



# Parent/Student Handbook

3980 B-Burma Road  
Mobile, AL 36695  
(251)221-1645  
Fax (251)221-1646

# **Kate Shepard Elementary School**

## **Welcome to the 2021-2022 School year!**

We expect our teachers and staff to **KNOW** our students by building positive relationships. Our students KNOW that they are learning in a safe and secure environment. Students also KNOW that we have high expectations and they can and will achieve greatness.

We must all show **LOVE**, kindness, and compassion to others.

We expect all students to **GROW**. The faculty and staff at Shepard will nurture and cultivate growth in our students academically, socially, and emotionally.

There is a scholar in us all. We are life-long learners with great potential for life-long success. Welcome to all of our Shepard Scholars where we...

**KNOW. LOVE. GROW.**

### **SCHOOL PHONE NUMBERS**

<b>Office</b>	<b>221-1645</b>
<b>Fax</b>	<b>221-1646</b>

**3980 B Burma Road  
Mobile, AL 36693**

**Angela Lincecum  
Principal**

**Melanie Winter  
Assistant Principal**

# KATE SHEPARD SCHOOL POLICIES

## Enrollment Requirements

Alabama State Law requires that all children enrolling for the first time or transferring must present a certified birth certificate, original social security card, original record of immunizations, two proofs of residence (utility bill, driver's license, apartment lease, etc.). A certified immunization card must be obtained from the Health Department or your family doctor. If these documents are not presented at registration, the parent/guardian is given thirty days to fulfill this requirement. Otherwise, the child is not legally enrolled and must be sent home until all records are in order.

## Withdrawing and Transfer of Records

When moving, notify the school one week in advance of the date of your move. If possible, provide the name and address of the new school so that your child's records can be transferred. All books and materials must be returned to the school before your departure.

## Medication

The school does not supply aspirin nor administer non-prescribed medication. If your child needs medication either periodically or on a regular schedule, the school nurse must receive written permission from the physician stating the dosage and times medication is to be administered. Medication must be in its original container labeled by the pharmacy. A medication permission form should be secured from First Aid, completed and returned to First Aid before we can issue your child medication. Medicine **must** be brought to school by an adult and not the student.

## Sickness and Accidents

If your child should become sick at school, every effort will be made to contact you or someone listed on the contacts. In case of an accident, first aid will be administered. The school does not have the facilities to keep a sick child in the health room for an extended period of time. Please make sure that your home, business, and emergency phone numbers are current so that we can reach you. If you are called by the nurse due to your child having symptoms which can be contagious, you must make arrangements to pick your child up immediately. This Mobile County Public School System policy prevents the spread of illness. Any child with a temperature of 100 degrees, throwing up, or multiple episodes of diarrhea must be picked up and stay home until symptoms disappear for 24 hours.

## Attendance

Remember that the school is responsible for teaching your child. Schools cannot do their job if your child is absent. A child who is absent misses a day of learning that might never be replaced. You can help by making school a top priority. By building a habit of daily attendance, you will help your child see that school is important. School begins at **7:45 a.m.** and dismisses at **3:00 p.m.**

## Absences

- ~Regular attendance and punctuality are required of every student.
- ~Absent students must present a written excuse from the parent or guardian within **three** school days after returning to school. Excuses are coded as a U if not within three days.
- ~ A student who is consistently absent will also participate in the Early Warning Truancy Program

and/or Juvenile Court.

~Written statements or excuses will not be accepted after 3 days and will be marked as an unexcused absence. All doctors' and parent notes MUST be dated with the specific dates of absence and the date sent to the school.

### **Tardies**

~Students arriving after **8:10 a.m.** will be marked tardy.

~When tardy, parents must **escort the student to the office**. The office will issue a tardy pass.

~Any student who is tardy to school eleven or more times will be referred to the Attendance Officer and/or Juvenile Court, whichever is relevant.

~ REFER TO THE MOBILE COUNTY PUBLIC SCHOOLS SYSTEM STUDENT CODE OF CONDUCT FOR OTHER GUIDELINES.

### **Early Dismissals**

~No student is permitted to leave school during school hours without verification from the parent or guardian by the office staff.

~Early dismissals will be permitted only if a parent or the person identified in the contacts by the parents comes into the school and officially signs the student out.

~Parents or persons listed on the emergency contact must present identification. Parents are encouraged to make all medical and dental appointments after school hours in order for children to receive maximum instructional time.

~Early dismissals **are not permitted after 2:00 p.m.** Too many early dismissals may affect your child's grade. Office of Civil Rights (OCR) prohibits multiple early dismissals for special education students on a full day schedule.

Any changes in how your child goes home must be in writing. A telephone call is unacceptable. Deliver in person or send by your child in writing. FAX: 221-1646.

# ARRIVAL AND DISMISSAL POLICY

- Lanes 1 and 2 (closest to the school) will be used for arrival and dismissal. The third lane is reserved for emergencies.
- We require that all students enter/exit their cars using the **MIDDLE Lane**.
- No student should exit their car from the third lane.
- Please refrain from smoking in the carpool line. This is an alcohol, drug, and tobacco free campus. Smoking on campus and/or in cars is not permitted.
- Please refrain from phone usage while in the carpool line. This is dangerous for our students and faculty/staff.
- Please refrain from throwing out trash and cigarette butts on the campus while in carpool.

## Morning Arrival

- Children will enter through their grade-level front doors beginning at 7:45 a.m. For the safety of the student, no student should be on campus **before 7:45** a.m. We have a Before School Childcare Program for a reasonable fee for early arrivers.
- Do NOT drop your child off on the campus before carpool. You are risking the safety of your child when procedures are not followed.
- ALL students that do not live within walking distance of the school are expected to be dropped off and picked up in the carpool. Again, do not risk the safety and well-being of your child by NOT following procedures.

## Afternoon Dismissal

- At 3:00 the first bell will ring. All bus and van riders will dismiss.
- Buses and vans that arrive **before 2:45** p.m. will enter the driveway in front of the school.
- All vans that enter **after 2:45** p.m. must follow the flow of traffic around the back of the school.
- After van riders are loaded, students for carpool will begin exiting the building.

**Walkers** – Students must have an approved walking contract in order to walk to and from school. A student who walks from the school campus to his or her own home or to a declared residence within a reasonable walking distance from Kate Shepard Elementary School may be classified as a walker. Reasonable distance will be left to the discretion of the school administration. Walking to a vehicle will not be considered a “walker”. In the event that administration of the school deems the weather to be too dangerous to allow students to walk, students will need to be picked up in carpool line.

Transportation changes **will not** be granted over the phone due to violations of the MCPSS policy.

# KATE SHEPARD UNIFORM POLICY

## Boys

- Khaki Pants or Shorts (NO CARGO STYLE shorts or pants!)
- Brown or Black Belts Required if Belt Loops  
PreK and Kindergarten ONLY are NOT required to wear belts
- Red Polo Style Shirts – Must be long enough to be tucked in daily
- Shoes – Must have **majority solid WHITE or BLACK Athletic shoes**
  - No boots, sandals, church type shoes, **no colored shoes such as red, orange, etc.**
- **Jackets/Sweatshirts – Inside the classroom-Place names on inside tag!**
  - **Solid Red, Black or Navy with NO logos EXCEPT Kate Shepard logo** – May purchase school attire in the office.
  - **Jackets/Sweatshirts will be removed inside building if not the above uniform style/color.**  
**NO HOODIES**

## Girls

- Khaki Pants, Shorts, Skirt or Jumper - skirts/shorts/jumpers must be **no shorter than 2 inches above knee**
- Brown or Black Belts Required if Belt Loops  
PreK and Kindergarten ONLY are NOT required to wear belts
- Solid Red Polo Style Shirt
- Plaid Skirt, Skort, or Jumper– Plaid #37



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- Solid White Peter Pan Collar Shirt with Plaid or Khaki Skirts/Jumpers



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- **Tights** – Only **SOLID White or SOLID Black** – Footed Type - NO LEGGINGS!
- Shoes – Must have **majority solid WHITE or BLACK Athletic shoes**
  - No boots, sandals, church type shoes, **no colored shoes such as red, orange, etc.**
- **Jackets/Sweatshirts – Inside the classroom-Place names on inside tag!**
  - **Solid Red, Black or Navy with NO logos EXCEPT Kate Shepard logo** – May purchase school attire in the office.
  - **Jackets/Sweatshirts will be removed inside building if not the above uniform style/color.**  
**NO HOODIES**
  - **Bows/Headbands – ONLY SOLID RED, BLACK or NAVY BLUE headbands and bows.**

## Boys/ Girls

- No hair styles and/or colors that could possibly disrupt the learning process.

### **Contact with Teachers**

Teachers can be contacted by sending a note to the teacher or by calling the school office at (251)221-1645. The office FAX is (251) 221-1646. Another means of contacting the teacher is through the school's Website: [www.shepard.mcs.schoolinsites.com](http://www.shepard.mcs.schoolinsites.com). During class time, phone messages are taken in the office and placed in the teacher's mailbox. A conference can also be set up at any time by sending a note or calling the school office or sending an email. The faculty is on duty from 7:45-3:30. Teachers can meet with parents before school, after school, or during their planning period, dependent on their schedule. We do not release staff members' telephone numbers. However, we will take your number and have the staff contact you.

Please remember that a teacher's first duty is to teach. Other than during the teacher's planning period, teachers cannot meet with parents for a conference during the regular classroom (teaching) hours. Therefore, please do not expect a drop-in conference or phone call during the instructional day. This situation puts the teacher in an awkward position and is unfair to the students in the class. We encourage you to meet with your child's teacher throughout the school year and keep the lines of communication open. Sharing your child's strengths, areas of concern, health information, and special interests will benefit both your child and the teacher.

Each teacher is required to have a minimum of TWO mandatory conferences (one each semester) with the parent regarding academics. Quarterly conferences are encouraged.

### **School Visitors**

To mitigate the spread of COVID-19, all MCPSS campuses will limit visitors entering the buildings. We understand that emergencies will arise. However, when possible, please contact the school to schedule an appointment for all nonemergency visits. This includes meetings with the principal and teacher(s).

Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the principal has the authority to request aid from a Law Enforcement Agency.

We appreciate your cooperation in implementing these safety guidelines.

# DAILY SCHEDULE

- 6:30 a.m. Morning Extended Day Begins
- 7:45 a.m. First Bell/Breakfast Begins  
Teachers on Duty  
Morning Extended Day Ends
- 8:00 a.m. School Begins – Students are EXPECTED to be on campus by 7:45
- 8:00 a.m. Tardy Bell
- 2:45 p.m. Pre-K Dismissal
- 3:00 p.m. Dismissal



# KATE SHEPARD DISCIPLINE PLAN

Kate Shepard Elementary 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 available at the school and given upon request and is always available on the MCPSS website.

## School-wide Rules

Shepard Scholars will...

- Respect themselves, teachers and others.
- Listen to and obey teachers and other adults.
- Use good manners.
- Take care of school property and keep it clean.
- Always do their best.

## Hall Rules

Shepard Scholars will...

- Walk quietly in the halls.
- Keep hands to themselves.
- Obey all school personnel.

## Cafeteria Rules

Shepard Scholars will...

- Enter the cafeteria quietly.
- Stay in line.
- Use good manners.
- Speak softly.
- Keep tables and floor clean.

## Consequences for Discipline Infractions

When infractions occur, Kate Shepard may implement the progressive discipline procedure detailed below.

<b>Universal/School-wide Strategies</b>	<b>Targeted Strategies</b>	<b>Individualized Strategies</b>
Implement classroom discipline procedure Verbal/nonverbal warning Redirect/discuss expected behavior Structured Time-out Parent Contact	Office Referral Develop Behavior Modification Plan Counselor Referral Parent Contact	Alternative placement Outside community assistance (counselor referral) Parent, student, teacher, admin conference Out of School Suspension

## **Bus Transportation**

Bus transportation service is provided on a home-to-school and school-to-home basis for designated students. The students enrolled in special education are transported by bus or another approved mode of transportation when approved by the special programs department. **Bus transportation services are a privilege not a right** for typical students provided for neighborhoods or areas for one or more of the following reasons:

- ~ Distance to school (2 or more miles)
- ~ Lack of school in immediate vicinity
- ~ Enrollment imbalance

### **Bus Rules**

1. Students are to stay seated at all times.
2. Students are to use quiet voices when talking as not to distract the driver.
3. Students are not to touch other students or their belongings.
4. Students are to obey the bus driver at all times.
5. No food or drinks are allowed on the bus.
6. Students are to wait at the appointed bus stop in a safe and orderly manner.
7. Students are to be silent when bus stops for any reason.

**Note: All students must follow the bus rules. The bus drivers and the Principal will take disciplinary actions if these rules are not followed.**

### **Consequences for Infractions of Bus Rules**

**First Offense:** Student will receive a letter of warning to be signed by parent and returned the following day. If not returned, bus suspension will result until letter is returned signed.

**Second Offense:** Student may receive a second warning and/or bus suspension. Parents will be contacted by phone or letter to alert them to the consequences of further infractions.

**Third Offense:** Student will be removed from the bus for a minimum of 3 days.

Depending on the infraction, students can be removed from the bus on the first or second offense.

**Multiple Offenses will result in multiple days of suspension and/or expelled from the bus.**

**Note: Students will not ride the bus if they live out of district.** Parents of bus students should secure a bus schedule from the office. Should you have bus schedule problems, notify the principal and/or Transportation Department (221-5260).

## **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 written parent permission. Children not participating in a field trip are expected to attend school on the day of the field trip. Another classroom teacher or substitute teacher will implement instruction.

### 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.
4. Students will show respect to all supervising adults and presenters
5. Students will follow all other system and school policies and procedures.

### 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 conduct themselves in an appropriate and professional manner at all times (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.
6. Chaperones will follow all schoolwide policy, procedures and expectations.
- 7.

**Note: The Principal maintains the right to deny any individual the privilege of attending a field trip based on reports of violations of the student or chaperone expectations.**

## **Grading Procedures**

The school year is divided into four quarters of approximately nine weeks each. Progress reports (weekly) and Report Cards (quarterly) will be available through Schoology.

K-5th Grades receive a letter grade in reading, mathematics, science, social studies, and language arts. The grading system in this program is:

A= Excellent (90 - 100 %)

B= Good (89 - 80%)

C= Average (79 - 70%)

D= Poor/Minimal Achievement of Standards (69 - 60%)

E= Not Meeting Standards (59 - 0%)

For work study, homework and conduct, the students will receive a letter grade of S, N, or U. The grading system in this program is:

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

## Awards/Recognition

### Honor Roll

Each quarter special recognition is given to those students making the A-Honor Roll (Principal's Honor Roll), A-B Honor Roll, and Perfect Attendance. These students are recognized during an Honors' Program. The criteria for participating in the Honors' Program are as follows:

~**A Honor Roll**: Student must make an A in all content areas and receive satisfactory in conduct and work-study.

~**A/B Honor Roll**: Student must make an A or B in all content areas and receive satisfactory in conduct, work study and homework (average).

**\*\*Perfect Attendance will also be recognized – see Perfect Attendance below.**

**Note: Students who earned A or B in all content areas but received a letter grade of N or U in conduct or work-study will not receive Honor Roll.**

### Perfect Attendance

In order to receive a certificate for perfect attendance students must be present all days during the quarter and tardy none, this includes early dismissals and tardies. According to state guidelines, if a student leaves school prior to being in attendance at least one half of the school day, they are considered absent.

**Note: Early dismissals will be taken into consideration when determining perfect attendance for a student.**

### Elementary School Promotion/Retention Policy

The following shall govern promotion and retention of students in grades K-5:

1. Academic requirements for promotion will be limited to reading and mathematics.
2. A passing grade for reading and mathematics will be considered 100% - 60%. Students not meeting standards within this range will be retained.
3. In special cases, retention will be determined after gathering input and documentation from all teachers with direct contact with the student, the school counselor, the school administrators and parents. The final decision is an administrative decision.
4. If your child attends summer school, the final promotion decision will be determined by the Principal.

### Nutrition Program

The public school system serves your child well-balanced, nutritional breakfasts and lunches daily. Breakfast and lunch are provided at no charge. Menus are published monthly. Any changes to the menu are due to a lack of shipment. Students are not allowed to leave the school to go home for lunch unless they have gotten an early dismissal. **Lunches from fast food restaurants brought in by parents during lunch time are not allowed. No soft drinks or glass bottles are allowed.** The school could be fined if there is a violation. Parents are encouraged to have lunch with their child, but they must follow the above guidelines.

# MISCELLANEOUS

## Snacks

Children are permitted to purchase a snack from school. Chips and water are .75. Ice-cream costs 1.00. Check with your teacher to see specific days for ice-cream. This money must be given to the teacher prior to 8:20 a.m. Students may bring a healthy snack from home to eat during their snack time. **Candy bars, high sugar snacks and sodas are not allowed.** Those snacks will be returned to home. Students tardy to school will not be allowed to purchase snack and will need to bring one from home, so be on time for school.

**Note: Snack is a privilege. It may be taken away upon teacher or administrator discretion. If snack is taken away for any reason, it will be sent home with the student in lieu of a refund.**

## Lost and Found – LABEL ALL CLOTHING AND PERSONAL ITEMS

**Please put your child's name on clothing, lunch boxes, money envelopes, and any other items that your child brings to school.** Belongings with names can be returned to the owner. Unfortunately, we cannot assume responsibility for lost money or items. All unclaimed items are kept in a Lost and Found area. Please check Lost and Found periodically. Items that are not claimed by the end of the school year will be donated to a charitable organization. Please encourage your child to be careful and responsible with their belongings.

## Newsletters/Communication

A school-wide newsletter will be sent home monthly to keep parents informed about school-wide news. Individual teachers will also send home newsletters. Please check this site weekly. Please make sure that your phone number is correct in the system so we may contact you via phone messenger.

The PTO may send home newsletters concerning special programs, meetings, and topics of interest for all parents. Other newsletters may include Title I news.

## Parent Activities

The goal of the Parent Teacher Organization (PTO) is to serve as a support to the educational program of Kate Shepard Elementary School. The monies that are generated by the PTO are used to enhance the school's programs. Please join PTO Today

## **School Closings**

In the event of hazardous weather conditions, an official decision will be made for all Mobile County Schools. That decision will be broadcast on local radio and television stations no later than 6:00 a.m. If weather conditions become hazardous during the school day and the decision is made for an early dismissal, an announcement will be broadcast on local radio, television stations, and the school system website and Kate Shepard Facebook page.

We would like to maintain an open telephone line. Therefore, we ask that you refrain from calling during this period. Please make sure your child knows what to do in case of an emergency closing of the school. We recommend that you go to the Kate Shepard website to sign up for e-mail and text alerts.

## **Cell Phones and Other Electronic Devices**

Cellular phones and electronic devices such as Apple Watches, iPods, mp3 players, videogames, etc. must be TURNED OFF when on school campus. These items must be kept in a student's backpack – not in clothing pockets. Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, or restrooms. The school is not liable for these items if they are lost or stolen and will not replace them. **If your child has their cellphones visible or they ring, ding or sing during the instructional school day, they will be removed and the parent will have to pick them up from the principal.**

## **Going Home with a Friend**

If your child is going home with a friend, please send a note to the teacher stating with whom your child is going home with in the carpool. Students are not allowed to ride a bus other than their assigned bus, therefore parents will have to arrange for transportation if the friend rides a bus.

## **Birthday Parties**

There will not be any student birthday party celebrations during instructional time. Due to COVID regulations and for the safety of our students, all food items must be individually wrapped. **These snacks must be arranged with the classroom teacher to avoid multiple snacks being sent on the same day and to assure students with allergies may eat the snack.**

There are only two specific activity/celebration times in MCPSS school year; before Winter Break and at the end of the school year. These activities are planned by the classroom teacher and/or a Room Mother. Information may be sent home prior to the activity dates.