

# W. J. Carroll Intermediate School



## Student/Parent Handbook 2021-2022

1000 Main Street  
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Phone: (251) 626-0277  
[www.wjcintermediate.com](http://www.wjcintermediate.com)

*Revised: July 2021*

# WELCOME

Welcome to W. J. Carroll Intermediate School in Olde Town Daphne. We are pleased that you are a part of our school and our community. We are a *Leader in Me* Lighthouse School. We were awarded this recognition because we have achieved outstanding results in school and student outcomes, by implementing *The Leader in Me* process with fidelity. We have seen such amazing results from implementing *The Leader in Me* process. It has helped us establish a foundational operating system that builds wonderful relationships, transforms the culture, and highly motivates staff members and students. Our students have learned how to become self-reliant, take initiative, plan ahead, set and track goals, do their homework, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life. In short, *The Leader in Me* process helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond.

Please allow this handbook to serve as one level of communication between the home and school as an extension to the BCBE Student Handbook. There are many important policies, regulations and services discussed in these pages. We hope you will take time to read this handbook carefully. Many of your questions have been anticipated and are discussed here in some detail. However, we are always available to clarify any school matter. The telephone number for the school is 626-0277. Please do not hesitate to call us. You can also check our website at [www.bcbe.org/carroll](http://www.bcbe.org/carroll) to view important information, links, dates, and teacher/staff listing. Be sure to follow us on Facebook at W.J. Carroll Intermediate School.

Our faculty and staff work diligently each day to provide your child with an education that is progressively becoming more demanding with each generation. We know that we are only a 3-year transition before the big change to middle school. We need your support in this endeavor. We truly welcome you to assist in any method possible to help us make W. J. Carroll a positive, learning community that develops respectful, responsible, resourceful citizens who live the 7 Habits.

## **School Motto**

**“Working Jointly for Caring, Intelligent Students”**

## **Mission Statement**

**The mission of W. J. Carroll Intermediate School is to provide a positive learning community that develops respectful, responsible, and resourceful citizens to ensure success for all by living the 7 Habits.**

## **Academic Mission Statement**

**In partnership with parents and the community, W.J. Carroll Intermediate School will teach students to perform at or above grade level in reading and math.**

## **Parent Notification**

### **W.J. Carroll Intermediate School is a Title I “Schoolwide” Program**

Title I is a federal program designed to help students in our nation’s schools. In accordance with the *Every Student Succeeds Act of 2015 (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a school-wide program. Title I school-wide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, parenting education workshops/meetings, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

### **Parent Right-to-Know**

In accordance with the Title I program and the *Every Student Succeed Act of 2015 (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child’s teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child’s level of achievement on any state academic assessments.

# School Rules

## **BE RESPECTFUL**

Treat others the way you want to be treated.

Use good manners.

Be considerate of personal space.

Always use an appropriate voice level.

## **BE RESPONSIBLE**

Follow procedures.

Be prepared to do your best.

Show diligence in completing assignments.

Have school pride and follow the dress code.

## **BE RESOURCEFUL**

Be safe.

Report problems to adults.

Get help when needed.

Set and accomplish goals.

# General School Information

A) Upon arrival at school, students report to the cafeteria if they are eating breakfast or they go directly to their homeroom.

B) W.J. Carroll hours  
First Bell: 7:50 am  
Tardy Bell: 8:00 am  
Dismissal: 2:55 pm

**No student should arrive before 7:20 AM.** No one is on duty to supervise students before then. Instructional time begins at 7:50. **Students not in their room when the second bell rings will be counted as tardy.** Those students must report to the office for a tardy pass. **A parent or guardian MUST come to the school office to check in the student when he/she arrives after the second bell.**

When school is dismissed, students should go directly to the loading zone for cars or to the bus they ride. Students should not walk around the school campus unsupervised.

C) **Dismissals:** Please try to avoid situations that cause students to miss time at school. Only legal guardians or designees of legal guardians may check a child out of school. **I.D. will be required.** Your student will not be called from class until the adult is present and the student is checked out. **Early dismissals must be before 2:30 pm** and are discouraged unless emergencies exist. If your child returns to school after an appointment, they must be checked in through the office.

D) **Break Time:** Students may bring a snack or purchase from our canteen. Candy and carbonated beverages are **not allowed** at school for break or as part of lunches. **Break time is a privilege not a requirement.**

E) **Student Valuables:** Students should leave items that do not pertain to instruction at home. These items can be lost, taken, or damaged. They also can be an educational distraction. It is a student's responsibility to keep track of his/her watch, purse, jewelry or glasses. Expensive jewelry should be left at home. **No electronic devices** that can send text messages, emails, or receive calls are permitted for use during the school day per BCBE policy for elementary students. No spinners or slime allowed.

F) **Identification of Property:** Be sure that your child's name is written in his/her books and all other property that is brought to school. This includes sweaters, coats, etc.

G) **Identification of Visitors:** All visitors must have ID in hand, push button on call box, show us both face and ID and state reason for visit. We will then grant entrance into the office where the visitor can obtain a visitor's badge before they enter the school. We welcome visitors at appropriate times. Generally, personnel in the office can take care of forgotten lunches, books, etc. Classes will not be interrupted for conferences between the hours of 7:40 A.M. and 2:50 P.M. except during the teacher's planning period.

I) **Lost and Found:** The school maintains a lost and found in the gym and at the entrance of the cafeteria. Please feel free to look for your child's misplaced items after signing in at the office. Unclaimed items are given to charity.

L) **Checks:** A Baldwin County Board of Education system wide payment policy with Envision Payment Solutions has been adopted in the collection of checks with insufficient funds presented to the schools. (also see **check** notation under section W. Lunchroom).

If your check is returned, it may be re-presented electronically. Authorized service charges and processing, as permitted by state law, will be debited from the same account by paper draft or electronically. Please contact Envision Payment Solutions, [customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com), P.O. Box 157, Suwanee, GA 30024-0157, 1-877-290-5460 or 770-709-3100 for check inquiries.

M) **Parent/Teacher Conferences:** Parents are welcome and encouraged to come to the school to talk with teachers. Appointments must be made to coincide with the teachers' schedules. **Please do not come to see a teacher without a scheduled appointment.** This may be done through your child's teacher.

- N) **Promotion Standards:** The decision to promote a student is based on the student's performance during the school year. The decision is a professional one and is the responsibility of the teacher and the Principal or that person's designee. Parent/teacher conferences are highly recommended for students with academic deficiencies. Students of Grades 1-6 must meet criteria established for each grade level to be considered for promotion. Additional information can be found under the Baldwin County Board Policy Manual under section VII. Instructional Program Item 7.3.4 *Promotion and Retention of Academic Standards*.
- O) **School Materials and Supplies:** Students should have the proper materials and supplies for all classes. The appropriate supply list can be found on the school website. The student is responsible for bringing all supplies to each class.
- P) **Telephone:** The telephone in the office is for school business and may be used by students **ONLY IN CASE OF EMERGENCY**. **Students should make arrangements before they leave home as to transportation, after school plans, etc. In extreme cases, we will deliver messages to students, but this should be avoided if at all possible.**

Each parent should make some plan with their child as to what they should do in the event school should be unexpectedly dismissed early. Also, your child should know your plans and what to do in case of rain, etc.

- Q) **Bicycles:** If a student rides his/her bicycle to school, it should be securely locked in the bicycle rack. Please observe proper and safe behavior while riding to and from school. Bikes may not be ridden on school property. Alabama Bicycle Laws require a helmet on cyclists and passengers under 16 years of age.
- R) **Change of Address and Phone Number:** It is important that you inform the office **IMMEDIATELY** when you change your address, telephone number, place of employment or emergency contacts. Please send those changes to your child's homeroom teacher in writing to be forwarded to the office or send any changes to our Registrar, Angela Kennedy at [akennedy@bcbe.org](mailto:akennedy@bcbe.org).
- S) **Physical Education:** When it becomes necessary for a child not to participate in P. E. for a period of time due to injury or illness, the parent must provide a note from a physician to that effect to be filed in the school office.
- T) **Delivery of Flowers and Balloons:** It is school board policy that flowers, balloons, etc. **NOT** be delivered to students at school in honor of birthdays or any other special occasion.
- U) **Field Trips:** Field trips provide valuable educational experiences that take place during the school day. Note the designated dates and **deadlines** to collect payments on all field trip permission slips. Chaperones are expected to adhere to the Baldwin County Public Schools' Policy and the Chaperone Guidelines. **Adults (other than the chaperones) or children, including infants and toddlers, outside that class or group may not be transported or participate in field trip activities.** Students should not be removed from a field trip at any point during the trip by parents or others unless a letter is on file in the school office and approved by the Principal or that person's designee prior to leaving the school. A field trip is an extension of the school campus. A student could lose the privilege of attending a field trip due to inappropriate and unacceptable behavior in the classroom or on the school bus. A behavior contract maybe put in place prior to the field trip to monitor student's behavior. Any student that receives a discipline referral to the office ten days (two school weeks) before a field trip/event may be denied participation in that field trip/event as a disciplinary measure. There is a "No Refund" policy on all field trips.
- V) **Cell Phones/Electronic Communication Devices: (BOE POLICY #6.21)**  
The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may

approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

- W) **Lunchroom:** Our lunchroom offers well-balanced meals to students on a daily basis. Menus are printed at the beginning of each month to assist parents and students. The menus are also located on the BCBE website. Should lunch be brought from home, parents should not send carbonated beverages or candy as part of a child's lunch.

Each part of the school day is an opportunity for students to learn. Lunch time is an appropriate time for students to build social skills and relationships with their peers. Daily visitors during lunch may interfere with students engaging in social practice. This is why invitations for outside visitors to eat in our cafeteria will be limited to special events. Accommodating visitors into shared spaces such as the cafeteria requires pre-planning and may also disrupt the daily schedule. If you are a visitor during lunch, you will be assigned to sit in a designated area with your child away from other students. Keep in mind, we need your support in adhering to the State and Health guidelines for meals and snacking by refraining from bringing fast food.

The Child Nutrition Program of the Baldwin County Board of Education uses the PCS Revenue Control System throughout the county in all their school cafeterias. This system is accessed by all students with a keypad and personal identification number (PIN) as they go through the cafeteria line.

- *For the 2021-2022 school year, all Baldwin County Public School System students have been granted free breakfast and lunch. To be able to maintain our Title I status in the future, we ask that all parents complete the Free and Reduced Lunch Application. It is available [here](#) for your convenience.*

Students may bring money each day to pay for a la carte items, although parents are encouraged to place funds in their student's account in advance. Accounts will be debited at the point-of-sale. Prepaid money sent in advance may be used by the student for any purchase in the school cafeteria. Each student will receive a PIN that will remain the same until that student leaves the Baldwin County School System. Any money that is left in the account at the end of the year will be available at the beginning of the new school year in the student's account. Remind your child not to share their PIN with other students.

**Checks must be made only for the amount that is going into your cafeteria account. Do not include money for field trips, book fairs, etc. with your child's cafeteria money. No change can be given from a check and we are not allowed to cash checks for anyone. Checks may be made for a maximum amount of \$500.00 at a time.**

For questions concerning the PCS Revenue Control System, please contact Erin Miller, Baldwin County Child Nutrition Supervisor, at 580-1838.

- X) **Disciplinary actions dealing with threats, whether deemed serious or just joking, should be handled consistently by administrators throughout our district. Specifically, *actions that create panic, fear and chaos should not be tolerated at any grade level.***

Kindergarten – Third Grade

- 1<sup>st</sup> occurrence – 1 day suspension.
  - ✓ Call parents for a re-entry conference. Notify SRO.
  - ✓ School counselor meet with all students involved.
  - ✓ Check digital history on Chromebook or laptop. If concerns are evident, notify IT for a deeper investigation.
  - ✓ Notify parents of other students (victims) involved in the situation. Let them know the incident has been investigated and handled accordingly.

- 2nd occurrence – 3 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ Offer Alta Pointe referral.
  - ✓ School counselor meet with all students involved.
  - ✓ Check digital history on Chromebook or laptop. If concerns are evident, notify IT for a deeper investigation.
  - ✓ Notify parents of other students (victims) involved in the situation. Let them know the incident has been investigated and handled accordingly.
- 3<sup>rd</sup> occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

#### Fourth – Six Grades

- 1<sup>st</sup> occurrence – 3 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ School counselor meet with all students involved.
  - ✓ Check digital history on Chromebook or laptop. If concerns are evident, notify IT for a deeper investigation.
  - ✓ Notify parents of other students (victims) involved in the situation. Let them know the incident has been investigated and handled accordingly.
- 2nd occurrence – 5 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ Offer Alta Pointe referral.
  - ✓ School counselor meet with all students involved.
  - ✓ Check digital history on Chromebook or laptop. If concerns are evident, notify IT for a deeper investigation.
  - ✓ Notify parents of other students (victims) involved in the situation. Let them know the incident has been investigated and handled accordingly.
- 3<sup>rd</sup> occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

Y) **Bullying:** The definition of Bullying is an **intentional** act to harm the victim; characterized by **repeat** occurrences where the child who bullies has some advantage or power over the child who is victimized. In today’s society, bullying has become an ever-apparent issue among students. We maintain a zero tolerance for such actions, and we do everything possible to resolve the situation. Please notify our school counselors immediately if you are aware of an incident. We follow the steps outlined in the Baldwin County Board of Education Anti-Harassment Policy (See [www.bcbe.org](http://www.bcbe.org) for further details and forms).

## TRAFFIC PROCEDURES

Morning arrival and afternoon dismissal are times we must be patient, cautious and have safety in mind first and foremost. We appreciate your support! Because of these intentions, we ask everyone to follow certain rules:

- Everyone walking—**PLEASE CROSS BY THE TRAFFIC GUARD OR OUR SRO.**
- Children being brought to school should be let out in the designated canopy area on the south side of campus only and not before the teachers are on duty at **7:20 AM**. Children should not be let off anywhere else during the morning car rider time.
- When loading or unloading, please pull your vehicle up as far as possible so other vehicles may load and unload at the same time.

### Dismissal

- Students are dismissed at 2:55.
- Parents are asked to stay in their vehicles when picking up children. It creates confusion when parents are trying to pick up children from the sidewalk. Do not leave your vehicle unattended in the car-rider line.
- Students will not be allowed to walk to their vehicle before it arrives at the designated pick-up point.
- Please do not arrange off-campus car pick-up. This is dangerous and causes pick-up problems.



- ❑ Children not picked up by 3:10 will be sent to the office.
- ❑ Refrain from using your cell phone during this time.
- ❑ The lead teacher will sound the whistle twice. This is the signal to the students that the traffic will begin moving. No one will be allowed to load until the next wave.
- ❑ The lead teacher will sound the whistle once. This is the signal for the students to load the **first eight** vehicles in each row only.
- ❑ In the event your child is not in the car line when your wave is loading, you will be directed to pull up to a designated zone to wait for your child. The lead teacher will escort your child to the car during the next wave.

### **Traffic Pattern**

1. Enter on Thomas Avenue.
2. Immediately turn left onto our campus.
3. Proceed through the back of the parking lot.
4. In the afternoon, begin forming two lines as you drive to the back of the campus. Do not block Thomas Avenue by starting two lines prior to entering our campus.
5. Then the lines will turn left towards the school building.
6. Finally arriving in two lines along the canopy.

## **PLAYGROUND RULES**

### General Playground Rules

1. Play at your own risk. Adult supervision is REQUIRED.
2. Use equipment safely and properly.
3. Walk at all times while in the mulch area. Pushing, chasing and tag are not allowed. No picking up mulch.
4. No walking on timbers.
5. No eating or drinking. Keep food and drinks out of the mulch area.
6. Proper footwear is REQUIRED.
7. All children are expected to play cooperatively.

### Challenger

1. Use equipment safely and properly.
2. No showing off by dropping from the bars.
3. No sitting on the top of the bars.
4. Take turns.

### Parke Pentaweb

1. Use equipment safely and properly.
2. 24-person limit.
3. No going higher than the second highest green rope.
4. No jumping from the Pentaweb.

### Swings

1. Use equipment safely and properly.
2. No more than 1 person in a swing, not to be twisted or used sideways.
3. Stay seated at all times.
4. No swinging higher than the horizontal pole.
5. No jumping out of swings.
6. No climbing poles.
7. Take Turns.

## EMERGENCY PROCEDURES

**Fire-** In case of a fire emergency, the signal to evacuate the building will be the continuous sounding of the emergency alarm. There will be an evacuation plan posted in each classroom. Each teacher will instruct children regarding specific procedures.

**Tornado** -In case of a tornado emergency, there will be an announcement to warn of the emergency. When students are asked to assume the "tornado position", they are to do the following:

1. Sit on the floor with their knees to the wall, students putting their heads on their knees and hands on the back of their head.
2. Remain quiet until all clear is sounded.

**Lockdown-** In the event a lockdown is needed for the protection of our students, an auditory warning of "Teachers, go into lockdown immediately" is given. Each teacher will then instruct children regarding specific procedures.

## SCHOOL MEDICAL INFORMATION

**First Aid:** When a student becomes ill, he/she is sent to the First Aid Room. If a student has a fever above 100.4, the parent is called and asked to take the student home. A student with a fever should not be in contact with other students. Students may not remain in the first-aid room for a long period of time. School personnel are not allowed to give medication to students (this includes aspirin or similar medicines). The school will have a health card on each child, so if your child has some special problem, please be sure we know--especially if a child has diabetes, epilepsy, heart condition, asthma, or other similar health conditions.

**Nurses:** The school nurse provides several opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, vision, hearing, dental screening, and health and hygiene classes. The "Changing Body Program" is presented to the 5<sup>th</sup> graders. Scoliosis screening is provided for grades 5-9 (ages 11-14) as required by state law.

**Medications:** Medicine given at school requires a medication authorization form to be completed by the physician and the parent for prescription medications. Parents will be notified when refills are needed. Over the counter medications must be signed in by the parent and cleared by the RN. Non-prescription drugs should have written permission, time, and dosage and in a properly labeled bottle. All medications must be delivered to the school by a parent/guardian, and must be in the original container with clear, current instructions. The Parent/Guardian shall pick-up the student's medication at the end of the school year. All medications not picked up will be destroyed.

# Mandatory Uniform Dress Code (BOE Policy 914)

1. School attire should cover those portions of the body that American standards of modesty decree are covered; fashions which simulate or suggest nudity are to be avoided. Clothing so skin tight or revealing as to provoke or to distract others is disruptive and therefore, unacceptable.
2. Footwear must be worn at all times and be closed toe in nature.
3. **Clothing must be of appropriate length and fit.** Excessively baggy or excessively tight-fitting clothing is prohibited. This includes, but is not limited to “yoga” pants, “tights” and “jeggings”.

To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid-thigh, whichever is longer. Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. **Pants must be free of rips, holes or attached symbols.** Pants made of “blue denim” are acceptable.

4. Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
5. Jackets, coats, sweaters, and sweatshirts are considered **outerwear** and must be worn with a uniform shirt. School organizations’ sweatshirts and jackets, approved by the principal, are acceptable.

Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, artwork that might be offensive in nature and cause a disruption to the educational process

Sweatshirts and sweaters must be **solid** black, brown, navy, gray, tan, white or school colors as published and approved by the principal.

6. Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
7. Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
8. Heads must remain uncovered in the building.
9. Students who transfer from other school districts will be given five (5) days to come into compliance with the uniform dress code.
10. Schools may use t-shirts on field trips as approved by the principal.

