
W. H. Council Traditional School

**An International Baccalaureate
Organization World School**

PARENT AND STUDENT HANDBOOK

**CHOOSE THE CHALLENGE
CHOOSE EXCELLENCE
CHOOSE COUNCIL**

Council Traditional School
A Blue Ribbon School



**Principal: Allison Streeter
Assistant Principal: Jahmarkus Rabb**

**W. H. Council Traditional School
751 Wilkinson Street
Mobile Alabama 36603
(251) 221-1139 Fax (251) 221-1140**

2024-2025

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World School

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4-Independence Day
(System wide Holiday)

July 2024						
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			

JANUARY 2025						
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	

1-New Year's Day
System Wide Holiday)
2-Professional Deve.
3-Teacher Work Day
6-3rd QTR. Begins
20-MLK Jr. Day (System wide Holiday)
S-19/ T-21 Days

1-Professional Development
2-Teacher Work Day
5-6-Professional Development
7-First Day of School/ 1st QTR

Students-18 Days
Teachers-22 Days

August 2024						
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

FEBRUARY 2025						
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	

3-Virtual / Distance Instruction
S-20/ T-20 Days

2-Labor Day
(System wide Holiday)
16-Professional Development
No Class for Students
30- Virtual/ Distance Learning
Students 19 Days
Teachers 20 Days

SEPTEMBER 2024						
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					

MARCH 2025						
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					

3-7-Presidents/ Fat Tuesday
14- end of 3rd QTR. (44 Days)
17- Teacher Work Day
18- 4th QTR. Begins
S-15/ T-16 Days

11 -End of 1st QTR.(48 DAYS)
14- Teacher Work Day
15-2nd Qtr. Begin

Students -22 Days
Teachers-23 Days

OCTOBER 2024						
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		

APRIL 2025						
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			

21-25- Spring Break
S-17/ T-17 Days

5-Virtual/ Distance Instruction
11-Veterans Day
(System wide Holiday)
25-29 Thanksgiving Break
(School Holiday)

Students -15 Days
Teachers -15 Days

NOVEMBER 2024						
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

MAY 2025						
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						

21-End of 4th QTR.(45 Days)
22-Last Day for Students
23-Teacher Work day
26-Memorial Day
System wide Holiday
27-Teacher Work Day
S-16/ T-18

20-2nd QTR. Ends (43 Days)

23-31 Christmas Break
(School Holiday)

Students -15 Days
Teachers-15 Days

DECEMBER 2024						
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				

JUNE 2025						
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					

12 Month Employee Holidays 2024-25
July 4-Independence Day
Sept.2-Labor Day
Nov. 11-Veterans Day
Nov.27-29 Thanksgiving
Dec. 24-26-Christmas Break
Dec.31 & Jan. 1 New Year's
Jan.20 MLK Jr. Day
March 3-5 Mardi Gras/ Pres. Day
May 26- Memorial Day/June19-Juneteenth Day

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

2024-2025 Faculty and Staff
Principal: Allison Streeter
Assistant Principal: Jahmarkus Rabb

<p>Office Staff</p> <p>Jennifer Duff - Registrar</p>	<p>Reading Intervention/Reading Coaches</p> <p>Patricia Deaton Tyeshia Lofton</p>
<p>Pre-K</p> <p>Charlena Berry Hillary Liesch Kimberly May Sophia Zimlich</p>	<p>Additional Intervention</p> <p>Deatrice Davis Elizabeth Little</p>
<p>Kindergarten</p> <p>Patrice Bradley Heather Janies Laura Sexton Suzanne Smith Temple Zimlich</p>	<p>Speech</p> <p>Lori Giles</p> <p>Physical Education</p> <p>Kelly Hargett LaKendra Davis</p>
<p>First Grade</p> <p>Mary Herrington Allison Jones Mary Peavy Sinjean Simmons Kelli Wilson</p>	<p>Spanish</p> <p>Dayse Davis Sandra Muncy</p> <p>Technology</p> <p>Stacey Claiborne</p>
<p>Second Grade</p> <p>Robin de Graaf David Hernandez Rachael Kramer Tristan Medeiros Franchesca Reese</p>	<p>Art Studio</p> <p>Rebecca Wright</p> <p>Library/Media Specialist</p> <p>Heather Hartmann</p>
<p>Third Grade</p> <p>Ebonee Jones Cecilia McInnis Michelle Peterson Katrina Stiel</p>	<p>STEAM Lab</p> <p>Jennifer Asberry</p> <p>Counselor</p> <p>Stephanie Gavin</p>
<p>Fourth Grade</p> <p>Dina Graves Leighton Freeman Tela Howze Joia Juzang</p>	<p>PACE/Gifted</p> <p>Tanya Simmons</p> <p>Custodial Staff</p> <p>Timothy King Carter Lyles William McCarroll Cynthia Thomas</p>
<p>Fifth Grade</p> <p>Latricia Bright Sarah Hernandez Leslie Larkin Leighton Swindle</p>	<p>CNP Staff</p> <p>Shamira Marks – Manager DeAnn Gaston Ciera Marks Diliesha Poe Amaya Waiters</p>
<p>IB Coordinator</p> <p>Theresa Burge</p>	<p>Extended Day Coordinator</p> <p>Franchesca Reese</p>
<p>Title I Facilitator/Math Intervention/Math Coach</p> <p>Laronda Raines-Langham</p>	<p>Extended Day Staff</p> <p>Arletta McWilliams Georgia Sanders Margaret Martin Mary Stallworth Allison Jones Kelli Wilson</p>

W. H. Council Traditional School

Mission Statement

The mission of Council Traditional School is to be the school of choice that generates students who excel academically and are responsible, courteous citizens. This will be accomplished by providing a challenging curriculum in an atmosphere of high expectations. With the fulfillment of this mission, W. H. Council will generate a community of global learners.

Philosophy

It is the school's responsibility to teach academic curriculum and skills that educate students for responsible citizenship. It is the parent's responsibility to support the school philosophy and goals and teach children to respect school authority and behave properly at school.

Beliefs

We believe:

- Students should have the opportunity to inquire and explore through a variety of instructional approaches.
- Students should have the opportunity to develop a variety of communication skills.
- Students have a right to learn in a safe, orderly environment.
- Students should be responsible, courteous citizens.
- High expectations and a challenging curriculum increase student performance.
- Parental support is essential to the success of our school.

Purpose of the Magnet School Program

Two purposes for the development of magnet schools in Mobile County are: 1) to increase educational choice, variety and quality, and 2) to promote desegregation through voluntary means.

The Council Communication Challenge

The theme of **Council Traditional School** is traditional education with an emphasis on communication. The basic curriculum is designed to be taught with emphasis on mastery of basic skills. The instruction is designed to foster maximum growth in reading, Standard English, mathematics, and foreign language.

Council Traditional School offers students in grades PreK-5 strong academic instruction within a highly structured setting. The curriculum emphasizes essential skills and concepts critical to academic success. In order to extend course content, instructional emphasis will be placed on activities that provide a means for acquiring new skills and promote higher order thinking skills, as well as opportunities to apply concepts in laboratory settings and in hands-on experiences. Patriotism, courtesy, respect for others, responsibility for one's behavior, and citizenship are all integral parts of the curriculum.

Learning to utilize foreign language is important in our world of global communications. **Council Traditional School** places emphasis on Spanish, which is taught by specialists. The objectives of our foreign language program include: to integrate foreign language learning into the regular elementary curriculum; to develop listening and speaking skills, and to a lesser degree, reading and writing skills in Spanish; to reinforce basic skills in Spanish; to promote cultural awareness and cross-cultural understanding; to identify the importance of being bilingual and to develop a tolerance for different cultures.

Council Traditional School partners with **ROLLING READERS**, a national volunteer program, where volunteers enter the classroom once a week to read aloud for thirty minutes. **ROLLING READER** volunteers read to the same children each week, inspiring minds, touching imaginations, developing language skills and helping to instill a lifelong love of reading. Regular weekly visits communicate to the children that someone other than their teacher and parent feels that reading is important and fun.

Expectations

Expectations for Administrators

The role of the school administration includes:

1. Maintaining a safe atmosphere conducive to proper behavior.
2. Planning and promoting a flexible curriculum to meet the needs of all students.
3. Promoting effective training of discipline procedures based upon fair and impartial treatment of all students.
4. Developing a positive working relationship between staff and students.
5. Encouraging parents/guardians and students to use the services of community agencies.
6. Encouraging parents/guardians to maintain regular communications with the school.
7. Involving students in the development of policy.
8. Involving the entire community in improving the quality of life within the school and community.
9. Publishing rules, regulations, and procedures annually.

Expectations for Teachers

The teacher is the authority figure in the classroom and on the school grounds. The teacher's major responsibility is to direct the students in their efforts to master subject matter. All teachers at W. H. Council Traditional School agree with the traditional academic philosophy and implement it in their classrooms.

Accordingly, the role of the teacher includes:

1. Upholding the traditional academic philosophy and its implementation.
2. Striving for academic excellence.
3. Contributing to the continuity of the traditional academic program.
4. Supporting the homework and reporting policy.
5. Planning instruction designed to aid students in mastering all grade level objectives.
6. Maintaining appropriate discipline related to a structured program for all students.
7. Maintaining an academically interesting and stimulating classroom environment.

8. Wearing appropriate attire to support the student dress standard and to set an example for students.
9. Maintaining a positive public perception of the **W. H. Council Traditional School** program.
10. Exhibiting team spirit in the implementation of all aspects of the Council Traditional School program.

The teacher plays a major and indispensable role in the educational process of children and deserves the respect and cooperation of students and parents.

Expectations for Students

Students at W. H. Council Traditional School are expected to:

1. Follow the Mobile County Public Schools Student Handbook and Code of Conduct by obeying school rules, classroom rules/procedures and regulations.
2. Be on time.
3. Practice self-control.
4. Show respect for authority.
5. Respect the rights of others.
6. Respect school property.
7. Use good manners.
8. Be honest.
9. Strive to do their best academically.
10. Make school and learning a priority.
11. Come to school clean and in proper uniform every day.
12. Bring and maintain proper materials.
13. Listen and participate in class.
14. Be prepared to buy lunch daily or bring a lunch from home.
15. Show pride in their school.
16. Understand the mission and state the motto of Council Traditional School.

Expectations for Parents

Parents are strongly encouraged to take part in their child's education and join the Parent and Teacher Association (P.T.A.). 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 school personnel.

By choosing to enroll at W. H. Council Traditional School, parents have provided their 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 beneficial learning situation possible.

Parents of Council Traditional School students are expected to:

1. Support the magnet school concept: The two purposes for the development of magnet schools in Mobile County are as follows:
 - a. to increase educational choice, variety, and quality
 - b. to promote desegregation through voluntary means
2. Be supportive and assist in the continuity of the high academic standards set for students attending Council Traditional School.
3. Support the Code of Conduct of Council Traditional School and the Mobile County Public School System Discipline Policy.
4. Support the dress code by sending their child to school clean and in proper uniform every day. (Boys should have traditional haircuts.)
5. Use proper channels for contacting school personnel.
 - a. For student performance and/or classroom attitude/behavior, contact the teacher. If the teacher is unable to assist you, then contact the administration.
 - b. For school programs or activities, contact the school office.
6. Provide a suitable time and place for homework ensuring that it is completed and returned on time.
7. Review schoolwork and other information brought home by students.
8. Sign and return promptly all school-related papers.
9. Maintain mutual responsibility with the child for arriving at school on time.
10. Participate in Open House, PTA meetings, and other activities requiring parent involvement.
11. Support their child emotionally and physically.
12. Take an active role in their child's education by staying involved in their child's daily learning.
13. Pick their children up **promptly** at dismissal time.

14. Respect their teacher's professional opinion.
15. Feel free to communicate their concerns with teachers and administration.
16. Provide transportation for their children to and from school.

It is the school's responsibility to teach academic curriculum and skills that educate students for responsible citizenship.

It is the parent's responsibility to support the school's philosophy and goals.

Please allow your children to take time to adjust to the new teachers before voicing a concern. If a problem arises with a teacher during the school year, please see the registrar for a complaint form. This information will be forwarded to the school's administration and the appropriate steps will be taken as needed. We have some of the most outstanding, caring, compassionate elementary instructors in Mobile.

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME

Overview

We are excited that you and your child are part of Council's International Baccalaureate Primary Years Programme (IBPYP). The Primary Years Programme is one of the three programs offered by the International Baccalaureate Organization. The International Baccalaureate Organization is a non-profit educational foundation that is recognized as a leader in the field of international education. It supports schools in encouraging students to be active learners, well-rounded individuals, and engaged world citizens. Council became an International Baccalaureate Primary Years Programme World School in December 2008.

The Primary Years Programme (PYP) was developed for students between the ages of 3 and 12. It is an international, transdisciplinary program devised to foster the development of the whole child. It focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional, and cultural needs in addition to academic development.

The Primary Years Programme offers a comprehensive approach to teaching and learning. It provides a complete curriculum model which incorporates guidelines on what students should learn, as well as guidelines on teaching methodologies and assessment strategies. It is designed to challenge all students to a high level of academic performance. At the heart of the PYP is a commitment to inquiry as a vehicle for learning. This programme provides opportunities for students to construct meaning, primarily through questioning and hands-on learning experiences.

The Primary Years Programme does not replace state, district, and national content standards but expands on them. At Council, the PYP model has been aligned and incorporated into the required elementary curriculum. In addition to expanding and enhancing the curriculum, the PYP provides our students with an international perspective that relates their world within the United States, Alabama, and Mobile to a larger global community.

The Primary Years Programme aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Essential Elements of the Primary Years Programme

Our students receive a balanced education through the development of the five elements of the Primary Years Programme: concepts, knowledge, skills, attitudes, and action.

Concepts

The PYP helps students develop lasting understandings by exposing them to eight key concepts. These key concepts are often expressed in the form of a question. A concept-driven program, the PYP emphasizes meaning and understanding. These concepts answer the question, “What do we want students to understand?” Students are encouraged to ask questions and pursue learning using these key concepts as guidelines. At the center of our curriculum are the following key concepts that your child will develop and utilize:

- Form (What is it like?)
- Function (How does it work?)
- Causation (Why is it like it is?)
- Change (How is it changing?)
- Connection (How is it connected to other things?)
- Perspective (What are the points of view?)
- Responsibility (What is our responsibility?)
- Reflection (How do we know?)

Knowledge

The PYP has identified six areas of knowledge-called transdisciplinary themes- that are considered to be significant for all students and for all cultures. These themes provide a framework for teachers to design units of inquiry that incorporate district, state, and national learning standards as well as opportunities for students to develop the skills, attitudes, concepts, and knowledge needed to become internationally minded people and life-long learners. The PYP requires all teachers to collaboratively plan units of instruction and lessons within each theme. These themes provide the framework for the exploration of knowledge. Each grade level completes six units of inquiry during a school year. These units of inquiry which are significant, relevant, engaging, and

challenging last approximately four to six weeks. Each unit is based on a central idea which helps students understand the world in which they live.

During the school year your child will complete six units of inquiry developed from the following transdisciplinary themes:

- Who We Are
- Where We Are in Place and Time
- How We Express Ourselves
- How the World Works
- How We Organize Ourselves
- Sharing the Planet

The PYP promotes an international education which is embodied in the learner profile. The learner profile is a profile of the whole person as a lifelong learner. The IBO philosophy believes that schools should develop and promote in students the qualities expressed in this profile. It represents the qualities of internationalism which will develop in students the ability to live, work and socialize anywhere in our global society. It is our aim to nurture your child to become:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-Takers
- Balanced
- Reflective

Skills

Within each unit of inquiry, students acquire a set of transdisciplinary skills. These are skills that all students need to conduct purposeful inquiry and to be prepared for lifelong learning. Throughout the PYP, your child will acquire and apply the following transdisciplinary skills that are relevant to all subject areas:

- Social Skills
- Communication Skills
- Thinking Skills

- Research Skills
- Self-Management Skills

Attitudes

The PYP has identified a set of attitudes that apply to all students and adults in a PYP school. These attitudes are an explicit part of daily learning at Council, modeled by both students and teachers. These attitudes are integrated into daily discussions, student reflections, learning activities, and assessments. Our aim is to promote in your child the following attitudes:

- Appreciation
- Commitment
- Confidence
- Cooperation
- Creativity
- Curiosity
- Empathy
- Enthusiasm
- Independence
- Integrity
- Respect
- Tolerance

Action

The expectation of the PYP is that successful inquiry will lead to a responsible action, initiated by the student as a result of the learning process. The action may be an extension or enrichment of the student's learning, or it may have a wider global impact. During the school year, teachers will help your child choose their actions carefully, facilitate these actions, and encourage them to reflect on the actions undertaken.

ACADEMIC STANDARDS and GUIDELINES

ATTENDANCE

Regular attendance at school is one of the most important factors for a student's academic success and social development. Daily continuity in instruction for students of all ages is needed for student learning. School begins at **8:00 a.m.** and dismisses at **3:00 p.m.** Council teachers are on duty to supervise your child beginning at **7:30 a.m.** Students who do not participate in the Extended Day Program **SHOULD NOT** be on campus prior to this time. Please time your departure from home so that your child is not at school earlier than **7:30 a.m.**

Absences

Whenever it is necessary for your child to be absent, please send a written note or a medical excuse to your child's teacher within **three (3)** days of your child returning to school, stating the reason for the absence. Excused absences are given **only** for illness; death in the immediate family; inclement weather (as determined by the principal) which would be dangerous to the life and health of the child; legal quarantine; and emergency conditions as determined by the principal. Additionally, special permission can be granted by the principal, however, it must be prearranged. You are allowed **8 parent notes** per year to excuse your child's absences. Beginning with the **9th absence**, your child will be marked unexcused unless there is a note from the **doctor**. Unexcused absences are **NOT** acceptable. After the **first (1st) unexcused absence**, parents will be notified by the local school. Following the **second (2nd) unexcused absence**, parents will receive a phone call or letter from the attendance officer. On the **third (3rd) unexcused absence**, parents will receive a letter from the District Attorney's Office stating that this is the last warning before the legal system becomes involved. Students receiving **five (5) unexcused absences** will be referred to the Early Warning Truancy Program.

Tardies

Students are expected to arrive on time for school. **Tardies** are disruptive to the classroom and have an adverse effect on a child's educational progress. Students arriving after the tardy bell, **8:10 a.m.**, will be marked tardy. When students are tardy, they must report to the office, sign in, and receive a tardy pass. Students arriving after **11:30 a.m.** are considered absent. After **four (4) tardies**, a letter will be sent to parents by the

principal. A **conference** with the principal or assistant principal is required on the **eighth (8th) tardy**.

Early Warning Truancy/Discipline Program

If students have excessive tardies and absences from school, their names will be submitted to the Division of Student Services at the Central Office. Parents and students will be referred to the **Early Warning Truancy/Discipline Program** on the **fifth (5th) unexcused absence** and on the **fifteenth (15th) tardy to school**. Referral to the program includes the following steps:

1. The parent will receive official notification by U.S. Mail. The notice will require the parent and student to report to the Municipal Court located at the City/County Government Plaza.
2. The parent and student will meet the Attendance Officer and the District Attorney. The Attendance Officer will review the system's Attendance Policy; the District Attorney will review the State of Alabama's Attendance Laws and consequences of breaking the laws.
3. If the parent and student fail to appear at the scheduled Early Warning Truancy/Discipline Program, the parent will receive legal notice and possibly a court referral.

Early Dismissals

- Students need to remain in school for the full day. Only in cases of extreme emergency should a parent request an **Early Dismissal**. When an emergency does arise, students must be signed out in the office. If a student leaves early, it will be his/her responsibility to get the assignments from another student. Please refrain from making doctor appointments, dentist appointments, etc. during the school day as this is disruptive to the learning process. Students leaving before **11:30 a.m.** will be marked absent. **ABSOLUTELY NO EARLY DISMISSALS AFTER 2:30 P.M.**

PLEASE NOTE:



- See attendance policy on pg. 45 in the MCPSS handbook.
- For a student to receive "Perfect Attendance," at Council Traditional School, he/she must have NO tardies or early dismissals.
- If possible, please limit vacations during school days. Refer to the 2023-2024 school calendar and plan accordingly.

GRADING and ACADEMIC PROGRESS NOTIFICATION

The school year consists of **four (4)** nine-week grading periods. Parents will be notified of their child's academic progress eight times per year. Progress reports will be sent the fifth week of each quarter and report cards will be issued at the end of the quarter. While no semester averages are given, a yearly average will be derived at the end of the school year. The policy for grading at Council Traditional School is as follows:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
Below 70 is failing.		

Parents may check their children's grades using Schoology. As we learn more about PowerSchool, parents will receive clarification on how to use that system as well.

Kindergarten Guidelines

The kindergarten grading scale for the report card is not the same as other elementary grade levels. The kindergarten grading scale is as follows:

A	90% to 100%
B	80% to 89%
C	70% to 79%
M	69% or below (M indicates <i>minimal</i> performance and is considered <i>failing</i>)

Additionally, a student's FOURTH Quarter grade for each subject serves as the YEARLY average for each subject and determines whether a student passes or fails for the year. The quarterly grades are not averaged to calculate a final yearly grade for any subject.

These guidelines are in place because kindergarten students make a tremendous amount of academic growth from the beginning of the school year in August until the end of the year in May. Fourth quarter grades are the best indicator of a kindergarten student's true performance level.

PROMOTION and RETENTION

Council Traditional School is committed to providing a rigorous academic program; therefore, students must achieve a minimum yearly average of

70% in each subject in order to be **promoted** to the next grade. The student who achieves a yearly average of **60-69%** may remain at Council and be **retained** in the current grade. Students may only be retained once while enrolled in the Magnet School Program. However, if the student achieves the Mobile County Public School System's promotion standard of **60-69%** while in the magnet program, the parent/student may elect to withdraw from the magnet program and transfer to the school that serves his/her attendance zone and be subject to the promotion and retention guidelines of the system. The student who receives a yearly average of **59%** or less in any subject will be **required to return** to the school serving the student's attendance zone.

HONOR ROLL

Students in grades 1-5 are eligible for Council Traditional School's Honor Rolls: "A" Honor Roll and "A/B" Honor Roll. Honors Assemblies are held at the completion of quarters 1, 2, and 3 where students receive certificates for academic excellence and attendance.

Guidelines for Making Honor Roll

"A" Honor Roll

Grades 1-2

- Students must make an A (90-100) in all content areas and conduct.
- Students must make an S in physical education, Art, Science Lab, Spanish, social development/work study, and homework.

Grades 3-5

- Students must make an A (90-100) in all content areas and conduct/interpersonal skills.
- Students must make an S in physical education, Art, Science Lab, Spanish, work-related skills, and homework.

“A/B” Honor Roll

Grades 1-2

- Student must make A(s) (90-100) and B(s) (80-89) in all content areas and conduct.
- Students must make an S in physical education, Art, Science Lab, Spanish, social development/work study, and homework

Grades 3-5

- Students must make A(s) (90-100) and B(s) (80-89) in all content areas and conduct/interpersonal skills.
- Students must make an S in physical education, Art, Science Lab, Spanish, work-related skills, and homework.

PLEASE NOTE:



Council does not have a B Honor Roll. Students making all Bs do not qualify for the A/B Honor Roll. Students must make at least **one** A in the content areas or conduct to qualify for the A/B Honor Roll.

***Attendance Awards**

- In order to receive a certificate for perfect attendance students cannot have had an early dismissal, tardy, or absence for the quarter. Students will be recognized in their homeroom classes for this achievement at the end of each quarter.

NATIONAL ELEMENTARY HONOR SOCIETY

The National Elementary Honor Society (NEHS) of W. H. Council Traditional School is a chartered and affiliated chapter of the National Association of Secondary School Principals (NASSP) in cooperation with the National Association of Elementary School Principals (NAESP). Membership is open to those students who meet the required standards in two areas of initial evaluation: scholarship (academic achievement) and personal responsibility. General standards for selection are established by the national office of the NEHS and have been revised to meet the needs and goals of W. H. Council Traditional School.

Students are selected to be members of NEHS by a Faculty Council, appointed by the principal, and are supervised by an additional non-voting

member of the faculty serving as the chapter adviser. This group awards the honor of membership to qualified students on behalf of the faculty of the school during each school year. Council's NEHS chapter will conduct its selection procedures after the completion of the first semester of each school year. Following notification, a formal induction ceremony is held at school to recognize all newly selected members. Once inducted, members are required to maintain the same or a higher level of performance in all of the criteria that led to their selection.

Students in the fourth and fifth grades are eligible for membership. However, students must have been enrolled for one complete semester at W. H. Council Traditional School to be eligible for selection. For the scholarship criterion, students must have a cumulative grade point average of 3.5 or higher on a 4.0 scale in academics, including special classes. Students must have maintained a 3.5 in conduct and must have met CARP goals each quarter. (Participation in Council's Accelerated Reading Program is mandatory for acceptance into NEHS.) Those students meeting the grade level, enrollment, and academic requirements shall then be considered based upon demonstrated personal responsibility. In addition, the student's current and previous year teachers are asked for input regarding the candidate's personal responsibility qualities. Data from all of these resources (academic records, administrative records, teacher evaluations) are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Faculty Council is necessary for selection.

DISCIPLINE POLICIES and PROCEDURES

DISCIPLINE POLICY

Council Traditional School observes the discipline policies set forth in the Mobile County Public Schools *Student Handbook and Code of Conduct*. The *Student Handbook and Code of Conduct* is distributed at the beginning of each school year or upon enrollment in the school and are always available on request.

Initial admission to **Council Traditional School** can be denied to students who have been suspended twice previously or who were not promoted at the conclusion of the previous year. These specific stipulations communicate the importance placed on appropriate behavior and academic achievement in this program. It is therefore expected that

students will strive to achieve excellence in both areas and that parents will support their children and the school staff in this pursuit.

Teachers at ***Council Traditional School*** develop standards for classroom behavior with students at the beginning of each school year. These rules are then posted in each classroom. Repeated failure by a student to comply with the class standards will require a parent-teacher-student conference, a principal-teacher-student conference, or both. These conferences identify the cause for the misbehavior, help the student recognize appropriate behaviors, and address consequences.

Council Traditional School promotes a safe and orderly school climate that contributes to an educational environment conducive to the high academic achievement of every student. Compliance and cooperation with the *Student Handbook and Code of Conduct* will diminish interference with the progress of all students.

Major Discipline Problems

Students may be referred to the office for behavior problems which include, but are not limited to fighting, disrespectful behavior, and habitual disruptive behavior.

Consequences for students who are found cheating will be in accordance with the *Student Handbook and Code of Conduct* of the Mobile County Public Schools.

RULES of CONDUCT

School Rules . . . “All A’s at Council”

1. Always be on time.
2. Always have your materials.
3. Always respect others.
4. Always practice safety.
5. Always walk quietly, in line, from place to place.
6. Always keep our school neat and clean.
7. Always follow the school rules and classroom procedures.

REMOVAL FROM MAGNET PROGRAM

Each magnet program has established standards and requirements that are an integral component of the magnet program. The following steps should be taken to ensure that parents and students are fully aware of standards and requirements.

Please refer to the Mobile County Public School Student Code of Conduct for complete information about discipline policies.

1. Parents will sign a contract in which they agree to uphold standards and requirements. Copies of contracts will be kept on file.
2. Students will be taught standards and requirements during the first two weeks of school.
3. Parents and students are advised that failure to abide by standards and requirements will result in removal from the program.

The magnet program principal and staff should make every effort to ensure compliance with standards and requirements. Procedures for ensuring compliance while maintaining integrity of the program are as follows:

1. Every effort should be made to ensure that students understand standards and requirements.
2. Parents will be notified in writing of violations. A copy of written notification will be kept on file.
3. Efforts to prevent continued violations will include:
 - Counseling with students
 - Conferring with parents
 - Behavior modification techniques
4. If efforts to prevent continued violations do not result in compliance with standards and requirements, the parent will be notified in writing that continued violations will result in removal from the program.
5. If violations continue, the principal should suspend the student from school.
6. Repeated or serious offenses may result in a recommendation for removal from the magnet program.
7. Student Services will notify the parent of removal of the student from the program and will reassign students.
8. Students removed from one magnet program will not be re-admitted to the magnet program or admitted to another magnet program.
9. Mutual respect is required by parents to CTS employees as well as employees to parents. All matters can be resolved in a calm coherent manner.
10. Threatening remarks and foul language are prohibited at CTS. Violators will be banned from campus.

Uniform Information

Parents, Council is a school of choice. You have selected and followed the many guidelines that it takes to receive a seat in this school. Now that you have arrived and all is well, please emphasize to your child the importance of following rules. Model rules by adhering to the uniform code. Ex: The code says traditional haircuts for your boys; please adhere to this code. If you have a boy with dreads or long hair, pull it back into a ponytail. No earrings for boys at Council School. Girls should have stud earrings during school hours. Remember, little things lead to big things. If this is your desired school for your child's education, teach your child by you, yourself following the rules. This is an elementary school, so parents are responsible for how their child looks at school. Allow him/her to get the full effects of Council including how to follow rules and regulations as you would on a job. We respect religious and or medical limitations. Please put a letter on file in the school office for things of this nature that will affect your child at school.

UNIFORM DRESS CODE AND APPEARANCE

There is an observable correlation between students' attire and their classroom behavior, attitude, and achievement. The uniform reflects the high standards of ***W. H. Council Traditional School***. It should be worn in accordance with the standard at all times. The uniform should always be clean, neat and in good repair. Students attending ***W. H. Council Traditional School*** will be required to wear the following uniform. If in doubt, please call before you purchase! (221-1137)

BOYS:

Pants Khaki pants with belt loops (uniform style only – no skinny leg, Duckheads, Dockers, etc.)

Pants should be neatly hemmed at the correct length (no cuffs)

Shirt White oxford, button-down collar, short sleeve only (no monogrammed collars)

Socks Solid Khaki crew socks

Belt Red web belt (purchased at a uniform store)
No character buckles or ring buckles permitted.

Boys' Sweater "Council Red" Cardigan or V-neck pull over may be purchased at the uniform stores ONLY. All sweaters must have the CTS patch and name monogrammed at the store (for uniformity) first name initial and last name. **This is the ONLY approved outerwear from 8:00 a.m. – 3:00 p.m. during the school day and for field trips.**

Shoes Dirty Buck (tan suede with red or brown hard soles), Dirty Buck (tan suede with dark brown leather saddle)

***Only Pre-K boys may wear khaki pants with elastic in the waist.**

GIRLS:

Jumper "Council Plaid" # 65 (Royal Park)

ADDITIONAL JUMPER: "Council Plaid" # 65 STYLE #178

Skirt (5th grade only) "Council Plaid" #65 (Royal Park)

Blouse White "Peter Pan" collar, short sleeve (no polo shirts, no puff sleeves, no lace on sleeves or collar, and no monogrammed collars)

Socks Red cotton socks - Red footed tights may be worn in cold weather. (Knee high or crew socks, no low-cut or no-show socks, and no leggings)

Girls Sweater "Council Red" cardigan may be purchased at uniform stores ONLY.

All sweaters must have the CTS patch and name monogrammed at the store (for uniformity) first name initial and last name. **This is the ONLY approved outerwear from 8:00 a.m. – 3:00 p.m. during the school day for field trips.**

Shoes Dirty Buck (tan suede with red or brown hard soles), Dirty Buck (tan suede with dark brown leather saddle), or Solid Navy Saddle Oxford (no Mary Janes or T-Strap shoes).

Optional Uniforms:

Optional Business Day Dress-Up Uniform (Wednesdays):

This uniform may also be worn for **special events**.

Girls and boys may wear the Navy Blue Blazer

Style: U8837 Color Navy. The blazer may be purchased from Uniforms R Us or Zoghby's. Students' names may be monogrammed inside the blazer.

Fridays

Students may wear Council sweatshirts with their standard uniforms on Fridays only.

Physical Education Uniform

The required physical education uniform will be as follows: All students will wear red shorts with the Council logo and white t-shirts with the Council logo. Council P.E. uniforms are only available for purchase at the school. Council sweatpants and sweatshirts may be worn during cooler weather. **All students will wear non-scuffing, predominantly white sneakers.** We recommend low-cut shoes due to the difficulty of lacing and tying high-tops. Please **label the inside of all uniform items** with permanent markers. We recommend inexpensive shoes; the school will assist students in caring for their belongings but cannot accept responsibility for lost or stolen items. **Please monitor students' shorts throughout the year for appropriate length.**

UNIFORM VIOLATIONS

Uniform dress will be required and monitored daily. Teachers will make a personal check of students each day. Inappropriate attire will be called to the attention of the student, parent, and the school administration. We recognize that students are constantly growing. Please continue to replenish uniforms to ensure the appropriate fit throughout the school year.

The following standards must be adhered to at all times:

BOYS

1. Conservative, well-groomed, clean, naturally colored hair
2. No jewelry. (Watches and medical IDs are acceptable.)
3. Shirts always tucked in revealing belt
4. Belt always worn properly
5. Pants worn at natural waistline
6. Solid white t-shirt may be worn under uniform shirt (shirt sleeve cannot be longer than uniform sleeve).
7. No writing on body or uniform (including temporary or permanent tattoos)
8. No headwear (including hats, sweat bands or bandanas)

9. No shirts worn as outerwear on campus
10. Shoes must be properly tied with school-approved laces.
11. Council approved attire only
12. Approved outerwear (Council sweater)
13. Council sweatshirts may be worn on Fridays.

GIRLS

1. Conservative, well-groomed, clean, naturally colored hair
2. No jewelry except small post earrings ONLY (no dangles or hoops)
3. Watches and medical IDs are acceptable.
4. No writing on body or uniform (including temporary or permanent tattoos)
5. Hair accessories must be of school uniform colors (navy, red, khaki, or neutral).
6. Uniform shoes must be properly tied with school-approved laces.
7. Council approved attire only
8. Approved outerwear (Council sweater)
9. Council sweatshirts may be worn on Fridays.
10. No false fingernails
11. **Clear** fingernail polish only
12. No make-up

**** Sweaters will be monogrammed with student's first initial and last name on the upper left side of the sweater under the Council Crest patch in white thread with block font. The patch measures 2 ½ inches in width, and 2 inches in height. The patch may be purchased at Zoghby's or Uniforms R Us. Monogramming is also available at both stores.**

*****Please kindly make sure your children abide by our discipline, uniform, and appearance policies. We respect religious requirements; however, each year a note regarding those requirements related to appearance should be submitted to the students' homeroom teachers at the beginning of the school year.**

EMERGENCY PROCEDURES

EMERGENCIES

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

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

Please make sure that you complete the **Emergency Contacts** and the **Student Emergency Health Information** sections located on the *Mobile County Public School System Student Enrollment Information Card* online. **Report changes in address, phone numbers, and emergency contact information to the OFFICE immediately.** Your child's safety is a priority!

Please note:

- Your child will only be released to the person(s) listed on the *Mobile County Public School System Student Enrollment Information Card*.
- Any one **NOT** listed on the *Mobile County Public School System Student Enrollment Information Card* will **NOT** be allowed to pick up your child without a dated, written note signed by you the parent or legal guardian naming the person to pick up your child. Any person bringing a note must also present a photo ID **AND** be at least 18 years of age.
- Verbal permission by telephone for someone to pick up your child cannot be accepted.

EMERGENCY CLOSING OF SCHOOL

During emergency situations we must know how each child is to go home. The telephone lines into the school will not accommodate the number of calls necessary to reach all parents or could be out of order in an emergency. Talk with your child about how he/she is to get home in case of an emergency closing of school (severe weather, snow, etc.). In an emergency, local radio and television stations will have updated information concerning school closing. Please listen to these stations in the event of severe weather, etc.

STUDENT HEALTH and FIRST AID ROOM

The health and well-being of your child is important. In order to provide assistance if your child should become ill at school, follow the procedures listed below:

1. Complete and return the "Health Card" and keep the card up-to-date with an emergency number of someone who can be reached in case of illness or emergency.
2. The First Aid Room is staffed by two paraprofessionals.
3. The Mobile County Public School System has authorized the request of \$5.00 per student as a donation toward the purchase of First Aid and mailing supplies.

MEDICATION POLICY

Many requests are received each year to administer medicine to students at school. Medications such as Tylenol, cough medicine, cough drops and other over-the-counter medications cannot be administered by First Aid or teachers. First Aid does supply basic aid for cuts and scrapes, as well as checking for fever and contacting parents when students are sick or hurt. The Mobile County School System has very strict guidelines concerning the dispensing of medications. We are unable to administer any medicine unless these guidelines are followed:

1. Medication shall be administered by the school **ONLY** when **ABSOLUTELY** necessary.
2. Students shall not bring medicines to be administered for minor illnesses.
3. If medicine must be taken for a period of time, every effort shall be made to administer the medicine at home before and after school rather than involve the school personnel in the child's medication schedule.
4. If a student must receive **prescribed** medication at school, the following is required:
 - a. A letter from the parent requesting permission for medication to be given at school.
 - b. The medication **MUST** be in the container labeled by the pharmacist as to the name of the medication, dosage and exactly how it is to be administered, as

well as carry the student's name and prescribing physician. Form letters may be obtained in the office for this purpose.

PARENT'S RESPONSIBILITY

In order for school personnel to assist a student with medication administration, the following requirements should be met:

1. The parent/guardian must sign the **Mobile County Public School Request for Medication Letter** (form SS417-A) and complete the **Permission Form for Prescribed Medication** (form SS417-B). When these two forms are signed by the parent and accompany a correctly labeled prescription bottle, the school personnel may administer medication. A correctly labeled pharmacy container should include the student's name, name of medication, strength, dosage, time interval, route, and date of drug's expiration as appropriate. If the parent provides sample medication from the health care provider's office, the sample should have specific written instructions.
2. The parents will complete the **PERMISSION FORM FOR PRESCRIBED MEDICATION** form (SS417-B) which includes:
 - Name of student
 - Name of medication with the dosage, frequency, time, and method of administration.
 - Date of the request and, if applicable, the discontinuation date.
 - Known drug allergies/reactions that student may have.
 - If student may self-administer the medication.

If the medication order is changed during the school year, a new signed statement is required. The school nurse may require the health care provider's signature on the Permission Form for Prescribed Medication when clarification regarding the medication is needed.

3. Information regarding common potential side-effects and adverse reactions will be made available to the school personnel designated by the principal to administer medication. The parent/guardian should provide the list of possible side effects for medication taken over a 30-day period.
4. The parent/guardian or the parent designated responsible adult should deliver all Schedule II drugs (example Ritalin) to the school personnel designated by the principal. Students should not deliver

controlled drugs due to the potential for abuse. Schedule II drugs should be counted and recorded on the Medication Chart. No schedule II drug may be kept on a student. Schedule II drugs are medications taken for A.D.H.D., seizure disorders, and pain relief, etc.

When the medication is completed, out of date, or at the end of the school year, parents will be advised in writing to pick up any unused medicine. Medications not picked up by parents will be destroyed in the presence of a witness, by the personnel designated by the principal or the school nurse.

ILLNESS

There are many illnesses that require your child to be absent from school, for your child's protection as well as the protection of the other students and staff members. Such conditions include, but are not limited to:

- Fever
- Vomiting
- Diarrhea
- Pink eye
- Injury or illness requiring intensive medical services
- Adverse side effects from medication that need monitoring
- Head lice

Many contagious conditions carry special requirements about returning to school, such as strep throat, pink eye, chicken pox, flu, etc. If your child has a condition or illness that you are unsure about with regards to school attendance, please contact the school before sending your child back to school.

CHRONIC ILLNESS

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 the school year. The statement shall reflect the following details in the letter:

- Written on the physician's / medical office letterhead
- Include signature of physician
- List diagnosis
- Offer anticipated number of absences (EX: 3-4 days)
- Inform us of requirement for returning to the physician's office (EX: after 3 absences)

- Provide list of any physical limitations the student may have in getting to school. (EX: late or absent on cold days below 50°)
***This will expire at the end of each semester.**

IMMUNIZATIONS

An immunization form is required for every student enrolled in the Alabama public schools. Only Alabama issued immunization certificates are acceptable; IMM 50. An immunization certificate is required upon enrollment for the following:

- Any child entering kindergarten or first grade who has not previously attended school.
- Any new enrollee transferring from outside the State of Alabama.
- Any new enrollee transferring from a private school.

It is required that all students must have the following immunizations to attend school:

- **4 doses of Diphtheria/Tetanus/Pertussis (DPR):**
 One dose has to be given after the 4th birthday, if not the student must receive a 5th dose of the DPT. A booster dosage must be given 10 years after the preschool booster.
- **3 doses of either the Oral Polio Vaccine (OPV) or the Inactivated Poliomyelitis Vaccine (IPV)**
 One dose has to be given after the 4th birthday; if not the student must receive a 4th dose of the OPV or IPV
- **2 doses of Measles/Mumps/Rubella (MMR):**
 Two doses before entering school, NO booster shot needs to be given for the vaccine.
- **1 dose of Varicella (Chicken Pox):**
 Vaccine or doctor/clinic documentation with date of disease or lab test immunity

Divorce/Separation/Custody

In the event of divorce or separation, we will honor custody agreements as documented by the courts. Please refrain from using the school campus as a location for handling these disputes.

DAILY PROCEDURES

DAILY SCHOOL SCHEDULE

6:00 a.m.	Morning Extended Day Begins
7:25 a.m.	Breakfast Begins (Extended Day Students)
7:30 a.m.	Teachers on Duty Morning Extended Day Ends Students: <ul style="list-style-type: none">• Eat breakfast <u>or</u>• Report to cafeteria (Kindergarten -1st Grade)• Report to the hallway outside of classroom (2nd -5th Grades)
7:45 a.m.	Students Enter Classrooms
7:50 a.m.	1 st Bell - Breakfast Warning
7:55 a.m.	2 nd Bell - Breakfast Ends
8:00 a.m.	3 rd Bell - School Begins/Morning Announcements
8:10 a.m.	4 th Bell - Tardy Bell
2:45 p.m.	Afternoon Announcements
2:50 p.m.	1 st Bell - Carpool Dismissal
2:55 p.m.	2 nd Bell - Virginia Street Dismissal
3:00 p.m.	3 rd Bell - Afternoon Extended Day Begins
6:00 p.m.	Afternoon Extended Day Ends

PLEASE NOTE:



Arrival

- Students should not arrive before 7:30 a.m.
- All students are expected to be in their classrooms unpacked, seated and working by 8:00 a.m. each morning.
- Students arriving after 8:10 a.m. will be counted tardy.
- Early dismissals will NOT be granted after 2:00 p.m.
- **All Carpool and Virginia Street students should be picked up by 3:15 p.m. Parents will be charged \$5.00 for every 15 minutes thereafter.**

- Students may arrive on school grounds at 7:30 a.m. **Prior to 7:30 a.m. no one is on duty to supervise your child.**
- Morning Extended Day students may arrive at 6:00 a.m.

► **Morning Procedures – DO NOT DROP STUDENTS off before 7:30**

As students enter the building each morning they should come in quietly, go to breakfast if they choose, or go directly to the area to which they have been assigned. Students are to sit outside of their classrooms until 7:45 a.m. Students in grades 2-5 are to use the stairs at the entrance of the K/1 hall to go to their classrooms each morning if they are not eating breakfast. Students in grades 2-5 that eat breakfast are to use the stairs at the end of the K/1 hall to go to their classrooms after completing breakfast. The following rules apply during this time:

- Students are to sit quietly.
- Students are to remain seated and NOT wander the halls.
- Students are to READ.
- NO toys, games, food, or candy are allowed at this time.

► **Morning Carpool**

We encourage ALL parents to use Morning Carpool. Teachers are on duty at 7:30 a.m. to assist you and your child with morning arrival. Enter the carpool lane from Wilkinson Street and proceed to the end of the covered walkway. At this time, stop and have your child exit from the passenger side onto the covered walkway. Encourage your child to walk quickly to the school's entrance. Please have your child prepared to exit the vehicle as soon as it stops. Lunch money, snacks, signed notes/letters/forms, book bags, clothing, etc. should be taken care of before leaving home.

► **Virginia Street**

If you decide not to use Morning Carpool, then you are to use the Virginia Street alternative. The following procedures **MUST** be followed:

- Enter the Virginia Street parking lots and **park** your vehicle.
- **Exit** your vehicle and **walk** your child to the crossing guard.
- Your child is then to follow the directions of the crossing guard.
- Students are **NOT** to be dropped off in the parking lot or let out on Virginia Street.
- **Do not block driveways. Mobile Police will strictly enforce this rule.**

****Parents are not permitted to drop off students at the front entrance of the school. Parents of students in the Extended Day Program may only use this area to drop off students each morning from 6:00 a.m. until 7:20 a.m.**

Dismissal

The school day ends at 3:00. All carpool and Virginia Street students should be picked up by 3:15. Any students still on campus after 3:20 p.m. will be brought to the office, and parents will be charged \$5.00 for every 15 minutes thereafter.

► **Afternoon Procedures**

Gym [Carpool Students]

As students enter the gym each afternoon they should come in quietly. They are to go to the area to which they have been assigned and sit in a row by class. The following rules apply during this time.

- Students are to sit quietly.
- Students are to remain seated until their names are called.
- Students are to WALK out of the gym to the safety patrol members controlling the “gate”.
- Once the “gate” is opened, students are to WALK to their vehicles.

Cafeteria [Virginia Street Students]

As students enter the cafeteria each afternoon they should come in quietly. They are to go to the table to which they have been assigned. The following rules apply during this time.

- Students are to sit quietly.
- Students are to remain seated until their names are called.
- Students are to WALK out of the cafeteria to the teacher stationed at the entrance of K/1 hall.

► **Afternoon Carpool**

We are encouraging ALL parents to use the **Afternoon Carpool**. Teachers will be on duty to assist you and your child with dismissal. Students are dismissed from their classroom to the gym. As soon as all students are in the gym, teachers will begin calling students to come to carpool via two-way radios. Three lanes of traffic will be used during afternoon dismissal. Enter these lanes from Wilkinson Street. Please do not block the entrance to the driveway from Wilkinson Street. Once cars, from the driveway of the school parking lot to the beginning of the covered walkway, are loaded in all three lanes they will be dismissed. We are asking parents to place the name(s) of the student(s) they are picking up in their windshield. **Please write the name(s) in large print.**

► Virginia Street

If you decide not to use Afternoon Carpool, then you are to use the Virginia Street alternative. Do not block driveways. Mobile Police will strictly enforce this rule. The following procedures **MUST** be followed:

- Enter the Virginia Street parking lots and **park** your vehicle.
- Walk to the entrance of the K/1 hall, hold up the name of the student(s) you are picking up, and the teacher on duty will call your student(s) via two-way radios.
- Follow the directions of the crossing guard when crossing Virginia Street.

Parents are not permitted to pick up or drop off students from the school parking lot.

EXTENDED DAY PROGRAM

Council's Extended Day Program is a service provided beyond the regular school day. This program will operate on school days before school (**6:00 a.m.-7:30 a.m.**) and after school (**3:00 p.m-6:00 p.m.**).

Children participating in the Extended Day Program receive assistance with homework and engage in enriching scholastic and physical development activities, under the supervision of certified and non-certified personnel.

A base charge covers expenses. When you register for the Extended Day Program, you will receive an Extended Day Handbook. This handbook will include the guidelines, policies, procedures and fee schedule. The fee schedule includes consideration of families with multiple children in the program and economically disadvantaged families.

NUTRITION PROGRAM

Council Traditional School serves breakfast and lunch daily. A student who wishes to bring his/her lunch from home should bring wholesome balanced meals with a juice or milk to drink. **NO soft drinks or glass bottles are allowed.** It is against school policy to bring food into the cafeteria from sources other than home. Example: McDonalds, Hardees, Arby's, etc.

Parents are welcome to eat lunch with their child. Parents wishing to have lunch with their child should send a note to their child's teacher that morning.

Nutritional Guidelines



ALL foods and beverages made available on campus (including vending, concessions, a la carte, school stores, parties, and fundraising) during the school day must be consistent with the current Dietary Guidelines for Americans and Alabama State Department of Education Guidelines. Foods and beverages that have as the first ingredient: sugar, corn syrup, shortening, lard, or similar, may not be available to students on school grounds during the normal school day. This includes school parties.

Parents,

The breakfast area is for the students to eat breakfast, and it also serves as a holding station for students until 7:45 (teacher's official check in time).

Although we appreciate parental visits and support, please refrain from hanging around in the cafeteria. We are trying to prepare students for their academic day. After the first day of school, we would appreciate it if you would simply drop off students and allow our staff to work to teach appropriate school independence.

MORNING CARPOOL

WILKINSON

STREET →

Parking Lot is closed every morning from 7:20 a.m. until 8:20 a.m. to everyone except faculty and staff.

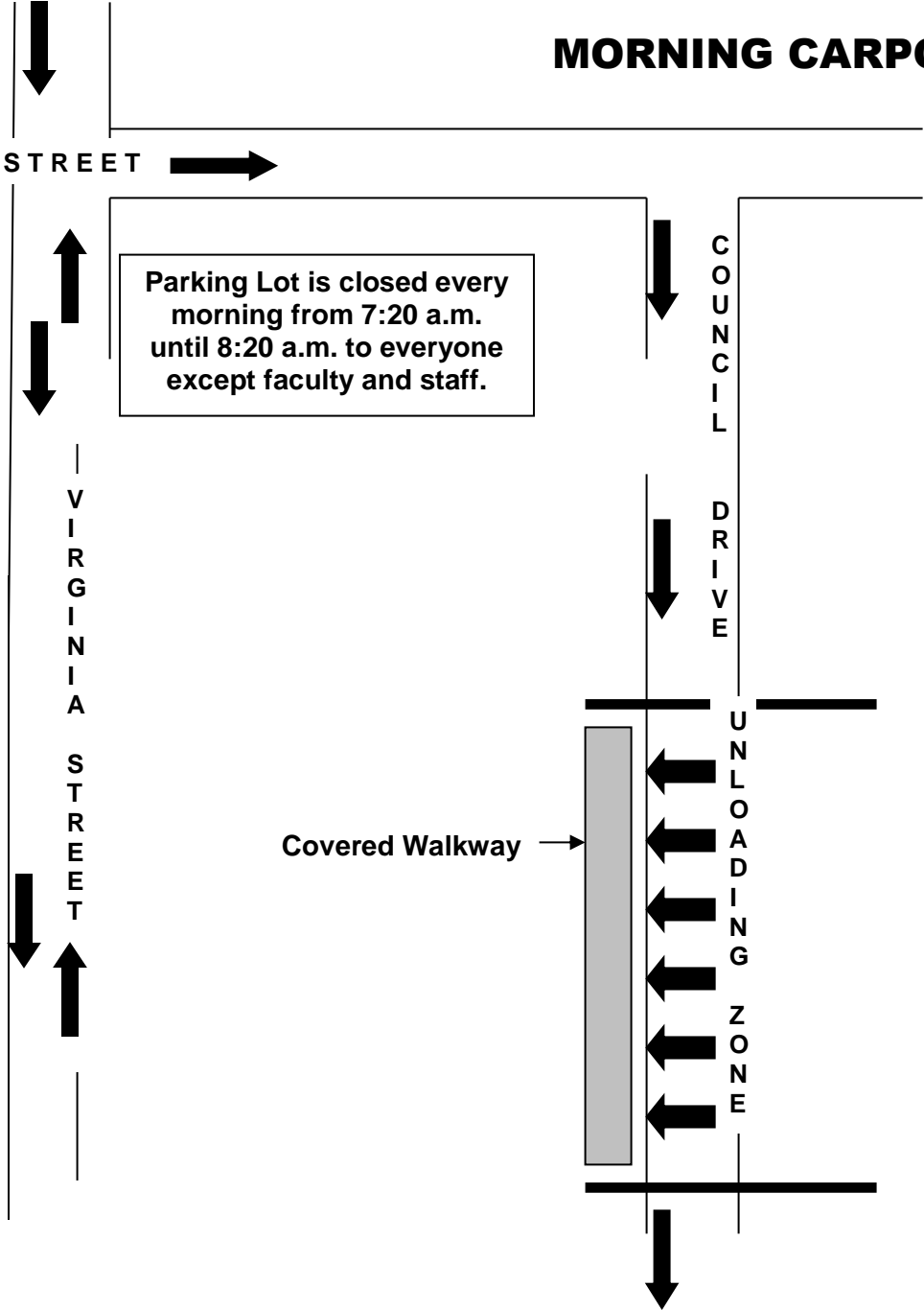
VIRGINIA STREET

COUNCIL DRIVE

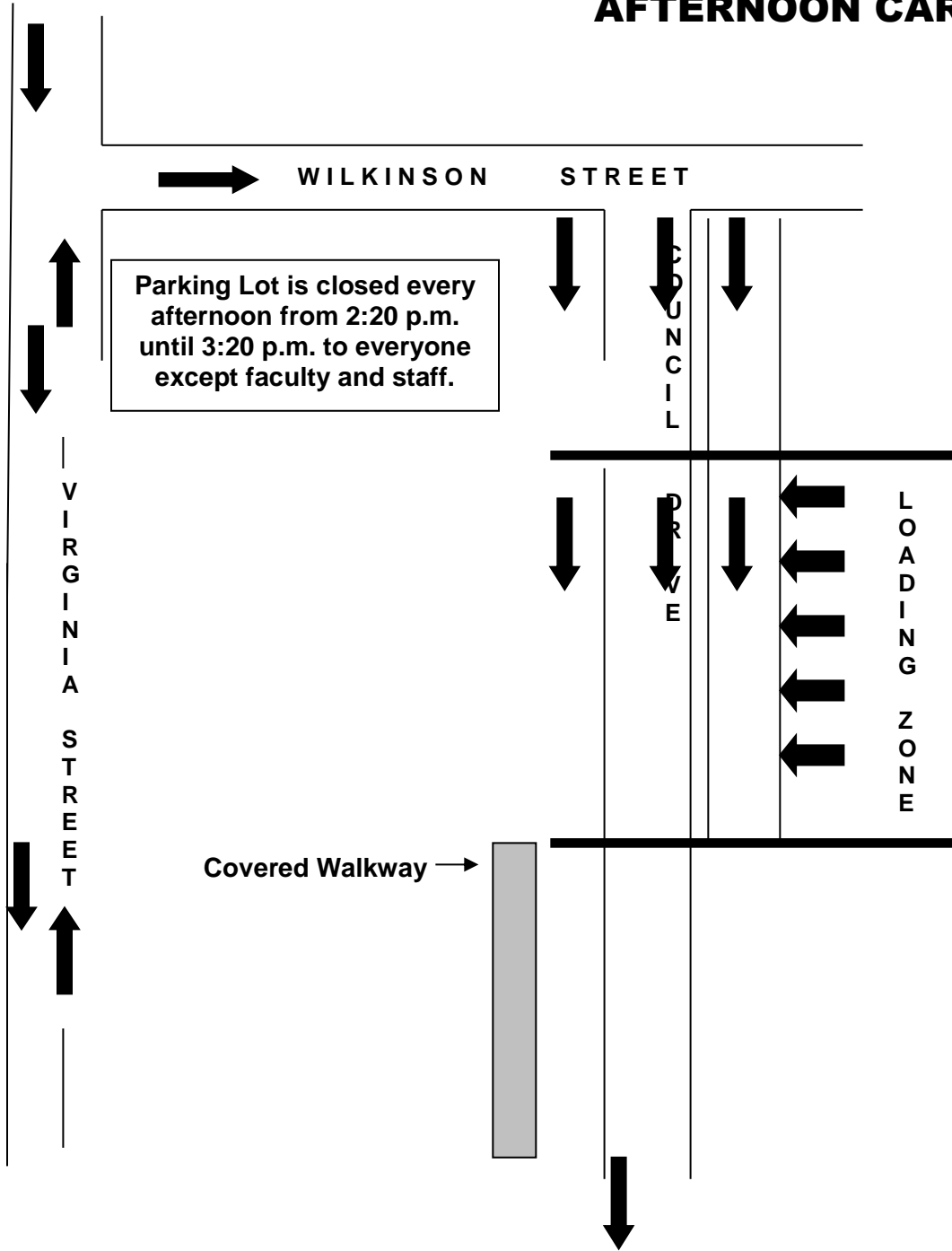
DRIVE

UNLOADING ZONE

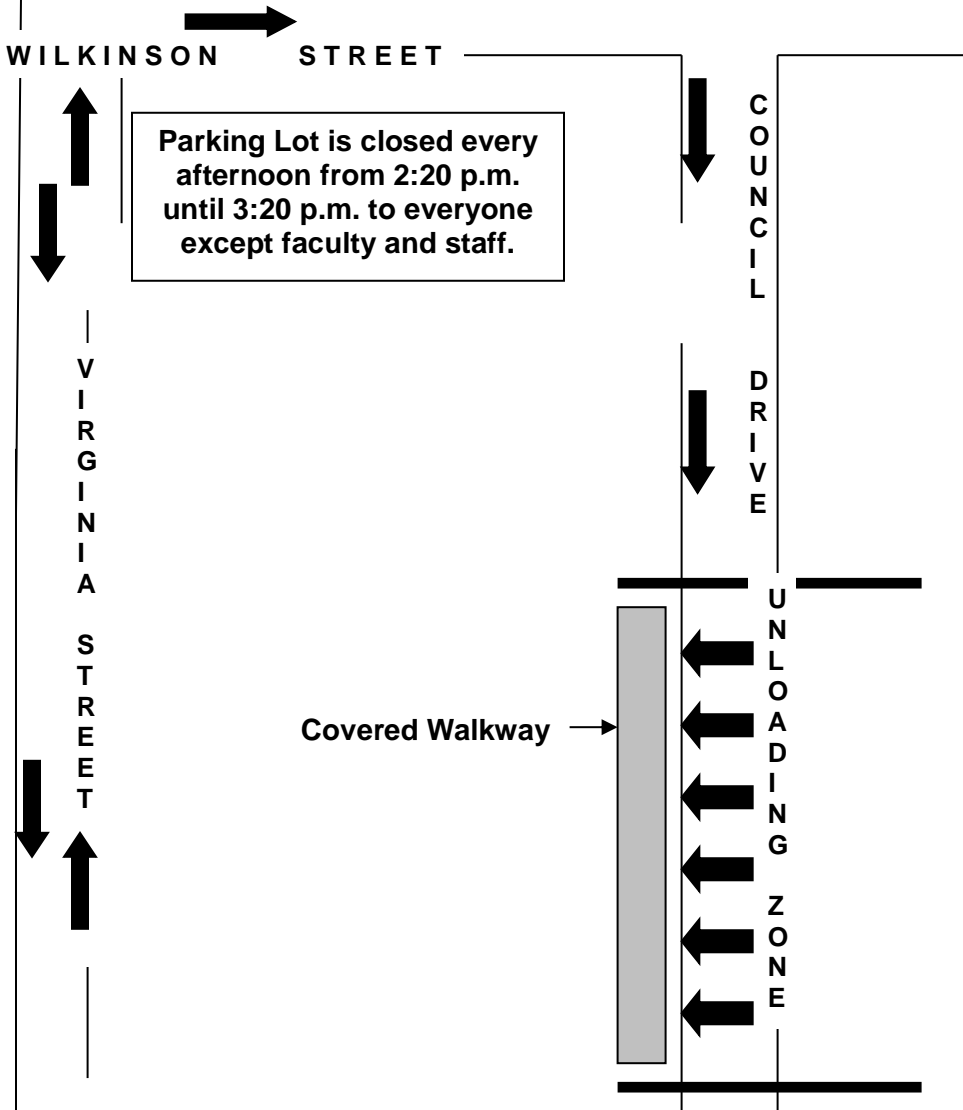
Covered Walkway



AFTERNOON CARPOOL



INCLEMENT WEATHER CARPOOL



The same carpool procedure that is used in the mornings will be followed for inclement weather. Only one lane of traffic will be opened. Students will load from the covered walkway so as to remain dry. This procedure takes longer. Please be patient and cooperative.

ADMINISTRATIVE POLICIES

BULLYING

Bullying creates an atmosphere of fear and intimidation. Bullying is unacceptable in our school. We encourage and support an environment where students feel safe. Students who hurt or bully other students shall be held accountable. Please report any incidents of bullying immediately to the principal and the school counselor. They will work together to prevent a reoccurrence and provide appropriate consequences.

CLASSROOM VISITS/PARENT OBSERVATIONS

If you would like to visit your child's classroom, please call the school office to schedule a time to observe. It is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit to avoid any conflicts with the school schedule. This policy will be strictly enforced this year to make sure instructional time is protected.

When visiting a classroom, parents must realize that the teacher's first responsibility is to the class, and the teacher will be unable to converse at any length with you the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent.

CONFERENCES

Parents must attend at least two (2) face-to-face conferences during the school year. Teachers may contact parents for additional conferences as needed. Parents may also request conferences. However, these personal conferences require an appointment. Parent conferences can be arranged by e-mailing the teacher, calling the school office or by written request to the teacher. Appointments can be set during the teacher's planning and conferencing period or after 3:00 p.m.

CONTACTING STAFF

Parents may contact Council's faculty and staff by telephone, note/letter, or through the school's website. If you need to speak to a teacher, please leave a message with the school office personnel. The request will be placed in the teacher's box. Teachers check their boxes during their planning times. Please note that the teacher may not see the message until the end of the day if you call after his/her planning time. The staff at Council Traditional School is always open to input, and we

encourage you to share concerns and questions early, before they become problems.

CONTACTING PRINCIPAL

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

FIELD TRIP POLICY

Field trips are an outgrowth of units of study and are directed toward achievement of specific educational objectives. All children participating in a field trip MUST have parent permission but are not excluded from a field trip because of inability to pay. If a field trip is cost prohibitive, a parent may request assistance from the school office.

For the most part, students will be allowed to attend at least one field trip per year if the student's behavior is satisfactory. Therefore, students not meeting these guidelines may not be afforded the opportunities to attend additional field trips.

Children not participating in a field trip are expected to attend school on the day of the field trip. Teachers are required to provide lesson plans for them. Another classroom teacher or a substitute teacher will implement these plans.

If reservations are necessary for a field trip, no refunds will be granted after the reservations have been made.

Student Expectations

1. Students will stay with their class throughout the field trip.
2. Students will remain with their chaperones at all times.
3. Students will wear uniforms for all field trips.
4. Students will wear nametags for the chaperones' benefit.
5. Students will walk to and from various activities in an orderly manner.
6. Students will enter and depart buses, buildings, activity areas, etc. in an orderly manner.
7. Students will show respect to all supervising adults and presenters.
8. Students will follow the directions of supervising adults.
9. Students will show respect to fellow students.
10. Students will speak in a voice appropriate for the activity and refrain from making unnecessary noises.
11. Students will follow all other system and school policies and procedures.
12. Students will follow all rules and regulations of the field trip destination.

Chaperone Expectations

1. Chaperones will supervise all students in their charge throughout the field trip.
2. Chaperones will report to the teacher any student who deviates from the expectations.
3. Chaperones will always conduct themselves in an appropriate manner. (i.e. no smoking, no use of inappropriate or abusive language, etc.)
4. Chaperones will dress appropriately.
5. Chaperones will not bring other students/children on the field trip.

HOMEWORK

Meaningful and realistic homework will be assigned Monday through Thursday. The amount of homework varies with each grade level. Teachers will distribute guidelines for homework during the first week of school. Special assignments may vary from the guidelines. Homework is designed to provide necessary reinforcement for concepts and skills taught during the day. It is not given to introduce new material. Enrichment assignments are tailored to the individual child and may be given when the teacher feels it is appropriate for the student.

The value of homework, in addition to reinforcement, is the experience it gives the student to work on his/her own. Therefore, students are expected to do the homework independently. Taking the assignment home, completing the work, and remembering to return the work on time, are all important processes in developing responsibility. Homework is a part of the student's total educational development and his/her commitment to the school program.

By choosing to enroll your child at Council Traditional School and signing the parent contract, you agreed to *provide a suitable time and place for homework and ensure the homework is completed*. Students not completing and returning required homework may face disciplinary actions.

The suggested guidelines as stated in the Mobile County Curriculum Guidelines for daily homework are listed as follows:

- Kindergarten – 2nd Grade: 30 minutes maximum
- 3rd Grade – 5th Grade: 60 minutes maximum

When your child is absent, classwork and homework are to be made up. Students are responsible for getting the homework and class-work assignments from the teacher and completing them in the timeframe as explained by the teacher. For students who are sick and will be absent for more than one day, parents may request missed work by phoning the school office.

INSTRUCTIONAL TIME

Our main goal at Council is to ensure that teaching and learning are occurring daily. Time allocated for instruction is valued and needs to be protected against unnecessary interruptions. To protect the instructional day, we will adhere to the following:

- Limit “all-calls” to the morning and afternoon announcements
- Restrict interruptions to classrooms. K - 1st grade parents will not be allowed to have conferences every morning; this helps to protect instructional time
- Limit the number of all-school assemblies
- Monitor classrooms throughout day to ensure time on task

Your assistance is needed in making sure that arrangements have been made before leaving home as to:

- Transportation
- After school plans
- Uniforms
- Homework
- Projects
- Field trip permission forms
- Money

RECESS POLICY

Council School recognizes the research that embraces students’ need for increased levels of activity. In addition to 30 minutes of structured physical education for every child, students adhere to a scheduled time per week for recess.

LOST and FOUND

The lost and found areas are located throughout the school building and in the gymnasium. Students are encouraged to check the Lost and Found for misplaced items. At the beginning of the year, clearly label ALL of your child’s belongings with his/her name. Do not forget to label shoes, backpacks, lunchboxes, purses as well as ALL clothing. Remember students are to leave valuable personal items at home. Each quarter, all items not claimed will be sent to charitable organizations.

PARENT REQUESTS/CLASSROOM ROLLS

Requests from parents for teachers are not taken. Classroom rolls are developed based on race, gender, achievement, and behavior of students. Upon the conclusion of the school year, teachers create anonymous rolls using the above criteria as well as their knowledge of the students. The administration utilizes the rolls created by the teachers to develop the final rolls. Every attempt is made to create a balanced roll for each teacher. Rolls may be adjusted after the second week of school to address enrollment changes that occurred over the summer months. Please note that it is the school's policy to not place siblings in the same classroom.

PROMOTION and RETENTION POLICY of MAGNET SCHOOL STUDENTS

General Guidelines

- A student must be promoted in a regular (non-alternative) academic program at the end of the school year to make application for a magnet school.
- A student required to attend summer school for promotion purposes is not eligible to enroll or continue in a magnet school.
- A student moved to the next grade-level because of chronological age is not eligible to enroll or continue in a magnet school.
- A failing magnet student, who does not meet the promotion requirements of his/her current magnet school, may not make application for a different magnet school.

Elementary Students

- A student achieving a yearly average of 70% or above in all regular or advanced courses will be promoted to the next grade at all Mobile County Public School System magnet schools.
- A student achieving a yearly average of 60-69% in any regular or advanced course will be promoted to the next grade in a non-magnet school in the Mobile County Public School System or may remain at his/her current magnet school and be retained in the current grade.
- A student failing to achieve a 70% or above yearly average for two years in any regular or advanced course will be ineligible to remain in the Magnet Schools Program.
- A student achieving a yearly average of 59% or less in any regular or advanced course in any Mobile County Public School System magnet school will be required to return to the school serving the student's attendance zone.

RESPONSE TO INSTRUCTION (RTI)

Response to Instruction (RTI) is a framework for providing students with high quality researched based instruction. Many times, students need intervention and with RTI this intervention will be matched to the students' needs. These struggling students, identified by their teachers, will be referred to a team of educators who will make an informed educational decision regarding the students' needs.

TELEPHONES

The telephone numbers at Council are 221-1137 and 221-1139. The fax number at Council is 221-1140. The telephone in the office is for school business and may be used by students ***only in case of emergency***.

TEXTBOOKS/LIBRARY BOOKS

Students are given opportunities to check out books from the school library. The student is responsible for the care and maintenance of the book(s) received and will be charged for any that are lost or damaged.

Students are allowed to borrow state textbooks when their parents sign responsibility forms. Here again, the students are responsible for the care and maintenance of the books and will be charged accordingly if the textbooks are not cared for or lost. State policy requires that no students receive additional textbooks if there are books lost or damaged with fines outstanding.

VISITORS

Upon entering the building ALL visitors are required to report to the main office, sign the Visitor's Log or the Volunteer's Log, and obtain a visitor's pass. Please notify your child's teacher in advance.

VOLUNTEERS

Council Traditional School depends on volunteers to maintain a positive climate. Our volunteers are crucial to the success of our program! We encourage parents to work through the PTA to find appropriate volunteer opportunities.

**Council Traditional School
PTA Officers
2024-2025**

President: Kimberly Rice
Vice President of Membership: Shalonda White
Vice President of Fundraising: Kelli Ferguson
Vice President of Volunteers: Mariah Cushman
Secretary: Samantha Smith
Treasurer: Georgia Baker
Assistant Treasurer: Erica Cheek
Assistant Fundraising: Phylicia McMillian
Family and Community Engagement: Nina Santos



STUDENT'S NAME (Please print)

GRADE

TEACHER'S NAME (Please print)

2024-2025
PARENT CONTRACT
W. H. Council Traditional School

Realizing the importance of my influence in my child's life and because I wanted the best possible education for my child, I have enrolled my child in Council Traditional School. I am making a commitment to my child's education. I will read and become familiar with information in the ***Parent and Student Handbook***. I, therefore, agree to:

- Support and uphold the ***Mission Statement, Philosophy and Purpose of the Magnet School Program.***
 - Abide by the ***Expectations for Parents.***
 - Comply with the ***Conduct Policies.***
 - Uphold the ***Academic Standards and Guidelines of Council Traditional School.***
 - Adhere to procedures for the School Day ***regarding arrival and dismissal.***
 - Follow ***administrative policies*** as specified in the Parent and Student Handbook.
- I understand that Pre-K students are not guaranteed enrollment into CTS for kindergarten. Parents must apply through the magnet school application process.

Parent's Signature

Date

W. H. COUNCIL TRADITIONAL SCHOOL
Choose the Challenge * Choose Excellence * Choose Council

751 Wilkinson Street, Mobile, Alabama 36603
(251) 221-1139 Fax (251) 221-1140