

Orchard Elementary School

6400 Howell's Ferry Road

Telephone (251) 221-1571 Fax (251) 221-1570

Ms. Beanner D. Powe, Administrator

Parent Handbook 2022 - 2023



Every child deserves a champion - an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be. -Rita Pierson



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Take-In

7:40 am Students arrive at school
& breakfast begins

Dismissal

3:00 pm Dismissal begins

Mission

The mission of Orchard Elementary School is to educate children to reach their potential academically, physically, socially and emotionally. The faculty and staff will provide quality-learning experiences in a safe, clean and nurturing environment. This can be accomplished through a partnership with the family and community working together to provide the necessary resources and support to produce a positive educational environment essential to learning.

Motto



Busy Bee Rules

- B**e kind, obedient, and neat.
- U**se appropriate voices and language at all times.
- S**how respect to everyone and everything.
- Y**ou are hardworking.
- B**ehave at all times.
- E**nter school with and "I CAN" attitude.
- E**xercise self-control and excellence.
- S**hine!

Beliefs

- The Orchard school family believes that basic skills lay the foundation for the life-long learning process.
- We believe the school, home, and community have joint responsibility for the educational process.
- The Orchard faculty and staff believe students have a shared responsibility for their own learning.
- We believe students of today will live in a different future and we must prepare them to confront new challenges..
- The Orchard faculty and staff believe that every child can and will succeed!

SCHOOL OFFICE

Here you will be greeted by one of our secretaries in a pleasant and businesslike manner. The registrar and the bookkeeper are available to give assistance to parents and visitors. Our school's administrator is available for conferences or meetings.

VISITORS/SECURITY

Orchard openly welcomes visitors. All visitors and parents are required to report to the front office to receive permission to be on school grounds. Visitors are expected to sign in and out in the visitor's log, **and obtain a visitor's pass**. 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. The primary purpose of these regulations is to ensure the safety of all students and staff. These rules apply to all persons, other than teachers/staff members and students enrolled in the school.

ENROLLMENT REQUIREMENTS

Alabama State Law requires that all children enrolling for the first time or transferring must present the following:

Certified Birth Certificate

All students must have a certified birth certificate with the state seal visible. A hospital certificate with the hospital seal is not acceptable.

Alabama Certificate of Immunization

Each student must have a certificate of immunization on file in his/her cumulative folder. The only form accepted is the "IMM 50-90" (blue card). The form can be obtained from the Board of Health or your doctor.

Social Security Card

Social Security numbers are required for all students. Please bring your child's original social security card when registering your child so that a copy can be made for his/her cumulative folder.

Residence of Students

Students must attend the school serving the residence of his/her parents and/or the residence of a legal guardian. Parents and/or guardians are required to give to the office two (2) proofs of residency (one of which must be a mortgage or lease statement) and a photo ID. Parents residing with someone else must have an authorized statement of enrollment from the Central Office.

REGISTRATION FEE

The Mobile County School Board has approved an elementary school registration fee of \$10 per student. This fee is for first aid, postage, and miscellaneous supplies. This money can be paid when your child registers for school.

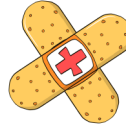
ADDRESS & TELEPHONE

The school office must have current address and telephone numbers for all students. Send a note or call the school office to notify us of any changes.

FIRST AID

First aid is a service provided for students with immediate health needs. The first aid room is staffed by school personnel. Please make sure that your child's health card is complete and that the school has at least two (2) telephone numbers of someone to call in the event of an emergency.

The school does not supply nor administer non-prescribed medication. If your child needs medication either periodically or on a regular schedule, the school must receive written permission from the child's doctor 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.



HEALTH PROBLEMS

Any chronic health problems such as seizures or heart problems, etc., must be brought to the attention of the principal and the teacher. 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 clinical or doctor's statement verifying the child's condition at the beginning of each semester. The statement shall reflect the nature of the child's illness, and state that the child may have to miss school from time to time due to this illness. When a child with a chronic illness is absent, the parent must still send a parent note stating the reason for the absence.

Students will be checked periodically for conditions such as head lice, pink eye, scabies, and impetigo. Conditions such as these are easily transmitted from one person to another. In order to avoid widespread occurrence, certain precautions are necessary. The parent of any child suspected of having a contagious health problem will be contacted by telephone or letter. A doctor's note must be provided, before the child can return to school. Every attempt will be made to avoid embarrassment to your child.

ATTENDANCE

Students are expected to be in school, except in cases of emergency or for reasons as explained in the Mobile County Public Schools Student Code of Conduct. Students must attend a total of 3½ hours of school to be counted present for the day. The code lists the following as the only legal excuses for absence from school: 1. Personal illness - The school may require a doctor's excuse. (The student must be fever free for 24 hours before returning to school.) 2. Serious illness in the family. 3. Death of a relative - The absence arising from this condition is limited to three days, unless reasonable cause may be shown. 4. Observance of a religious holiday - must have prior approval of the principal. 5. Any other reason must be excused by the principal prior to the absence.

The parent or guardian must write an excuse giving student's name, date, days of absence, reason for absence and his/her signature. The excuse must be received by the classroom teacher within 3 days of the absence or the absence will be unexcused—**no exceptions**. Parents are allowed to send up to eight (8)

days of excuses or "parent notes" per year. Any beyond that will be coded as unexcused.

The Alabama Compulsory Attendance Law requires all children between the ages of seven and sixteen to attend school. The following procedures will be followed for Mobile County Public School students who fail to attend school each day:

The parent or guardian of any student who has **ONE OR MORE UNEXCUSED ABSENCES** will be contacted by the Central Office.

Any student who has **FIVE OR MORE UNEXCUSED ABSENCES** can be referred to Early Warning Truancy Program. Parents of students referred to the Early Warning Truancy Program will be notified to appear before the Assistant District Attorney of the Juvenile Court of Mobile County to answer to the Court for their failure to insure daily school attendance of their children.

Students with **SIX OR MORE UNEXCUSED ABSENCES** can be referred to Juvenile Court for formal action. A petition may be filed in Juvenile Court against the parent/guardian and/or the student. **PARENTS MAY BE FINED \$50 PER DAY UP TO \$500 OR SENTENCED UP TO 12 MONTHS IN THE COUNTY JAIL.**

Tardiness

Promptness to school is very important. Students tardy to school must be signed in by a parent or guardian and receive an admittance slip from the front office. Orchard's tardy bell rings at 8:10 am. An occasional tardy can be understood. Consistent and chronic tardiness can be considered **parental neglect**. **These students will be referred to our attendance officer**. Under Alabama state law, tardiness is considered to be truancy for the amount of time that the student is absent from school. Charges will be filed against the parent for contributing to the delinquency of a minor.

EARLY DISMISSALS

Students must be signed out in the school office. The person signing the student out early must have proper identification and must be listed on the student's enrollment card.

EARLY DISMISSALS ARE NOT ALLOWED AFTER 2:00 PM.

Excessive early dismissals are monitored by our attendance officer and may result in legal action.

LOST AND FOUND

Parents are asked to write their child's name on all clothing, lunch boxes, bookbags, money envelopes, supplies, and any other items that may be brought to school. This makes it easy to return lost items to rightful owners. Items found in and around the school should be turned into the office where the item may be claimed with proper identification.



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. 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. 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 such an event.

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

STUDENT CARPOOL PROCEDURES

One of the most difficult jobs in the school is guiding the traffic and safely loading and unloading students. Please be patient and cooperative. You may help by following these directions:

Mornings: Traffic enters **ONE WAY** Students will be unloaded in **FRONT** of the building. No student may be dropped off on Howell's Ferry Road.

Please follow these simple directions:

1. Come to a **full stop** in front of the school after pulling as far down as directed.
2. Students may not unload until directed to do so by the teachers on duty.
3. Do not drive off or move your car until directed to do so by the teachers on duty.

Under no circumstances may students be loaded or unloaded anywhere else.

Afternoons:

1. Traffic enters **ONE WAY**. Automobiles will utilize four lanes.
2. **DO NOT** leave your car to pick up or call your child to the car.
3. The teachers on duty will direct you.
4. Always move down to the end of the line.
5. Please **DO NOT** park on the street around the school. **STAY IN YOUR CAR;** we will load your child
6. Under no circumstances may students be loaded anywhere else.
7. Remind your child to watch for your car and to refrain from playing.
8. Only one lane of traffic will exit at a given time. **Do not begin to exit until directed.** A traffic patrol person will assist on Howell's Ferry Road.
9. This system works only if you cooperate. We may alter the manner in which your child is picked up if you break the rules.

SCHOOL BUS REGULATIONS

Students who live two miles or more from school are eligible for bus transportation. (Physically handicapped students are exempt from this law.) Students are required to abide by all school bus rules. The bus driver will be required to report any unacceptable conduct to an administrator.

Unauthorized persons may not board the bus.

"The right of all students who ride on school buses is conditional on their good behavior and observance of the rules and regulations. Any student who violates any of these rules and regulations will be reported to the principal with the recommendation that bus privileges be suspended." (School Board Minutes)

GOING HOME WITH FRIENDS

If a child is to go home with a friend, a note should be sent to the teacher stating with whom the child is to ride. **The principal must give permission for students to ride another bus.**

*****PLEASE NOTE: For reasons of safety, you must notify teachers in writing if there are to be any changes in a student's regular method of transportation to and from the school. No phone messages will be accepted.**

CHILD NUTRITION PROGRAM

STUDENT BREAKFAST and LUNCH ARE FREE!

Breakfast Program

Breakfast is served from 7:40 a.m. to 8:00 a.m.

Lunch Program

The lunch schedule varies with each grade level.

The "NO CHARGE" USDA grant allows all of our students to eat one breakfast and one lunch daily at no charge.

Menu

We make every effort to send home a breakfast and lunch menu at the end of each month for the next month. You can also find our menu online. Please be mindful that due to deliveries, menus may change.

Dining with Students

Parents should send a note to the teacher stating when you would like to dine with your child. Advance notice is helpful so that the cafeteria can have an accurate daily lunch count. Any food brought in from home or a restaurant should be in a lunch box or bag (not restaurant wrappers and bags.)



PROGRAM ENHANCEMENTS

Title I is a federally funded program. Federal funds are received based on the number of students receiving free or reduced lunch. These funds are used to enhance the educational program and provide additional academic assistance.

Guidance and Counseling

The Guidance Office provides a neutral, non-judgmental and caring environment in which a child feels comfortable working out his/her problems.



Media Center

The Media Center provides the students many hours of learning in research, computer skills and story time. Technology in the Classrooms

Classrooms are equipped with computers, ViewSonic Panels and other technology for student use.

Physical Education

This program provides students an opportunity to experience a variety of activities which will develop good fitness practices, basic movement skills, and sports-related skills.

Problem Solving Teams

Problem Solving Teams are a school-based approach to meet the needs of at-risk students in regular education classroom settings. This collaborative team pools their expertise from many areas to help resolve school and student issues. This team effort helps to address academic, social, and/or behavioral concerns regarding students. Typically, students are referred to Problem Solving Teams before being referred to Special Education.

Special Education

Students whose specific needs require a modified curriculum and who qualify for specialized instruction can be served through a variety of special programs. The goal of the special education program is to work with each child in the learning environment which is best for the individual, so that each student may reach full potential.

AWARDS AND RECOGNITION

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, Perfect Attendance, Outstanding Citizenship, and Most Improved.

Principal's Honor Roll: A student must receive all A's on his/her report card and an S in all other areas.

A-B Honor Roll: A student must receive a combination of A's/B's on his/her report card and an S in all other areas.

Perfect Attendance: Students who have been present every day of the quarter and have no more than 1 tardy and/or early dismissals.

Significant Improvement: Those students who have brought up or improved Math and Reading grades without allowing grades in other academic areas to drop.

Citizenship: One student every month from each class who has exhibited outstanding citizenship.

DISCIPLINE

Discipline is the responsibility of the home, school, and community. There must be cooperation among teachers, parents, and students. We want your child to learn and to progress. This is only accomplished through self-control and good behavior.

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.
- * 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 review this information carefully.*

TEACHER CONTACT

Teachers can be contacted by sending a note to the teacher or by calling the school office at 221-1571. During class time, phone messages are taken in the office and placed in the teacher's mailbox. Teachers can meet with parents for a conference before school, after school, or during their planning period, depending on their schedule. You can also e-mail your child's teacher. Please do not expect a "drop in" conference or phone call during the instructional day. All parents are required to attend a minimum of two parent-student-teacher conferences per year.

In order to make your conference a profitable one, you may want to ask the teacher:

- Does my child participate in classroom activities?
- Does my child show self-control?
- How does my child get along with other children?
- Does my child relate well to adults?
- Can my child complete grade-level work?

GRADING SYSTEM

REPORT CARDS

Report cards are sent home after each quarter. Please take time to talk to your child about his/her progress, sign the report card envelope, and return it to your child's teacher as soon as possible. If there are questions, a note should be sent to the teacher.

%	Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	E

Mid-Quarter Notes

Each teacher will send a mid-term progress report for each student.

TEXTBOOKS

Textbooks are assigned by numbers to students. In accordance with state policy, all textbooks must be kept covered. Books are to be kept clean and handled carefully. Students will be required to pay for lost or damaged textbooks before additional books are issued.

HOMEWORK

Homework serves an important purpose in your child's school life. It is a way of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work study habits that will assist him/her throughout the years spent in school.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. Help your child set a regular homework time each day. Provide your child with a quiet time and place to work and study.

FIELD TRIPS

Field trips are planned to correlate with the regular classroom instructional program. In planning a field trip, MCPSS guidelines must be followed.

- Students must pay for the cost of the field trip and return the signed permission slip by the specified deadline.
- Field trip money **cannot** be refunded in case of absences or change of plans.
- Students attending the field trip may not ride in the car with parents to or from the field trip destination.
- Students in other grades or enrolled in other schools may not attend field trips.

STUDENT PARTIES AND ACTIVITIES

Class parties are scheduled for Christmas and End-of-Year. Sending a small birthday snack is acceptable. Any activity that is planned in the school that is a departure from the regular schedule and routine of the school is to be approved by the principal. Orchard activities are for Orchard students only. Other school age children are not allowed on campus during activity times.

Snacks must be in compliance with the MCPSS Wellness plan. **Parents must contact the teacher for approval prior to the day of the snack.**

PARENT INVOLVEMENT

Parental involvement is crucial to your child's success in school. Parent bulletins will be sent home on a regular basis to keep you informed about school activities and to assist you in planning your opportunities of involvement. Contact your child's teacher if you are willing to volunteer.



We are on the web!

<https://orchardelemcpssal.schoolinsites.com>



Orchard Elementary School "Busy Being The Best"

SCHOOL UNIFORM

Students are required to wear the Orchard School uniform every day. Being out of uniform is a violation of the Mobile County Public School System Student Code of Conduct and can result in disciplinary action.

COSMETICS

Make-up – none; No tattoos.



Beanner D. Powe
Interim Principal

Orchard Elementary School 2022-2023 Uniform Policy

6400 Howell's Ferry Road
Mobile, AL 36618

Phone (251) 221-1571
Fax (251) 221-1570

Pre-K			
Girls	Solid Light Blue Shirt (Polo Type Shirt) <ul style="list-style-type: none"> Long or Short Sleeve Khaki Pants, Shorts, or Skirt <ul style="list-style-type: none"> NO Skinny Jeans, Tights, or Leggings Must be free of rips, holes, or tears 		
Boys	Solid Light Blue Shirt (Polo Type Shirt) <ul style="list-style-type: none"> Long or Short Sleeve Khaki Pants or Shorts <ul style="list-style-type: none"> NO Skinny Jeans, Tights, or Leggings Must be free of rips, holes, or tears 		
Grades K-2			
Girls	Solid Navy Blue Shirt (Polo Type Shirt) <ul style="list-style-type: none"> Long or Short Sleeve Khaki Pants, Shorts, or Skirt <ul style="list-style-type: none"> NO Skinny Jeans, Tights, or Leggings Must be free of rips, holes, or tears 		
Boys	Solid Navy Blue Shirt (Polo Type Shirt) <ul style="list-style-type: none"> Long or Short Sleeve Khaki Pants or Shorts <ul style="list-style-type: none"> NO Skinny Jeans Must be free of rips, holes, or tears 		
Grades 3-5			
Girls	Solid White Shirt (Polo Type Shirt) <ul style="list-style-type: none"> Long or Short Sleeve Khaki Pants, Shorts, or Skirt <ul style="list-style-type: none"> NO Skinny Jeans Must be free of rips, holes, or tears 		
Boys	Solid White Shirt (Polo Type Shirt) <ul style="list-style-type: none"> Long or Short Sleeve Khaki Pants or Shorts <ul style="list-style-type: none"> NO Skinny Jeans Must be free of rips, holes, or tears 		
All Students			
Footwear	Athletic Shoes with Laces or Velcro <ul style="list-style-type: none"> NO Boots, Open Toe/Heel, Light Up Shoes Socks <ul style="list-style-type: none"> Solid White, Black, or Navy Blue 		Headwear
		Headbands and Hair bows <ul style="list-style-type: none"> Solid White, Navy Blue, or Light Blue NO hats or hoods will be worn in the building. 	
Belt	Solid Black or Brown <ul style="list-style-type: none"> Students with belt loops must have on a belt. 		Outerwear
		Jackets and Sweaters <ul style="list-style-type: none"> Solid Navy Blue 	
*Students should be dressed in proper uniform daily. No exceptions.			