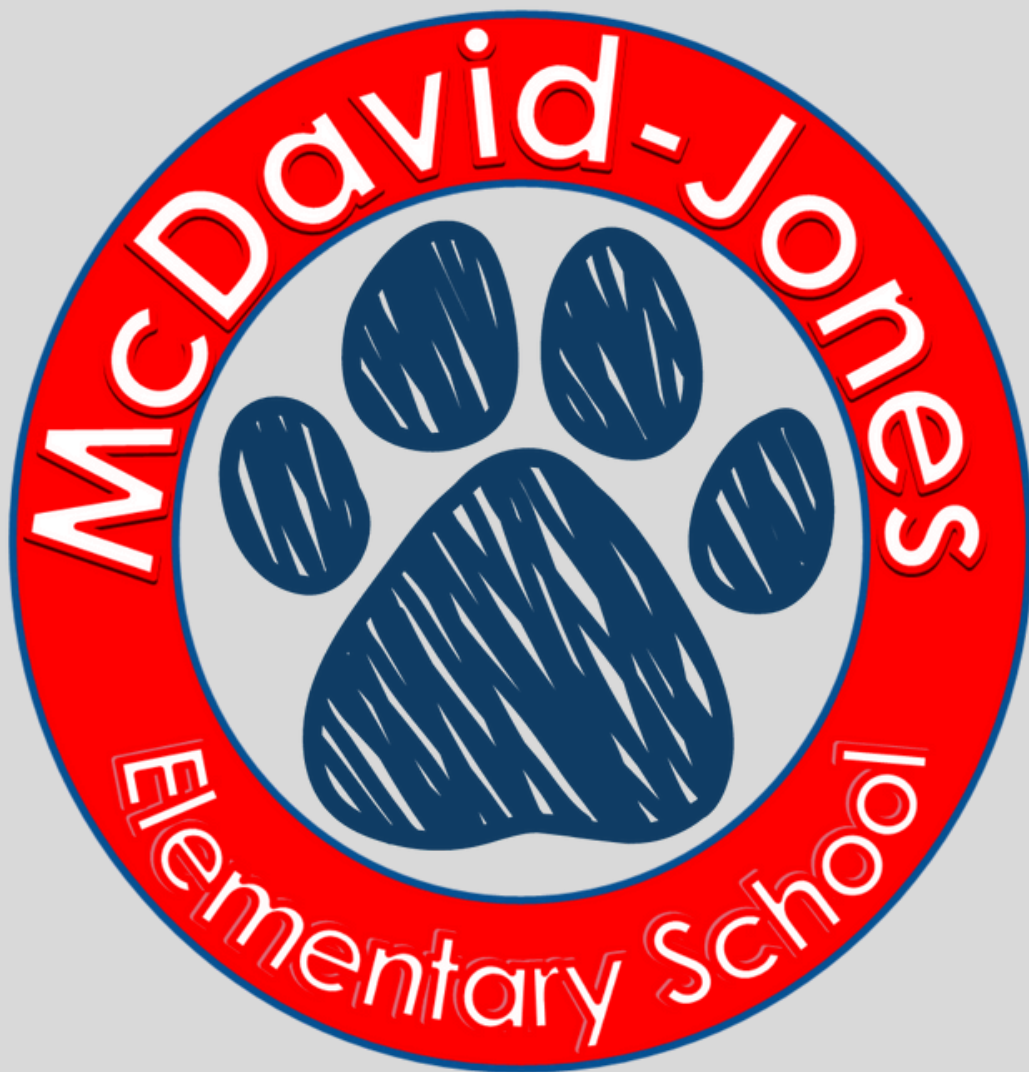


Student and Family Handbook 2024-2025



McDavid-Jones Elementary School
16250 Highway 45 South
Citronelle, AL 36522

Telephone (251) 221-1510
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Principal
Kristy Davis
kdavis4@mcpss.com

Assistant Principal

Mobile County Public School System
District Website
www.mcpss.com

McDavid-Jones Elementary Website
<https://www.mcdavidjoneswildcats.com/>

Welcome to MJE!

A Message from the Principal

Welcome to the 2024-2025 school year. I hope everyone enjoyed the summer break and is ready to begin another fantastic year at MJE. McDavid-Jones is focused on ensuring all students achieve in a safe and positive environment.

Our staff looks forward to the opportunity of helping your children grow academically. I thank you in advance for the support that I know you will provide in this journey. If at any time you should need to contact us for any reason, please do not hesitate to do so. We are always here for you.

Our handbook has been updated to provide you with the most current information that you will need throughout the year. Additional information and dates will be posted on Class DOJO. You can also follow us on Facebook.



President Jerome Williams
Vice-President Kerri Williams
Secretary/Treasurer Skyla Gaw
Volunteers ----- Vacancy
Fundraising ----- Vacancy

Our school Booster Club supports our students and teachers by purchasing equipment, providing incentives, coordinating our Pageant and Fall Festival, handling our snacks every day, and many other activities. In the past their projects have provided for covered walkways, playground equipment, media equipment, computers, our digital school sign and other instructional items. Please participate in the enrollment period by sending in your \$5 per family membership and participate in our fundraisers by selling at least 5 items per child. If you have any questions about Booster Club or Parent Activities, please call Ms. Mason or Mrs. Henderson at 221-1510.



KIM MASON- PARENT COORDINATOR
LATITHA HAMPTON- TITLE I
CHAVELLE PARKER
JEROME WILLIAMS
SKYLA GAW

The purpose of the parent advisory committee is to promote the school's relationship with parents and families. These members assist with the design of the parent compact as well as ways to increase parental support of school activities.



ACCELERATED READER-

AR is a district initiative, and all students are required to participate. Students have a book to read every night that is on their reading level. K-2 students should reread their books before testing. 3-5 students reading chapter books should test at least twice weekly. All students should reach their goal each quarter since all goals are based on the student's ability.

ATTENDANCE-

Attendance is critical for student success. It is the responsibility of the parent/guardian to make sure that children are at school on time every day. Excessive absences will be reported to the attendance officer for the Mobile County Public School System. Students with more than 9 absences will not be eligible for National Elementary Honor Society. Please make every effort to develop good attendance habits for your child. If your child is absent, please send a note within three days of the absence. Without a note, the absence will be marked unexcused. Truancy Court papers are sent from Central Office on the third unexcused absence. Students are allowed 8 parent notes per year for excused absences as noted in the MCPSS Code of Conduct. If the absence is due to a doctor's appointment, please send a doctor's excuse. For further information, you may contact Ms. Powell or Ms. Stringer at 221-1510 or Student Services at 221-4245.

The research says that students who attend school regularly learn more and are more successful in school than students who do not. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility and that is an important lesson for a successful life.

BEFORE AND AFTER SCHOOL CARE

We are excited to offer before and after school care again this year. Students must be independent with toileting and age appropriate activities. Students can't be medicine dependent as there is no nurse available on campus. Students will participate in homework, computer, and P.E. Registration fees are \$25 per family and the weekly cost is \$15 for mornings, \$50 for afternoons, and \$55 for both. Additional children are ½ price. Students can be dropped off after 6:00 AM and must be picked up by 6:00 PM. Please request a registration packet for additional information. Students must be registered to participate in this program. Students will be dismissed for disciplinary actions.

BULLYING-

Bullying continues to be a huge problem nation-wide, therefore, all acts of bullying are taken seriously and warrant immediate action. Repeated offenses merit notification to any one of the county child service organizations. "It is the policy of the Mobile County Board of School Commissioners that all of its students have an educational setting that is safe, secure and free from harassment and bullying of any kind. The board will not tolerate bullying and harassment of any type."

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself and is fearful of the other person."

What is Bullying?

- 1-Deliberate
- 2-Repeated
- 3-Power Imbalanced
- 4-Physical Bullying
- 5-Verbal Bullying
- 6-Cyberbullying

What is NOT Bullying?

- 1- Teasing and no one gets hurt
- 2- Disagreements
- 3- When there is a possible solution
- 4- Everyone is having fun
- 5- There is an equal balance of power
- 6- It is an isolated event

For more information: The Jamarí Terrell Williams Student Bullying Prevention Act, No. 2018-472

CAFETERIA-

Breakfast and lunch are served daily. Breakfast and lunch are both free of charge to students. Students may bring lunch from home in a lunchbox if you prefer. Soft drinks are not allowed for lunch or snack. Parents are invited to eat with us for Thanksgiving and Christmas lunch. This year, 3-5 parents may come for Thanksgiving and K-2 parents may come at Christmas. Only 2 guests per student are allowed due to space limitations.

CARLINE RULES-

1. Pull to the front of the line.
2. Do not leave gaps in the line.
3. Fill all space available on the driveway before making a lane in the grass.
4. No Cell Phones and No Cars Moving while students are loading/unloading.
5. Lane 1 is reserved for Kindergarten pickup.
6. Stay by your car and keep the sidewalks clear for students.
7. Once students dismiss, no cars will be allowed to enter the loading area.
8. Be PATIENT, follow the directions of staff and keep a positive attitude!



CHECKS-

E-funds is the preferred form of payment and can be located on the school website. Call the school for more information. 221-1510 <https://payments.efundsforschools.com/v3/districts/56043>
Most school related business is cash only. When we do accept checks, we must have the following information: parent name, student name, physical address, what it is for and two phone numbers written on the check.

CLASSROOMS-

Your child's classroom is their learning space! When visitors come to the room, students are distracted and learning stops. Please understand that we try our best to make sure that every minute of the school day is used to help your child achieve. Privacy rights and safety are also considerations as to why we do not allow you to observe in classrooms. Please understand our concerns.

CLASSDOJO-

DOJO is our schoolwide form of communication. You will be given an invitation to DOJO during the first week of school. This invitation will have a specific code for you to use. DOJO gives you and your child's teacher a quick communication tool and lets you see how your child is doing during the day when the teacher gives or takes away points for behavior and work. Office staff also use DOJO to quickly release valuable information to families. The information shared on DOJO is for MJE only. Please do not share to public forums. Set your notifications so you receive important information throughout the day.



CONFERENCES-

Conferences are scheduled before school, after school, or during the teacher's planning time. Conferences will not be held in the carline or during instructional time. System guidelines require that teachers hold at least two parent conferences yearly. Please make every effort to come and discuss your child's progress when the teacher requests these conferences. You may also call the school office and request a conference to discuss your child's progress.

CURRICULUM-

You will find a variety of information to help your child on the MCPSS website. Testing information, homework information, and pacing guides are available. The website address is www.mcpss.com. If you need further information, please call 221-4141.

DISCIPLINE-

The Mobile County Code of Conduct is posted on the [MCPSS website](http://www.mcpss.com). When a student's behavior warrants corrective action, the parent will be notified. Students who are a disruption to the school's instructional program will be disciplined according to system guidelines. All discipline matters are taken seriously and warrant immediate action. Repeated offenses merit notification to any one of the county child service organizations. Unsatisfactory conduct will keep a child off Honor Roll and out of the National Elementary Honor Society. All students are expected to follow our school rules and to conduct themselves as respectable citizens. Please note that the Mobile County District Attorney's Office stands firm that discipline is the responsibility of the parent.

EARLY DISMISSAL/TARDY-

Students coming in late and leaving early are an interruption to classroom instruction. If possible, please try to make doctor's appointments after school. In the event that you need to sign your child out early, please do so before 2:00, as there are no early dismissals after this time. Only those people listed on your Enrollment Information will be allowed to sign out your child. No one under 18 or not on the contact list is allowed to sign out a child. Students are marked absent if they are not present at school until 11:00 a.m. Please do not call and request to have your child meet you in the office, as we cannot call for students until you have come into the office and signed them out. Students with more than 9 tardies or early dismissals will not be eligible for National Elementary Honor Society. Students with excessive early dismissals and students who are habitually tardy will be reported to the Attendance Officer for Mobile County Public Schools. A valid Photo ID is REQUIRED for ANYONE signing a student out of school.

EMERGENCY CLOSING OF SCHOOL-

During emergency situations, the school must be able to contact a child's parent/guardian. It is necessary that each child have up-to-date Enrollment Information (address and phone number) in case of an emergency closing of school (severe weather, snow, etc.). Extended Day Tutoring, Clubs, and the Before and After School programs will be closed during emergency closings of school.

EXPECTATIONS DURING PROGRAMS-

Students and parents alike are expected to follow common courtesy during all programs at school. This includes, no talking during the program, no getting up and blocking other's view, and not allowing smaller children to play on the floor or run around. We will send out more information prior to each program notifying you whether tickets are sold in a limited number, who can attend, and other important information.

EXTENDED DAY (TUTORING) PROGRAM-

The Extended Day Program offers after-school tutoring based on grade level achievement and state test scores. Extended Day tutoring is by invitation only. Multiple sessions will be held throughout the school year to give more students the opportunity to attend. On days specified by the MCPSS as holidays, the Extended Day Program will not be in session. For further information, contact Ms. Latitha Hampton, Title I Facilitator at 221-1510 ext. 47345.

FIELD TRIPS-

Field trips are an extension of classroom instruction. All students are encouraged to attend, and permission slips must be turned in in a timely manner. Parent participation depends on many factors, and you will be notified if chaperones are needed. Uniforms are required dress for field trips unless otherwise notified in writing, on Facebook, DOJO or over SCHOOL MESSENGER. The school reserves the right to not allow students to participate in a fieldtrip if they have unsatisfactory conduct. Any special arrangements for medication, dismissal, or meals must be made prior to the trip. Chaperones that attend a field trip must adhere to the following rules:

- Ride the bus with students
- NO SMOKING of any type
- APPROPRIATE DRESS
- PROPER CONDUCT TOWARDS ALL STUDENTS AND FACULTY
- NO OTHER SCHOOL AGE STUDENTS or YOUNGER CHILDREN ARE ALLOWED



PER MCPSS FIELDTRIP GUIDELINES- PARENTS ARE NOT ALLOWED TO FOLLOW/CARAVAN MCPSS BUSES TO FIELD TRIP LOCATIONS.

HOMEWORK-

All students will have homework each night except Wednesday. K-2 students will need to read their library book for 20 minutes and practice addition and subtraction facts. 3-5 students will need to read for 30 minutes and practice their multiplication and division facts. Students who do not complete classroom assignments will have those assignments as additional homework if the teacher allows.

INCENTIVES-

Throughout the year, we will have incentives for testing, attendance, behavior, etc. Our incentives are for fun and we encourage everyone to participate but these are not required.

MEDICATION-

The school is not allowed to give medication of any kind (including aspirin, cough medicine, ointment, toothache medicine, etc.) unless the parent has signed the required MCPSS forms, and the medication is in a bottle labeled with the child's name. The medication must have the physician's name, as well as the directions for administering. Forms are available in the office. When possible, please give your child medication at home. Students are not allowed to have medication at school even if they are delivering it from home to school. The parent/guardian should deliver medication to the school, and it should be given directly to the school nurse. A brochure with additional information is available in the office. For further information, contact either Nurse Boothe (3rd-5th) or Nurse Hopkins (PreK-2nd).



MONEY-

For any reason that money needs to be brought to school, it should be placed in an envelope with the child's name, teacher's name, amount, and purpose written plainly on the outside of the envelope.

NATIONAL ELEMENTARY HONOR SOCIETY-

During the third quarter, students in third and fourth grade will be screened for eligibility for NEHS. Students must maintain high academic standards, above average attendance, and must be role models for other students by not having any discipline incidents. Students must have no more than 9 absences, early dismissals and tardies. In addition, the child's current and past teachers will submit recommendations for induction. Once inducted into NEHS, students must continue to meet the standards as described in our Charter.

PARENT-TEACHER RELATIONS-

To ensure that your child has a successful year, please stay in contact with his/her teacher. Teachers are available for conferences during planning times and will often grant before or after-school conferences. If there is a problem of any sort, please discuss it with the teacher before bringing it to the administration. Please do not speak negatively about the teacher or the school in front of your child and we will not speak negatively of you or your family in front of your child either.

PARTNERS IN EDUCATION-

Thanks to our wonderful Partners in Education, ARKEMA for a fabulous 34 years of supporting our students and teachers! Also, thanks to ,Connie Hudson, County Commissioner for the support given to our school. Without their help, we would be just another school.

PHYSICAL EDUCATION-

Physical Education is required for all elementary students. If your child needs to be excused from P.E. for an extended period of time, you must send a doctor's note. Students will not participate in outdoor activities when the temperatures are below 40 degrees or above 90 degrees.



PICTURES-

Pictures are taken twice during the school year. Students will be notified in a timely manner concerning date, cost, and type of clothing to be worn. Fall pictures are used for the yearbook and students will be in UNIFORM. Our school Yearbook will be available for purchase, and you are encouraged to put your order in early, as we do not order extra.

REGISTRATION-

All students must register on-line by June 1st of the current school year. The username will be the parent's email address and the password is the oldest student's birthdate using the 8 digit birthdate with no spaces or slashes. Please make sure that you list anyone you want to pick up your child with updated phone numbers in case of an emergency.

REPORT CARDS

Honor Roll and Perfect Attendance

A-Honor Roll: all A's in all subjects; S in PE

A/B-Honor Roll: all A's and B's in all subjects; S in PE

Perfect Attendance: zero absences

Conduct/Social Development Skills (K-5) and Work Study (3-5) are subject courses and count towards Honor Roll. Students must maintain S in these courses to be on Honor Roll.

Student grades are available in Schoology. Should you have any questions or concerns, please do not hesitate to call the teacher or administrators.

SCHOOL MESSENGER-

Please make sure that we have your most current phone number listed first when you register. This is the number we will use to send important reminders and school closing information to you. We rely heavily on School Messenger instead of sending home paper reminders for upcoming events and deadlines. A cell phone number is advised so you can be reached when you are away from home as this is extremely important in the event of an emergency.

SCHOOL RULES-

We want our school to be a safe place for all students. In order to achieve this goal we have established the following school-wide rules:

1. Leaders are Responsible- be safe, be on time, and complete assignments...
2. Leaders are Respectful- speak and act with kindness, keep our school clean, represent your family as well...
3. Leaders are Ready to Learn- have your supplies, study at home, use your time wisely

Please review these rules with your child and impress upon them the importance of following them. The District Attorney's Office is clear that student discipline is the responsibility of the parent.

SNACK-

A variety of snacks are available each day for your child to purchase. All snacks are 50¢. Students are requested to bring the correct change. If you are sending snack money for the week, please put it in an envelope and write your child's name and teacher's name on the front. Students are not allowed to bring soft drinks to school for snack or lunch.

STATE-WIDE PARENTING DAY-

Mobile County Public Schools will participate in the State-Wide Parenting Day during the month of October. We will notify you of the date when it is set by the district. Please make plans to attend this informative event at McDavid-Jones.

STUDENT DISMISSAL-

You will be required to complete a Student Dismissal Form for your child. This will inform the teacher of your dismissal preference. Changes to dismissal is required in writing and can't be taken over the phone. You can use DOJO messaging, but you will need to notify the office at 221-1510 so teachers do not miss the message. All changes are to be made by 2:00.

STUDENT HEALTH/FIRST AID ROOM-

The health and well-being of your child is important to us. To provide your child with most prompt and effective assistance, please follow these procedures:

- *Provide working contact numbers. If at any time you need to update phone numbers, please send these in writing.
- *List at least two other individuals that we can contact in the event you cannot be reached.
- *Appropriate agencies will be notified under warranted circumstances.

Students who are vomiting, have a temperature above 101 degrees, pink eye, diarrhea, etc. must be picked up from school. Students should be free from symptoms for 24 hours before returning to school. Students with live head bugs or nits (lice) have up to three days to treat heads. Students may not return to class or ride the bus until they have been cleared through the office. It is extremely important that we have current phone numbers to reach you in case of an emergency.

TELEPHONE/CELLPHONES-

The district policy states that student cell phones are to be powered off and turned in to teachers at the start of the instructional day. Students caught with cell phones will be subject to disciplinary action following the MCPSS Student Code of Conduct. This includes cell phone usage on MCPSS buses.

TRANSPORTATION-

All students are assigned a bus based on the students address listed in PowerSchool. Students are not allowed to make bus changes. You can access the students bus information and pick/drop-off times via the [Bus Route](#) system. If you have any transportation questions, please contact Transportation at 221-5260.

UNIFORM POLICY

All students are required to wear a uniform to school. Uniforms are required for field trips unless otherwise notified in writing or over the DOJO. Our COMPLETE uniform policy is posted on the school website at <https://www.mcdavidjoneswildcats.com/>

- *Pants- khaki or navy
- *Skorts/Capris for girls-khaki or navy
- *Shirts- red or navy polo style, "Wildcat Life" Spirit shirts ONLY
- *Sweatshirts- solid red/navy or "Wildcat Life" Spirit sweatshirts ONLY
- *Jumpers/Dresses for girls-red, khaki or navy with red or navy polo underneath.
- *Dresses that are made to be sleeveless are fine as long as they are not revealing.
- *Shoes- athletic shoes with laces or velcro
- *Belts- black or brown Not required for PreK-2nd grade.

VISITORS-

All visitors to the school must report to the office to sign-in and receive a visitor's pass. This is a system-wide policy and must be followed in order to ensure the safety of students, teachers, and staff. Please do not enter the building or playground area without coming to the office first. Teachers are required to report any visitor that is on our campus without a pass. Passes must be visible at all times.

MISCELLANEOUS

**Assemblies and Off Campus Activities:* These are an extension of the regular school program and all MCPSS policies and procedures will apply. Appropriate actions will be taken against violations to these policies and procedures for both students and adults.

**Birthdays* – Students may not have parties at school; however, parents may send healthy snacks as a special treat. Balloons are not allowed. No student deliveries are allowed.

**Class Assignments* – Please notify your teacher know if your child will be absent for more than three days so assignments can be left in the office. You may pick them up after 12:00 noon.

**Classroom Parties* – There are two approved parties per year-- one in December for Christmas and one at the end of the school year.

**Complaints-* Please let me know if there is a situation that is causing stress to you or your child. I cannot help resolve the issue if I don't know about it.

**Parental Rights* – Any court documents relating to child custody must be on file in the office. Unless otherwise stated in these documents, both parents are allowed access to the child's school information.

Welcome

WILDCATS