

Ariel W. Holloway Elementary School



Parent/Student Handbook

2021-2022

Ariel W. Holloway Elementary School
625 Stanton Rd.
Mobile, AL 36617
251-221-1391
251-221-1393 Fax

www.holloway.mce.schoolinsites.com

Facebook: Ariel W. Holloway

Instagram: holloway_eagles

Twitter: @ArielWHolloway1

Mission Statement

The mission of Ariel W. Holloway Elementary School is to ensure each student receives a quality education which promotes motivated, life-long achievers. This will be implemented through the efforts of competent students, nurturing parents, actively engaged community and a dedicated, highly qualified staff working together. This will establish a comprehensive network of support and a secure and orderly learning environment with high expectations.

Holloway's Vision Statement

The vision of Ariel W. Holloway Elementary School is to cultivate an environment with high expectations for good behavior and student achievement and collaboration with all stakeholders. As a result, this will produce students who are self-disciplined, respectful to others, and have high academic achievement.

Motto

“Soaring for Knowledge; Aiming for Success”

School Schedule

7:45 Take-in Bell
Breakfast in Classroom
8:05 Tardy Bell
3:00 Van riders dismiss
3:05 Car riders dismiss
3:10 Walkers dismiss

Students should not arrive before 7:45 a.m. and must be picked up no later than 3:15 p.m. There are no early dismissals after 2:00 p.m.

MOBILE COUNTY PUBLIC SCHOOLS
2021-2022 SCHOOL YEAR CALENDAR

<p>5- Independence Day (System wide Holiday)</p>	<table border="1"> <thead> <tr> <th colspan="7">July 2021</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	July 2021							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1"> <thead> <tr> <th colspan="7">JANUARY 2022</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>3 -New Year's Day (School Holiday) 4- Teacher Work Day 5-3rd QTR. Begin / Students back 17- MLK Jr. Day (System wide Holiday)</p>	JANUARY 2022							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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8-FLEX DAYS

First and Last Day of Quarter
 Teacher Planning/Staff Development/Student Holiday
 Student/Teacher Holidays

ARRIVAL

Students must not arrive before 7:45 a.m. Students cannot be dropped off prior to 7:45am for safety and security reasons. Teachers do not arrive until 7:45am, so your child is not supervised. If you arrive prior to 7:45 a.m. please stay with your child. There will be no free play or horseplay on campus before or after school. Students who ride in cars are to be let out in front of the school. **Students are not to be let out on Stanton Road or Hart Avenue. Cars must not pass or turn into adjacent lane. All parents must adhere to the speed limit while on campus. Do not park in the funeral home parking lot or block the driveway, violators will be ticketed or towed.** Parents and students are expected to follow all arrival procedures. Do not park in the handicapped parking area unless you have a handicapped parking decal. Walkers are to use the crosswalk directly in front of the school. Parents are strongly encouraged to transport their children to and from school. Parents are strongly encouraged to send students to school wearing a cloth face mask appropriate for school. Students are strongly encouraged to wear cloth face masks for school from arrival through departure from campus.

TARDIES

All students are expected to be in their classroom working before **8:05 a.m.** It is imperative that your child is at school on time every day. Students who are tardy can be disruptive to the classroom learning environment and will miss valuable instruction. Students who are late for school must report to the office. According to the Mobile County Public School System Code of Conduct, “Students are required to be on time for school. It is the responsibility of the parent or guardian to make sure their children arrive on time each day.” **Students who have a tardy do not qualify for perfect attendance. Excessive tardies will result in a referral to the Early Warning Truancy Program.**

DISMISSAL

Students and parents are expected to follow all dismissal procedures. **No student will be allowed to change the way he/she is dismissed.** Changes in dismissal will not be made over the phone. The parent or guardian must come to the school and complete the dismissal form (each time) to change the way a student is dismissed from school.

There will not be free play or horseplay on campus before or after school.

All middle school and high school aged children must not roam or loiter on the campus.

EARLY DISMISSALS

Students need to remain in school for the entire school day. Only in extreme cases of emergency should a parent request an early dismissal. When students are called on the intercom, instruction for the entire class stops. Parents are requested to schedule appointments after school so that class time may be used effectively. If an emergency does arise, students must be signed out and called from the office. Anyone picking up students must be listed on the enrollment card and present photo I.D. No students will be released to anyone at the classroom door. **Any student, who has more than one early dismissal during a quarter, is not eligible for perfect attendance. Students miss intervention when they leave school early. There are no early dismissals after 2:00 p.m. No one can walk down the hall and go to the classroom to get a student. The student must be called from the office.**

SEVERE WEATHER DISMISSAL

Holloway will use the Severe Weather Dismissal Plan on days which the principal determines it is necessary.

SCHOOL MESSENGER

Parents will receive a call from our School Messenger from time to time. These taped calls may be to inform parents of upcoming events, activities, field trips, fund raising and parent meetings. You will also be notified by School Messenger if there is an emergency at school. Please take time to listen to the School Messenger when you are called. School Messenger calls the numbers that are listed in PowerSchool so please make sure you provide us with updated numbers throughout the year.

BEHAVIOR ON CAMPUS

The administration and staff work hard to provide a structured, nurturing, and respectful environment at Holloway. It is expected that visitors follow all procedures and guidelines that are in place to ensure the safety and security of Holloway students and staff. Any visitor who uses profanity or threatens any staff member will be banned from campus, and possibly arrested.

CARPOOL PROCEDURES

MORNING

Note: Students may not be dropped off in the carpool area before the 7:45 a.m. bell rings. Students are not supervised until this time. All carpool students are to follow the carpool procedures. Parents must enter the school using the front office entrance.

1. All cars are to enter using the main driveway and continue at a slow speed. **Passing is not permitted. There is no carpool drop off at the back of the school.**
2. The first vehicles should pull up to the stop sign.
3. Cars may line up in one of 2 lanes.
4. Students **must** remain in their cars until directed to unload.
5. Please be aware students are moving in the area.
6. Drivers **must not** leave their car unattended.
7. You will be directed when to exit. You **must not** move your vehicle before directed.
8. During stormy weather, we ask that everyone use the inside lane closest to the school.
9. For the safety of the students, we ask that parents **not use** cell phones or play loud music so you will hear the directions when given. **Music with inappropriate lyrics will not be tolerated at any volume.**

AFTEROON

Note: For their safety, students will not be allowed to load on the north side of the parking area. Do not park in the funeral home parking lot or block the driveway, violators will be towed.

1. All cars are to enter using the main driveway and continue at a slow speed. **Passing is not permitted.**
2. The first vehicles should pull up to the stop sign.
3. Cars may line up in one of 3 lanes.
4. Students will be released from the sidewalk area by supervising teachers.
5. Please encourage your child not to run in the parking area.
6. Drivers **must not** leave their car unattended.
7. Adults **must not** walk to the loading area to collect their children.
8. Please be aware students are moving in the area.
9. The inside and outside lanes will exit first followed by the center lane.
10. **For the safety of the students,** we ask that parents **not** use cell phones or play loud music so you will hear the directions when given. **Music with inappropriate lyrics will not be tolerated at any volume.**
11. All walkers must leave school immediately after dismissal.

FIRST AID ROOM

Parents can help us by adhering to the following:

1. When completing your child's Health Card and Emergency Information, include telephone numbers that can be called in case of emergency. **Notify the school if any telephone numbers change.**
2. Keep children home if they are running fever, vomiting, and/or having diarrhea.
3. Parents are expected to provide clear, labeled bottles of water.
4. Students who become symptomatic at school will be placed in a designated area of quarantine with facial covering in place. Parents will be contacted to transport student home and encouraged to consult with a health care provider.
5. Students must be potty trained before attending school (with the exception of special needs children). Students who habitually have accidents will be sent home until they are potty trained.
6. Parent/Guardian must call the school office to schedule an appointment with the School Nurse to deliver their child's medication.
7. Medications can be received no earlier than August 6th. Social distancing and mask will be required.
8. Mandatory State Medication Guidelines remain in effect:
 - Parent/Guardian must bring in medication with signed health provider orders
 - Medication count documented and signed per receiver and parent/guardian
9. Only medication prescribed by a doctor may be given at school. The prescribed medication must be in a bottle labeled by a pharmacist with the doctor's name and directions for administration. A signed permission form must be on file in the office in order for prescribed medication to be administered. Medication that is prescribed for three times a day or every 8 hours should not be given at school. It should be given before the child comes to school and when the child gets home.

10. A \$5.00 fee will be collected for first aid supplies.

11. Please make us aware of any health concerns that your child may have.

Mobile County Public School System HEALTH POLICY When Your Child Should NOT Be At School

Many parents are concerned about when to keep children who have been ill home from school. These are a few of the most common reasons children should stay home or may be sent home from school.

1. **COVID-19: All Students must test negative or be quarantined for 10 days AND be asymptomatic** (fever free without medication for 3 days) before returning to school. Health Care Provider documentation may be required prior to returning to school. If students reside in a household in which someone has been determined positive for COVID-19, this person is considered a “direct contact” and should be quarantined for 10 days. To return to school the student should be asymptomatic, fever free without medication for 3 days, OR receive a negative test before returning to MCPSS property. This applies to any person who has been within 6 feet of an infected person for 15 minutes or more.

The ADPH recommends that parents check their child’s temperature every morning. **If the temp is 100.4 or higher, they must stay home until fever free (without the use of Tylenol/Motrin) for 3 days before returning to school.** Contact health care provider if your child is experiencing 2 or more of these symptoms:

- Fever of 100.4 especially first thing in the morning
- Cough, running nose, sinus congestion
- Trouble breathing or persistent pain or pressure in the chest
- Abdominal pain or stomachache
- Common symptoms, lack of taste or smell
- Diarrhea or vomiting
-

All students diagnosed with COVID-19 should remain home until they have completed the 10-day quarantine and recovered according to ADPH guidelines.

2. **FEVER:** Your child should stay home if he/she has a fever of 100 degrees (orally) or higher and should remain home for 24 hours after the fever has gone, without medication.
3. **VOMITING AND/OR DIARRHEA:** Your child should stay home if he/she has vomited or has had diarrhea (more than two or three loose stools) just prior to the start of the school day and remain at home for 24 hours after the vomiting/diarrhea have subsided. If one or two loose stools are present along with vomiting or fever, your child should remain at home. If diarrhea continues for more than 48 hours your child will need a doctor's written statement to return to school.
4. **PINKEYE:** Conjunctivitis can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home.
 - **Drainage due to allergies is usually clear and involves both eyes simultaneously.**
 - **Pinkeye can involve only one eye at a time.**
 - **Children with pinkeye are usually light sensitive, and complain of itching, burning in the eye(s), swollen eyelids, and dried discharge on eyelids upon awakening.**
4. **HEAD LICE:** Children with *live bugs* will not be allowed in school until their heads have been treated and the nits removed. All nits *must* be removed to prevent re-infestation.
5. **IMPETIGO:** Impetigo is a sore that has become infected and can be found anywhere on the body including the face. The sore drains infected material and spreads before becoming crusty. If the sores have not dried, they need to be covered while the child is at school. Your child can return to school once treated by a physician for at least 24 hours. Upon returning to school the parent will need to provide a written statement from the treating physician.
6. **RINGWORM:** Ringworm is a fungal infection of the skin, hair, and nails. Ringworms must be covered with a clean dressing while the child is at school. Ringworm of the head (hair) will need to be evaluated by a physician.
7. **RASHES:** Any child who has an undiagnosed rash cannot come to school. When a child is sent home from school with a rash, a physician's note is required for the child to return to school.

8. **COUGHING/SNEEZING/NASAL DRAINAGE:** Your child should not come to school with excessive coughing, sneezing, and nasal drainage. If the child has been kept awake at night with these interruptions, please allow the child to recover at home.

9. **STREP THROAT:** If your child has been diagnosed as having strep throat (this requires a special test by a health care provider), your child should stay home for 48 hours after antibiotic therapy has been started by a physician.

Parents should make sure all emergency numbers in the office are current.

STUDENT ENROLLMENT

Compulsory Attendance Age

Every child between the ages of six and seventeen must attend a public, private, or church school, or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of 16-28-3 which states:

Minimum age

A child who is six years of age on or before September 1 or the date on which school begins in the enrolling district shall be entitled to admission to the public elementary schools at the opening of such schools for that school year or as soon as practicable thereafter. A child who is under six years of age on September 1 or the date on which school begins in the enrolling district shall not be entitled to admission to the first grade in the public elementary schools during that school year; except that an underage child who transfers from the first grade of a school in another state may be admitted to school upon approval of the board of education in authority, and an underage child who has moved into this state having completed or graduated from a mandated kindergarten program in another state shall be entitled to admission to the public elementary schools regardless of age. A child who becomes six years of age on or before February 1 may, on approval of the board of education in authority, be admitted at the beginning of the second semester of that school year in schools in school systems having semiannual promotions of pupils.

Documents Required for School Admission

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

1. Parent/guardian photo ID – driver license or non-driver license.
2. Student's Social Security Card.
3. Student's Certified Birth Certificate.
4. Certificate of Immunization (IMM 50).
5. Two proofs of residence are required if a student enters a school for the first time, or each when you have an address change.

The Board of School Commissioners directed that before a student can be officially enrolled in school, the parent/guardian must properly complete *all* registration documents at the school. On the day a student presents himself/herself at registration, he/she should be provided a letter to his/her parent/guardian along with a Student Enrollment Information Card, Health

Assessment Record, Residence Questionnaire, and Home Language Survey that should be completed and returned to school.

The student will be permitted to attend on a temporary basis pending the receipt of the completed forms. Students who have not returned the signed forms by the end of the fifth (5th) day following registration shall not be allowed to continue in attendance.

Provisions for Determining Residence of Students

At the beginning of each school year and with each residence change, the school principal shall obtain from the parent/guardian at least two (2) of the items described below to demonstrate residence at the address given. The documentation should be retained in the student's file.

The following are the only acceptable proofs of residence:

1. Property Tax Records or Deeds
Tax receipt record or deed
2. Apartment or House Lease
Apartment or house rent receipt/Apartment or house lease
3. Utility Bills or Utility Deposit Receipts
Water/Gas/Telephone/Electric/Cable bills or deposit receipts/garbage service bill

Two different utility bills or utility deposit receipts may be used as the required proofs of residence. EXAMPLE: Water and electric bills are acceptable but not two electric bills.

4. Income Tax Records From IRS to Parent/Guardian
Copy of check/correspondence from IRS

5. Certificate of Residence Section on Form #SS-405 – Student Enrollment Information Card
Must be notarized
6. Other Official Proofs
Check or correspondence from the Social Security Office, Department of Human Resources (DHR), Food Stamp Office or Temporary Assistance to Needy Families (TANF)
7. Bank Records
Checking/Savings/Loan Statement
Investment certificate
8. Employment Records
Company check/Verification from employer
9. Two Credit Card Accounts (*count as one proof*)
Any two major credit card account statements

ATTENDANCE POLICY

Compulsory School Attendance Laws

Code of Alabama, Section 16-28-12

Each parent/guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

Code of Alabama, Amendment 16-28-16

As amendment of 16-28-16 of the Code of Alabama, specifies that each child who enrolls in a public school, regardless of age, is subject to the School Attendance and Truancy Laws of the state.

Definition of Truancy

Alabama Department of Education
Prevention and Support Services (May 2004)

A parent/guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3) days** following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent.

The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Juvenile Court.

Truancy Protocol

The Mobile County Public School System, in collaboration with the Mobile County District Attorney's Office, the Juvenile Court System, and Strickland Youth Center has implemented a Truancy/Discipline Program.

Responsibility of Parents/guardians/Students – Grades pre-K – 8

- A. Students are required to be on time for school. It is the responsibility of the parent/guardian to make sure their children arrive on time each day.
- B. Anytime a student is absent, the parent/guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from the parent/guardian meets the following State guidelines: Illness, death in the immediate family; inclement weather (as determined by the principal) which would be dangerous to the life and health of the child; legal quarantine; emergency conditions as determined by the principal; and prior permission of the principal and consent of the parent/guardian. The note or doctor's excuse must be sent to school within *three* (3) days of the student's return to school to be counted as an excused absence.
- C. Students must attend one-half of the instructional day to be counted present. Tardies and early dismissals are strongly discouraged. The parent/guardian must send a written note if the student is checked out of school prior to completing one-half of the instructional day.
- D. A written note from the parent/guardian, as described above, will excuse absences for up to but not exceeding **eight (8)** absences.
- E. The parent/guardian of a student who is absent eleven (11) or more times must present a clinical or doctor's excuse to the school in order for the absences to be excused.
- F. The parent/guardian of any student who has a chronic ailment that may cause the child to miss school during the year is required to provide the school with a doctor's statement verifying the child's condition. At the beginning of each school year, a new chronic

- ailment statement from the doctor must be provided. A parent/guardian note is still required within **three (3)** school days for any chronic ailment absence. Failure of the parent/guardian to provide the school with a chronic ailment doctor's statement and/or parent/guardian's note can result in unexcused absence accumulation and referral to Juvenile Court.
- G. Absences for family vacations are strongly discouraged and will be permitted only if there are unusual circumstances, within the principal's discretion, that merit an excused absence. An excused absence will not be granted unless the parent obtains prior permission from the principal.
 - H. Following the first unexcused absence, the principal will send a notice of absence letter the parent/guardian.
 - I. Following the second unexcused absence, the Attendance Officer/Social Worker will send a notice of absence letter to the parent/guardian.
 - J. Following the third unexcused absence, the Mobile County District Attorney's Office will send a notice of absence letter to the parent/guardian.
 - K. On the fifth (5) unexcused absence, a student is referred to the Early Warning Truancy/Discipline Program. *Attendance at the Early Warning Truancy/Discipline Program shall be mandatory except where prior arrangements have been made or an emergency exists.*
 - L. Students Under Age Six (6): Students under age six (6) who accumulate more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester may be withdrawn from school. Parent/guardian will be notified of pending withdrawal and given one (1) week to appear before the principal or the Attendance Officer/Social Worker to show cause as to why the student should not be withdrawn.
 - M. Any parent/guardian having housing instability that may cause the child to miss school is requested to communicate with the school's registrar and/or administrator regarding their housing situation.

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

Early Warning Truancy/Discipline Program

Parents and students will be referred to the Early Warning Truancy/Discipline Program on the fifth (5th) unexcused absence and on the fifteenth (15th) tardy to school. Referral to the program includes the following steps:

1. The parent/guardian will receive official notification by U.S. Mail. The notice will require the parent/guardian and middle/high school student to report to the Municipal Court located at Mobile Government Plaza. Elementary school students are not required to attend and should report to their school.
2. The parent/guardian and student will meet with the Attendance Officer/Social Worker and the District Attorney. The Attendance Officer/Social Worker will review the system's Attendance Policy; the District Attorney will review the State of Alabama's Attendance Laws and consequences of breaking the laws.
3. If the parent/guardian and student fail to appear at the scheduled Early Warning Truancy/Discipline Program, the parent/guardian will receive legal notice and possibly a court referral.

CHILD NUTRITION PROGRAM

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and wellbeing of our Nation's children. The program is designed by Congress as a means of:

- Providing nutritious, reasonably priced, reduced, or free lunches to eligible school children
- Contributing to a better understanding of good nutrition
- Fostering good food habits
- Providing approximately one third of the Recommended Daily Allowance for nutrients in each lunch

In 1966 Congress established the School Breakfast Program to provide breakfast for students who do not eat breakfast at home.

The health benefits of consuming needed nutrients in school meals and the opportunity to learn to eat a variety of foods contribute to the development of lifelong, good nutrition practices.

FREE/REDUCED MEAL APPLICATIONS

Through the Community Eligibility Provision (CEP) of the USDA student meal applications are no longer required. All students will be eligible to receive breakfast and lunch meals at no charge. All students will still be

assigned a 5 or 6 digit PIN number and will enter this number at the Point of Sale. Students will be eligible to receive meals as long as we can account for each student through the use of their assigned PIN number.

MEAL CHARGE POLICY

It is the intent of the Mobile County Public School System to provide an opportunity for each child to eat a nutritious breakfast and lunch during the school day. It is also the policy of the Mobile County Public School System to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. **Program regulations do not allow for meal charges.**

Students who have documented dietary needs will be given a meal that meets the nutritional guidelines and the specification of their diet restrictions if an alternate meal is needed.

PRICE AND PAYMENT OF SCHOOL FOOD SERVICES

The unit price of breakfast and lunch paid by students and adults in local schools will be approved by the Superintendent. Only students officially approved for free or reduced price meals in accordance with state and USDA guidelines may be served food and/or beverages without charge. Cashiers will collect all payments due for meals, extra portions and ala carte items at the time the food service is provided. Staff can prepay for meals (weekly, monthly, etc.) if they chose to do so. Any monies left on a staff member's account at the end of a school year will carry over in that account for the next school year.

The CNP has a Student Mobility Program in which a student can purchase a meal at any school in the school district using their PIN number assigned to them. The meals will be credited to the school that they purchase it from.

Students and employees are eligible to participate in the Mobile County Child Nutrition Program. Meals and ala carte items are for consumption during the regular school day. Except for meals provided for officially approved field trips, all food must be consumed on campus unless authorization for take-out meals is given by the Chief Financial Officer in the Business Operations Division.

The principal may invite parents and other guests to have a meal at school on special occasions or when the guest is at the school performing volunteer services. Guests served by the Child Nutrition Program shall pay the adult

price for the meal unless the cost of the meal is paid by the principal who extends the invitation. Meals and ala carte foods may not be sold to guests or the public on a request or carry-out basis.

MEAL COSTS ARE:

	Breakfast	Lunch
Adult Staff/Volunteer	\$1.75	\$3.50
Visitor Child \leq 10 years	\$1.50	\$3.00
Visitor Adult	\$2.00	\$4.00
Holiday Child \leq 10 years	NA	\$3.75
Holiday Adult	NA	\$5.25

**SCHOOL SALE OF COMPETITIVE
FOOD AND BEVERAGES**

Schools may sell only those competitive foods and beverages which make a significant contribution to the students' daily requirement for nutrients. Food services operated for profit in the school, separate and apart from the non-profit breakfast and lunch program, may not operate during meal service periods. All income from concessions or extra sale items being vended or sold in the Child Nutrition Program area during meal service periods must be deposited into the Child Nutrition Program account.

CNP and School's Compliance with Guidelines

- Must be in compliance with USDA, Alabama State Nutrition Policy and MCPSS Comprehensive Wellness Plan.
- **Competitive Foods will be prohibited.** Competitive foods and beverages are any foods that compete with the CNP meals.
- **Meal service times** – is considered from the beginning time of the first meal wave to the ending time of the last meal wave. No foods/beverages of competitive sources can be served during these times. Daily lunch meal service times cannot start prior to 10:00 a.m. of a full day school schedule.
- **Breaks** to have access to vending or other sales cannot be scheduled immediately (fifteen minutes) before, during, or immediately (fifteen minutes) after meal service times. This in effect competes with the meal service. Foods/beverages sold will follow the policy for sale of competitive foods as outlined in the memorandum dated November 6, 2001, which clarifies the sale of competitive foods during meal service times.

- **Foods served and /or sold through the cafeteria shall adhere to the guidelines established by USDA and published in the School Meals Initiative (SMI) for Healthy Children, 1995 guidance.** Service sizes will comply with the meal pattern requirements as described by USDA regulations. Adults receive secondary student serving sizes. School lunches should meet the standard of providing one-third and school breakfasts the standard of furnishing one-fourth of the Recommended Dietary Allowanced for protein, Vitamin A, Vitamin C, iron, calcium, and calories.
- Foods not normally used in meeting the requirements of the reimbursable meal and not meeting the nutritional criteria should be eliminated or portion sizes reduced in order to be in compliance with the requirements.
- **Guidelines for foods/beverages served during school hours MUST comply with USDA and the Alabama State Department of Education.** Alabama Department of Education Obesity Task Force is the committee who developed the initial Nutrition Policy.
- **No one on the school campus will provide access to “for sale” or “free” foods/beverages or minimal nutritional value.** Foods/beverages that have as the first ingredient: sugar, corn syrup, shortening, lard, or similar, may not be available to students on school grounds during the normal school day. **This includes school parties, celebrations and meetings, or candy jars on the teacher’s desk.**
- **Fund Raising – Foods sold for fundraising purposes are prohibited during meal times. All fundraising activities that involve the selling of food should reinforce food choices that promote good health. All foods sold/served during the school day must meet the requirements of USDA and Alabama State Department of Education. Pizza by the slice, doughnuts, etc. does not meet the criteria for nutritional requirements. Also, the health hazard potential of some foods being out of temperature pose a concern for food-borne illnesses.**
- **All events outside of the school day are not affected by the Wellness Plan.** Booster clubs, etc. are free to select items for sale for specific fundraising and concession sales as they see fit as long as the activity does not conflict with the position of the Alabama State Nutrition Policy and MCPSS Comprehensive Wellness Plan.
- **Students cannot be denied access to meal service in the cafeteria.** Food and/or physical activity are not used as a punishment, or food as a reward. If a school requires students to wear ID badges, they cannot be denied access to meals if they do not have their badge. They must be provided meal service. Adequate time should be allowed for students to eat their meals.

Guidelines for Foods and Beverages

(Not part of a reimbursable meal)

Special attention must be given to portion sizes:

- Chips (baked) crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit and pretzels – 1 1/4 oz.
- Low-fat* cookies/cereal bars – 1 oz.
- Low-fat* bakery items (pastries and muffins) – 2 oz.
- Frozen dairy desserts, low fat* ice cream, pudding and “Jello” fruit bowls – 4 oz. – This includes ice cream that is purchased for sales from Ice Cream Warehouse/Blue Bunny.
- Yogurt (low fat*) – 8 oz.
- Beverages – water – any size
- Other beverages – sports, 100% juice, low-sugar smoothies, etc – 12 oz.
- 1% or less fat milk – 16 oz.

*Low-fat indicates foods with less than or equal to 3 grams total fat per serving

Nutritional content of foods served must be considered when selling or providing foods to students. All of the following criteria for foods served must be met:

- Low or moderate in fat (10% or less of the Daily Value of total fat)
- 30 grams or less of carbohydrates per serving (10% or less of the Daily Value of total CHO)
- 360 mg of sodium or less
- Contain 5% Daily Value or more of at least one: Vitamin A, Vitamin C, Iron, Calcium or Fiber.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Avenue, S. W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

DISCIPLINE POLICY

Discipline is a vital part of our school. We regard time on task in the classroom to be crucial to the success of each child.

RULES

1. Respect others and their property

2. Listen carefully and follow all directions.
3. Walk quietly and on the right side of the hallways.
4. Take care of our school and school materials.
5. Be honest

REWARDS

1. Verbal praise
2. Sticker/Coins
3. Positive Note to take home
4. Special treat
5. Extra privileges
6. Participate in field trips

CONSEQUENCES

1. Verbal warning with reminder of expected behavior.
2. Classroom consequence such as loss of privileges and/or snack
3. Teacher/student conference
4. Brief “Cool down” in another teacher’s classroom
5. Phone call to parent/guardian/Class Dojo message
6. Disciplinary referral(s) to be signed by parent/guardian
7. Teacher/parent conference (face to face)
8. Suspension

PARENTAL RESPONSIBILITIES

Parents must recognize that discipline is primarily their responsibility and that the influence of the home will be reflected in the conduct of the student while attending school. Good discipline begins in the home. Parents are the students’ first teachers. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes. A parent has the responsibility to:

- * help foster an environment in and out of school that nurtures quality in education by talking with your student about school activities, planning a time and place for school work assignments, and providing necessary supervision.
- * encourage his/her child to respect others.
- * insure student's prompt and regular compliance with attendance rules and other procedures necessary for the best possible orderly education.
- * support the school by following local school procedures.
- * attend necessary conferences each year and **sign up for Class Dojo for Parent/Teacher communication.**
- * work with the school to see that the student completes school assignments.

****The Mobile County Public School System's Student Code of Conduct is available on-line during registration each year. Please save, print, and read carefully.*



Ariel W. Holloway Elementary School
2021-2022
Uniform Policy

Shirts-Light blue polo style shirt/blouse with collar (long or short sleeve).

Undershirts-Solid white without graphics/logos.

Slacks/shorts-Boys-Navy blue slacks or knee length shorts (no denim material). Girls-Navy or plaid (#76) skorts, skirts, and jumpers may be worn. Skirts can be no shorter than 2 inches above the knee. Shorts must be worn under all skirts. All pants or skirts must be worn at the natural waistline. Pants should be loose-fitting. No skin-tight pants, stretch pants, or denim material.

Jumpers-Navy blue or plaid (#76) No solid blue dresses.

Belts-Solid brown, black, or blue. Belts must be secured in the belt loops. Belts should fit the student's waist and not hang down below the belt loops.

Shoes- Any tennis shoes. **No boots or rain boots should be worn in the building. On rainy days students wearing rain boots must change into school shoes when they arrive on campus. Shoes may not make sounds or light up (no heellies). Shoe string color must match shoes.**

Socks-White crew or ankle socks. Solid blue or solid white footed tights are acceptable.

Inside Jackets-Solid navy jackets, sweatshirts, or sweaters may be worn indoors. No logos or insignias.

Hair-Must be student's natural color. Hair extensions must be student's natural color. Designs in the hair are not allowed.

Eye wear-Eye glasses and contacts must be prescription.

Light blue Holloway t-shirts, navy Holloway sweatshirts, or any other Holloway t-shirt may be worn as part of the uniform.

Accessories-Earrings are small post style only. Hoop style or dangling earrings may not be worn. No body piercing, grills, or ornamental displays (dental or tattoos) are allowed. Students may wear a small watch, without games. Students cannot wear bracelets, necklaces, or rings. **Leggings are not allowed (Just footed tights). Make-up (or glitter) and false fingernails are not allowed.** No purses. No hats, caps or head scarves. **NO ROLLING BOOKBAGS.**

Writing on the outer area of any item of the school uniform is prohibited. Students in violation of the uniform policy face disciplinary action, which can result in suspension from school. Please purchase the correct uniform items!

December 1st-March 31st: NO SHORTS

SCHOOL BULLETINS

School bulletins are sent home and posted once each month on Schoology, Facebook, and the school's website. The bulletins contain **important** information such as dates of field trips and meetings, the school schedule, upcoming events, as well as other valuable information that parents need to know. Please read the school bulletin and post it on your refrigerator. We are on several social media platforms. **Facebook:** Ariel W. Holloway Elementary School **Instagram:** holloway_eagles **Twitter:** @ArielWHolloway1 **School Website:** <http://holloway.mce.schoolinsites.com>

SUPPLIES

Having supplies is important to the students' school day. Please make every effort to provide these at the beginning of the year. Remember that these supplies run out and need to be replenished periodically. Some of the supplies are pooled together and used by the entire class (hand soap, paper towels, etc.). These community supplies will not be returned. Other personal supplies such as paper, pencils, binders, or colors will not be returned after the first semester. **Hand held pencil sharpeners are not allowed.**

TELEPHONE

The telephone in the office is for school business and may be used only in case of emergency. You should make arrangements for your children before they leave home as to transportation, after school plans, etc. In extreme cases we will deliver messages to students, but we do not call students to the phone. Your help in this matter is greatly appreciated.

CELL PHONES

If students need a phone for security reasons, the phone is to remain in their bookbag and should not be taken out or powered on during the day. If students are in violation of the policy, their phones or other devices will be confiscated and turned over to school administrators.

PARENT VOLUNTEER PROGRAM

Holloway needs an active parent volunteer program. There is a place for any parent who has time to give to the school. Teachers appreciate parent volunteers and welcome any assistance. Volunteers are needed to assist with story time, and help in the library.

PTO

Parents, teachers, and community leaders are encouraged to join the PTO. The cost for family membership is \$6.00. This fee is collected during the year. PTO sponsors many programs and activities at Holloway.

FUNDRAISING

The school will sponsor several approved fund raising activities during the year. Every parent is encouraged to help with these projects because the money raised is spent for upkeep of the building (such as painting), books, materials, supplies, and equipment that will benefit all of the students. When fund raising projects are announced in the bulletin, please help us.

SCHOOL INSURANCE

School insurance is available to all students. The purchase of school insurance is not required. An insurance brochure is sent home early in the school year. Parents are urged to read the forms carefully to make sure they know what is offered.

SCHOOL CAMPUS AFTER HOURS

Students are to leave campus immediately after school is dismissed. They should stay off campus unless they are participating in a school sponsored event. Please remind your children that the school has an alarm system. Unsupervised children on campus may be suspected of any theft or destruction of school property.

LOST AND FOUND

Articles which are found, other than textbooks and library books are taken to the office. Parents are urged to mark children's belongings with their name

(articles of clothing must be marked on the inside) so if lost, they may be returned. Books that are found are taken to the library.

SNACK

Snacks are available for students to purchase. Snacks range from \$.50-\$1.00. Students who are tardy cannot purchase snack. Please make sure your child has his/her snack when leaving home. **Snack is a privilege and can be revoked.** Students may bring a healthy snack from home. When a student gets an early dismissal, snack cannot be picked up from the office. When the student returns, he/she will receive the snack. **Candy and gum are not allowed at school.** Candy and gum taken by the teacher will not be returned. Students who habitually eat candy and chew gum in class will be suspended, as this constitutes an act of willful disobedience and defiance.

PARTIES

Classes can have two parties a year. Parents cannot bring party items for birthday, etc. Balloons, candy, or flowers will not be delivered to the classrooms.

FIELD TRIPS

Field trips are limited because of the pandemic. Participation in field trips is based on attendance, discipline, grades, and completion of homework. No student will be allowed to go on a field trip without a signed permission form. Younger siblings are not allowed to attend field trips.

IMMUNIZATION CERTIFICATE

Alabama law requires that all students enrolled in an Alabama school have a Certificate of Immunization. This form may be secured by taking your child's shot records to the Health Department or to your family doctor.

WALKING STUDENTS TO CLASS

Parents may come to Meet the Teacher on August 9th to walk their child to class. Due to the pandemic visitors are only allowed by appointment only.

VISITORS

Visitors are by appointment only. Conferences can be held via telephone or virtually.

REPORT CARDS

Report cards will be sent home quarterly. Progress reports are automatically generated in Schoology and emailed to parents. If there are questions, a virtual conference may be requested.

CONFERENCES

All teachers will schedule parent conferences throughout the year to discuss school progress. Conferences may be scheduled by calling the school secretary or by sending a note to the teacher. We do not interrupt the instructional day for parent/teacher conferences. Please schedule conferences at mutually convenient times. **Before scheduling a conference with the principal or assistant principal, please make sure you have had a conference with the child's teacher first.** The principal and assistant principal are always available for conferences. An "open door" policy is in place at Holloway.

PROBLEM SOLVING TEAM

Problem Solving Teams are a school-based approach to meet the needs of at-risk students in regular education classroom settings. This collaborative team pool their expertise and resources to help resolve school and student issues. This team effort helps to address academic, social, and/or behavioral concerns regarding students.

ADMINISTRATIVE TEAM

The administrators work together as a team. If you phone the school to speak with an administrator, one of the administrators will return your call within 24 to 48 hours.

WITHDRAWAL OF STUDENTS

If you are withdrawing your child from Holloway, please call or come by the school a few days prior to the withdrawal date. This will allow ample time to complete the necessary paperwork, saving you and the office time. Students must have all library books and textbooks cleared before withdrawal. Your cooperation will be greatly appreciated.

HOMEWORK

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. Homework is reviewed and scored each day. Homework counts as a percentage of your child's grade.

Reading at home, either to the child or with the child, should be a part of the evening routine. Reading a book to or with your child for 20 minutes at night is a wonderful way to relax. It is also a requirement from the MCPSS Division of Curriculum and Instruction.

BOOK MANNERS

One of the most important lessons you can teach your children is that books are special and should be treated well. Help your children learn good book manners.

Keep books clean. Children should not draw or scribble in books. Have them wash their hands before handling books.

Use bookmarks. Encourage your children to use bookmarks instead of marking their place by turning pages down.

Textbooks must be covered before they can be taken home.

Common Core State Standards

Reading

The Common Core State Standards for Reading establish a “staircase” of increasing complexity in what students must be able to read so that all students are ready for the demands of college- and career-level reading no later than the end of high school. The standards also require the progressive development of reading comprehension so that students advancing through the grades are able to gain more from whatever they read.

Through reading a diverse array of classic and contemporary literature as well as challenging informational texts in a range of subjects, students are expected to build knowledge, gain insights, explore possibilities, and broaden their perspective.

Writing

The ability to write logical arguments based on substantive claims, sound reasoning, and relevant evidence is a cornerstone of the writing standards, with opinion writing – a basic form of argument-extending down to the earliest grades.

Speaking and Listening

The standards require that students gain, evaluate, and present increasingly complex information, ideas, and evidence through listening and speaking as well as through media.

ACCELERATED READER

Children have the opportunity to check out books from the Holloway media center. After reading the books, students take Accelerated Reading (AR) tests on the books. Students who work consistently with the AR program dramatically increase their reading scores.

LIBRARY BOOKS

Students are expected to take care of library books. If library books are lost or damaged, it is the responsibility of the parent to pay for them. When a book is lost or damaged, parents will receive a notice with the amount the parent is expected to pay. To remain accredited, the library must maintain ten books per child.

TEXTBOOKS

Students are allowed to borrow state textbooks. These books must be properly cared for and kept covered at all times. Books in all subject areas are assigned by number to the students. If a book is lost or damaged, it must be paid for before an additional book is issued. Each school receives one book per student enrolled at each grade level. All textbooks must be covered.

PHYSICAL EDUCATION

Students are required to have physical education for thirty minutes each day. Students are expected to participate in P.E. activities unless a parent sends a written excuse for illness or injury. If your child is not able to participate in P.E. for more than three days, a doctor's note is required. Parents should schedule a conference with the P.E. teachers to advise them about chronic or serious health issues.

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Ariel W. Holloway

Honor Roll Guidelines

As an incentive to motivate our students toward academic excellence, special recognition is given to those students making A Honor Roll, A/B Honor Roll, Outstanding Citizenship, Attendance, and Most Improved.

- Academic:** **“A” Honor Roll** – All A’s and S’s (including conduct and work study)
 “A-B” Honor Roll – All A’s, B’s and S’s
- Citizenship:** Up to 10 students per class per quarter as determined by the teacher
- Attendance:** A child must be in school each day and **must not have any tardies, or early dismissals** to be considered perfect in attendance and to receive an award on Honor’s Day. Exceptions to tardies/early dismissals: note from a doctor, dentist, or professional counselor.
- Most Improved:** This award is given to the student(s) who have shown the most improvement during the quarter.

READING TIPS FOR PARENTS

- ◆ Provide a special place in your home where your child can read, write and do homework.
- ◆ Establish a routine time to read to and with your child. Spend at least 20 minutes reading with your child each day.
- ◆ Obtain library cards for you and your children. Visit the library regularly and choose books to read at home with your child.
- ◆ Keep books and other appropriate reading materials where your child can reach them.
- ◆ Show your child how you use reading and writing every day for fun and at work.
- ◆ Talk about the book you read to or with your child. Ask questions about what happened at the beginning, middle or end of the story. Ask about the characters in the story. Have your child retell or rewrite a new ending to the story.
- ◆ Help your child make connections to other books or experiences they may have had.
- ◆ Make reading fun by using different voices for different parts of the story.
- ◆ Encourage your child to read independently instead of watching TV or playing video games.
- ◆ Take reading and writing supplies whenever you leave home, so your child can read and write anytime.
- ◆ Talk to and listen to your child about his/her everyday happenings. Explain what you are doing and how things work.



Title I Schools

Parents-Right-to-Know

Children will no longer be left behind in schools due to the *No Child Left Behind Law (NCLB)*. This new law took effect in January of 2002. Parents must be notified when their child is falling behind. Schools that do not improve or meet standards must use federal funds to get children extra help. This means that children must receive “supplemental services” such as tutoring, after-school programs, remedial classes or summer school.

Your Rights As a Parent:

During the 2021-2022 school year, schools are required to provide each parent the following information:

- ❖ Notification of parents’ rights according to the *NCLB*
- ❖ Timely notification that your child has been taught **more than four weeks** by a teacher that is not highly qualified*
- ❖ Notification that your child is placed in a program for Limited English Proficient (LEP) students
- ❖ Your child’s level of achievement on State Assessments i.e., AHSGE
- ❖ A written copy of the Local Educational Agency’s Parental Involvement Policy
- ❖ A written copy of the Local School Parental Involvement Policy jointly developed with parents
- ❖ A school-parent compact that outlines how parents, the school and students will share the responsibility for improved academic achievement

Upon request, parents may receive the following information at the beginning of the 2021-2022 school year:

- ❖ Qualifications of paraprofessionals that provide services to your children. i.e., aides
- ❖ The baccalaureate degree major of your child’s teacher and any other graduate certification or degree held by your child’s teacher and the field of certification or degree
- ❖ Whether your child’s teacher is teaching under emergency or provisional status, i.e., state qualifications or licensing criteria have been waived
- ❖ Whether your child’s teacher has met state qualifications and licensing criteria for the grades and subjects taught

- ❖ The right to transfer your child from a school identified for school improvement to another public school that has not been identified for school improvement or obtain supplemental services for your children

**A HIGHLY QUALIFIED TEACHER IS ONE WHO HAS OBTAINED FULL CERTIFICATION THROUGH A STATE-APPROVED PROGRAM OR PROCEDURES, AND IS ASSIGNED FOR THE FULL TEACHING DAY IN A FIELD OR FIELDS COVERED BY THE CERTIFICATION.*

WELCOME TO THE 2021-2022 SCHOOL YEAR!



Mobile County
PUBLIC SCHOOLS

BACK-TO-SCHOOL PARENT GUIDE

WHAT'S INSIDE

- DISCLAIMER
- TWO OPTIONS FOR LEARNING: FACE-TO-FACE OR VIRTUAL
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MESSAGE FROM OUR SUPERINTENDENT

MR. CHRISAL D. THREADGILL



MCPSS Parents and Guardians,

As we prepare to return to school on August 11, I am sharing important information that you need to know as part of our official Back-to-School Plan. Even though we are striving to return to some sense of normalcy, we again find ourselves facing a situation where COVID-19 numbers are higher than they have ever been and rising.

As superintendent, my number one priority is to keep our students and employees as safe and healthy as possible in order to continue with face-to-face instruction throughout the school year. However, I need your help to accomplish this goal. Please read this plan and talk to your children about what they can do to protect themselves from COVID-19 while at school and when they are away from school.

To assist with mitigating the virus, we are strongly recommending that students and employees wear face masks. However, there is still a possibility that if the confirmed cases continue to rise, we will require face masks to be worn. In addition, if your child is sick or has come in direct contact with someone testing positive for COVID-19, please keep them home.

We have been in constant communication with health officials and have worked hard to put together this plan, which includes layered prevention strategies to reduce the spread of COVID-19 in our schools. Those strategies – including social distancing, proper handwashing, contact tracing, thorough cleaning and disinfecting, and more – are detailed throughout this document. Additionally, our comprehensive Return to School Plan will be posted on our district's website.

We learned from our experiences last year and we are entering into this school year better prepared. Please practice your patience and flexibility with us again as we get through this together as #TeamMCPSS. This year we are striving to #StartStrongStayStrongFinishStrong.

Sincerely,

Chresal D. Threadgill, Superintendent

START STRONG-STAY STRONG-FINISH STRONG



DISCLAIMER

ALL INFORMATION INCLUDED IN THIS PLAN IS SUBJECT TO CHANGE AS INFORMATION IS RECEIVED FROM THE CDC AND ADPH.

TWO OPTIONS FOR LEARNING: FACE-TO-FACE OR VIRTUAL

Mobile County Public Schools students will return to school on Wednesday, August 11. Our primary delivery of instruction will be face-to-face instruction.

Due to the need expressed by our parents, we will be adding a virtual option for students in grades K-6. A survey was sent allowing parents to select an option of face-to-face (traditional) or virtual (self-paced, online) school for their children. The majority of students K-12 have indicated that they will return to face-to-face, in-person learning. However, for those who will not be returning to the classroom, we are extending a virtual option through our district's Mobile Academy of Virtual Learning (MAVL).

Students wishing to attend school virtually can apply for enrollment in Mobile Academy of Virtual Learning. This option is available for students in grades K-12. Mobile Academy of Virtual Learning is a stand-alone school that offers the same courses as our traditional K-12 program but with a flexible learning schedule for students.

Courses are self-paced and do not have direct instruction provided by classroom teachers. Students selecting this option will be required to remain enrolled in MAVL for the entire semester. Students applying for admission into MAVL must meet the entrance criteria prescribed for the program. The enrollment criteria are as follows:

- Be a resident within one of the MCPSS school zones
- Be at or above grade level in reading and math
- Have acceptable attendance and minimal discipline issues
- Have passed all subjects for 1st - 6th graders
- Have passed all academic courses for upcoming 7th - 9th graders with an overall "C+" average in each core subject area
- Have a minimum 2.5 GPA for 10th-12th graders
- Have access to consistent internet
- Have reliable transportation to attend lab/testing days weekly at the designated virtual school lab

To apply for enrollment in the MCPSS Academy of Virtual Learning or for more detailed information about the program, including entrance criteria and student expectations, visit mcpss.com.

COVID-19 PREVENTION STRATEGIES AT-A-GLANCE

With COVID-19 cases as high as they've ever been, MCPSS is taking precautions to keep our students and employees as safe as possible.

MCPSS strongly recommends that students, employees, and SCHEDULED visitors wear face masks at school and on our buses. Health officials and the Centers for Disease Control agree that proper mask-wearing is one of the most effective ways to prevent the spread of the virus.

The district will have layered prevention strategies in place to protect our students and employees. That includes:

- Practicing social distancing
- Ensuring constant and thorough cleaning of our classrooms, buses and facilities
- Encouraging proper handwashing and providing hand sanitizing stations
- Conducting the appropriate contact tracing to identify students and employees who are exposed to COVID-19 and taking the appropriate steps to protect them and those around them
- Having at least one nurse assigned to every school
- Asking parents to keep their children home when they are sick
- Working with health officials to host vaccination clinics in our schools to provide access to this vital service to our community

Details of these and other strategies are included throughout this plan.

ONE-TO-ONE (1:1) DISTRICT

We are looking forward to returning to face-to-face learning. This will be very similar to the traditional classroom instruction offered pre-COVID, but we are making some notable improvements.

First, Mobile County Public Schools will officially be a **1:1 district**. As a result, we are providing each student with a Chromebook for the 2021-2022 school year and beyond. It has long been the goal of MCPSS to become a 1:1 district, which will allow equitable access to the most modern technologies for ALL students for the 2021-2022 school year and beyond.

These Chromebooks will enhance - not replace - traditional classroom learning experiences. Students will collaborate with their classmates on projects and engage in real-world problem-solving activities. These devices will enable teachers to encourage student innovation and creativity in an ever-changing, globalized society. This initiative will generate enthusiasm among our students as they continue to become critical thinkers, effective communicators, problem solvers and responsible digital citizens.

Your school will distribute laptops at the beginning of the school year and will provide you with additional information at that time. Students will receive a **student laptop agreement and a copy of the MCPSS Chromebook Handbook**. Parents and students may also visit <https://1to1.mcpss.com> for additional information.

SCHOOLGY

Why Schoology? PowerSchool's Schoology is the leading PreK-12 Learning Management System for schools to establish an engaging learning environment. Schoology helps support student learning in the classroom or anywhere with its powerful and flexible collaboration tools. It allows teachers to easily differentiate instruction and personalize learning for students. In addition, its tools promote collaboration by allowing all stakeholders in a district to share resources and materials across their class, school and district.

Teachers will be providing face-to-face instruction to students daily. MCPSS will continue to use the Schoology learning platform for course materials and assignments, grades, and attendance in all classrooms. In addition, students will receive daily face-to-face instruction provided by their teacher(s). They will also participate in technology-rich lessons using their student laptops.

Students will access their teachers' courses through Schoology at <https://mcpss.schoology.com> using their district username (email address) and password. In addition, in-person classroom teachers will allow opportunities for students to submit assignments and create projects in the Schoology platform. Students who are absent from school due to illness or quarantine will be able to access their classwork and homework assignments through Schoology.

MCPSS will continue to send out weekly Schoology progress reports to parents via email.

FACE-TO-FACE STUDENT RESPONSIBILITIES:

- Be prepared for daily instruction.
- Follow teachers' instructions and schedule.
- Be responsible for your school-issued device.
- Charge your laptop for school daily.
- Transport your laptop to school in a laptop bag or bookbag.
- Report any issues to your teacher.
- Adhere to the laptop agreement and handbook for the student-issued device.
- Focus during instructional time and make the most of learning opportunities.
- Submit all required work through Schoology.
- Be engaged in learning!

Virtual Student and Parent Responsibilities are shared during Mobile Academy of Virtual Learning (MAVL) Orientation.

Resources available for parents:

Visit: <https://lto1.mcpss.com>

The site includes tutorials for Schoology, instructions for logging in, help guides for parents and students regarding Chromebooks, and the district's Return to School Plan.

FACE-TO-FACE PARENT RESPONSIBILITIES:

- Cooperate and support your teachers as well as your school and school district policies.
- Monitor your child's health daily and keep sick children home.
- Communicate with teachers regularly and as needed.
- Adhere to the laptop agreement and handbook.
- Ensure your email address on file with the school is accurate.
- Review weekly progress reports emailed each Friday evening.
- Understand that this is a very crucial time in your child's educational journey. Therefore, stay positive and remain flexible as situations occur.
- Remember that we are better and stronger TOGETHER. Our students deserve all of us working together during this time because the quality of their education depends on it.

BE READY FOR THE FIRST DAY OF SCHOOL

WEDNESDAY, AUGUST 11, 2021

Please be sure that your children are ready for the first day of school by following this checklist:

- Register for school. Parents of new students who were not enrolled in MCPSS last year may register their children at mcpss.com/registration. Parents of returning students who did not register by the June 4 deadline should check with their school(s) for instructions on completing the process. Some parents may need to submit required documentation, such as proof of address and a vaccination/Blue Card.
- Purchase school uniforms. MCPSS requires that all students wear a uniform to school daily. Check your school's webpage and Facebook page for specific uniform requirements, as they vary by school.
- Check your bus routes. Visit mcpss.com/bus-routes to review your school's bus route, including pick-up and drop-off times.
- Get your children back in a school routine. After a long break, students will need to re-establish a regular nighttime schedule with consistent bedtimes and morning routines to be prepared for the first day of school.
- Review breakfast and lunch menus. MCPSS will continue to provide breakfast and lunch for all students free of charge. Check your school's website for daily menus. Students may also bring their lunches to school.
- Buy a reusable water bottle. Water bottles should be labeled with your child's name to bring to school. MCPSS is again keeping its water fountains turned off to prevent the spread of COVID-19.
- Visit school website. Your school's website should include grade-specific lists of school supplies and information about summer reading and math activities.
- Follow social media. Your school's Facebook page and other social media accounts should provide the latest information, including information about Meet the Teacher events, orientation, arrival and dismissal information, and more.
- Provide current contact information. Make sure your school has your most current address, email address and phone number on file so you can receive important information throughout the school year.



MCPSS HEALTH PROTOCOLS

MCPSS is implementing layered protection strategies to protect our students and our employees from COVID-19 as follows:

- MCPSS strongly recommends that students, employees, and visitors wear face masks, especially indoors. To be effective, masks should fit and be worn properly. Besides helping to prevent the spread of COVID-19, students who wear a mask are less likely to have to go into quarantine. For example, if one student wearing a mask is exposed to another student who was wearing a mask but tests positive, the exposed student would not have to quarantine if he/she is symptom-free.
- Parents are encouraged to keep their children home when they are sick or when they have been exposed to someone who has tested positive for COVID-19.
- Schools will promote social distancing, which following the latest CDC guidance, is three feet between students.
- Students and employees will be encouraged to follow proper handwashing techniques, which includes washing hands with soap and water for twenty seconds, as well as proper respiratory etiquette, which includes coughing and sneezing into your shirt or elbow instead of into your hands and not wiping your nose with your hands.
- Hand sanitizer will also be available for student and employee use.
- MCPSS custodians have been trained to thoroughly clean and disinfect our schools to help prevent the spread of COVID-19. Custodians are using cleaning products and sanitizers approved by the CDC.
- At least one nurse will be assigned to each school. Our nurses have been trained on our COVID-19 protocols and how to identify and isolate students and employees exhibiting symptoms.
- MCPSS will do proper contact tracing to identify and notify any students who have been exposed to someone who has tested positive for COVID-19. In addition, we will inform parents of these students as soon as possible and provide instructions on what to do.
- To be transparent, MCPSS will post daily COVID-19 reports on mcpss.com, including the number of reported positive cases of COVID-19 at each school.
- MCPSS will continue to work with the Mobile County Health Department to offer COVID-19 vaccination clinics to serve our community. Those who are vaccinated and exposed to COVID-19 do not have to quarantine unless they exhibit symptoms.

WHEN A STUDENT IS SICK OR EXPOSED TO COVID-19

IF A STUDENT IS SICK, PARENTS SHOULD KEEP THEM HOME FOR THE DAY. THE CDC RECOMMENDS THAT PARENTS CHECK THEIR CHILD'S TEMPERATURE EVERY MORNING. IF THE TEMP IS 100.4 OR HIGHER, THE CHILD SHOULD STAY HOME UNTIL THEY ARE FEVER-FREE (WITHOUT THE USE OF MEDICATION FOR THREE DAYS) BEFORE RETURNING TO SCHOOL.



Parents are encouraged to contact a health care provider if their child is experiencing two or more of these symptoms:

- Fever of 100.4, especially first thing in the morning
- Cough, runny nose, sinus congestion
- Trouble breathing or persistent pain or pressure in the chest
- Common symptoms, sore throat, loss of taste or smell
- Diarrhea or vomiting

Students diagnosed with COVID-19 should stay home until they have completed the required ten-day quarantine and recovered following Alabama Department of Public Health guidelines. Students must test negative or be quarantined for ten days AND be asymptomatic (fever-free without medication for three days) before returning to school. Parents are encouraged to bring in a release form from a doctor or healthcare provider upon a student's return to school.

Unless they are fully vaccinated, students residing in a household where someone has been determined to be positive for COVID-19 are considered a "direct contact" and should be quarantined for ten days. In addition, the student should be asymptomatic, fever-free without medication for three days, OR receive a negative test before returning to MCPSS property.

The school nurse will assess students who get sick during the school day. Parents will be immediately notified. Those students will be required to wear masks until their parents or guardians can pick them up.

As COVID-19 cases are reported, MCPSS will conduct proper contact tracing to identify any other students or school employees who may be at risk due to close contact. In addition, schools will follow the CDC's three-foot rule for school settings, which states that students within three feet of an infected student for at least fifteen minutes are considered close contact. (The rule is still six feet for adults).

Due to federal privacy laws, schools will not identify the names of those who have tested positive. However, the school will notify parents of students who have been in close contact with someone who has tested positive and provide instructions on what they should do to quarantine themselves.

There will be at least one nurse assigned to each school. Each school will have designated first-aid rooms and separate isolation areas for students exhibiting COVID-19 symptoms or otherwise express that they are not feeling well.



CLEANING AND DISINFECTING

Custodians at each school will develop a daily routine of cleaning and disinfecting hard, non-porous surfaces with a cloth, mop or auto scrubber. Custodians will use PH7Q, a dual-concentrated, neutral disinfectant cleaner that complies with CDC guidelines on helping to prevent the spread of COVID-19. An emphasis will be placed on "critical touchpoints," including door handles, desktops, countertops, light switches, hand washing stations, handrails, floors, toilets and more.

CHILD NUTRITION

Mobile County Public Schools will continue to offer breakfast and lunch to all students, free of charge.

Each school will determine whether students will eat in the cafeteria or their classrooms, based on whether students could maintain social distancing and other health and safety criteria. Before meal service, all carts, tables and equipment will be cleaned and sanitized. In addition, students will have access to hand sanitizer before and after meals.



Students wishing to bring their lunch to school should do so in the morning. They should pack items that do not require heating or reheating. Parents may not bring food to the school building. Snack and food items are limited to the individual child. No items may be brought from home for a class or group of students.

Water fountains will be turned off. Students are encouraged to bring a filled water bottle, labeled with their name, to school daily.

TRANSPORTATION

Given the current COVID-19 situation, parents are encouraged to drive their children to and from school if possible. **Bus riders are expected to comply with all MCPSS COVID-19 protocols. It is strongly recommended that they wear face masks while on the bus.**

Every student boarding an MCPSS bus will be encouraged to clean their hands using a hand sanitizer dispenser mounted on the bus. As much as possible, students will be assigned seats to allow for social distancing and contact tracing. Students should face forward and not lean across seats.

Bus drivers will sanitize the bus before and after each route.

PHYSICAL EDUCATION AND ATHLETICS

During physical education classes, dressing out will be optional. Students will not be penalized for not dressing out, but participation in P.E. activities is required to receive a passing grade.

Mobile County Public Schools will follow guidance from the CDC and the Alabama High School Athletic Association to keep athletes as safe as possible.

During practices, protocols include:

- Sanitizing equipment after each use
- Cleaning and sanitizing locker rooms and weight rooms daily
- Utilizing hand-washing stations in locker rooms and weight rooms
- Encouraging students to bring their water bottles
- Strongly encouraging students to wear masks when not engaged in physical activity
- Maintaining social distancing whenever possible
- Monitoring symptoms daily

During games:

- Encouraging fans to maintain social distancing at all athletic events
- Cleaning and sanitizing benches, equipment and locker rooms before and after each game
- Continuing using GoFan to sell tickets digitally rather than at the gate
- Implementing seating charts, strongly recommending face masks, and keeping windows open while teams are traveling on buses
- Allowing concession stands to open

Coaches and schools will continue to educate parents, athletes and coaches on mitigating the spread of COVID-19.



SOCIAL AND EMOTIONAL WELL-BEING

Mobile County Public Schools has counselors and social workers available and has established partnerships with various community agencies to help our students with their social and emotional well-being. Those agencies include the Mobile County Health Department, Alta Pointe, the Bridge, and the University of South Alabama Psychology Department.

Schools can also refer families to community agencies that can provide counseling services, food, uniforms, and other necessities. We are here to help.

VISITORS ON CAMPUS

To mitigate the spread of COVID-19, all MCPSS campuses will limit visitors entering the buildings. We understand that emergencies will arise. However, when possible, please contact the school to schedule an appointment for all non-emergency visits. This includes meetings with the principal and teacher(s).