school year. Any absence after that is considered UNEXCUSED unless a doctor's note or other acceptable outside documentation (court, etc.) are provided.
- Unexcused absences are not acceptable. On the 2nd unexcused absence, a letter or phone call from the Attendance Officer will be made, the 3rd unexcused absence warrants a letter of phone call from the District Attorney's Office, and the 5th unexcused absence will require mandatory attendance at the Early Warning Truancy Court.

Tardies

Students are expected to arrive on time for school. Students arriving after the tardy bell which rings at **8:15 AM** will be marked tardy. When students are tardy, they must report to the office, sign in, and receive a tardy pass. Parents must accompany the student and sign the student in. **Students arriving after 11:45 AM are considered absent.** Excessive tardies are referred to the Attendance Officer. After fifteen (15) tardies, a referral will be made to the Early Warning Truancy Program.

Early Dismissals

Students need to remain in school for the entire day. Only in cases of extreme emergency should a parent request an Early Dismissal. If a student leaves before **11:45 AM**, they will be considered absent. Please refrain from making doctor appointments, dentist appointment, etc. during the school day. **PLEASE NOTE: NO EARLY DISMISSALS are granted after 2:30 PM.** We will ask for **picture identification** when you arrive to pick up a student for an early dismissal.

Attendance Plan

Rewards and Recognition

- Daily announcements of classrooms with perfect attendance
- Weekly hall display recognition for classrooms with perfect attendance
- Monthly incentive for classrooms with perfect attendance
- Quarterly recognition for perfect attendance during Honors Programs
- School-wide incentives for AYP attendance accountability and State Testing windows

Interventions

- Beginning of School information provides detailed instructions on attendance requirements
- Parent Bulletins emphasize and update attendance information and attendance issues

- School Messenger automated system calls students who are absent each day
- Excessive tardies/absences are addressed by the school's Attendance Officer and may be referred to the Early Warning Truancy Program

ACADEMIC STANDARDS and GUIDELINES

ACADMIC PROGRESS and GRADING

The school year consists of four (4) nine-week grading periods. Parents will be notified of their child's progress eight times a year. Progress reports will be sent home mid-quarter and report cards will be issued at the end of each quarter. Parents may check their child's grades using INOW. If you have any questions about the operation of this system, please call the school office. While no semester averages are given, a yearly average will be derived at the end of the school year. The grading scale is as follows:

Kindergarten Grading Scale		1 st - 5 th Grades Grading Scale	
A	90-100	A	90-100
B	80-89	B	80-89
C	70-79	C	70-79
M	69-0	D	60-69
S	Satisfactory 80-100	E	59 -0
N	Needs Improvement 50-79	S	Satisfactory 80-100
U	Unsatisfactory 49-0	N	Needs Improvement 50-79
		U	Unsatisfactory 49-0

Honor Rolls

Students in grades K-5 are eligible to be placed on Hollinger's Island Honor Rolls. Honor Assemblies are held at the completion of quarters 1, 2, and 3 where students receive certificates for academic excellence and attendance. Guidelines of Honor Rolls are:

Academic: "A" Honor Roll - All As and Ss

"A/B" Honor Roll – All As, Bs, and Ss

"B" Honor Roll - All Bs and Ss

Attendance: A student must be in school each day and have NO tardies or early dismissals to be considered perfect in attendance

Most Improved: This award is given to the student who has shown the most improvement during the quarter.

PROMOTION and RETENTION POLICY

Guidelines for promotion and retention for students in grades K - 5:

1. Retention will be limited.
2. Academic requirements for promotion will be limited to reading and mathematics.
3. Retention in kindergarten will be strongly discouraged.
4. A passing grade for Reading and Mathematics will be a D or above.

Students who do not meet the requirements for entrance to the next grade and who have been previously retained must attend and successfully complete the Summer School Program. Students who attend the Summer School Program will be administered a Pre- and Post-test to document their progress. At the end of the Summer School Program one of the following recommendations will be made:

1. Promotion to the next level of schooling.
2. Retained at the current grade level.

DISCIPLINE POLICIES and PROCEDURES

Purpose

Hollinger's Island Elementary School promotes a safe and orderly school environment that is conducive to meaningful and effective learning experiences for all students. However, to do this requires the combined efforts of parents, students, faculty, and staff. We want your child to learn and to progress. This is only accomplished through self-control and good behavior. We want our students to make responsible choices and to think about their actions.

School Rules

In order to fulfill our educational goals and expectations, we have established the following school rules:

- 1. I will wear my complete uniform with pride.**
- 2. I will be in control of myself and my actions.**
- 3. I will be on time and ready to learn.**
- 4. I will walk quietly in the halls and on the sidewalks.**
- 5. I will take care of the things in my school.**
- 6. I will show respect to all adults.**

I will always treat others the way I would like to be treated.

When a student breaks a rule, he/she must deal with the consequences. The administration will follow the Mobile County Student Code of Conduct and the local school's Discipline Plan when dealing with consequences for misbehavior.

Student Code of Conduct

Hollinger's Island Elementary School observes the discipline policies set forth in the Mobile County Public Schools *Student Handbook and Code of Conduct*. The *Student Handbook and Code of Conduct* is distributed at the beginning of each school year or upon enrollment in the school and are always available on request. Please review the handbook with your child as it contains important information on school policy and the consequences for inappropriate actions. All students in the Mobile Public School System are asked to:

- Respect teachers and those in authority.
- Respect the rights and privileges of others.
- Obey laws and local school rules and policies.
- Exhibit a sense of fairness, honesty, loyalty, obedience, courtesy, pride, and trustworthiness.
- Respect the property of other students, school personnel, and the Board of School Commissioners.
- Strive for academic excellence.

- Be prepared with appropriate materials and complete all assignments.
- Be punctual and regular in attendance for school an all classes.
- Behave in a manner that permits uninterrupted learning.
- Dress and be well groomed according to uniform dress code policy.

Discipline Plan

It is the responsibility of the teachers and administrators to see that the rules and regulations of the school are carried out in a fair, consistent manner which projects to the students a feeling of fairness, honest, and genuine concern. Therefore, the following discipline plan has been developed:

Step 1: First Offense

- Verbal Warning

Step 2: Second Offense

- Teacher Conference with Student
- Parent Letter
- Time Out (Classroom)

Step 3: Third Offense

- Teacher Conference with Student
- Parent Conference
- Time-Out (Partner Teacher's Classroom)

Step 4: Fourth Offense

- Office Referral
- Student-Administrator Conference
- Administrative Phone Call to Parent
- Loss of classroom privileges or other activities
- Possible after school detention; in-house suspension

Step 4: Fifth Offense

- Office Referral
- Student-Administrator Conference
- Administrative Phone Call to Parent
- Administrative Conference with Parent
- Possible after school detention, in-house suspension; out of school suspension

Note: Based on the discipline infraction and the discipline policies set forth by the *Student Code of Conduct*, steps may progress out of chronological order. Severity of the infraction may result in immediate suspension at the discretion of the principal.

Goals

Hollinger's Island Elementary School is committed to the following Behavior Goals:

- Increasing the use of positive reinforcements and awards
- Reducing the number of office referrals
- Reducing the number of bus discipline referrals

School-wide rules and expected student behaviors are taught directly to all students. The first two weeks of school are utilized to introduce, explain, model, and practice school-wide rules, school expectations, and classroom procedures. Throughout the school year school-wide rules and expected student behaviors are revisited and re-taught.

EXPECTATIONS

Hallway Expectations

In the HALLWAY I will:

- Walk on the right hand side of the hallway, staying on the blue tiles.
- Be quiet and not disturb other classes.
- Keep my hands and feet to myself.
- Remain in a straight line when I am in the hallway with my class.
- Return promptly to my classroom when I am in the hallway without my class.
- Not touch walls, hall displays, student work or bulletin boards.

Cafeteria Expectations

In the CAFETERIA I will:

- Enter quietly.
- Wait in the serving line or go directly to my table.
- Be respectful to cafeteria staff.
- Move through serving line quietly and quickly.
- Have ID number or money ready for purchase.
- Talk quietly.
- Use good manners.
- Keep my hands, feet, and food to myself.
- Clean up my area before I leave.
- Exit quietly.

Restroom Expectations

In the RESTROOM I will:

- Enter quietly.
- Not play.
- Knock on the stall door before entering.
- Respect the privacy of others.
- Flush when I am finished.

- Wash my hands, using 1 squirt of soap and 3 pumps for a paper towel.
- Keep the restroom clean and litter free.
- Quickly inform an adult of any problems.
- Exit quietly.
- Return to my classroom or to my class line promptly.

Bus Expectations

On the Bus I will:

- Enter bus in a single file.
- Listen to, obey, and respect the bus driver.
- Keep my hands, feet, and objects to myself.
- Talk quietly and act kindly.
- Sit in assigned seat– seat to seat; back to back.
- Remain seated for the entire bus trip.
- Keep aisle clear.
- Exit bus in a single file.

Assembly Expectations

At an ASSEMBLY I will:

- Walk to and from the gym.
- Enter and exit the gym quietly.
- Sit properly so that others can see.
- Keep my hands and feet to myself.
- Listen attentively.
- Not talk during the performance or presentation.
- Respond appropriately.
- Participate when invited.

Gym Expectations

In the GYM I will:

- Walk to and from the gym.
- Enter and exit the gym quietly.
- Listen to and follow directions.
- Participate.
- Play safely.
- Encourage and include others.
- Take care of and use equipment properly.
- Return equipment to appropriate place.
- Keep my hands and feet to myself.
- Work with others to solve problems without force or hurtful words.
- Report any problems to an adult.

Playground Expectations

On the PLAYGROUND I will:

- Walk to and from the playground.
- Stay visible and in designated areas at all times.
- Play safely.
- Play fairly.
- Share playground equipment and take turns.
- Take care of and use playground equipment properly.
- Encourage and include everyone.
- Work with others to solve problems without force or hurtful words.
- Keep my hands and feet to myself.
- Report any problems to an adult.
- Line up quickly and quietly.

Emergency Expectations

In EMERGENCIES I will:

- Listen for instructions.
- Follow directions quickly.
- Be quiet.
- Be alert.
- Remain calm.
- Respond to roll call.
- Keep my hands and feet to myself.

Office Expectations

In the OFFICE I will:

- Enter quietly.
- Wait patiently for assistance.
- State my purpose.
- Be polite and courteous.
- Exit quietly.

UNIFORM DRESS CODE and APPEARANCE

Uniforms

The uniform policy was approved by the Alabama State Legislature and signed into law on May 27, 1997. The uniform policy was adopted by the Board of School Commissioners on August 27, 1997. A committee comprised of the principal, staff, teachers, and parents met and decided on Hollinger's Island Elementary School's **Mandatory Uniform Dress Policy**. Uniforms are expected to be neat and clean. Uniforms with stains, holes or tears should not be worn to school. The uniform policy will be monitored daily and strictly enforced. Each student will receive a copy of the Mobile County Public Schools Student handbook and Code of Conduct. Please read the section pertaining to uniforms carefully with your child.

Uniform Violations and Consequences

Offense	Consequence
1 st	Verbal warning; uniform letter to parent
2 nd	Phone conference; uniform letter to parent
3 rd	Parent brings missing item to school

SCHOOL UNIFORM – SPIRIT SHIRTS

School T-shirts may be purchased in the school office. The school spirit T-shirt is worn **only** on Friday and field trips. Any PTO spirit shirt or Turkey Trot shirt may also be worn on Friday. Accelerated Reader shirts can be worn on Mondays.

School Uniform Shirt Prices

Child's sizes - small, medium, large are \$16.00,

Adult sizes - small, medium, large or extra-large are \$17.00

Adult sizes above extra-large are \$18.00



Spirit Shirts

All student sizes are \$12.00. Adult sizes are \$14.00. Adult sizes above extra-large are \$16.00. Each grade level has a different color spirit shirt.

All shirts must be paid for at the time the items are ordered.

UNIFORMS

GIRLS

Top: Girls

- Navy blue polo style or navy blue uniform shirt w/logo
- White Peter Pan collar shirt may be worn underneath jumpers
- Undershirts, if desired must be solid white
- Spirit shirts may be worn on Fridays only
- Shirts are to be tucked in at all times

Bottom: Girls

- Khaki uniform style jumper, skirt, skorts, or HIS plaid (#1C) jumper, skirt, or skorts
 - Length of jumper, skirt, shorts, skorts / NO shorter than 2" above the knee
 - Blue athletic shorts are to be worn underneath skirts and jumpers
 - During winter weather, solid navy or solid white tights or **full length** solid navy or solid white leggings may be worn under skirts and jumpers; NO MID CALF LEGGINGS
- Khaki pants and shorts
 - Pants and shorts must be uniform style worn at the natural waist and have belt loops.
 - Pants must be straight leg with no flares. No cargo, painter, carpenter, or jean style pants allowed. No large pockets on sides or front.

Belt: Belt must be solid brown or black; **required for grades 1-5.**

BOYS

Top: Boys

- Navy blue polo style or navy blue uniform shirt w/logo
- Undershirts, if desired must be solid white
- Spirit shirts may be worn on Fridays only
- Shirts are to be tucked in at all times

Bottom: Boys

- Only khaki uniform pants or khaki uniform shorts are allowed.
 - Pants must be uniform style, worn at the natural waist and have belt loops.
 - Pants must be straight leg with no flares. No cargo, painter, carpenter, or jean style pants allowed. No large pockets on sides or front.
 - Shorts length must be no shorter than 2" above the knee.

Belt: Belt must solid brown or black; **required for grades 1-5.**

GIRLS and BOYS

Girls and Boys Socks: White ONLY. (Must be worn with shoes at all times)

Shoes for Boys and Girls: TENNIS SHOES ONLY. White, Black, or Grey Preferred. Shoes must have a non-marking sole. Shoes may not be high-topped or be embellished with glitter, lights, characters, sounds, wheelies, etc. Pre-Kindergarten and Kindergarten teachers request tennis shoes with Velcro fasteners.

Outerwear: Solid navy jacket, sweater, fleece, or sweatshirt may be worn inside the school building. During winter weather solid white or navy long sleeve shirts may be worn under the navy blue school shirt. Heavy coats or raincoats may be worn but must be removed once indoors.

Additional Dress Code Information:

- Earrings-Small studs only (no hoop style or dangle style)
- No necklaces are allowed for boys or girls
- Hair must be of natural color, clean, neat, and out of eyes. No unnatural, distracting hair colors or hair pieces, haircuts, or hair designs permitted. This includes Mohawks, faux Mohawks, emblems, rat tails, spikes, shaved designs, etc.
- No make-up; No fake fingernails; No finger nail polish; No visible tattoos, real or fake

EMERGENCY PROCEDURES

EMERGENCIES

It is essential that we have the following information on file in case of an emergency:

- Telephone/cell phone numbers where parents/guardians may be reached
- Names and (local) telephone numbers of relatives or friends who should be contacted when parents/guardians are not available
- A list of your child's health conditions, allergies, medications

Your child's safety is a priority. Please make sure to report changes in address, telephone numbers, and emergency contact information to the office immediately.

Emergency Closing of School

If school is dismissed early due to emergency conditions, parents must have a plan for picking up students from school. Students will not be able to use the telephone as they will be needed for emergency updates. Talk with your child about how he/she is to get home during in case of an emergency closing of school (severe weather, snow, etc.). In an emergency situation local radio and television stations will have updated information concerning school closing. When weather conditions are questionable and you need to determine if schools will be open, listen to the local radio or television station for official announcements.

MEDICATION

Forms are available in the office and must be completed before medication can be administered. Directions on the medications and the forms must match, or the medication will not be administered. Over-the-counter medication must also be labeled with physician's instructions and accompanied by doctor's prescription and other required school forms. The completed forms and medications should be taken to the office by the parent. **Students may not possess medication of any type (including over-the-counter and prescription). All medication must be dispensed through the First Aid Room only.**



THE PARENT MUST BRING MEDICATION TO SCHOOL.

We are only permitted by state law to administer medication that has been prescribed by a physician. THE SCHOOL MUST HAVE THE NUMBER OF SOMEONE TO CONTACT IN CASE OF AN EMERGENCY.

FIRST AID ROOM

The First Aid Room is for emergency use only. If a student is too ill to attend classes, the parent or guardian will be notified to come for his or her child. Students that are running fever, vomiting, and/or having diarrhea should be kept at home and remain at home until they are symptom free. Any diseases that a student has such as asthma, diabetes, heart condition, epilepsy, seizures, etc. should be



indicated on the registration information. **PLEASE MAKE CERTAIN THAT THE PHONE NUMBERS ON THE STUDENT ARE ALWAYS KEPT CURRENT.** When a child is ill or injured, it is very important that we be able to get in touch with someone immediately.

CHRONIC ILLNESS

Parents or guardians of any student having a chronic illness 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. Listed below is the REVISED CHRONIC ILLNESS STATEMENT:

Chronic Ailment Statement

Revised for 2016-2017

Physician's Statement of Illness

The parent/guardian of any student who has a chronic illness or condition that may cause the student to miss school can provide a Physician's Statement of Illness verifying the child's condition and that the absences are necessary.

The Physician's Statement of Illness must be provided to the school at the beginning of each semester. The Physician's Statement of Illness will automatically expire at the end of the semester.

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

When the student is absent, the parent/guardian is required to send an excuse to explain why the student was absent. If the absence is due to the condition stated in the Physician's Statement of Illness, the parent may simply write, "See doctor's letter". Failure of the parent/guardian to provide the school with excuses may result in unexcused absence accumulation and referral to Juvenile Court.

Once the anticipated numbers of absences have been exceeded, and/or the requirement for returning to the physician's office is met, a physician's excuse will be required to return to school.

If at any time the administration or teacher questions a student's absences or the Physician's Statement of Illness, please talk with your school nurse to verify illnesses and follow up.

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

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

Head Lice

- Teachers will do a weekly head lice check on an as needed basis in their classrooms. The teacher will keep a log of the students who have lice/nits and that log will be sent to the office for those students to be rescreened by the nurse. With confirmation, the student will be sent home. The school will allow 3 excused days for lice. Please do not take longer than 1 day so your child will not miss out on class work. Our goal is to have your child return to school as soon as possible.
- Mobile County has a **NO NIT** policy regarding head lice. Parents **MUST** accompany their child to school the day that they return in order to be rechecked and cleared through the office.
- **THE CHILD MAY NOT RIDE THE SCHOOL BUS UNTIL CLEARED BY THE OFFICE/NURSE.**
- The child will be given a clearance note from the office/nurse upon returning to the classroom.
- We are required to report those children that have an ongoing problem with head lice to the **SCHOOL NURSE AND ATTENDANCE OFFICER**, because they work closely with the families to resolve the problem. However, it is sometimes necessary to refer the families to other agencies if the children continue to miss school because of head lice.

DAILY PROCEDURES

ARRIVAL OF STUDENTS

Prompt Arrival lets your child begin the day smoothly, allowing him or her to hear important announcements, turn in communications/money, and receive the day's instructions. Students that come to school regularly, who are on time regularly, and who eat a nutritious breakfast do better in school, both socially and academically.

STUDENTS SHOULD ARRIVE NO EARLIER THAN 7:45 A.M.

It is imperative for your child's safety that you do not drop him or her off any earlier. **There will not be any supervision provided for students dropped off before 7:45 a.m.** This will be closely monitored and in the event that it becomes a problem, violations will be reported to Central Office, Department of Human Resources and the Juvenile Division of the Mobile Police Department.

The breakfast program starts at 7:45 a.m. and ends at 8:05 a.m.

Car riders and walkers who eat breakfast at school should arrive at school no later than 7:45 a.m. Breakfast ends at 8:05 a.m. Breakfast begins at 7:45 a.m. Students eating breakfast will proceed directly to the cafeteria. Students will be dismissed from the cafeteria and to their classrooms after finishing breakfast. Students not eating breakfast should report to their designated areas in the hallways where they will be supervised by a faculty member until the first bell rings. Students should have materials to study or read silently.

Parents should drop children off at the front door of the school and let them walk to breakfast or class by themselves. Teachers are on duty to assist students as needed. We want all children to be independent and self-confident. Walking your child only prolongs the goodbyes and often interrupts the instructional day.

A student arriving after 8:15 a.m. is not to report directly to the classroom. The child must be accompanied by a parent to the office to obtain a tardy pass. It is important that a student arriving late is registered as present for that day.

Please do not conference with the teacher before school. Teachers arrive at 7:55 a.m. and must begin classes at 8:10 a.m. They reserve and depend on this time to prepare for the instructional day. We encourage parent conferences, but please be thoughtful of the teacher's time and schedule conferences in advance.

DISMISSAL of STUDENTS

Students may only ride home with people listed on the registration information.

All students riding in cars will be loaded along the front entrance of the school. Dismissal will be from the front of the school ONLY. Cars are to line up in the main school drive way. There will be two car pool lines. Students are to remain in the bench area until all cars have stopped. Students will then move to stand on the white line until the signal is given by the school staff to load. Faculty members will direct the loading and unloading of the students, and dismissal of cars.

All students being dismissed as a car rider will be given a Dismissal Name Tag. At dismissal, please make sure that the Dismissal Name Tag is hanging from your rearview mirror. School staff on duty use these to load students quickly and accurately. When your child(ren) are loaded into your vehicle, please take the Dismissal Name Tag down. This allows school staff on duty to determine everyone is ready and it is safe for the vehicles to be allowed to move.

REMEMBER, PARENTS MUST GO THROUGH THE CARPOOL LINE. Please DO NOT park across the street or in the parking lot and direct your child(ren) to come to you .

The school must be notified in writing each time a parent/guardian wants to change the way a child goes home from school. Otherwise the child will be put on the bus, kept with car riders, or dismissed with walkers as originally directed by the parents.

Dismissal procedures should be discussed and reviewed with your child(ren). They should know the importance of listening carefully, following directions, and maintaining appropriate behavior throughout the dismissal process. Students that exhibit inappropriate behavior during dismissal will be asked to go to the office. Parents will be asked to park and come into the office to pick up their child(ren).

Afternoon dismissal is at 3:10 p.m. Please make arrangements to pick your child up on time. Any student that is picked up after 3:25 p.m. will have to be signed out by the parent or guardian in the office. Please note that in the best interest of our students, school personnel are required to notify the proper authorities when parental obligations are not being met. Pickup time will be closely monitored and in the event that it becomes a problem, violations will be reported.

Please note:

- Do not leave your cars unattended.
- The driveway parking in front of the multipurpose building (gym) is specifically designated for SCHOOL BUSES ONLY.
- Use of Cell Phones is NOT allowed during Carpool. Refrain from talking and texting on cell phones while on campus.
- Smoking on campus, including the carpool is prohibited. This includes inside your car if it is on school grounds (Alabama State Law).
- Drugs and/or alcohol on campus are prohibited. This includes inside your car if it is on school grounds (Alabama State Law).
- Remain in your car during dismissal procedures. Staff will assist your child is getting to their car.

EXTREME WEATHER DISMISSAL for CAR RIDERS

During stormy weather, we ask that everyone use the inside lane closest to the school. Car riders will be taken to the cafeteria on extreme weather days and supervised by their teachers. Parents are to pull up to the front of the school. As parents pull up to the front of the school, names of the students that are being picked up should be visible. Using walkie-talkies, teachers on duty will call in the names of the students

EARLY DISMISSALS and TARDIES

Early dismissals and tardiness interrupt the instructional day and keep a student from attaining perfect attendance. An early dismissal from school should be requested only if there is no

other way for the parent and student to meet their responsibilities.

There will be NO EARLY DISMISSALS AFTER 2:30 P.M. WITHOUT PRIOR PERMISSION OF THE PRINCIPAL

A picture ID is required before getting a child out for an early dismissal. All students must be checked out in the office before leaving campus. A check out slip will be given to the parents. If a student becomes ill during the day, an effort will be made to contact the parents. Teachers may not release a student without a dismissal from the office.

BUS TRANSPORTATION

Students are provided bus transportation to school if they reside two (2) miles or more from the school. All students must ride the bus to which they are assigned. Students may not transfer buses to go home with friends, etc. Bus changes are made only in extreme circumstances with an administrators' approval. *The Mobile County Public Schools Student Handbook and Code of Conduct* is in force while students are being transported. The following rules and regulations are in place and must be followed by all students that are transported to and from school on a school bus:

- All rules of the Student Code of Conduct apply to conduct while waiting for boarding, riding or disembarking any school system vehicle.

The Bus Driver is in charge and shall be respected/obeyed at all times.

- Use of Tobacco products and any other products or substances prohibited by the Student Code of Conduct are prohibited.
- Possession or use of electronic communication devices (cellular phones, pagers, etc.) is forbidden.
- Possession or use of weapons or dangerous objects is forbidden
- Students shall not be involved in disruptive behavior. Disruptive behavior includes but is not limited to: (a) disturbing the Bus Driver; (b) yelling on the bus; (c) rude, discourteous or annoying behavior; (d) entering or leaving the bus improperly; (e) disturbing other students.
- Students will not fight or scuffle.
- Students will not damage/vandalize the bus.
- Students will not use profane language/gestures.
- Students will not put body parts out of window.
- Students will not eat, drink, or litter while on the bus.
- Students will not be involved in disruptive behavior at bus stops.



At all times students are to:

- Obey the driver promptly and respectfully at all times.
- Be on time. The bus driver cannot wait for those who are tardy.
- Sit in the seat assigned to them by the driver.
- Remain seated and not move about the bus when it is moving.
- Wait on the sidewalk or side of the road, out of the way of traffic while waiting on bus.
- Refrain from making marks on the bus windows or seats.

- Make restitutions for any damages or vandalism to the bus.

In instances of student misbehavior, the bus driver will file a bus conduct report with the principal. The principal will contact the students and discuss the violation. The principal will consider the nature of the violation and discipline the students according to established procedures. Interfering with the safe operation of a bus may be cause for disciplinary actions or suspension of bus privileges. **Riding a school bus is a privilege, not a right.**

Bus Discipline Policy

First Offense: Administrators will counsel with the students in an effort to correct behavior. Bus notice will be sent to parent to be signed.

Second Offense: Parents will be notified and be given an opportunity to correct the behavior. Bus notice will be sent to parent to be signed.

Third Offense: Students will be suspended from the bus for several days. Parents must transport students to school during this time, unless the student has been suspended from school for the offense. Students removed from the bus are not excused from attending school. Absenteeism as a result of a bus suspension is coded as an unexcused absence.

Some violations will result in automatic suspension of bus privileges. The violations are:

- Fighting
- Possession of weapons on bus
- Damages to the bus (parents are responsible for cost of the damages to the bus)

Be advised students suspended from the bus three (3) times will receive a long term suspension from the bus if a fourth (4th) referral is received for inappropriate behavior.

FOOD SERVICES

Student Information School Year 2016- 2017

For School Year 2016 -2017, the Child Nutrition Program (CNP) is participating in the Community Eligibility Provision (CEP) under the regulations of the United States Department of

Agriculture (USDA). This provision allows CNP to provide breakfast and lunch meals to students at no charge. Applications are no longer required for parents/caregivers to complete.

Student will still need to enter their PIN # to receive the meal and they must select the food components necessary to make it a reimbursable meal.

- For breakfast, a student must select 3 out of 4 components offered with one of those components being ½ cup equivalent of fruit/fruit juice equivalent.
- At lunch, a student must select 3 out of 5 components offered with one of those components being ½ cup equivalent of fruit/vegetable for elementary and middle school students and 1 cup equivalent of fruit/vegetable for high school students.

Only one reimbursable breakfast and lunch meal will be allowed at no charge per student per day. If a student wants to purchase extra food they will have to pay the ala carte' price for that food item(s), i.e. extra milk would cost \$.50. If a student wants to purchase an extra meal, they will have to pay adult staff/volunteer prices, i.e. a breakfast would cost \$1.50 and a lunch would cost \$3.25.

Adult Staff/Volunteers and visitors must pay for all meals and any food/supplies received from CNP



Menus will be posted on the school's website

Meal Prices	Breakfast	Lunch
Note: 20 cents additional charge for all take-out tray meals		
Adult Staff/Volunteer	\$1.75	\$3.50
Visitor - Child (≤ 10 years)	\$1.50	\$3.00
Visitor - Adult	\$2.00	\$4.00
Holiday Meal - Child (≤ 10 years)		\$3.75
Holiday Meal - Adult		\$5.25

<http://www.dolphin1.org>

The MCPSS Wellness Plan prohibits bringing into the cafeteria any “competitive” foods or drinks. This includes all “fast food” that are in the wrappings of the fast food company and any

carbonated drinks. These items if brought to school must be rewrapped in plain wrappers. Please do not jeopardize our food service program by bringing competitive foods into the cafeteria. The penalty for the school is the loss of revenue taken in that day and the repayment of that revenue by the school.

Cafeteria Procedures

Students are to:

- Enter the cafeteria in a quiet and orderly manner
- Wait in food line quietly
- Retrieve milk, fork, spoons, etc. before leaving the food line
- Talk quietly to the people sitting beside them
- Use good table manners
- Keep tables and floor areas clean.
- Upon leaving, place trays, forks, spoons, napkins, milk containers in proper place
- Exit the cafeteria in a quiet and orderly manner

SMART SNACKS

Special snacks that are sent to school **to be shared** must meet the Smart Snack guidelines. A list of some Smart Snacks are:

Quaker Chewy Bars Peanut Butter Chocolate Chip 1.48 oz.

Quaker Chewy Bars 25% Less Sugar Granola Bars .84 oz.

Cocoa Krispies Chewy Granola Bar Chocolate 1.34 oz.

Kellogg's Rice Krispies Treat Bars made with Whole Grain

Nature Valley Chewy Granola Bars Variety Pk. .89 oz.

Special K Bar Chocolatey Chip Cookie

Otis Spunk Meyer Carnival Cookie, Chocolate Brownie Cookie, Chocolate Chip Cookie,

Oatmeal Raisin Cookie, and Sugar Cookies 1.5 oz.

Pop Tarts made with whole grain 1.76 oz.

Baked Lays Original Chips

Baked Lays BBQ Chips

Baked Lays Sour Cream and Onion Chips

Whole Grain Cheez It

Baked Cheetos

Baked Flamin' Hot Cheetos

Reduced Fat Doritos Nacho Cheese

Reduced Fat Doritos Cool Ranch

Sunchips Original

Sunchips Garden Salsa

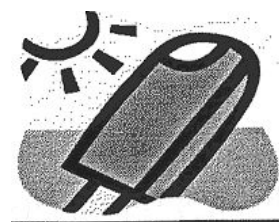
Sunchips Harvest Cheddar

Rold Gold Heartzels

Veggie Sticks

Honey Maid Lil Squares Honey Grahams
 Keebler Animal Crackers, Chocolate or Cinnamon Elf Grahams 1.0 oz.
 Keebler Scooby Doo Bones Cinnamon Grahams
 Keebler Honey Grahams
 Pepperidge Farm Goldfish made with Whole Grain 100 calories
 Teddy Grahams Cinnamon Graham Snacks 1 oz.
 Dole Mixed Fruit Bowls 100% juice
 Del Monte Single Serving Fruit in Juice
 Mott's Healthy Harvest Applesauce
 Mott's Medley Fruit and Veggie Snack
 Otis Spunk Meyer Muffins 2 oz.
 Original Kettle Corn 1 oz.
 Dannon Low Fat Yogurt 6 oz.
 Snack Pack Pudding 3.5 oz.
 Welch's Fruit Snacks 1.55 oz.
 Edy's Slow Churned Ice Cream 4.oz
 Blue Bunny Sweet Freedom (No sugar added) 4.oz
 Polar Treats Low Fat Ice Cream 4.oz
 Kemps low Fat Frozen Yogurt 8oz.
 Fudgesicle Fudge Pops
 Blue Bunny Sweet Freedom Snack Side Ice Cream sandwich
 Skinny Cow Ice Cream Sandwich
 Skinny Cow Fudge Bar
 Great Value Mini Ice Cream Sandwich

SNACKS - ICE CREAM



Snack orders are taken first thing in the morning. The offerings include:
 various healthy snack items such as baked chips and assorted ice cream.
Students who are tardy will not be permitted to purchase snacks. If
 you bring your child in late, you will need to provide him/her with a snack.
 All items are paid for when they are ordered. Snack and ice cream prices
 are 50¢ to \$1.00.

(PRICES SUBJECT TO CHANGE)

Classroom Parties and Special Occasions

Classroom Parties

The students of Hollinger's Elementary School will participate in two planned parties per year, which are the Winter Holiday party and the End-of-the-Year party. Room mothers are encouraged to work with the classroom teacher in planning and organizing these parties. The following guidelines are to be followed when planning these parties:

- Students should not be asked to pay more than minimum fee to help cover the cost of party expenses.
- Siblings are not to attend the class parties, as this is a special time for Hollinger's Island students.
- Parties are to be limited to no more than one hour.

Special Occasions

Special Snacks

Special snacks may be sent for special seasons or occasions, such as Valentine's Day or a student's birthday. Treats may be sent to school with the child on the morning of the occasion to be enjoyed by the class during snack time. **However, special snacks as well as party foods must meet the USDA Smart Snacks in Schools standards**

Birthday Parties

Birthday parties are not allowed at school. However, parents may send a special treat to be shared with the class during the normal snack period. These special treats should be balanced and nutritious with limited "sweets" and meet the USDA Smart Snacks in School standards. It is strongly encouraged that birthday treat items be store-bought with ingredient labels as we have many students with food allergies.

Invitations to birthday parties outside of school CAN NOT be distributed unless all members of the student's class are being invited. We are not able to provide parents with names, addresses, or telephone numbers of our students.

ADMINISTRATIVE POLICIES

Beginning of School Adjustment

Adjusting to a new school year can be upsetting for some children. We realize that for our younger students parents may need to accompany them to class during the first week of school. (Parents are asked not to stay in the classroom after the bell has rung.) **However, we are requesting that student escorts by parents end after the first week of school.** Beginning the second week, students will walk to their classrooms by themselves. Please know that our faculty and staff will be available to help with this adjustment.

Bullying

Students have a right to a safe and healthy school environment. Behavior that infringes on the safety of any student and/or disrupts the educational process is not acceptable. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Students who are found through investigation to have bullied, cyber-bullied or retaliated against a student who reported acts of bullying may be subject to disciplinary action. Discipline imposed is dependent on the nature and severity of the bullying.

Care of Property

Students should not damage or destroy school items. Students will be held responsible for the loss of, or damage to: textbooks, library books, and school property. Fines will be issued to cover the cost of replacement. Additionally, students will be asked to assist in the clean-up of deliberate made messes such as littering, graffiti, etc. It is expected students clean up after themselves whether in the classroom, cafeteria, library, or any other location on campus or on the bus. Please note: chewing gum is not allowed.

Cell Phones

The district allows students to possess a cell phone as long as the phone is turned off and concealed inside the student's backpack during the school day. A cell phone will be confiscated by the teacher and turned into the office if it is seen or heard. Parents will then be required to pick up the cell phone from an administrator. H.I.E.S assumes no responsibility for lost, damaged or stolen cell phones/electronic devices brought to school by students.

Checks

Checks may be written for meals, snacks, field trips, t-shirts, and other school related business. In order to accept a check, the check must have the following information: name, physical address, and telephone number. We also request that you include your child's name, the teacher's name, and the purpose of the check. Separate checks must be written for each purpose.

Classroom Visits/Parent Observations

Although we maintain an open door policy and encourage parents/guardians to visit their children's classrooms, the staff of Hollinger's Island Elementary School is committed to ensuring and protecting the instructional workday. Therefore, spontaneous classroom visits are not permitted because they disrupt the instructional program. If you would like to visit your child's classroom, arrangements should be made directly with the classroom teacher. Please remember that the teacher will not be able to conference with you during this time. However, arrangements can be made to conference with the teacher at a later date.

Concerns or Problems

If concerns or problems arise during the year, the following steps are recommended:

1. Seek a solution at the onset of the problem. Talk it out with the teacher. The faculty is open to input and encourage you to share concerns and questions early, before they become problems.
2. If it involves the classroom, please give the teacher an opportunity to assist with the solution.
3. If the problem cannot be solved at the parent/teacher level, call to schedule a conference with the principal.

Conferences

Communication between the home and school is vital. Conferences with teachers are encouraged. Parents must attend two (2) conferences during the school year. Teachers may contact parents for additional conferences as needed. Parents may also request conferences. However, all teacher, parent and principal meetings must be scheduled. It is important to call first and make an appointment due to the increased staff development meetings and other off-site activities. An appointment will enable the conference to be conducted in a timely manner. Administrative conference will not be scheduled until after 8:30 a.m. due to the morning operation of school. Appointments for conferences with the teacher will be made to coincide with the teacher's planning period or before or after school.

Academic conferences will be held for students not meeting proficiency. If a kindergarten student receives a grade of "M" for the first, second, or third quarter, a teacher parent conference will be requested to address the needs of the child. For those students in grades First through Fifth who receive a 60% "D" or below for the first, second or third quarter, a parent conference will be requested to address the needs of the child.

Contacting Staff

Parents should contact Hollinger's Island faculty and staff by telephone, note/letter, or through the school's website. Should you need to speak to a teacher, please leave a message with the school's office personnel. A message will be placed in the teacher's box. The teachers check their boxes before school, during their planning time, and after school. Please note the teacher may not see the message until the end of the day if you call after his/her planning time.

Please do not call on teachers unannounced before the start or at the end of the school day as this a time when teachers are assisting with school duties and/or assembling material for the day's activities. If you wish to speak with your child's teacher, please make an appointment to do so during the teacher's planning time or before or after school.

Contacting Principal

Parents or community members who have concerns or suggestions can call, write a note, or send an e-mail (dtorbert@mcpss.com) to the principal, who is committed to providing a timely response.

Continuous Improvement Plan

Hollinger's Island Elementary School completes a school improvement plan (eCIP) each year that addresses specific areas for school improvement. Our eCIP for the 2015-2016 school year will focus on student achievement in the areas of math, reading, and science with a focus on technology. A copy of the one page summary will be sent home with all students. The complete document is available for viewing in the School Office, Media-Center, and on our School Website.

Counseling

The administration and staff strongly support the counseling program at Hollinger's Island School. Students participate in guidance lessons that focus upon self-awareness, self-esteem, and career awareness as well as a carefully planned and implemented character education program. Additionally, the counselor conducts lessons regarding bullying. If you feel your child is being bullied at school, contact your child's teacher, counselor or the principal. Also, students receive individual counseling when requested or referred for specific needs.

Field Trips

All grade levels will have one or more opportunity to participate in field-trips during the school year. Field trips are planned to correlate with the curriculum and support instructional objectives. In planning a field trip, MCPSS guidelines are followed. Students are requested to pay for the cost of the trip and return a signed field trip permission form by the established guideline. Field trip fees are non-refundable in case of absences or change of plans. Students with behavior problems may not be allowed to go on the field trip or will be required to have a parent or guardian accompany him/her on the trip. Field trip privileges can be revoked at any time. Siblings, students in other grades, or students enrolled in other schools may not attend field trips. Please note the following:

- Students must have a signed parent permission form in order to participate in any off campus activity. (Verbal permission by telephone will not suffice.)
- Due to the cost of the bus driver, gas, and admission fess field trips usually cost more than \$4.00 per student. If this cost makes the trip prohibitive for your child, please contact the teacher and or administrator for assistance.
- Students may be excluded from a field trip for the following reasons:
 - ◊ Students refusing to complete assignments on a regular basis
 - ◊ Students exhibiting inappropriate conduct on a regular basis which may create an unsafe situation
 - ◊ Students with excessive absences
- **No siblings of participating students or non-Hollinger's Island students are allowed to participate in the field trip**

Forgotten Items

If you need to give your child a message, medication, homework, lunch, money, supplies, etc please go to the office. Interrupting class hampers valuable instruction time. Our front office personnel will see that your child receives them at a time that will not interrupt the class.

Fund Raising

The students of Hollinger's Island Elementary School will be given the opportunity to participate in several fund raising activities during the year which will benefit our school program. The Board of School Commissioners for the Public Schools of Mobile County has outlined some rules and regulations for fund raising. They are as follows:

- Students must have permission from parents/legal guardians to participate in fund raising activities.
- An adult must accompany students when soliciting funds.
- Parents are responsible for turning in all funds collected for sale of items.
- All funds should be turned in at the specified deadline.
- Teachers are only responsible for funds collected when a receipt has been issued.

Grading

The school year is divided into four quarters of nine weeks each. Grades are averaged and reported to parents at the end of each quarter. A year-end average is calculated at the completion of the fourth quarter. The following grade scales will be observed:

Kindergarten:

A = Excellent: Consistently exceed grade level requirements
B = Above Average: Consistently produces high quality grade level work
C = Average: Satisfactorily meets minimal grade level requirements
M = Minimum Performance: Has difficulty meeting minimal grade level requirements
S = Satisfactory: Usually adheres to the criteria (80% - 100%)
N = Needs to Improve: Seldom adheres to the criteria (50% - 79%)
U = Unsatisfactory: Fails to adhere to the criteria (0% - 49%)

First - Fifth Grade:

A = Excellent: Consistently exceed grade level requirements
B = Above Average: Consistently produces high quality grade level work
C = Average: Satisfactorily meets minimal grade level requirements
D = Below Average: Has difficulty meeting minimal grade level requirements
E = Failing: Fails to meet minimal grade level requirements
S = Satisfactory: Usually adheres to the criteria (80% - 100%)
N = Needs to Improve: Seldom adheres to the criteria (50% - 79%)
U = Unsatisfactory: Fails to adhere to the criteria (0% - 49%)

Guidelines for grading late assignments/projects:

Work submitted on first day after student returns to school = full credit
Work submitted one day late= -10 points
Work submitted two days late= -15 points
Work submitted three days late= -20 points
Work submitted four days late= -40 points

Homework

Homework is an important component of the instructional program. Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities. The amount and frequency of homework will vary from class to class. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility.

Parents should set aside a specific time to have their children complete homework. Parents are expected to keep up with their child's progress by reviewing the work samples, progress reports, and homework assignments sent home.

It is the responsibility of the child to complete and return homework assignments. Students should be able to complete most homework with little or no help. Homework time for the average child in kindergarten through second grade should be 30 minutes. Average third through fifth grade students should complete homework in 60 minutes.

Homework is assigned Monday through Thursday nights in grades K-5. In addition to homework, projects are often assigned at all grade levels. Projects are an integral part of the school experience because they enhance classroom learning and give practice in the lifelong skills of planning and

problem solving.

The following criteria are used to assist teachers in effectively evaluating homework:

- Completes work neatly
- Returns work on time

Inclement Weather

When the weather is threatening, listen to your radio, television, or School Messenger for weather advisories and closing of school information.

Intervention

Intervention is defined as a systematic plan that ensures every student will receive additional time and support for learning as soon as they experience difficulty in acquiring essential knowledge and skills. Response to Instruction will be used to determine how well instruction is working and what adjustments are necessary to maximize student achievement. Problem Solving Team (PST) meetings will be held to develop strategies for the classroom teacher to implement to assist students struggling in the areas of Reading, Math, and Behavior.

Local Policy on Use of School Building

Any organization wishing to use the school's facilities during times other than the regular school hours, must receive prior written permission from Central Office and the principal. In accordance with School Board policy, a fee is charged for use of school buildings.



Lost and Found Items

Items found at school are taken to the Lost and Found Box in the gym. Please label all items with your child's name so that they can be returned each quarter, unclaimed items will be donated to charity.

Make-Up Work

If a student is absent from school they are required to make up all work and any quizzes/tests that they may have missed. Parents may call the school office and request that make up work (excluding quizzes and tests) be sent up to the front office for pick up. **Please note teachers do not have many opportunities during the day to compile work to send home, so homework assignments will not be ready to be picked up until 2:45 p.m.**

Out of District Transfer

Parents may request out of district transfers for their child from the Division of Student Services at Central Office. Students who are on Out of District Transfers are required to maintain good grades, have good attendance practices and demonstrate appropriate behavior at all times. **Out of District transfers may be revoked due to attendance, discipline or behavior problems.**

Parent Bulletins

Parent bulletins are usually sent home at least twice a month. Please make sure you read the bulletins. They contain announcements regarding school events, PTO information, and other important issues.

Partners In Education

Hollinger's Island School is pleased to have Technip Offshore, Nudraulix, Inc., Evonik, LAMAR Advertising as our partners. These wonderful companies provide assistance to our school in many ways. Their support of education at Hollinger's Island is a valuable asset.

If you or your company would like to become one of our Partners In Education, please contact the school office, 221-1376.

Parent Requests/Classroom Rolls

Requests from parents for teachers are not taken. Classroom rolls are developed based on ethnicity, gender, achievement, peer relationships, behavior of students, and class size. Every attempt is made to create balanced rolls at each grade level. Rolls may be adjusted after school starts to address enrollment changes. Please note that it is the school's policy to not place siblings in the same classroom.

Parent School Compact

Each year the principal, teachers, parents and students sign a commitment stating that all parties will work together and assist the school to insure a productive school experience for their children. By signing this commitment parents and students commit to follow the rules in the school handbook and the Mobile County Student Code Of Conduct Book.

Parent Teacher Organization

The goal of the Parent Teacher Organization (PTO) is to serve as a support to the educational program of Hollinger's Island Elementary School. The monies that are generated by the PTO are used to enhance the school's programs. All families are encouraged to join Hollinger's Island PTO. Our PTO officers this year are:

President:	Jessie Hayes
Vice President:	Margaret Raley
Treasurer:	Joyce Gedling
Secretary:	Carrie Dennis

Photographs/Video Taping

Occasionally during the school year your child may be photographed or video-taped in the production of educational material to promote the school or a school event. **If you do not wish for your child to be photographed or video-taped you must inform the school office in writing of this request.** Be advised every effort will be made to honor your written request. However, please make sure that your child understands that they are not to be photographed or filmed and that they are to let their teachers know when and if the need arises.

Physical Education

Students are required to have physical education for at least thirty minutes per day by a certified education specialist. Students are expected to participate in PE activities unless a parent sends a written excuse for illness or injury. If your child will not be able to participate in PE for more than three (3) days, he /she must have a doctor's excuse. Parents should schedule a conference with the PE teacher to advise them about chronic or serious health issues.

Problem Solving Team

The Problem Solving Team has been developed in an effort to assist struggling students. Students may be referred to the PST for academic, attendance or behavioral issues. A team comprised of teachers and administrators meet to discuss the needs of the student and to determine the best method to meet those needs. Teachers make accommodations in the classroom and monitor the student's progress over a period of time. The team then reconvenes to determine a final service option which would be most appropriate for the student.

School Messenger

The School Messenger will be used throughout the year to communicate upcoming events, activities, field trips, fund raising and parent meetings. It will also be used for notification of school emergencies. Please take time to listen to the School Messenger when you are called.

Security of Students

Every precaution is taken to insure the safety of your child(ren) during school hours. A school surveillance system is in place that monitors continuously. We adhere to the following guidelines;

As many doors as possible are kept locked during the school day. When entering the school, visitors are to use the front door and ring the buzzer for access. It is then mandatory they then come to the front office, present a valid photo ID, sign-in, and receive a "Visitor" or "Volunteer" pass. Visitors and Volunteers are to return to the office, sign-out, and exit through the front door to the school.

Anyone picking up a student during the school day must be listed on the student's enrollment form. They must also present the front office staff with a valid photo ID and sign the student out in the Early Dismissal Log.

Monthly fire drills and periodic tornado drills and lockdown drills are performed to make certain students learn proper safety procedures and adhere to all safety guidelines. Procedures are reviewed with the students within the first days of school. Students are expected to remain quiet and follow the instructions of their teachers. Misbehavior during these drills is not acceptable. Anyone present on campus at the times of these drills, including visitors is to participate. The campus will be closed to all incoming and exiting traffic during all safety drills.

Supervision of Children

The safety of our students is very important. Teachers do not arrive for duty until 7:45. Before 7:45 there is no one to supervise students. Therefore, **STUDENTS SHOULD ARRIVE NO EARLIER THAN 7:45 A.M.** It is imperative for your child's safety that you do not drop him or her off any earlier. Students are not permitted to enter the building until 7:45 a.m. If you must be at work before this time, you will need to make the necessary child care arrangements for your child. **The school day ends at 3:10 p.m.** Teachers remain on duty until 3:25 p.m. After this time there is no one to supervise students. Students remaining on campus after 3:25 p.m. will be brought to the office.

Telephone

The telephone number for Hollinger's Island is 221-1376 or 221-1378. The FAX number is 221-1375. Please note that the school telephone is for school business and may be used by students only in case of an emergency. Leaving textbooks, homework, pencils, and snack money at home are not emergencies. To be prepared for class each day, please make sure that your child has all books, supplies, and homework before leaving home each morning.

Telephone Messages

Teachers

When you call and leave a message for a teacher, your message will be placed in the teacher's box. The teachers check their boxes before school, during their planning time, and after school. Please note the teacher may not see the message until the end of the day if you call after his/her planning time.

Students

Please do not call the school requesting a message be passed on to your child except in cases of emergency. We will not be able to honor your request. Our goal is to limit the number of interruptions during instructional time. It is very important that all transportation arrangements and other matters be taken care of before students report to school each day.

Textbooks/Library Books

Students will be assigned a set of textbooks that are kept for the entire year. They also have the opportunity to check out library books. Students are responsible for keeping library and textbooks in good condition and returning them when they are due. Textbooks are due at the end of the school year. Textbooks and library books are the responsibility of the student until returned. Any students not returning books or other materials will be charged replacement costs. ALL books must be turned in before a student is withdrawn.

Threats

ALL threats will be taken seriously. If a student makes a threat to harm himself/herself, another student, a teacher, or any other person, appropriate authorities will be notified, appropriate discipline will ensue, and parents will be notified.

Title 1 School

Hollinger's Island Elementary School has been identified as a Title 1 School. Title 1 funds are provided to the Mobile County Public School System by the U. S. Department of Education to improve student achievement for all participating children, to improve staff development and to improve parental and community involvement. The Title 1 funds received by Hollinger's Island are used to provide:

- Tutoring
- Technology
- Materials and supplies
- Professional development for teachers
- Personnel

Transportation Changes

In the event that you must change your child's normal transportation arrangements from school, please send this request in writing. We cannot, under any circumstances, take a change of transportation over the telephone. You may fax the request along with a copy of your driver's license to the school BEFORE 1:30. Our fax number is 221-1375.

Valuable Items

We discourage children from bringing valuable items to school. *The school cannot be responsible for the security of these items.*

Visitors

Visitors to the school are welcome. Upon entering the building ALL visitors are required to report to the main office, sign the Visitor's Log or the Volunteer's Log, and obtain a visitor's pass. The pass is to be worn the entire time you are visiting with us. Faculty and staff have been instructed to direct all visitors, including parents, without official passes to the office. When leaving, please return to the office and sign out. This system wide policy must be followed to insure the safety of our students, parents, faculty, and staff.

All visitors must have a visitor's pass from the school office.

All parents, guardians and visitors must check in through the school office before going to any area of the school campus.

All visitors, parents, guardians, and volunteers are expected to demonstrate the highest standards of courtesy and conduct while on the school campus. Disruptive behavior cannot and will not be permitted. Visitors, parents, guardians, and volunteers exhibiting inappropriate behavior that disrupts the school day may be asked to leave the classroom and/or campus.

Volunteers

Hollinger's Island School offers a wide variety of opportunities for volunteers. Your active participation and support is encouraged. However, we do request that you not bring younger children to school when you plan to volunteer. Watch your bulletins for volunteer information. Some of the ways you can assist our teachers and students are by:

- Serving as room parent
- Reading to students as a rolling-reader
- Laminating materials
- Tutoring students
- Assisting in greenhouse and campus beautification
- Making copies
- Helping with Turkey Trot
- Assisting with PTO events
- Assisting with Accelerated Reader
- Chaperoning field trips

Volunteers are to come to the front office, sign in and go to the designated area to complete the volunteer assistance needed. They are not to congregate in the school office as this impedes our office personnel from completing their required tasks. Also, many times parents and teachers coming in to the front office are there to address issues and concerns that are private.

Some Things to Remember When Volunteering:

- Please help us model a neat and clean appearance. Dress appropriately for the school setting and task.
- As a volunteer you will be a part of the staff. All students will treat you with respect and you shall treat students with the same respect.
- Loss of temper and use of inappropriate language is not acceptable on school grounds.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues.

- As a volunteer staff member you are expected to maintain a high level of confidentiality regarding school matters. Volunteers must refrain from talking about teachers to students.
- Please fulfill commitments and be on time. If you can't come, please call the school office, 221-1376, and leave a message.
- In extreme problems with discipline, volunteers should bring this to the attention of an available staff member or administrator.
- Volunteers are not to interrupt classroom instructional time. Instructional time in the classroom must be protected.
- Use of cell phones in the classrooms or hallways is prohibited.

SPECIAL PROGRAMS

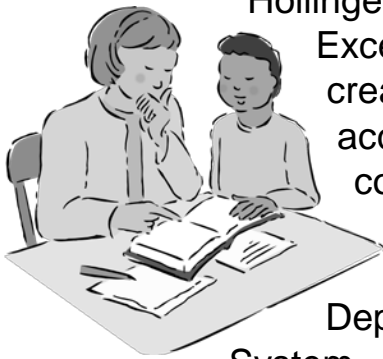
Alabama Reading Initiative

Our staff will continue to implement components of the Alabama Reading Initiative throughout the year. The components of ARI are phonemic awareness, phonics, vocabulary, fluency and comprehension. This state program is designated to target at risk students for reading.

Special Education

Hollinger's Island School serves students identified with special learning needs using the guidelines established by the Department of Education. Special emphasis is placed on the least restrictive environment while providing for the student's special needs.

Gifted Program



Hollinger's Island PACE (Pursuit of Academics & Creative Excellence) program is designed to meet the needs of creatively and intellectually gifted students. This is accomplished through a curriculum consisting of diverse concepts, enhanced thinking skills, and independent study. PACE students (kindergarten through fifth) are selected based upon criteria established the Alabama State Dept. of Education and the Mobile County Public School System.

Student Council

Student Council is an exciting way for Hollinger's Island students to voice their ideas. The Student Council elects representatives from each classroom in grades third through fifth. The President and Vice President are selected from the fifth graders and fourth graders serve as our secretary and treasurer. Our Student Council has been very active in providing services for our school.



National Elementary Honor Society

Fourth and fifth grade students are eligible for membership in the National Elementary Honor Society (HEHS). Membership is opened to those students who meet the required standards in the areas of initial evaluation: scholarship (academic achievement) and responsibility. Students aspiring to become a member for the 2016-2017 school year must meet the following criteria:



- Enrolled in grades four (4) or five (5) for the 2016-2017 school year
- Attended Hollinger's Island Elementary School for at least one full semester
- Maintained a minimum cumulative grade point average of 90 on a 100 point scale (This average will be calculated using the final grades of the 2015-2016 school year and the first semester grades of the 2016-2017 school year)
- Achieved no grade lower than a 90 in all areas of conduct and work related skills (This average will be calculated using the final conduct and work related skills grades of the 2015-2016 school year and the first semester grades of the 2016-2017 school year)
- Attained their Accelerated Reader Goal for the first and second quarter of the 2016-2017 school year
- Recommended by a faculty member



Classroom Reader Program

Parents, grandparents and member of the business community read at least once a month and many readers come on a weekly basis. If you are interested in being a classroom reader, please contact the classroom teacher.

The Computer Lab

Classroom teachers will work with Pre-K through 5th grade students to develop computer literacy skills related to productivity software, communication, internet usage, and online computer safety.



Math Club/Team

For the third year, a Math Club/Team will be formed. Guidelines and selection criteria will be presented to students after school begins. The H.I.E.S Math Team is only open to 5th grade students. The Math Team participates in a county wide math tournament during the month of May.

Media Center

We have a fully automated Destiny system with a LAN (local area network). The Media Center is a state of the art center with Internet capable multi-media computers. The center's technology includes: 8 work stations, a laser printer, 1 circulation computer station, CD ROMs, color laser printer, a multi-media projector, Smart Board, digital camera and a scanner. The library provides flexible scheduling to enhance and support the curriculum and promote maximum access and usage for all students.

Accelerated Reader Program (<http://www.renlearn.com/>)

Students are encouraged to read for both pleasure and increased reading comprehension. During the 2016-2017 school term, Hollinger's Island will continue utilizing the Accelerated Reader and STAR Reading Test Software to evaluate and monitor student performance. In order to determine individual student needs and progress students are encouraged to read books within their ZPD scores (zone proximal development) and take tests at 90% accuracy rate.

EYE

Engaging Youth through Engineering is a program of the Mobile Area Education Foundation in collaboration with the J. L. Bedsole Foundation, the Mobile County Public School System, the University of South Alabama and area businesses and industries. The goal of EYE is to promote student achievement through the use of engineering oriented activities. Students in 4th and 5th grade are eligible based on academics, behavior, and teacher recommendation. EYE Club students put relevant math, science, and technology into action via hands-on challenges.

Campus Beautification

Our Keep Mobile Beautiful Campus Beautification Program continues with the help of volunteer parents. Thanks to those efforts, our campus has a bright, clean look that instills pride in parents, teachers, and students.

Don't forget: Recycle cans for campus beautification.

Hollinger's Island has been a Keep Mobile Beautiful Campus Beautification Program Award Winner in the years: 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013 and 2014, 2015, 2016.



NOTES:

GENERAL INFORMATION

Teacher(s): _____

Student(s): _____

Room(s): _____

BUS STOP INFORMATION

LOCATION: _____

A.M. Time _____

P.M. Time _____

BUSNUMBER: _____

BUS DRIVER: _____

