



PATHWAY ELEMENTARY SCHOOL

957 Dr. Martin Luther King Jr. Avenue

Mobile, AL 36603

Kirsten Glover, Administrator



*Pathway K-5*  
***Student Handbook***  
**2022-2023**



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## **Vision:**

The vision of Pathway Elementary School is to provide every child with a safe, secure, and loving environment in which to learn.

## **Mission:**

The mission of the administration, faculty, staff, parents, and community of Pathway is to provide a caring atmosphere in which each child is respected and given every opportunity to succeed.

## **Symbol:**

“Panthers”

## **Pathway P.A.W.S.**

P Practice being positive and respectful

A Always ready to learn

W Willing to work hard

S Show self-control

## **Colors:**

Navy, Blue and Khaki



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Dear Parents,

Welcome to Pathway K-5 for the 2022-2023 school year. Our goal is to make sure each student reaches their full potential daily, by providing explicit instruction and preparing engaging activities tailored to decrease classroom distractions.

We believe that all students can learn. Therefore, it is our commission to employ certified and qualified personnel that will continue our mission yearly.

Pathway K-5 is not just an alternative school, we serve autistic students as well. The Pathway Team ensures our students are familiar with and can readily access the latest technology and learning resources that will decrease behaviors and increase knowledge.

We welcome you back to another great year of REACHING GOALS!!

Thanks,

Pathway Administration



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### **Pathway K-5 Uniform Policy**

**Shirts:** Navy polo style shirt with collar (no logos). Shirts must be tucked in at all times. Undershirts may be white, grey, or navy blue only. All other colors shirts will be removed before the student is allowed through check-in.

**Pants:** Khaki uniform pants or shorts only. No jeans, cargo/painter pants, bell bottoms, stretch pants or corduroy material is acceptable. The pants should be worn at the natural waistline. The bottom of the pants should come to the top of the uniform shoe. Pants must be hemmed, not rolled or folded. Skirts are not allowed. No wearing of two or more shorts, tights, or pants under uniform pants.

**Belt:** Black or brown solid color and must be worn at waist level. The belt must be the appropriate size and not hang down below the waist.

**Socks:** White, navy, grey, or black solid colored crew socks only.

**Shoes:** Tennis shoes ONLY. Shoes may not light up, make sounds, or have wheels.

**Sweatshirt:** (inside building): Navy, grey or white sweatshirt or waist length sweater, (NO HOODS or ). No oversized or mid-length sweaters or sweatshirts are allowed. Collar of uniform shirt must be visible at all times.

**Outerwear:** Jackets worn to and from school that do not meet uniform standards will be stored upon arrival at school. They may be worn on the bus and outside when needed. It is strongly recommended that all articles of clothing be marked on the inside with a permanent marker to identify the owner. All gloves, hats, and scarves will also be stored until dismissal.

**Jewelry:** Earrings are small post style only. No hoop or dangling style earrings, no body piercings, grills, or visible tattoos. No wristwatches,



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bracelets, rings, or necklaces are allowed. Make-up and false fingernails are not allowed.

**Prohibited accessories:** No hats, sweatbands, skullcaps, bandannas, or chained wallets. Sunglasses are not allowed. These items will be confiscated.

**Book bags:** Book bags or purses are not allowed.

**Guidelines for hair:** No hair rollers, combs, brushes, wraps or picks should be brought or worn to school. No designs, lines, patterns, letters, numbers, or symbols are to be cut into the hair or eyebrows. No extreme hair colors are allowed (blue, green, fire red etc.). No ribbons or bows allowed in the hair except navy blue or white. No oversized hair adornments are allowed.

**Conclusion:** The administration is the final authority on the appropriateness of uniform dress in the local school.

### **ARRIVAL /DISMISSAL PROCEDURES**

Breakfast is provided in the classroom from 7:20 a.m.- 7:45 a.m. daily. Parents should not arrive at school before 7:20 a.m. Your students must remain with you in the car until 7:20 a.m.

School begins promptly at 7:20 a.m. Students should be in their classroom ready to learn before the tardy bell.

Students arriving after the tardy bell at **7:50 a.m. must** check-in at the front office **by a parent or guardian**. The parent or guardian must come to the main entrance and notify the office. Parents should make an effort to have students arrive on time. It is disrupting to the classroom and the instructional process when students are tardy. We encourage all students to be in their classroom by **7:45 a.m. ready to learn**.



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Teachers are officially on duty from 7:20 a.m. to 2:20 p.m. Although the staff spends many extra hours beyond these times on campus, we may not be aware of or responsible for children on the grounds. School dismisses at 2:20 p.m. daily. Students are expected to remain at school all day. No early dismissals or drop offs after 12:00 p.m.

## **ATTENDANCE POLICY**

### **Truancy**

Definition: 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/she 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. Five (5) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.



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## **Tardiness**

Please remember that when students are tardy, they are missing classroom instruction. A child arriving late for school must be accompanied by their parent/guardian.

## **Parental/Custody Issues**

Due to the overwhelming number of custody issues involving students, all Mobile County Public School System employees will follow the same procedures as outlined below relating to noncustodial parents' access to records and visitation

The Student Online Registration, completed by the enrolling parent, should govern issues relating to pick up, visits, etc. of students at school. The custodial parent that completed the Online Registration at the time of enrollment may complete the Parent/Legal Guardian #2 section noncustodial parent. All other contacts should be placed in the Emergency Contact section. Unless otherwise prohibited by a judge, the noncustodial parent has the right to their child/children's records, copy of report cards, and conferences with an administrator or teachers at the school. Visitation of children by the noncustodial parent at school is not allowed.

The primary role of our school is to provide a safe learning environment for all students in which their attention can focus on instruction. However, we will accept all LEGAL DOCUMENTS, ordered by the COURTS, stating change of custody.

## **GENERAL SCHOOL INFORMATION**

### **Teacher Conferences**

Parent conferences can be arranged through our office or by written request to the teacher. Should you need to speak with a teacher, please leave a message with the school secretary so your call can be returned during the teacher's planning period. **All teacher conferences and/or classroom visits must be prearranged and preapproved. Conferences must be kept to a**





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**maximum of 30 minutes to ensure that the instructional day is not Interrupted.** Teachers are teaching with the exception of their planning period and are sometimes involved in meetings during their planning. Please understand they may not be available to respond to emails or phone calls immediately.

### **Administrator Conferences**

Administrator conferences **must be scheduled.** Should the need arise, call the office to schedule administrator conferences or email the administrator.

### **Media Access**

\*PUBLIC NOTICE TO PARENTS WITH CHILDREN IN MOBILE COUNTY PUBLIC SCHOOLS

Occasionally, representatives of the news media seek access to public schools within the Mobile County Public School System. Quite often these visits involve filming, taping, and interviewing students. Furthermore, students are sometimes filmed, taped, or interviewed in the production of educational or promotional material for use by the Mobile County Public School System. If you object to your child or children being filmed, taped, or interviewed, you must notify your child's teacher in writing. Be advised, while every effort will be made to honor your written request, it is necessary for parents to explain to their children that they are not to be filmed, taped, or interviewed. The parents should also make sure teachers and administrators are aware of their objections.



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### Health Room

We are only permitted, by state law, to administer medication that has been prescribed by a physician. Forms are available in the office and must be completed before medication can be administered. Directions on medications and forms must have the same information or the medicine will not be administered. Over the counter medication must also be labeled with the physician's instructions and accompanied by a doctor's prescription and other forms required by the school.

Each teacher will send students to the office to receive medication prescribed by a physician. **Students should never have medications on their person or in their possession.** This is a violation of the MCPSS Student Code of Conduct. It is also unsafe for our students. ***Please notify the school immediately of phone/address changes during the school year. In case of an emergency, the school must have the phone number of someone to contact at all times.***

### Lost and Found

Students are not allowed to bring money, electronics, or valuables to school. They are only allowed to bring water in a clear water bottle and No **BOOKBAGS**. If a student loses his/her jacket it will be placed in the teacher's lounge. **Please label all outer clothing.** Please be aware that expensive items or those with personal worth need to stay at home. **Lost items are the owner's responsibility.** The school will not be able to take time to recover lost items. Items accumulated and unclaimed in lost and found will be donated to a local charity at the **end of each quarter.**

**ALL** MCPSS visitors are expected to sign-in at the Pathway office and obtain a visitor's pass. Parents will need to come in with their student only if they



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are tardy or have a scheduled meeting with one of the teachers. **You must sign in for tardiness and meetings.**

### **Textbooks**

The majority of subject matter is taught through a variety of resources. There is not one specific text that covers all standards. No textbooks will be sent home. Students will use them in the classroom.

### **Classroom Interruptions:**

Our primary concern is the safety, well-being and education of our students. Classroom interruptions **MUST** be kept to a minimum. Please make every effort to send all needed materials to school with your child each day and avoid bringing items to the office for delivery.

### **Dismissal Changes:**

**ALL** changes in your student's dismissal routine **MUST** be made in **writing and in person. ABSOLUTELY, No changes will be made over the phone.** We understand emergency situations arise, but we will not allow any changes through the office, email, or note to the Teacher. You must come in person. Safety is our number one priority.

### **Snacks**

\*Students are encouraged to only bring a clear water bottle to school. Water fountains are currently not in use. We do not sell snacks at Pathway. **ALL** juices and drinks are prohibited.



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## System Wide Testing

Testing Includes the Following:

**iReady and HMH** assessments are used as a screening tool which means all students take the **test** under the same conditions three times a year. The assessments are used to measure student growth and identify students who may need support or follow up **diagnostics**.

**Alabama Comprehensive Assessment Program (ACAP)** is a summative assessment mandated by the state of Alabama for grades 2<sup>nd</sup> -8<sup>th</sup>.

**AlaKids** is the Alabama Kindergarten inventory of developing skills, intentionally designed to help kindergarten teachers efficiently collect information during the beginning of the school year to assess kindergarten readiness by identifying student knowledge, skills, and behaviors.

## ADDITIONAL SERVICES

### Alta-Pointe Therapist

Pathway K-5 has a full time Therapist to assist with the social emotional needs of our students.

### Exceptional Education Classes

Speech therapy is available for students who qualify. The school PST (problem solving team) meets monthly to examine and promote effective instructional strategies and interventions.



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### **Report Cards/Student Progress**

Report cards are issued four (4) times during the school year. Parents are notified of student progress through a mid-quarter progress report. Parents may check grades at any time using the Schoology grading portal.

### **Bullying Protocol**

Several measures are being taken by the Pathway K-5 faculty, and staff to deter bullying and educate students and parents regarding bullying. We will work with the District Attorney's office, to promote its anti-bullying campaign. The administrators, therapist, and teachers will instruct students on actions to take when they feel they are being bullied. Students are being instructed to: 1) STOP- Tell the bully to stop. If that doesn't work, stop what you are doing and find an adult who can help. 2) WALK- Walk to another adult who can help resolve the situation. 3) TALK- Talk to the adult and let them know the problem so the adult can help you. Bullying will not be tolerated. The student code of conduct will be followed and appropriate disciplinary action will be taken.

## **DISCIPLINE POLICY**

### **Code of Conduct**

Students need and should expect a safe environment that is conducive to learning. Parents, as well as administration, faculty, and staff, are responsible for teaching good citizenship traits. Students are expected to conduct themselves properly during the school day while on campus, school buses, and other school-related functions. You may read other information pertaining to the code of conduct on the MCPSS website under Our Parents



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tab. Please review this information carefully with your child and keep the provided copy for your reference throughout the school year.

### **School-Wide Rules:**

1. Maintain a quiet atmosphere conducive to learning.
2. Care for the property of the school, others and yourself.
3. Respect yourself and others.
4. Keep hands, feet and objects to yourself.

### **School Wide Procedures**

1. Walk quietly on the right side of the hallway, keeping hands and feet to yourself.
2. Transitions are to be orderly and all students should be on zero level noise. (Take-In, Restroom Breaks, and Dismissal)
- 3.. All voices are quiet, and attention is given during announcements.
4. When an adult raises 1 finger this signal is for talking to be a soft whisper.

### **Behavior Strategies Used at Pathway are CPI and PCM**

#### **What is CPI?**

CPI is a strategy used for crisis prevention for a wide variety of people, including those with autism spectrum disorders. CPI can best be described as non-violent crisis intervention training designed to teach best practices



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for managing difficult situations and disruptive behaviors in children with autism. Behavior therapists or Registered Behavior Technicians (RBTs) learn how to identify at-risk individuals and use nonverbal and verbal techniques to defuse hostile behavior. This type of training not only ensures the utmost safety of the children at our school but also the safety of our Staff.

**There are a huge number of benefits when it comes to using CPI strategies. These are the most notable.**

**Teaches staff to recognize and respond to a crisis appropriately:** CPI teaches our staff imperative decision-making skills to effectively match their response to the level of risk in the crisis. They learn to focus on the least restrictive response to ensure crises are de-escalated with as little fuss as possible. They are taught how to recognize the different stages of an escalating crisis and how to use evidence-based techniques to de-escalate.

**Safe physical intervention as a last resort:** Staff are trained to respond appropriately to the level of risk. Sometimes de-escalation strategies don't work, and the risk requires physical intervention. CPI teaches staff the best physical intervention strategies to ensure as little trauma as possible.

**It's fully accredited:** CPI is an evidence-based training program that is also fully accredited. The training is reviewed bi-annually to ensure all interventions are up to international standards.



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### **PCM**

PCM (Professional Crisis Management) is a form of crisis management that focuses largely on prevention before a crisis happens and not after individuals have become non-compliant or aggressive. PCM includes Crisis Prevention, De-escalation, Intervention, and Post-Crisis Intervention components to ease situations. To become certified, “hands on” training and written tests are required to reach the skill attainment.

### **Parent Involvement**

Parents are strongly encouraged to take an active part in their child's education.

Parental input is necessary and actively sought through both formal and informal means. Parents should understand, however, that the operation of the school is the responsibility of the school personnel.

By enrolling your child in Pathway K-5 Elementary School and by signing the Parent Compact and Parent Contract, you have provided your child with an opportunity to receive an excellent education. In addition, parents have accepted the responsibility to provide the appropriate encouragement, guidance, and home environment to foster the most helpful learning situation possible.





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**Parents should uphold our school philosophy in the following ways:**

- Be sure your student is on time to school each day
- Be sure not to arrive prior to 7:20 a.m.
- Be sure your student is in uniform daily.
- Be sure to follow the school rules, no bookbags, weapons, drinks, or juices