

# Walter Jackson Elementary

1950 PARK STREET DECATUR, ALABAMA

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## Student Handbook 2019-2020



# LEARNING AND LEADING

# Walter Jackson Elementary School

## Student Handbook

**The Mission of Walter Jackson Elementary School is to provide challenging and innovative instruction which fosters creativity, excellence, and compassion in our learning community.**

### **We Believe**

- When students, faculty, parents and the community work together to provide a safe and supportive environment, higher goals will be reached.
- Through innovative and challenging instruction, all children can reach their full potential.
- Our educational program prepares students to become contributing members of a global community.
- Academic success includes an appreciation of the arts, creativity, and an understanding that self and others are worthy of respect.

Dear Walter Jackson Families:

WELCOME to Walter Jackson. The faculty of Walter Jackson is loving and supportive and committed to creating a world class school and providing a quality education for our students. Our motto is “Learning and Leading”.

Walter Jackson is a friendly, inviting place where lifelong friendships are made. We have a personal commitment to excellence in education. We know that a strong partnership between home and school is essential for educational success. You will hear Walter Jackson students talk about our school mission, school goals, and student goals. Having clear goals enables all of us to work together to meet the needs of every student. We look forward to working together with you in to provide a wonderful education experience for your child.

Please take a few minutes to review the information in this handbook and the Decatur City Code of Student Conduct. These policies and procedures were established with input from parents and teachers, and reflect Decatur City Schools Policies, state mandates, and instructional procedures.

Thank you for sharing your children with us!

Mrs. Tamara Caudle  
Principal

## Walter Jackson Elementary Faculty and Staff

Principal	Mrs. Tamara Caudle
Bookkeeper	Mrs. Teresa Halla
Office Aide	Mrs. Bridget Terry
Kindergarten	Mrs. Beth Green
Kindergarten	Mrs. Kelly Dutton
Kindergarten	Mrs. Kim Irelan
Kindergarten	Mrs. Mollie Linley
First Grade	Mrs. Elizabeth Summerford
First Grade	Miss Kirsten Hawkins
First Grade	Mrs. Leah Payne
Second Grade	Mrs. Meg Hill
Second Grade	Dr. Melissa Putman
Second Grade	Miss Alexis Rice
Third Grade	Mrs. Beth Adams
Third Grade	Mr. Trevor Pharris
Fourth Grade	Mrs. Ali Smith
Fourth Grade	Mrs. Megan Youngblood
Fifth Grade	Miss Mollie Flanagan
Fifth Grade	Mrs. Tammy Locklear
Art Teacher	Mrs. Beth Young
Counselor	Mrs. Bethany Springer
Librarian	Mr. Todd McDonald
Music Teacher	Mrs. Elana Brister
Physical Education	Mrs. Sharon Cater
Resource Teachers	Mrs. Sharon Jinks
	Mrs. Hannah Perry
Resource Aides	Ms. Pamela Thomas
	Ms. Daphne Emery
Literacy Aide	Ms. Katie McLemore
Reading Coach	Mrs. Natasha Hereford
Speech	Ms. Nora Jackson
Gifted	Mrs. Virginia Lovett
Nurse	Mrs. Heather Williams
Custodian	Mr. Roger James, Head Custodian
	Mrs. Tonya Gregory
Cafeteria – CNP	Ms. Heather Cooke
	Ms. Ann Nicely

# **Walter Jackson Elementary School**

## **FAQ'S (frequently asked questions)**

### **Arrival**

School doors will open at 7:05 (no early entrance will be allowed) and school begins promptly at 7:45. It is advisable to be at school before 7:40. Students that arrive at school before 7:35 will go to the auditorium and sit with their class. The students will be dismissed at 7:35 to go to the classrooms. Students that arrive after 7:35 will go directly to the classroom. Students must be in their classrooms by the time the bell rings at 7:45. Students that arrive after 7:45 must be signed into the office by their parent/guardian and will receive a tardy pass.

### **Attendance**

Good attendance, which includes being on time for school each day, is essential for success in school. When a student is absent or tardy, opportunities for learning are missed which are impossible to be made up. However, teachers are able to provide some make-up assignments that may be in the form of a textbook or worksheet assignment.

According to the attendance policy of Decatur City Schools, a student and parent will be referred to Early Warning Court after the student has acquired five unexcused absences. If further unexcused absences occur, charges may be filed against the parent.

**Excused absences/tardies do not constitute perfect attendance.**

### **Excused Absences**

- Illness, serious illness or death in the immediate family
- Legal requirements
- Emergencies approved by the Principal
- Special circumstances with prior approval by the Principal

**A note from the parent must be returned to school after the student is absent for that absence to be excused. If a note is not returned to school, the absence will be counted as unexcused.**

### **Unexcused Absences**

Absences for reasons other than those listed above as "excused" shall be considered unexcused. Please see the Code of Student Conduct for specific information.

### **Tardy(s)**

Students are counted as "Tardy" if they are not in the classroom at 7:45. Please make sure students are at school in time to get to the classrooms before the bell rings. If your child arrives after 7:45, please accompany him/her to the office to check-in.

## **Checking In/Out**

All check-ins and check-outs will be handled in the office. A student must be accompanied by a parent and check-in through the office. The student will carry a check-in pass from the office to the classroom. When checking a student out of school, the parent must check the student out through the office. A photo identification is required to check a student out. The student will be called to the office at that time. If a student checks out before 11:30 a.m. and does not return to school, it will be counted as an absence. In order for a student to be counted as present for a day, the student must be at school for more than half a day. There will be no early checkouts after 2:15.

## **Cafeteria**

A calendar with the breakfast and lunch menus can be found online.

### **Breakfast**

Breakfast is served from 7:10 – 7:30 each morning.

- Paid Student Breakfast cost \$1.75
- Paid Visitor Breakfast cost \$3.50

### **Lunch**

The cost for lunch is as follows:

- Paid Student Lunch \$2.75
- Visitor Adult Lunch \$4.50

Students may bring a lunch from home. **Microwaves are not available for students to warm meals.** Please send all lunch and breakfast money in an envelope with the student's name and "Lunch Money" written on the envelope. Information about Pay Pams may be found on the Decatur City Schools website at [www.dcs.edu](http://www.dcs.edu) under Quick Links. Special snacks such as ice cream, chips and crackers may be purchased in the cafeteria during lunch time.

## **Classroom Management Plans**

Each student will have a communication notebook that is sent from school to home each day. Each notebook will have important information for parents, students, and teachers. The student binder will have a section for class newsletters, student goals, grades, assessment information, class rules and procedures, and homework assignments. The notebooks will vary from grade to grade.

## **Curriculum**

Each student will be taught the curriculum outlined by the Alabama Course of Study. The curriculum is enriched by such programs as the Alabama Math, Science, and Technology programs, Decatur Math Initiative, and 34 North.

**34 North** gives a global perspective of our world based on Decatur, Alabama's latitude of 34 North. Each grade focuses on an area or country as follows:

- Kindergarten – Decatur
- First Grade – United States
- Second Grade – Morocco
- Third Grade – China
- Fourth Grade – Japan
- Fifth Grade – India

### **Dismissal**

All students will be dismissed from the auditorium or cafeteria each day. Please complete a transportation form which will specify how a student will leave school each day. **If the student is to leave school any route other than specified on the form, for safety reasons, a note must be sent to the teacher. There will be no transportation changes allowed after 2:00.**

### **Car Riders**

Car riders are dismissed from the auditorium each day. Each student will be given a car number that is to be placed in the right side of the front window. Cars will line up from 18<sup>th</sup> Street to Park Street to pick up students (18<sup>th</sup> Street becomes a one way drive each day (south to north) from 2:15 until 3:30.) For safety reasons stay in the car line, do not pass other cars unless told to do so. Also, do not begin a new car line in the staff parking lot. You may park in a spot and walk to the front door but student's will not be allowed to walk from the building to a car alone. As cars approach the front drive, student numbers will be radioed into the auditorium. Students will exit the building and line up on the colored sidewalk. When the student's car is in the pick-up area, Teachers will assist as he/she gets in the car.

### **Bus Riders**

A bus schedule will be given out at the beginning of each school year. Students will complete the bus form if they are going to ride a designated bus. Bus riders will go to the cafeteria and sit in a designated area. Bus attendance will be taken before students load the bus. Students that completed the individual bus rider form will be loaded on the bus each day unless a written notice is sent to school stating the student is not to ride the bus.

### **Walkers and Bike Riders**

Walkers and bike riders will be escorted by a teacher each day to the crosswalk on 20<sup>th</sup> Street.

### **Dress**

Students should dress in such a manner that will ensure their health and safety while at school. (See Student Code of Conduct). No halter tops, strapless tops, or blouses with spaghetti straps shall be permitted. Spaghetti straps may be worn under a sweater, if the student does not remove the sweater. Tennis shoes are needed each day for PE. It is beneficial for the students to wear tennis shoes and not change shoes during the day. (Teachers don't have time to assist students with changing shoes during the day. Individual teachers will set guidelines).

## **E-mail**

School information may be sent by email. To subscribe to our mailing list, please go to the Decatur City Schools webpage ([www.dcs.edu](http://www.dcs.edu)). Under the “Schools” tab click Walter Jackson. Go to “eNews sign up”. You may choose to receive newsletters and letters from the principal and/or school alerts.

## **Extended Day**

Walter Jackson’s Extended Day program provides a safe, caring and enriching environment for children that need supervised care after school. It begins as soon as school is dismissed and is open until 5:45 pm each day. Extended Day registration forms may be found in the office. Elissa Taylor is the director of the Extended Day program. She can be contacted at [elissa.taylor@dcs.edu](mailto:elissa.taylor@dcs.edu).

## **Field Trips**

Field Trips are an extension of each grade level’s curriculum. They are specifically planned for that area of study. Parents are invited to attend some trips and some are limited in space. Teachers will send home field trip information in a timely manner. Only students of each assigned grade are able to attend the field trips.

## **Grades**

Grades are posted on INOW Gradebook. Parents will be given the opportunity of obtaining access to INOW by using a special user code and password. If you do not have this information please contact Mrs. Bridget Terry in the office by phone 256-552-3031 or email [Bridget.Terry@dcs.edu](mailto:Bridget.Terry@dcs.edu)

Report Cards are sent home every nine weeks. Progress reports are sent home every 4 ½ weeks. If you do not receive these you may contact the front office for another copy.

## **Inclement Weather**

If weather conditions such as icy roads cause safety concerns, the district will announce school closures or two-hour delays through SchoolCast and the news media. The school will use the information given on your registration form as your contact information.

## **Homework**

Homework assignments are given for the purpose of reviewing classroom content and reinforcing skills. Parental enthusiasm, encouragement and support help students accept responsibility for their homework. Homework assignments can be located in the communication binder. Working together, parents and teachers can help children to develop independent study habits and become lifelong learners.

## **Illness**

Teachers refer students to the office if they become ill at school. The parents will be called if it appears advisable to send the student home. If we cannot reach the parent within a reasonable time, an emergency contact will be called. Please remember to update your contact information and your emergency contact information as it changes. If your child has a severe allergy or chronic illness, please

make sure it is written on the registration form. Please read the medication form carefully and have the doctor complete if necessary. If you have any questions or concerns please contact the school nurse.

### **Parent Conferences**

Parent conferences are scheduled system-wide during the first nine weeks. (For dates, please refer to the calendar at the front of the handbook.) Students are released at noon and conferences are held in the afternoon. Conferences may be requested by the parents or the teacher at other times throughout the year.

### **Parties**

School parties are times set aside to celebrate school events. Parents and teachers work together to make these special times. Parties take place right before school ends. We believe that our student's health is important so healthy snacks and drinks are served at all school functions.

### **Safety**

Safety is of utmost concern. Students practice safety drills regularly. If you have any safety concerns please contact Mrs. Caudle at 256-552-3031.

### **Snacks**

A snack/recess time occurs in the afternoon. Students may purchase a fruit drink for \$.50 a day. Fruzers are 100 percent frozen fruit juice. Please refer to your teacher's handout as to how to send money. (Teachers may not keep change in the classroom and will not be able to make change.)

### **Closing**

If any questions or concerns arise you may contact the front office by phone at 256-552-3031. You may also find each staff member's email on the school website. Thank you for working with the teachers and staff at Walter Jackson to make your student successful. As always, it is a **GREAT** day to be a Walter Jackson Jaguar!



# **Decatur City Schools Calendar**

**2019-2020**

<b>August 7</b>	<b>First Day for Students</b>
<b>August 7-9</b>	<b>Kindergarten &amp; Pre-K Students attend ½ day</b>
<b>September 2</b>	<b>Labor Day - Schools Closed</b>
<b>October 14-15</b>	<b>Fall Holiday - Schools Closed</b>
<b>November 1</b>	<b>Virtual Day/Parenting Day</b>
<b>November 11</b>	<b>Veterans Day - Schools Closed</b>
<b>November 25-29</b>	<b>Thanksgiving Holidays - Schools Closed</b>
<b>December 20</b>	<b>½ Day for Students</b>
<b>December 23-January 6</b>	<b>Winter Holidays - Schools Closed</b>
<b>January 7</b>	<b>Students Return</b>
<b>January 20</b>	<b>Martin Luther King, Jr. Holiday - Schools Closed</b>
<b>February 17</b>	<b>President's Day - Schools Closed</b>
<b>March 30 - April 3</b>	<b>Spring Holidays - Schools Closed</b>
<b>April 10</b>	<b>Virtual Day</b>
<b>May 21</b>	<b>AHS and DHS Graduation/ Last Day for Students (½ day)</b>