

Taylor-White Elementary School

Parent/Student Handbook

2018 - 2019



Taylor-White Elementary School
476 Eliza Jordan Road North
Mobile, Alabama 36608

251-221-1465 Office ~ 251-221-1470 Fax
251-221-1468 Library ~ 251-221-1467 Cafeteria

Diana Shaw
Principal

<p>Independence Day (System wide Holiday)</p> <table border="1" data-bbox="502 221 775 432"> <thead> <tr> <th colspan="7">JULY 2018</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2018							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" data-bbox="791 221 1460 432"> <thead> <tr> <th colspan="7">JANUARY 2019</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p>1-New Year's Day (System wide Holiday) 2- Teacher Work Day 3-4 Professional Dev. Q2 Report Card Distribution - Jan. 7 7-Begin of 3rd Qtr. 21-MLK Jr. Day (System wide Holiday)</p>	JANUARY 2019							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
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First and Last Day of School



Teacher Planning/Staff Development/Student Holiday



Student/Teacher Holidays

7 FLEX DAYS

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TAYLOR-WHITE ELEMENTARY SCHOOL

History

Taylor-White Elementary was built to address the growing population in the West Mobile community for the 2013-2014 school year. It is named after two former Mobile County Public School employees who contributed many years of distinctive service to the system.

Dr. Lemuel Taylor Jr. was born in Prichard, AL, one of 12 children and the first of his siblings to earn a college degree. He is the product of the Mobile County Public School System and has contributed over 60 years of loyal and dedicated service to his community and country. Dr. Taylor's educational experience included an associate degree from Alabama State Branch (now Bishop State Community College), a Bachelor of Science degree from Alabama State College (now Alabama State University), Master of Arts Degree from Iowa State University and a doctorate degree from the University of Alabama. He served his country in the U.S. Army during the Korean Conflict.

As an educator, Dr. Taylor compiled a remarkable and distinguished career as a classroom teacher, assistant principal, principal and assistant superintendent. In 1971, Dr. Taylor became the first black assistant superintendent for the Mobile County Public School System. This position required special leadership skills, courage and perseverance in working with administrators, principals, teachers, students and parents in promoting race relations and bridging the gap in assisting to guide our school system through the desegregation process mandated by the court. During this time the system went through some of the most difficult times in the history of our school system and Dr. Taylor was one of the team members who played a major role and made a difference. Throughout Dr. Taylor's career and years of service to the Mobile County Public School System, he handled difficult issues in a way that was not divisive and came to be known as a consensus builder, always placing the welfare of children above his own interest. He provided 35 years of exceptional service and leadership to this system and retired in 1987.

Dr. Edward L. White was born October 8th, 1923 in the small village of Kirkland, in Escambia County, Alabama. Having to make his own way in the world from the age of 13, he was greatly influenced by two teachers who provided the encouragement that allowed him to see the need for commitment to education. He graduated from W.S. Neal High School in East Brewton, AL in 1942. He then moved to Mobile where he worked at Gulf Shipbuilding Corporation until entering the Army in 1943. He served in the 45th Infantry "Thunderbird" Division which was instrumental in the fall of Hitler and the freeing of Holocaust prisoners. He was honorably discharged in 1945 and in January of 1946 enrolled in Howard College in Birmingham, AL where he graduated with a Bachelor of Arts in History, Spanish and Greek in 1948. He then enrolled in Southwestern Theological Seminary in Ft. Worth, TX and received a Bachelor of Divinity degree in 1951.

In 1953, Dr. White moved back to Mobile where he began teaching at Vigor High School. While teaching, he enrolled at Auburn University and received his Master of Education degree. Subsequently, he attended the University of Southern Mississippi and the University of Alabama, earning his Doctorate in Education Administration. He served as Principal of B.C. Rain and W.P. Davidson High Schools during his 33 year tenure with the Mobile County Public School System. Prior to retirement in 1987, Dr. White was Assistant Superintendent supervising local school administration for Mobile County.

Mobile County Public Schools Mission Statement

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.

Taylor-White Mission Statement

The mission of Taylor-White Elementary School is to provide quality instruction and guidance in a safe, nurturing, positive environment with the purpose of creating successful, productive citizens who can make a contribution to the global community.

Beliefs / Vision

- Students' academic, social, and emotional development is the chief priority and must be fostered in a safe, positive, and supportive learning environment.
- Educators, school staff, students, parents, and the community must collaborate to share the responsibility to ensure that all students become confident, life-long learners.
- Students are capable of achieving the values of good citizenship, self-discipline, and self-direction, which are the foundations for pride in self, school, community, and country.
- Each student is respected for his or her uniqueness and must be provided with differentiated and individualized instruction to meet his or her personal needs, achievements, and goals.
- Students have the potential to develop an understanding and appreciation for diversity in society.
- Students can be successful when provided with a variety of instructional approaches, with the goal of becoming successful citizens of the future.
- Technology is fundamental to a successful education that prepares students to meet the challenges of an ever-changing society.

Motto

Learning today and leading tomorrow.

Mascot



Colors

Navy and Gold

Taylor-White Elementary School 2018-2019 Uniform Policy

UNIFORM

- Navy blue from waist down and white or light blue from waist up.
- No visible logos, other than Taylor-White, may be worn on any clothing.
- Monograms are permitted, but must be no larger than 4"x4" on upper left of shirt.

Boys

- Navy blue uniform pants or knee length shorts (no jeans or cargo style pants/shorts).
- **White or light blue knit polo style shirts with collar (No button down shirts).**
Shirts must be worn tucked in.
- Sweatshirts may be worn indoors, but must be light blue, navy or white.
- **Undershirts, if desired, must be solid white (long sleeve or short sleeve).**
- **Tennis shoes must be white or black** with non-scuff soles and one accent color.
(No slip-ons, multi-colored shoes, fringe, lights, stacked soles, high heels, wheels, high tops, or mid tops.)
- **Solid white socks only.** No knee socks.
- Plain brown or black belt if style requires (no belt required for elastic waist pants).
- Jewelry worn to school must be limited and cannot cause a distraction.
- Hairstyle must be neat, natural color, off the shoulder. (No Mohawks or spikes)
- No caps may be worn.

Girls

- Navy blue uniform pants, knee length shorts, skirts, skorts, or jumpers (no jeans, capris, knit leggings, skinny pants, or cargo style pants). Blue-red plaid #41 skirt or skort (no plaid jumpers and no dresses).
- White or light blue knit polo style shirt with collar. (No button down shirts.)
- **Undershirts, if desired, must be solid white (long sleeve or short sleeve).**
- **Tennis shoes must be white or black** with non-scuff soles and limited accent color.
(No slip-ons, glitter, multi-colored shoes, fringe, lights, stacked soles, high heels, wheels, high tops, open toe or open heel).
- **Solid white socks.** No knee socks or leg warmers. (During winter weather, solid navy or white tights or full length leggings may be worn under skirts and jumpers.) **NO MID CALF LEGGINGS. Leggings must reach the ankle.**
- Plain brown or black belt if style requires (no belt required for elastic waist pants).
- Jewelry worn to school must be limited and cannot cause a distraction.
- No make-up may be worn.
- Hairstyle must be neat and not extreme. Natural hair color only – no dyes.
- Headbands, hair ribbons, and any other hair accessories must be school colors only
(no scarves, bandanas, or caps may be worn).

Outer Wear

- Outerwear must be **navy blue, light blue, or white** with no visible logos, other than Taylor-White, if it is to be worn indoors. (Sweatshirts must be light blue, white or navy.)
- Heavy coats or raincoats may be worn but must be removed once indoors.

No Rolling Book bags.

POLICIES AND PROCEDURES

School Hours

7:45 AM	Breakfast Served
8:00 AM	Student Arrival
8:05 AM	First Bell & Breakfast Line Closes
8:20 AM	Tardy Bell
3:00 PM	Afternoon Announcements
3:05 PM	Dismissal of Carpool Students
3:10 PM	Dismissal of Bus & Van Students
3:35 PM	Teachers off Duty

Arrival Procedures



Teachers reserve early mornings for planning. Students are not permitted in the classroom before 8:05 AM Breakfast begins at 7:45 AM Students eating breakfast will proceed directly to the cafeteria. Last serving for breakfast is 8:05 AM Students will be dismissed from the cafeteria and to their classrooms after finishing breakfast. Students may not be dropped off prior to 7:45 AM as teachers are not on duty at that time. On arrival, they are to 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. Once the bell rings, students walk quietly to their classrooms.

A student arriving after 8:20 AM 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.

Morning Carpool

- Do not park vehicles to walk children into the building.
- Vehicles must enter through the north entrance driveway and form one line.
- Teachers and safety patrol students on duty will assist children as they exit cars.
- When children are safely on the sidewalk, cars may pull away.
- Parents must remain in their vehicle in the “unloading zone”.
- **Do not pass any vehicle in the “unloading zone”.**
- Students may not be dropped off in the south parking lot. This is for buses and daycare vans only.
- Doors are closed and locked at 8:20 AM Students arriving after this time must enter with an adult through the office and receive a tardy pass.

Dismissal Procedures

Early dismissals will not be given after 2:45 PM. Please make every effort to make doctor and dental appointments after school. Students miss valuable instructional time when picked-up early. Students who leave school before 11:50 AM will be counted absent for the day.

Carpool students are dismissed following afternoon announcements. Day care vans and bus students will report to designated holding areas where they will be supervised until their bus or van arrives. **The south lot is for vans and buses only. Parents in vehicles are not to use this area.**

Students should know before school each day how they are going to go home. If there is a change in the normal procedure, the parent must send a dated, signed note. **We will not make any changes in dismissal procedures without a note from the parent (these changes will not be made via telephone or email or text to a teacher).**

Afternoon Carpool

- All parents must pick up children in the carpool line on the north side of the building. Parking and entering the building is not permitted.
- Vehicles must not enter through posted exits or through the bus and van lines on the South side of the building. If leaving school from parking lot after carpool has begun, vehicles must obey posted directional information.
- **Smoking is not permitted while in carpool.**
- **For the safety of all, cell phone use is prohibited in carpool.**
- Children will wait on the north side of the building under the covered walkway.
- Siblings and those riding in the same vehicle may wait together.
- Vehicles should make two lanes of traffic. Vans, large trucks, and other full size vehicles are to use the lane farthest from the sidewalk to keep from restricting children's views.
- Your vehicle will be loaded when you are in the "loading zone". Students must wait until directed to load. Please do not beckon children to cross before being instructed to do so.
- Watch for traffic signal and drive slowly and cautiously.
- Students must be picked up by 3:30 PM each afternoon.
- During inclement weather, students may wait inside the building for safety.

Bus and Day Care Van Students

- Students will be dismissed to a designated area to wait for their buses or vans to arrive.
- Students will be directed to their bus or van when they are in the loading area.
- Students will walk to their bus or van and load in an orderly manner.

Only Pre-K students, bus, and daycare students are to be picked-up on the south side of the school. Students and parents trying to cross between buses could be injured.

Bus Transportation



Bus transportation service is provided for qualifying students to and from school each day. Students are expected to maintain acceptable behavior while riding the bus to and from the school. The following are **rules** for bus students at Taylor-White Elementary:

1. Students are to remain seated at all times.
2. Students are to use quiet voices when talking on the bus.
3. Students are to keep their hands and feet to themselves, respecting others and their property.
4. Students are expected to obey the bus driver at all times.
5. No eating or drinking is allowed on the bus.
6. Students are to wait at the appointed bus stop in a safe and orderly manner.
7. Students are only allowed to board and exit at their appointed bus stops.

The following are **consequences for infractions of bus rules**:

- **First Offense:** Student will receive a letter of warning to be signed by parent and returned the following day.
- **Second Offense:** Student will receive a second warning, and parent will be contacted by phone or letter to alert them to the consequences of further infractions.
- **Third Offense:** Student will be removed from the bus for a minimum of 3 days and/or a conference will be held with the child, parent, and principal.

Bus Schedules

Parents of bus students should secure a bus schedule from the office. Should scheduling problems arise, notify the Mobile County Public Schools Transportation Department, Mary Ann Gill 221-6645. Please understand that the principal cannot change a bus schedule or create a new bus stop.

Going Home with Friends

If a child is to go home with a friend, a note must be sent to the teacher stating whom the child is to ride with, as well as the bus number or driver. **The principal must give permission for students to ride another bus.** Please be aware that only those students who are legally transported will be allowed to ride the bus before and after school.

Day Care Vans

Please notify the teacher **in writing** if students will be attending a day care center and using the center's transportation to and/or from school each day.

******PLEASE NOTE: For reasons of safety, please notify teachers if there are to be any changes in a student's regular method of transportation to and/or from the school. For the safety of our children, changes will not be accepted via telephone conversation, text, or email. To ensure equality to all, there will be no exceptions. Notes must be written or typed and signed by parent/guardian.***

Enrollment and Attendance Policies

Enrollment Requirements

Alabama State Law requires that all children enrolling for the first time or transferring must present a **parent/guardian ID, certified birth certificate, certificate of immunizations, two proofs of residence** (rental agreement, mortgage, utility bill, etc.). **Social Security numbers will be requested of all students.** A certified immunization card must be obtained from the Health Department or your family doctor. These documents are to be presented at registration.

Immunization

A Certificate of Immunization is required on all students. It may be obtained from your child's private physician or the Mobile County Health Department on Bayou Street. Immunizations are required for diphtheria, tetanus, polio, rubella, measles, and mumps. Second dose of measles is required for all students as of 1996. Beginning August 2001, students entering kindergarten and first grade must have an immunization for chicken pox or doctor's verification of the disease. If your child's immunizations were obtained other than in the state of Alabama, you may take your records to the Health Department and they will assist you. **Only Alabama Certificates are valid.**

Attendance

Regular attendance and punctuality are crucial to the success of our students. Information covered during absences may be difficult to make up and may cause a student to fall behind. A strong emphasis on regular attendance demonstrates to students the importance of school. The attendance policy for Mobile County Public Schools, as outlined in the *Student Code of Conduct*, is as follows:

Responsibility of Parent – Grades K-8

- A. Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day.
- B. Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines: Illness; death in the immediate family; inclement weather (as determined by the superintendent) which would be dangerous to the life and health of the child; legal quarantine; emergency conditions as determined by the principal; The note or doctor's excuse must be sent to the school **within three (3) days** of the student's return to school to be counted as an excused absence.
- C. A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding eight (8) absences.

- D. Parents or guardians of a student who is absent nine (9) or more times must present a clinic or doctor's excuse to the school in order for the absence to be excused.
- E. Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. This must be done as soon as the problem occurs and repeated at the beginning of each semester (August and January).
- F. Family vacations are not excused per MCPSS policy.
- G. Students must be in attendance fifty-one percent of the instructional day to be counted present. **Tardies and early dismissals are strongly discouraged.**
 - Students who are tardy must be escorted to the office by a parent to be signed in and receive a pass to enter the classroom.

*****PLEASE NOTE:** Any student with 15 unexcused tardies will be referred to the Early Warning Truancy Program or Juvenile Court, depending on the circumstances. A student who has 5 or more unexcused absences will also participate in the Early Warning Truancy Program.

- No student will be permitted to leave the campus during school hours without verification from parent or guardian by the office staff.

Headlice: Students are allowed three (3) excused absences for each occurrence of headlice. Additional absences due to headlice will be unexcused unless a doctor's note or parent note is provided. These will come out of the 8 per year limit (if parent note).

Early Dismissal

Early dismissals will be permitted only when a parent, or a person identified **as an emergency contact in INow**, officially signs out the student for the day. Any person picking up a student must present a photo identification and be at least 18 years of age and be identified as an emergency contact in INow. Early dismissals made before 11:50 AM will result in an absence for the student and will require a note from the parent upon return. Parents are encouraged to schedule all medical and dental appointments **after** school hours in order for students to receive maximum instructional time each day. **Early dismissals are not permitted after 2:45 PM** This time is very important because many final instructions are given to students as they prepare to dismiss.

*****PLEASE NOTE:** *Students receiving an excessive number of early dismissals may be referred to the Attendance Officer.*

Emergency School Closings

In the event of hazardous weather conditions, an official decision will be made for all Mobile County Schools. That decision will be broadcast on local radio and television stations no later than 7:00 AM. If weather conditions become hazardous during the school day resulting in a decision for an early dismissal, such an announcement will be made on local radio and television stations. Automated calls may be used to alert parents of such incidents. **CURRENT PHONE NUMBERS ARE CRITICAL TO GOOD COMMUNICATION.** Parents should discuss the possibility of such instances with their child, in order to be sure the child is clear on what he/she is to do in case of an emergency school closure.

******PLEASE NOTE: Parents are asked to refrain from calling the school during such times, in order that phone lines can remain open for further information to ensure each child's safety.***



Withdrawal and Transfer of Records

Parents are requested to please notify the school office one week in advance of withdrawing a student from Taylor-White Elementary School. If possible, please send the office the name and address of the new school your child will be transferring to, in order that records may be sent promptly. All books and materials must be returned and outstanding fees paid before the student's departure.



Uniforms

Students are required to be in full uniform each day. Infractions will be handled according to the guidelines in the Student Handbook and Code of Conduct. Parents will be contacted and corrections will be expected within a reasonable time. Multiple infractions will result in a reduction in the student's conduct on the report card and may affect Honor Roll status.

Students who have multiple infractions will not be considered for selection as Character Kid. (The school maintains a uniform closet with donated items which we are happy to share when needed.)

FIRST AID

Medications

The school does not supply aspirin nor dispense non-prescribed medication. If your child needs medication either periodically or on a regular schedule, the school must receive written permission from the parent stating the dosage and times medication is to be administered along with a form completed by the physician. All medications must be in a container labeled by the pharmacy giving the name of the drug, dosage, name of the doctor, and time interval between dosages. A medication permission form should be secured from First Aid, completed and returned to First Aid before we can issue medication to your child.

Sickness and Accidents

If your child should become sick at school, every effort will be made to contact you. In case of an accident, first aid will be administered. **Please make sure your home, business, and emergency phone numbers are current so that we can reach you.**

First Aid



Payment Procedures

E-funds is a safe and convenient way to prepay for fees, field trips, and daycare online. Parents who wish to pay online for any of the charges during the year may register for E-funds. The link is found on Taylor-White's webpage.

Taylor-White is a member of the EnvisionPayments Solutions check security system. Your check is welcome with: your full name, street address (**NO P. O. Box**), home and work phone numbers with area code, and driver's license number with state. If any of the above information is missing, your check will be returned to you for corrections. Checks over \$100.00 will not be accepted. If a check is returned, we reserve the right to require cash and/or money orders as payment for school events/purchases. We are not allowed to accept post dated checks.

Cell Phones

School Board Policy prohibits the use of cell phones by students at school. Use of an electronic communication device is considered a Group B offense as outlined by the Code of Conduct. All such devices, if confiscated, will be held in the office for parents to pick up. Pick-up of electronic devices will be limited to Tuesdays of each week.

CHILD NUTRITION PROGRAM

The Mobile County Public School System will serve free breakfast and free lunch to all students. Mobile County Public Schools provide students with nutritious, well-balanced meals for breakfast and lunch on a daily basis.

The cost of meals for visitors is as follows:

Breakfast:

Student - \$0.00

Adult Visitor - \$2.00

Visitor under 10 - \$1.50

8oz. milk (Ala Carte) - .75

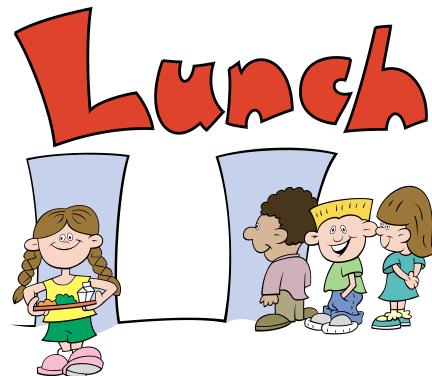
Lunch:

Student- \$0.00

Adult Visitor - \$4.00

Visitor under 10 - \$3.00

8oz. milk (Ala Carte) - .75



Holiday meals: Adults - \$5.25

Visitor under 10 - \$3.75

Menus are published monthly and sent to parents, however, they are subject to change due to food shipments. All meals are served with milk. In addition to regular menus, a la carte items are available at an extra charge.

Questions relating to the Child Nutrition Program should be directed to the cafeteria. Cafeteria Manager Karen Peek may be reached at 221-1467.

Dining With Students

Parents should send a note to the teacher stating when they would like to dine with their child. Advance notice is helpful so that the cafeteria can be notified with the daily lunch count. **Fast food is not allowed in the cafeteria.**

Snacks

Students at Taylor-White Elementary School may purchase a snack each day for the cost of \$.50. A variety of baked chip choices are available. Snack money must be given to the teacher before 8:30 each day. Ice cream snacks, which meet the Smart Snack guidelines, (\$1.00) are available each Wednesday. Students may also bring a snack from home. Please limit snacks to those that are nutritious and require minimal clean-up. ***Check with teachers for school system guidelines concerning acceptable items and possible limitations due to allergies. A copy of approved Smart Snack items is available in the office or on the website.***

SCHOOL STORE

It is very important for students to have the materials needed for a successful day at school. As a convenience to parents and students, Taylor-White Elementary operates a School Store from which students may purchase basic school supplies at reasonable prices. The store is open in the morning from 8:00 to 8:20. Students must make purchases during this time. Some of the items available at the store are:

- Notebook paper
- Composition books
- Pens
- Pencils
- Rulers
- Crayons
- Pencil boxes
- Other



LOST AND FOUND

Parents are asked to write their child's name on all clothing, lunch boxes, bookbags, money envelopes, and any other items that are brought to school. This makes it easy to return lost items to rightful owners. Taylor-White Elementary School does not assume responsibility for lost money or items. If an item is lost, students should check in the Lost and Found area in the office. Items that are not claimed by the end of the school year will be donated to a charitable organization. Please encourage students to be careful with belongings.



PARENTAL INVOLVEMENT

Parent Teacher Organization

The goal of the Parent Teacher Organization (PTO) is to serve as a support to the educational program of Taylor-White Elementary School. Funds generated by the PTO are used to enhance the school's programs.

Parent involvement is welcomed and valued. Everyone is encouraged to join our PTO. PTO dues are \$10.00 per family. Recognition is given to classes having the highest membership. Our goal is to have 100% membership!

PTO officers are elected on a two year rotation. Positions include:

President
Vice President
Recording Secretary
Treasurer

Fund Raising

The students of Taylor-White Elementary School will be given the opportunity to participate in some 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.

Some of the PTO and Taylor-White Elementary School fund raisers are as follows:

1. Spring Fling
2. PTO Fall Fund Raiser
3. PTO Spring Fund Raiser
4. Field Day

Other fund raisers may be planned during the year as well.



*****PLEASE NOTE: If an individual or business would prefer to make a cash donation to our school in lieu of purchasing items from a fund raising activity, that would be acceptable and greatly appreciated. Checks may be made out to Taylor-White PTO.**

Classroom Parties/Special Occasions

The students of Taylor-White 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, as outlined by the Taylor-White Elementary School PTO Executive Board, are to be followed when planning these parties:

- Students will not be asked to pay more than a \$5.00 maximum fee to help cover the cost of party expenses.
- Siblings are not to attend the class parties, as this is a special time for Taylor-White students. Children who attend other schools are not allowed on campus per MCPSS policy.
- Parties will be limited to no more than one hour.

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. **Parents must contact the teacher for approval prior to the day of the snack. All snacks must meet Smart Snack guidelines.**

Individual student birthdays may be recognized as part of the regular snack time during the school day. **All snacks must meet Smart Snack guidelines.** Special deliveries to students by a florist or other businesses will not be allowed during the school day. Please keep in mind that these items create difficulty when attempting to transport them home, and disrupt the educational process during the day.

Field Trips

Field trips are planned by teachers to enhance units of study. In order for these trips to go as smoothly and safely as possible, the following guidelines are to be considered:

- Students must pay the field trip money and return a signed permission slip by the specified deadline.
- Field trip money cannot be refunded or transferred to cover other school events in case of absences or change of plans.
- **All adults who attend a field trip will serve as a chaperone to monitor students.** Chaperones will be limited to those needed as required by the nature of the field trip; are 18 years old and older; and must present a photo ID the day of the trip.
- Younger siblings or other children may not attend the field trip.
- Students attending the field trip may not ride in car with parent(s) to or from the field trip destination.
- As per Mobile County Public School Policy, adults attending field trips **may not smoke or consume alcoholic beverages** and must dress appropriately.
- Students must be in complete uniform while on field trips.
- Checks for field trips must be turned in on time and no later than two weeks prior to the trip to provide time for all checks to clear the bank.
- All outstanding debts to the school must be cleared before field trip money will be accepted.

School Pictures

Students of Taylor-White Elementary School are given the opportunity to have their picture taken during the fall, winter, and spring of the year. During the fall, individual and class pictures are made, in uniform, to be used for the yearbook. Parents will receive a proof with the option to purchase picture packages. Only students that pay for a group picture **at the time it is taken** will receive one. Holiday pictures are made during the winter. Students may bring a holiday shirt for this picture, **but must change back into uniform after the picture is taken.** Students will be given another opportunity to have pictures taken in the spring. An out-of-uniform shirt may be brought for the picture, but again, **students must change back to the uniform shirt after pictures have been taken.**

*****PLEASE NOTE: Younger siblings may be included in the Holiday and Spring photos.**



Yearbooks

Students at Taylor-White Elementary School are provided the opportunity to purchase high quality yearbooks that highlight the events of each year. Students must prepay for the yearbook in order to receive one.

Contact with Teachers

Parents will receive a monthly parent bulletin containing dates and information on upcoming events of Taylor-White Elementary School. Teachers may also send class newsletters as needed throughout the school year. Our PTO also sends a parent newsletter pertaining to events and activities sponsored by our organization.

Teachers can be contacted by sending a note to the teacher, emailing, or by calling the school office at 251-221-1465. During class time, phone messages are taken in the office and emailed to the teacher. A conference can also be set up at any time by sending a note or calling the school office. The faculty is on duty from 7:45 AM - 3:30 PM. Teachers can meet with parents before school, after school, or during their planning period, depending on their schedule. We do not release staff members' telephone numbers. However, we will take your number and have the teacher contact you.

Please remember that a teacher's first duty is to teach. Other than during the teachers' planning periods, teachers cannot meet with parents for a conference during the regular classroom hours. Therefore, please do not expect a "drop in" conference or phone call during the instructional day. This situation puts the teacher in an awkward position and is unfair to the students in the class. We encourage you to meet with your child's teacher throughout the school year and keep the lines of communication open. Sharing your child's strengths, areas of concern, health information, and special interests will benefit both your child and the teacher.

In the event you wish to observe your child's classroom, a written request must be made to the teacher in advance. Guidelines must be followed to avoid disturbing the instructional day.

Tips for Parent - Teacher Conferences

- Think about what you want to learn in the conference. Prepare some questions. For example:
 - ~How is my child doing in class?
 - ~Does my child use time well?
 - ~Does he/she have good work habits?
 - ~Does my child usually turn in homework?
 - ~Does he/she have missed assignments?
 - ~Does my child have friends?
 - ~How well does he/she get along with others?
 - ~What can I do at home to support what you are doing?
- Talk with your child. Ask what he/she thinks the teacher will say. Ask if he/she has any concerns. Talk about likes, dislikes, problems, and successes.
- Ask the teacher to explain anything you don't understand.
- Be prepared to talk and listen. Tell the teacher what you see at home. Talk about your child's interests. Tactfully talk about any concerns. Be sure to let the teacher know about anything that might affect your child's learning.
- Follow up. Stay in touch with the teacher. If you think of a question you did not ask, write a note.

School Visitors

The Mobile County Public School System has implemented a visitor identification system. The primary purpose for these regulations is to insure the safety of all students and staff. These rules apply to all persons, other than teachers and students enrolled in the school, who may come to the school for any reason during the school day.

All visitors must report to the school office to receive permission to be on the school grounds. Visitors must present a valid government issued photo ID such as a driver's license or military ID on each visit to be scanned. Passports are not acceptable for this purpose.

Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the principal has the authority to request aid from a Law Enforcement Agency.

We appreciate your cooperation in implementing these safety guidelines.

To protect instructional time, students will not be called out of classrooms to speak to parents or to take delivery of forgotten items (lunch boxes, water bottles, snacks, or snack money). These items will be delivered to the child during non-instructional time.

School Volunteers

Parents and/or guardians are encouraged to participate as a volunteer at Taylor-White. Volunteers assist with projects for teachers such as scrapbooking, trimming laminated items, cutting and sorting Box Tops for Education, PTO events and projects, etc. Though these are worthwhile endeavors, we will strive to protect instructional time by working on projects in a designated area in the school instead of the classroom.

All volunteers must adhere to the guidelines concerning “school visitors” as well as the following:

Instructional time in the classroom must be protected

Appropriate dress is required

Use of cell phones in the classroom or hallways is prohibited



ASSESSMENTS

Types of Assessments Given in Mobile County Public Schools

End of the Quarter Tests (EQTs) are based on information covered during the quarter and will be administered at the end of each quarter in all grades in the areas of Reading and Math and in Science for grades fourth and fifth only.

Scantron Performance Series

In the spring, students in grades 3-5 will take a digital assessment in math and reading. Fifth grade will take the science portion as well. There are multiple question types including constructed response, selected response, and technology-enhanced items to better assess student knowledge and provide more meaningful insights. Schools receive the results from Scantron in the summer.

Other Assessments Used in Mobile County Public Schools

The Mobile County Public School System has management systems in reading and mathematics which are individualized, diagnostic programs. New students are given a placement test to determine the appropriate level in these two programs. Throughout the year, most teachers use tests published by book companies in conjunction with the textbooks used in the classrooms. Tests designed by teachers are also used to measure how well students have learned specific subject matter.

Students who demonstrate special needs are sometimes tested by school personnel in order to determine how best to meet their needs. When a student is identified for individual, specialized testing, parental permission is obtained.

Grading Procedures

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:

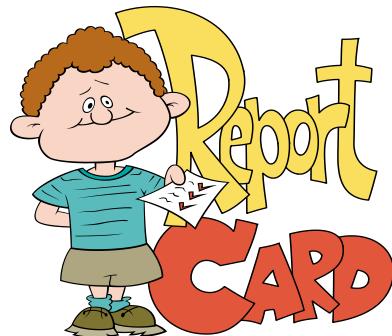
- A = Excellent: Consistently exceeds grade level requirements
 - B = Above Average: Consistently produces high quality grade level work
 - C = Average: Satisfactorily meets minimal grade level requirements
 - M = Minimum Performance: Has difficulty meeting minimal grade level requirements
-
- S = Satisfactory: 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 exceeds 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

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

Recommended criteria:

- ~ Completes work neatly
- ~ Returns work on time

Recommended guidelines for homework are as follows:

K - 2	30 minutes maximum
3 - 5	60 minutes maximum



Types of Homework

Independent Practice - Independent practice provides for the practice of skills thoroughly taught in the classroom. Students should be successful in completing these assignments without parental assistance or re-teaching.

Extension or Enrichment - This assignment furthers student learning of topics currently under study. A minimal amount of parental assistance may be necessary.

Student Interest - This assignment is one selected by the student, based on personal interest or preferences.

Study - Study involves concentrated thought in an effort to learn. A written assignment may not be necessary. This assignment can be used to preview material, as well as, prepare for assessment.



Awards and Recognition

Each quarter, special recognition is given to those students making A-Honor Roll, A/B Honor Roll, Perfect Attendance, and Outstanding Citizenship. The criteria for participating in the Honors Program are:

Honor Roll

A Honor Roll

Grades K - 5

All A's and S's (including P.E.)



A/B Honor Roll

Grades K - 5

All A's and/or B's and S's (including P.E.)

Perfect Attendance

Quarterly Perfect Attendance - No absences and no more than 1 tardy and 1 early dismissal per quarter

Yearly Perfect Attendance - No absences and no more than 1 tardy and 1 early dismissal per quarter (A total of 4 tardies and 4 early dismissals for the year.)

Outstanding Citizenship

This is an award to honor outstanding citizenship. It is not a conduct award. No areas should be checked on the report card that relate to behavior, including P.E.

Behavior, as well as the following is considered:

- ~ Sets a good example for others
- ~ Responds properly in class (attitude and behavior)
- ~ Follows the school rules
- ~ Takes care of school property (i.e. facilities, texts, library books, computers, P.E. equipment, etc.)
- ~ Is responsible in handling parent letters, notes, and other correspondences

Character Kids

Throughout the school year, Character Education is a focus of the Guidance Program. One of the six pillars of character is spotlighted each day during morning announcements. Each month one student from each class is selected and recognized for demonstrating good character throughout the month. These students are presented with a medal, have their pictures displayed prominently in the school on the digital monitors located in the school entry and in the cafeteria, posted on a permanent bulletin board in the foyer, and on the school's website. **Please help your child become a Character Kid by stressing the importance of the six pillars: Respect, Responsibility, Trustworthiness, Citizenship, Caring, and Fairness.**



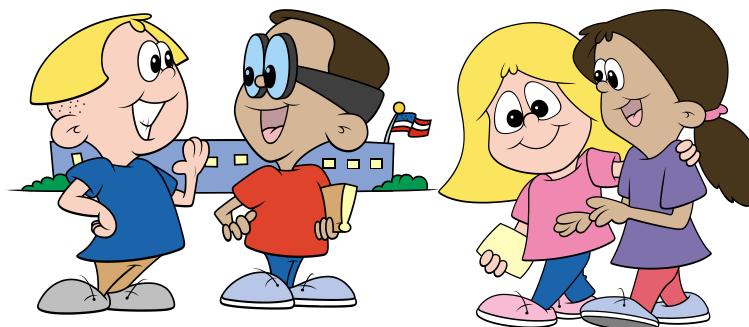
Promotion and Retention Policy

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 only occur when it is warranted.
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.



PROGRAM ENHANCEMENTS

Accelerated Reader Program



The Accelerated Reader Program encourages students to read as many books as possible during the year in order to reach goals. Students who pass a test about the book must do so by earning an acceptable percentage. This is an exciting way to get students involved in reading for pleasure, as well as improving reading ability and comprehension skills.

BYOD

Taylor-White is a BYOD (Bring Your Own Device) school. Students are encouraged to bring their own technology devices to school to assist their learning experiences. An agreement must first be signed by the student and parent to participate.



Computer Lab

A computer lab is equipped with the latest technology. Students will have the opportunity to participate in computer instruction on a regular basis.



Counseling

Taylor-White Elementary School has a part-time guidance counselor on staff. Students participate in lessons on a regular basis covering a variety of topics such as character education, drug awareness, gun safety, and self-esteem. Individual and group counseling are available as needed.

Monthly, one student from each class is selected by the classroom teacher as a Character Kid. Students are selected based on their ability to display "good character". A student may be selected once per school term. Those selected will be recognized with a medal, a photo display within the school, posted to the website, and submitted to the newspaper for publication.

Dance Club

Dance Club is open to all students Kindergarten through fifth grade. Students will learn exciting dance skills in a fun environment to build self-esteem and improve balance and fitness. Performances will be planned at various school events to showcase our talented students.

Dance Team

The Taylor-White Dance Team is an after school club that will promote school spirit by performing at community events and assemblies. It is open to students in third through fifth grade. Team members will be selected after a scheduled tryout. They must also meet academic, attendance, and citizenship qualifications to participate.



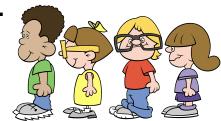
Intervention

Taylor-White teachers provide daily intervention within the classroom for those students performing below proficiency in the area of Reading. Free after school intervention and/or tutoring in Reading and/or Math will be provided in grades 1-5 as funds are available. Notices will be sent home prior to the start of the program.



Media Center

The Media Center of Taylor-White Elementary School is an integral part of our school's educational program. The Media Center houses a variety of children's literature, reference materials, maps, computers, and professional resources for teachers. An organized story time lesson is planned weekly for lower grades. Students in upper grades enjoy the freedom of coming into the media center to check out books or engage in research as needed with teacher permission. The Taylor-White Elementary Media Center strives to provide an exciting, inviting, accessible, and stimulating environment for meeting the information needs of its students. Students are required to return library books on time and in good condition before checking out another book. Lost or damaged book fees and overdue fines must be paid by the student in order to clear records and receive report cards at the end of the year.



National Elementary Honor Society (NEHS)

The purpose of the Taylor-White chapter of the National Elementary Honor Society is to recognize students for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills. Membership is bestowed upon deserving fourth and fifth grade students by the faculty and shall be based on the criteria of Scholarship and Responsibility.



Physical Education

All students receive 30 minutes of physical education daily provided by a certified teacher. The physical education program focuses on the development of the whole child through developmentally appropriate activities contributing to skill development and social responsibility.

Problem Solving Team (PST)

The Problem Solving Team's purpose is 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.

Running Club

The Taylor-White Running Club is an after school program designed to give upper-grade students the opportunity to run and be active one day a week. Our goal is to give children the

opportunity to create a passion for running so that they may grow to be healthy adults that live an active lifestyle. In addition to the weekly meetings, club members run in several local races.

Safety Patrol



Fourth grade students who maintain good attendance and are in good academic standing are eligible to participate. Additional requirements include a written essay and recommendation by their classroom teacher. As ambassadors for the school, these students assist with morning car pool duties such as assisting with car doors and greeting students and parents upon arrival.



Student Council

Members include fourth grade students who serve as representatives and fifth grade students who serve as officers. These students must be nominated and elected by their peers, maintain good attendance and good academic standing. The student council participates in community and school projects geared toward building social awareness and responsibility.

Wolf Pack



Taylor-White operates a before and after school care program – The Wolf Pack. This service is provided at a reasonable fee and participation is based on availability of space. Additional information is available from the office regarding costs and schedule.

Non-Discrimination Statement

The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with all federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and/or grievance procedures may be directed as follows. For student inquiries, contact the Assistant Superintendent of Student Services, P.O. Box 1800069, Mobile Alabama 36618 or call (251) 221-4245. For employee inquiries, contact George Smith, Employee Relations Administrator, P. O. Box 1800069, Mobile, Alabama 36618 or call (251) 221-4531.