

# Ariel W. Holloway Elementary School



## Parent/Student Handbook 2023-2024

**Metra Turner  
Principal**

**Ariel W. Holloway Elementary School  
625 Stanton Rd.  
Mobile, AL 36617  
251-221-1391  
251-221-1393 Fax**

[www.holloway.mce.schoolinsite.com](http://www.holloway.mce.schoolinsite.com)  
Facebook: Ariel W. Holloway  
Instagram: holloway\_eagles  
Twitter: @ArielWHolloway1

## **Mission Statement**

The mission of Ariel W. Holloway Elementary School is to ensure each student receives a quality education which promotes motivated, life-long achievers. This will be implemented through the efforts of competent students, nurturing parents, an actively engaged community and a dedicated, highly qualified staff working together. This will establish a comprehensive network of support and a secure and orderly learning environment with high expectations.

## **Holloway's Purpose**

The purpose of Arie W. Holloway Elementary School is to cultivate an environment with high expectations for good behavior and student achievement and collaboration with all stakeholders. As a result, this will produce students who are self-disciplined, respectful to others, and have high academic achievement.

## **Motto**

“Soaring for Knowledge; Aiming for Success”

## **School Schedule**

7:45 Take In Bell (Breakfast in Classroom)  
8:05 Tardy Bell  
3:00 Van Riders Dismiss  
3:05 Car Riders Dismiss  
3:10 Walkers Dismiss

Students should not arrive before 7:40 a.m. and must be picked up no later than 3:15 p.m. There are **no early dismissals after 2:00 p.m.**

<p>4-Independence Day (System wide Holiday)</p> <p>31-1ST Teacher Day Professional Dev.</p>	<p><b>July 2023</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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						<p><b>JANUARY 2024</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>1-New Year's Day System Wide Holiday)</p> <p>2-Professional Dev./3-Teacher Work Day</p> <p>4-3rd Qtr Begins/ Students Back</p> <p>15-MLK Jr. Day (System wide Holiday)</p> <p><b>S-19/T-21</b></p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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First and Last Day of Quarter
  Teacher Planning/Staff Development/Student Holiday
  Student/Teacher Holidays

## Arrival

Students must not arrive before 7:40 a.m. Students should not be dropped off prior to 7:40 a.m. for safety and security reasons. Teachers do not arrive until 7:40 a.m., so your child is not supervised. If you arrive prior to 7:40 a.m., please stay with your child. There will be no free play or horseplay on campus before or after school. **Students who ride in cars are to be let out in the carpool lane. Students are not let out on Stanton Road or Hart Avenue. Cars must not pass or turn into adjacent lane. All parents must adhere to the speed limit while on campus. Do not park in the funeral home parking lot or block the driveway, violators will be ticketed or towed.** Parents and students are expected to follow all arrival procedures. Do not park in the handicapped parking area unless you have a handicapped parking decal. Walkers are to use the crosswalk directly in front of the school. Parents are strongly encouraged to transport their children to and from school.

## Tardies

All students are expected to be in their classroom working before **8:05 a.m.** It is imperative that your child is at school on time every day. Students who are tardy can be disruptive to the classroom learning environment and will miss valuable instruction. Students who are late for school must report to the office. According to the Mobile County Public School System Code of Conduct, "Students are required to be on time for school. It is the responsibility of the parent or guardian to make sure their children arrive on time each day." **Students who have a tardy do not qualify for perfect attendance. Excessive tardies will result in a referral to the Early Warning Truancy Program.**

## Dismissal

We will be using the CurbSmart application this year for carpool dismissal. Families are assigned one place card number per household. Parents or guardians display this number on a hangtag in their rearview mirror as they arrive at the pick-up location. Parents or guardians will display the place card with the number. Students are not allowed to change the way he/she is dismissed. Parents must make these changes in writing. No changes will be made over the phone. The parent or guardian must come to the school and complete the dismissal form (each time) to change the way a student is dismissed from school. **There will be no free play or horse play on campus before or after school. All middle and high school aged children must not roam or loiter on the campus.**

## **Early Dismissals**

Students need to remain in school for the entire school day. Only in extreme cases of emergency should a parent request an early dismissal. When students are called on the intercom, instruction for the entire class stops. Parents are requested to schedule appointments after school so that class time may be used effectively. If an emergency does arise, students must be signed out and called from the office. Anyone picking up students must be listed on the enrollment card and present a phot I.D. No students will be released to anyone at the classroom door. **Any student who has more than one early dismissal during a quarter is not eligible for perfect attendance. Students miss intervention when they are late or leave early. There are no early dismissals after 2:00 p.m. No can walk down the hall and go to the classroom to get a student. The student must be called from the office.**

## **Severe Weather Dismissal**

Holloway will use the Severe Weather Dismissal Plan on days which the principal determines it is necessary. Walker parents will be required to pick up students.

## **School Messenger**

Parents will receive a call from our School Messenger from time to time. These taped calls may be to inform parents of upcoming events, activities, field trips, fundraising and parent meetings. You will also be notified by School Messenger when you are called. School Messenger calls the numbers that are listed in PowerSchool, so please make sure you provide us with updated numbers throughout the year.

## **Behavior On Campus**

The administration and staff work hard to provide a structured, nurturing, and respectful environment at Holloway. It is expected that visitors follow all procedures and guidelines that in place to ensure the safety of Holloway students and staff. Any visitors who use profanity or threatens any staff member will be banned from campus, and possibly arrested.

# Carpool Procedures

## Morning

**Note: Students may not be dropped off in the carpool area BEFORE 7:40 a.m. Students are not supervised until this time. All carpool students are to follow the carpool area. Parents must enter the school using the front office entrance.**

1. All cars are to enter using the main driveway and continue at a slow speed. **Passing is not permitted. There is no carpool drop off in the back of the school.**
2. The first vehicles should pull up to the end of line.
3. Cars may line up in one of 2 lanes.
4. Students **must** remain in their cars until directed to unload.
5. Please be aware that students are moving in the area.
6. Drivers **must not** leave the car unattended.
7. Please make sure students are prepared and ready to exit the car so the carpool drop off will not be delayed.
8. You will be directed when to exit. Do not move your vehicle before directed.
9. During stormy weather, we ask that everyone use the inside lane closest to the school.
10. **For the safety of the students, we ask that parents not use cell phones or play loud music so you will hear the directions when given. Music with inappropriate lyrics will not be tolerated at any volume.**

## Afternoon

**Note: For their safety, students will not be allowed to load on the north side of the parking lot. Do not park in the funeral home parking lot or block the driveway; violators, will be towed. Families are assigned a place card number per household for carpool dismissal. Parents and guardians must display the number on the hangtag on their review mirror as they arrive.**

1. All cars are to enter using the main driveway and continue at a slow speed. **Passing is not permitted. Always stay in your lane.**
2. The first vehicles should pull up to the stop sign.
3. Cars may line up in one of 3 lanes.
4. Students will be released from the sidewalk area by supervising teachers.
5. Please encourage your child not to run in the parking area.
6. Drivers **must not** leave their car unattended.

7. Adults **must** remain in their cars and not walk to the unloading area to collect children.
8. Please be aware that students are moving in the area.
9. The inside and outside lanes will exit first followed by the center lane.
10. **For the safety of the students, we ask that parents not use cell phones or play loud music so you will hear the directions when given. Music with inappropriate lyrics will not be tolerated at any volume.**
11. All walkers must leave the school immediately after dismissal.

## **First Aid Room**

### **Parents can help us by adhering to the following:**

1. Make sure with have all current numbers on file in case of an emergency. Notify the school if any telephone numbers change.
2. Keep children home if they are running a fever, vomiting, and/or having diarrhea.
3. Parents are expected to provide clear, labeled bottles of water. (Water fountains are not operational)
4. Students who become symptomatic at school will be placed in a designated area of quarantine with facial covering in place. Parents will be contacted to transport student home and encouraged to consult with a health care provider.
5. Students must be potty trained before attending school (with the exception of special needs children). Students who habitually have accidents will be sent home until they are potty trained.
6. Parents/Guardian must call the school office to schedule an appointment with the School Nurse to deliver a child's medication.
7. Medications can be received no earlier than August 1st.
8. Mandatory State Medication Guidelines remain in effect:
  - Parent/Guardian must bring medication with signed health provider orders.
  - Medication count documented and signed per the receiver and parent/guardian
9. Only medication prescribed by a doctor may be given at school. The prescribed medication must be in a bottled labeled by a pharmacist with the doctor's name and directions for administration. A signed permission form must be file in the office for prescribed medication to be administered. Medication that is prescribed for three times a day or every 8 hours should not be given at school. It should be given before the child comes to school and when the child gets home.
10. Please make us aware of any health concerns that your child may have.

## Mobile County Public School System HEALTH POLICY When Your Child Should NOT Be At School

Many parents are concerned about when to keep children who have been ill home from school. These are a few of the most common reasons children should stay home or may be sent home from school.

1. **FEVER:** Your child should stay home if he/she has a fever of 100 degrees (orally) or higher and should remain home for 24 hours after the fever has gone, without medication.
2. **VOMITING AND/OR DIARRHEA:** Your child should stay home if he/she has vomited or has had diarrhea (more than two or three loose stools) just prior to the start to the school day and remain home for 24 hours after vomiting/diarrhea have subsided. If one of two loose stools are present along with vomiting or fever, your child should remain at home. If diarrhea continues for more than 48 hours your child will need a doctor's written statement to return to school.
3. **PINKEYE:** Conjunctivitis can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home.
  - **Drainage due to allergies is usually clear and involves both eyes simultaneously.**
  - **Pinkeye can involve only one eye at a time.**
4. **HEAD LICE:** Children with *live bugs* will not be allowed in school until their heads have been treated and the nits removed. All nits must be removed to prevent re-infestation.
5. **IMPETIGO:** Impetigo is a sore that has become infected and can be found anywhere on the body including the face. The sore drains infected material spreads before becoming crusty. If the sores have not dried, they need to be covered while the child is at school. Your child can return to school once treated by a physician for at least 24 hours. Upon returning to school the parent will need to provide a written statement from the treating physician.
6. **RINGWORM:** Ringworm is a fungal infection of the skin, hair, and nails. Ringworm must be covered with a clean dressing while the child is at school. Ringworm of the head (hair) will need to be evaluated by a physician.
7. **RASHES:** Any child who has an undiagnosed rash cannot come to school. When a child is sent home from school with a rash, a physician's note is required for the child to return to school.
8. **COUGHING/SNEEZING/NASAL DRAINAGE:** Your child should not come to come with excessive coughing, sneezing, and nasal drainage. If the child has been kept awake at night with these interruptions, please allow the child to recover at home.
9. **STREP THROAT:** If your child has been diagnosed as having strep throat (this requires a special test by a health care provider), your child should stay home for 48 hours after antibiotic therapy has been started by a physician.

***Parents should make sure all emergency numbers in the office are current.***



## CDC RECOMMENDATIONS FOR COVID-19

- If you were exposed to COVID-19 and are NOT up to date on COVID-19 vaccinations: Quarantine for at least 5 days
- If you were exposed to COVID-19 and are up to date on COVID-19 vaccinations: No quarantine (You do not need to stay home unless you develop symptoms.)
- If you were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test): No quarantine (You do not need to stay home unless you develop symptoms.)
- If you Tested positive for COVID-19 or have symptoms, regardless of vaccination status: Stay home for at least 5 days.

### Student Enrollment

#### Compulsory Attendance Age

Every child between the ages of six and seventeen must attend a public, private, or church school, or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of 16-28-3 which states:

#### Minimum age

*A child who is six years of age on or before September 1 or the date on which school begins in the enrolling district shall be entitled to admission to the public elementary schools at the opening of such schools for that school year or as soon as practicable thereafter. A child who is under six years of age on September 1 or the date on which school begins in the enrolling district shall not be entitled to admission to the first grade in the public elementary schools during that school year; except that an underage child who transfers from the first grade of a school in another state may be admitted to school upon approval of the board of education in authority, and an underage child who has moved into this state having completed or graduated from a mandated kindergarten program in another state shall be entitled to admission to the public elementary schools regardless of age. A child who becomes six years of age on or before February 1 may, on approval of the board of education in authority, be admitted at the beginning of the second semester of that school year in schools in school systems having semiannual promotions of pupils.*

#### Documents Required for School Admission

Any student entering the Mobile County Public School System, regardless of grade level, shall be required to submit the following:

1. Parent/guardian photo ID – driver license or non-driver license
2. Student's Social Security Card.
3. Student's Certified Birth Certificate.
4. Certificate of Immunization (IMM 50)
5. Two proofs of residence

# Attendance Policy

## Compulsory School Attendance Laws

Code of Alabama, Section 16-28-12

Each parent/guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

Code of Alabama, Amendment 16-28-16

As amendment of 16-28-16 of the Code of Alabama, specifies that each child who enrolls in a public school, regardless of age, is subject to the School Attendance and Truancy Laws of the state.

## Definition of Truancy

Alabama Department of Education  
Prevention and Support Services (May 2004)

A parent/guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3) days** following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent.

The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Juvenile Court.

## Truancy Protocol

The Mobile County Public School System, in collaboration with the Mobile County District Attorney's Office, the Juvenile Court System, and the Strickland Youth Center has implemented a Truancy/Discipline Program.

## Responsibility of Parent/Guardians/Students-Grades PreK-8

- A. Students are required to be on time or school. It is the responsibility of the parent/guardian to make sure their children arrive on time each day.
- B. Anytime a student is absent, the parent/guardian must send a written note to the

school satisfactorily explaining the absence. A satisfactory note from the parent/guardian meets the following State guidelines: 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; emergency conditions as determined by the principal; and prior permission of the principal and consent of the parent/guardian. The note or doctor's excuse must be sent to school within *three (3)* days of the student's return to school to be counted as an excused absence.

- C. Students must attend one-half of the instructional day to be counted present. Tardies and early dismissals are strongly discouraged. The parent/guardian must send a written note if the student is checked out of school prior to completing one-half of the instructional day.
- D. A written note from the parent/guardian, as described above, will excuse absences for up to but not exceeding **eight (8)** absences.
- E. The parent /guardian of a student who is absent eleven (11) or more times must present a clinical or doctor's excuse to the school in order for the absences to be excused.
- F. The parent/guardian of any student who has a chronic ailment that may cause the child to miss school during the year is required to provide the school with a doctor's statement verifying the child's condition. At the beginning of each school year, a new chronic ailment statement from the doctor must be provided. A parent/guardian note is still required within **three (3)** school days for any chronic ailment absence. Failure of the parent/guardian to provide the school with a chronic ailment doctor statement and/or parent/guardian's note can result in unexcused absence accumulation and referral to Juvenile Court.
- G. Absences for family vacations are strongly discouraged and will be permitted only if there are unusual circumstances, within the principal's discretion, that merit an excused absence. An excused absence will not be granted unless the parent obtains prior permission from the principal.
- H. Following the first unexcused absence, the principal will send a notice of absence letter to the parent/guardian.
- I. Following the second unexcused absence, the Attendance Officer/Social Worker will send a notice of absence letter to the parent/guardian.
- J. Following the third unexcused absence, the Mobile County District Attorney's Office will send a notice of absence letter to the parent/guardian.
- K. On the fifth (5) unexcused absence, a student is referred to the Early Warning Truancy/Discipline Program. *Attendance at the Early Warning Truancy/Discipline Program shall be mandatory except where prior arrangements have been made or an emergency exists.*
- L. Students Under Age Six (6): Students under age six (6) who accumulate more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester may be withdrawn from school. Parent/guardian will be notified of pending withdrawal and given one (1) week to appear before the principal or the Attendance Officer/Social Worker to show cause as to why the student should not be withdrawn.
- M. Any parent/guardian having housing instability that may cause the child to miss school is requested to communicate with the school's registrar and/or administrator regarding their housing situation.

NOTE: Only three (3) days are excused for each occurrence of head lice. Students should return to school as soon as possible clear of lice and nits.

Early Warning Truancy/Discipline Program

Parents and students will be referred to the Early Warning Truancy/Discipline Program on the fifth (5<sup>th</sup>) unexcused absence and on the fifteenth (15<sup>th</sup>) tardy to school. Referral to the program includes the following steps:

1. The parent/guardian will receive official notification by U.S. Mail. The notice will require the parent/guardian and middle/high school student to report to the Municipal Court located at Mobile Government Plaza. Elementary school students are not required to attend and should report to their school.
2. The parent/guardian and student will meet with the Attendance Officer/Social Worker and the District Attorney. The Attendance Officer/Social Worker 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/guardian and student fail to appear at the scheduled Early Warning Truancy/Discipline Program, the parent/guardian will receive legal notice and possibly a court referral.

### **Child Nutrition Program**

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and wellbeing of our Nation's children. The program is designed by Congress as a means of:

- Providing nutritious, reasonably priced, reduced, or free lunches to eligible school children
- Contributing to a better understanding of good nutrition
- Fostering good food habits
- Providing approximately one third of the Recommended Daily Allowance of nutrients each lunch
- 

In 1966 Congress established the School Breakfast Program to provide breakfast for students who do not eat breakfast at home.

The health benefits of consuming needed nutrients in school meals and the opportunity to learn to eat a variety of foods contribute to the development of lifelong, good nutrition practices.

### **Free/Reduced Meal Application**

Through the Community Eligibility Provision (CEP) of the USDA student meal applications are no longer required. All students will be eligible to receive breakfast and lunch meals at no charge.

## Meal Charge Policy

It is the intent of the Mobile County Public School System to provide an opportunity for each child to eat a nutritious breakfast and lunch during the school day. It is also the policy of the Mobile County Public School System to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. **Program regulations do not allow for meal charges.**

Students who have documented dietary needs will be given a meal that meets the nutritional guidelines and the specification of their diet restrictions if an alternate meal is needed.

### Price and Payment of School Food Services

The unit price of breakfast and lunch paid by students and adults in local schools will be approved by the Superintendent. Only students officially approved for free or reduced-price meals in accordance with state and USDA guidelines may be served food and/or beverages without charge. Cashiers will collect all payments due for meals, extra portions and ala carte items at the time the food service is provided. Staff can prepay for meals (weekly, monthly, etc.) if they choose to do so. Any monies left in a staff member's account at the end of a school year will carry over in that account for the next school year.

The CNP has a Student Mobility Program in which a student can purchase a meal at any school in the school district using their PIN number assigned to them. The meals will be credited to the school that they purchase it from.

Students and employees are eligible to participate in the Mobile County Child Nutrition Program. Meals and ala carte items are for consumption during the regular school day. Except for meals provided for officially approved field trips, all food must be consumed on campus unless authorization or take-out meals is given by the Chief Financial Officer in the Business Operations Division.

The principal may invite parents and other guests to have a meal at school on special occasions or when the guest is at the school performing volunteer services. Guests served by the Child Nutrition Program shall pay the adult price for the meal.

Meal Cost Are:

	Breakfast	Lunch
Adult Staff/Volunteer	\$2.00	\$3.75
Visitor Child<10 years	\$1.75	\$3.25
Visitor Adult	\$2.25	\$4.25
Holiday Child <10	N/A	\$4.00
Holiday Adult	N/A	\$5.50

## **Discipline Policy**

Discipline is a vital part of our school. We regard time on task in the classroom to be crucial to the success of each child.

### **RULES**

1. Respect others and their property
2. Listen carefully and follow all directions.
3. Walk quietly and on the right side of the hallways.
4. Take care of our school and school materials.
5. Be honest

### **REWARDS**

1. Verbal praise
2. Sticker/Coins
3. Positive Note to take home
4. Special treat
5. Extra privileges
6. Participate in field trips

### **CONSEQUENCES**

1. Verbal warning with reminder of expected behavior.
2. Classroom consequence such as loss of privileges and/or snack
3. Teacher/student conference
4. Brief "Cool down" in another teacher's classroom
5. Phone call to parent/guardian/Class Dojo message
6. Disciplinary referral(s) to be signed by parent/guardian
7. Teacher/parent conference (face to face)
8. Suspension

## **Parental Responsibilities**

Parents must recognize that discipline is primarily their responsibility and that the influence of the home will be reflected in the conduct of the student while attending school. Good discipline begins in home. Parents are the students' first teachers. Through example and direct teaching, parents instill in children's habits of acceptable behavior and positive attitudes.

A parent has the responsibility to:

- \* help foster an environment in and out of school that nurtures quality in education by talking with your student about school activities, planning a time and place for schoolwork assignments, and providing necessary supervision.
- \* encourage his/her child to respect others.
- \* ensure students' prompt and regular compliance with attendance rules and other procedures necessary for the best possible orderly education.
- \* support the school by following local school procedures.

\* attend necessary conferences each year and **sign up for Class Dojo for Parent/Teacher communication.**

\* work with the school to see that the student completes school assignments.

*\*\*\*The Mobile County Public School System's Student Code of Conduct is available on-line during registration each year. Please save, print, and read carefully.*

## **School Bulletins**

School bulletins are posted once each month on Schoology, Facebook, and the school's website. The bulletins contain **important** information such as dates of field trips and meetings, the school schedule, upcoming events, as well as other valuable information that parents need to know. We are on several social media platforms.

**Facebook:** Ariel W. Holloway Elementary School

**Instagram:** holloway\_eagles

**Twitter:** @ArielWHolloway1

**School Website:** <http://holloway.mce.schoolinsites.com>

## **Supplies**

Supplies will be furnished for all students. Parents are asked to purchase some of the teacher's wish list items.

## **Telephone**

The telephone in the office is for school business and may be used only in case of emergency. You should make arrangements for your children before they leave home as to transportation, after school plans, etc. In extreme cases we will deliver messages to students, but we do not call students to the phone. Your help in this matter is greatly appreciated.

## **Cell Phones**

If students need a phone, for security reasons, the phone is to remain in their bookbag and should not be taken out or powered on during the day. If students are in violation of the policy, their phones or other devices will be confiscated and turned over to school administrators.

## **Parent Volunteer Program/PTO**

Holloway needs an active parent volunteer program. There is a place for any parent who has time to give to the school. Volunteers are needed to assist with story time and

help in the library. Parents, teachers, and community leaders are encouraged to join PTO. PTO cost is \$6.00 for a family membership. This fee is collected during the year. PTO sponsors many programs and activities at Holloway.

## **Fundraising**

The school will sponsor several approved fund-raising activities during the year. Every parent is encouraged to help with these projects because the money raised is spent for upkeep of the building (such as painting), books, materials, supplies, and equipment that will benefit all of the students. When fund raising projects are announced in the bulletin, please help us.

## **School Campus After Hours**

Students are to leave campus immediately after school is dismissed. They should stay off campus unless they are participating in a school sponsored event. Please remind your children that the school has an alarm system. Unsupervised children on campus may be suspected of theft or destruction of school property.

## **Lost and Found**

Articles which are found, other than textbooks and library books are taken to the office. Parents are urged to mark children's belongings with their name (articles of clothing must be marked on the inside) so if lost, they may be returned. Books that are found are taken to the library.

## **Snack**

Ice Cream is available daily for students to purchase. The cost for ice cream is \$1.00. Students who are tardy cannot purchase snacks. Please make sure your child has his/her snack when leaving home. *Students must bring a healthy snack from home upon their arrival.* For protection of our students and instructional times, we will not accept dropped off snacks. When a student gets an early dismissal, snack cannot be picked up from the office. When the student returns, he/she will receive the snack. **Candy and gum are not allowed at school.** Candy and gum taken by the teacher will not be returned. **Snack is a privilege and can be revoked.**

## **Parties**

Classes are allowed two parties a year. Balloons, flowers, and candy will not be delivered to the classrooms.



## **Field Trips**

Participation in field trips is based on attendance, discipline, grades, and completion of homework. No student will be allowed to go on a field trip without a signed permission form. Younger siblings are not allowed to attend field trips.

## **Immunization Certificate**

Alabama law requires that all students, enrolled in an Alabama school have a Certificate of Immunization. This form may be secured by taking your child's shot record to the Health Department or to your family doctor.

## **Walking Students to Class**

Parents may come to Meet the Teacher on August 4th and on the first day of school ONLY to walk their child to class.

## **Visitors**

Visitors must report to the front office and present photo I.D. Please contact the school to schedule parent conferences.

## **Report Cards**

Report cards will be sent home quarterly. Progress reports are automatically generated in Schoology. We will send home progress reports and report cards each quarter.

## **Conferences**

All teachers will schedule parent conferences throughout the year to discuss school progress. Conferences may be scheduled by calling the school secretary or by sending a note to the teacher. We do not interrupt the instructional day for parent/teacher conferences. Please schedule conferences at mutually convenient times. **Before scheduling a conference with the principal or assistant principal, please make sure you have had a conference with the child's teacher first.**

## **Problem Solving Team PST/MTSS**

Problem Solving Teams are a school-based approach to meet the needs of at-risk students in regular education classroom settings. This collaborative team pool their expertise and resources to help resolve school and student issues. This team effort helps to address academic, social, and/or behavioral concerns regarding students.

## **Administrative Team**

The administrators work together as a team. If you phone the school to speak with an administrator, one of the administrators will return your call within 24 to 48 hours.

## **Withdrawal of Students**

If you are withdrawing your child from Holloway, please call or come by the school a few days prior to the withdrawal date. This will allow ample time to complete the necessary paperwork, saving you and the office time. Students must have all library books and textbooks cleared before withdrawal. Your cooperation will be greatly appreciated.

## **Homework**

Parents should set aside a specific time to have their children complete homework. Parents are expected to keep up with their child's progress by reviewing the work samples, progress reports, and homework assignments sent home.

It is the responsibility of the child to complete and return homework assignments. Students should be able to complete most homework with little or no help. Homework time for the average child in kindergarten through second grade should be 30 minutes. Average third through fifth grade students should complete homework in 60 minutes.

Homework is assigned Monday through Thursday nights in grades K-5. In addition to homework, projects are often assigned at all grade levels. Projects are an integral part of the school experience because they enhance classroom learning and give practice in the lifelong skills of planning and problem solving. Homework is reviewed and scored each day. Homework counts as a percentage of your child's grade.

**Reading at home, either to the child or with the child, should be a part of the evening routine.** Reading a book to or with your child for 20 minutes at night is a wonderful way to relax. It is also a requirement from the MCPSS Division of Curriculum and Instruction.

## **Accelerated Reader**

Children have the opportunity to check out books from the Holloway media center. After reading the books, students take Accelerated Reading (AR) tests on the books. Students who work consistently with the AR program dramatically increase their reading scores.

## Library Books

Students are expected to take care of library books. Students are expected to take care of the books checked out from the library. To remain accredited, the library must maintain ten books per child. Students are responsible for the cost of lost books.

## Textbooks

Students are allowed to borrow state textbooks. These books must be properly cared for. Books in all subject areas are assigned by number to the students. Each school receives one book per student enrolled at each grade level

## Physical Education

Students are required to have physical education for thirty minutes each day. Students are expected to participate in P.E. activities unless a parent sends a written excuse for illness or injury. If your child is not able to participate in P.E. for more than three days, a doctor's note is required. Parents should schedule a conference with the P.E. teachers to advise them about chronic or serious health issues.

## Ariel W. Holloway Honor Roll Guidelines

As an incentive to motivate our students toward academic excellence, special recognition is given to those students making A Honor Roll, A/B Honor Roll, Outstanding Citizenship, Attendance, and Most Improved.

**Academic:** “**A**” Honor Roll – All A's and S's (including conduct and work study)  
“**A-B**” Honor Roll – All A's, B's and S's

**Citizenship:** Up to 10 students per class per quarter as determined by the teacher.

**Attendance:** A child must be in school each day and **must not have any tardies, or early dismissals** to be considered perfect in attendance and to receive an award on Honor's Day. Exceptions to tardies/early dismissals: note from a doctor, dentist, or professional counselor.

**Most Improved:** This award is given to the student(s) who have shown the most improvement during the quarter.

## **Ariel W. Holloway Elementary School Uniform Policy**

**Shirts** - Light blue polo style shirt/blouse with collar (long or short sleeve).

**Undershirts** - Solid white without graphics/logos.

**Slacks/shorts** – Boys: Navy blue slacks or knee length shorts (no denim material). Girls: Navy or plaid (#76) skorts, skirts, and jumpers may be worn. All pants or skirts must be worn at the natural waistline.

**Jumpers** - Navy blue or plaid (#76) No solid blue dresses. (Plaid jumpers and skirts are sold at Uniforms R US and Zoghby's)

**Belts** - Solid brown, black, or blue. Belts must be secured in the belt loops. Belts should fit the student's waist and not hang down below the belt loops.

**Shoes** - Any tennis shoes. No boots or rain boots should be worn. Shoes may not make sounds or light up (no Heelys).

**Socks** - White crew or ankle socks. Solid blue or solid white tights are acceptable. If leggings are worn, they should be to the ankle.

**Inside Jackets** - Solid navy jackets, sweatshirts, or sweaters may be worn indoors.

**Hair** - Must be student's natural color. Hair extensions must be student's natural color. Eye wear - Eyeglasses and contacts must be prescription.

**Light blue Holloway t-shirts, navy Holloway sweatshirts, or any other Holloway t-shirt may be worn as part of the uniform.**

**Accessories** - Earrings are small post style only. Hoop style or dangling earrings may not be worn. No body piercing, grills, or ornamental displays (dental or tattoos) are allowed. Students may wear a small watch, without games. Students cannot wear bracelets, necklaces, or rings. Make-up (or glitter) and false fingernails are not allowed. Purses for grades 3-5 will be kept in a bookbag. No hats or caps. **NO ROLLING BOOKBAGS.** Writing on the outer area of any item of the school uniform is prohibited. Students in violation of the uniform policy face disciplinary action, which can result in suspension from school. Please purchase the correct uniform items!

**December 1st-March 31st: NO SHORTS**

# Title I Schools

## Parents- Right -to- Know

Children will no longer be left behind in schools due to the *No Child Left Behind Law (NCLB)*. This new law took effect in January of 2002. Parents must be notified when their child is falling behind. Schools that do not improve or meet standards must use federal funds to get children extra help. This means that children must receive “supplemental services” such as tutoring, after-school programs, remedial classes or summer school.

### **Your Rights as a Parent:**

**During the 2023-2024 school year, schools are required to provide each parent the following information:**

- ❖ Notification of parents’ rights according to the *NCLB*
- ❖ Timely notification that your child has been taught **more than four weeks** by a teacher that is not highly qualified\*
- ❖ Notification that your child is placed in a program for Limited English Proficient (LEP) students
- ❖ Your child’s level of achievement on State Assessments i.e., AHSGE
- ❖ A written copy of the Local Educational Agency’s Parental Involvement Policy
- ❖ A written copy of the Local School Parental Involvement Policy jointly developed with parents
- ❖ A school-parent compact that outline how parents, the school and students will share the responsibility for improved academic achievement

**Upon request, parents may receive the following information at the beginning of the 2023-2024 school year:**

- ❖ Qualifications of paraprofessionals that provide services to your children. i.e., aides
- ❖ The baccalaureate degree major of your child’s teacher and any other graduate certification or degree held by your child’s teacher and the field of certification or degree
- ❖ Whether your child’s teacher is teaching under emergency or provisional status, i.e., state qualifications or licensing criteria have been waived
- ❖ Whether your child’s teacher has met state qualifications and licensing criteria for the grades and subjects taught
- ❖ The right to transfer your child from a school identified for school improvement to another public school that has not been identified for school improvement or obtain supplemental services for your children

***\*A HIGHLY QUALIFIED TEACHER IS ONE WHO HAS OBTAINED FULL CERTIFICATION THROUGH A STATE-APPROVED PROGRAM OR PROCEDURES AND IS ASSIGNED FOR THE FULL TEACHING DAY IN A FIELD OR FIELDS COVERED BY THE CERTIFICATION.***