

Walter M. Kennedy
Elementary School

Student
Handbook

Principal
Tonya Helms

Walter M. Kennedy Kennedy

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Dear Parents and Guardians,

Welcome to a brand-new school year at Kennedy Elementary!

Whether your child is just starting their school journey in kindergarten or continuing with us in another grade, we are thrilled to have your family as part of our learning community. Elementary school is a special time filled with curiosity, discovery, and growth, and we are honored to walk alongside you during these important years.

At WMK, our mission is to create a safe, nurturing, and engaging environment where every child feels valued and inspired to learn. Our teachers and staff are dedicated to supporting not only academic growth but also the social and emotional development of each student.

We believe that a strong partnership between home and school is the foundation for success. You are your child's first and most important teacher, and we look forward to working with you every step of the way. Throughout the year, we will keep you informed about classroom activities, school events, and ways you can get involved.

Please know that my door is always open. If you have questions, concerns, or simply want to share ideas, I welcome your communication and input.

Thank you for trusting us with your child's education. We are looking forward to a joyful and successful school year together!

Warmest regards,

Tonya M. Helms
Principal
Walter M. Kennedy Elementary School

Mission Statement

Partner...Empower...Achieve

Pursuing excellence...one student at a time by partnering with the community, empowering dynamic learners, and achieving maximum potential.

Walter M. Kennedy Elementary School Belief Statements

We prioritize a safe/inclusive learning environment.

We partner with all stakeholders to maximize student achievement.

We embrace the idea that diversity enriches a community.

We create a culture of excellence by promoting high performance standards-students/adults.

We believe our employees are critical to our success

REGISTRATION

The following items are needed for registration:

Birth Certificate

Immunization Record: Alabama Blue Immunization Card

Social Security Card

Proof of Residence: Residency implies that parent and child live at the stated address. Summer, weekend, rental property or business addresses are not considered a family's residence. A current power or water bill will serve as proof of residency.

Parent/Guardian Driver's License

STUDENT ARRIVAL AND DEPARTURE

Our kindergarten – fourth grade school day begins at 7:50 AM. Students arriving in their classrooms after 7:50 AM will be considered tardy. Students arriving at school from 7:15 to 7:35 AM will report to the gym. **A student arriving at school after 7:50 AM must be checked in at the office by a parent.**

K-4th grade students will arrive at the “**parent pickup**” area and will go to the gym. Students who ride with parents should not arrive before 7:15 AM. Parents bringing students to school should follow the route for parent pickup. Please DO NOT pass cars in the car riders line especially when students are loading and unloading. Parents must follow this procedure at all times. Follow the parent pickup route only.

Kindergarten – fourth grade students dismiss at 2:50 PM. Only in cases of emergency, such as severe illness, doctor/dental appointments, etc., should a student leave school before 2:50 PM. Students who ride with parents will report to “**parent pick-up**”. Students who ride buses will be called in phases from their classrooms as buses arrive. They will board the buses at the side of the school as directed. Since school buses have been proven to be the safest mode of transportation for school children, we encourage students to ride the bus.

NOTE: K- 4th students who are car riders must be picked up by 3:15. If a child is left in parent pick up beyond 3:15 on three occasions, a face-to-face parent/principal conference will be scheduled.

STUDENT TARDIES – CHECKOUTS

To Check Out of School:

Note: All check out procedures are in place to insure student safety. A student's parent/guardian/custodian must come to the school in person and check his/her child out of school. A student may not be checked out of school by persons other than his/her parent/guardian/custodian or by someone designated by the student's parent/guardian/custodian listed on the student's registration card.

Only a parent/guardian/custodian or other authorized person who is listed on the student's registration card may check a student out of school.

Check-Out Procedure is as follows:

1. The parent/guardian/custodian or responsible party must sign the student out.
2. Tests should be taken before leaving or arrangements made with the teacher for make-up work.
3. Except in cases of extreme illness, students will stay in the classroom, until a parent or other designated person arrives.
4. To maintain student safety during a high traffic time period, there will be no student check outs after 2:30 pm.

All checkouts shall be recorded. A check out is defined as leaving school prior to the end of each school's regular daily activities. **Checkouts shall be considered unexcused unless documentation from a doctor or court is provided.**

All tardies shall be recorded. A tardy is defined as a student's arrival after the official time set for the commencement of a school's regular daily activities, i.e. homeroom, roll call, etc. Any student arriving at school after 7:50 AM will be considered tardy. If a student arrives **AFTER 7:50 THEY MUST BE WALKED INTO THE SCHOOL AND SIGNED IN. IF YOU DO NOT SIGN THEM IN THEY WILL BE COUNTED ABSENT.**

Being at school everyday is important! We want students here everyday! Students are allowed up to **eight (8) parent notes for absences.** If students have a total of 18 absences for the school year (excused and unexcused) they can be retained in their current grade level for the following school year.

TRANSPORTATION CHANGE

The teacher and/or office must be notified in writing in advance if there is to be a change in the daily method of transportation of a student. This change should be made prior to 12:00 noon. **No phone or fax changes will be accepted.** CHANGES AFTER 12:30 WILL BE MADE ONLY IN CASE OF AN EMERGENCY. If no such written notification is received, your child will follow his/her usual method of transportation home. **If a student needs to be checked out the parent/guardian will need to notify the school 30 minutes in advance.** This procedure helps us make sure 450+ students are going in the right direction each afternoon. Thanks for your cooperation!

PERFECT ATTENDANCE DESIGNATION

Perfect attendance is a goal all children should strive to reach. A perfect attendance recognition will be awarded to students in grades K-4 who have attended school every day, the entire day, during the school year. **Students who are tardy or have checkouts will not receive a perfect attendance award.**

PARENT-TEACHER CONFERENCES

Parents may confer with teachers at any time during the year by appointment. We encourage close communication between parent and teacher. Please call the office at 338-7896 to schedule an appointment. Visit the www.waltermkenedy.com website for information, forms, and homework assignments. You may also email the teacher from this site.

PHYSICAL EDUCATION

Students must wear tennis shoes to gym class each day. Since there are no dressing facilities, girls who wear dresses must also wear shorts. A written excuse from a doctor is required when a student is unable to participate in the physical education program. The student's grade is based on wearing appropriate shoes, participation in the assigned activity and cooperation with the teacher and classmates.

PERSONAL PROPERTY

PLEASE WRITE YOUR CHILD'S NAME ON ALL PERSONAL PROPERTY (including coats, sweaters, and lunchboxes). No expensive items or excessive amounts of money should be brought to school. Toys must be left at home. No student shall be allowed to buy or sell items not approved by the principal at school. CELL PHONES AND SMART WATCHES ARE NOT ALLOWED AT SCHOOL. If they are brought to school they will be taken up by the teacher/principal and may be picked up AFTER a conference is scheduled.

CAFETERIA GUIDELINES

Unless a student is approved for the Federal free or reduced lunch program, prices for school lunches are as follows:

- Students who are brought to school by car must be at school by 7:30 a.m. if they want to eat breakfast.
- Students may bring sack lunches from home. We discourage consumption of high sugar foods like candy during lunch time. No soft drinks or fast food may be brought into the lunchroom for student consumption.
- We love visitors. I encourage you to come eat lunch with your child. Please be advised that per state regulations we can not have fast food in the cafeteria. I just ask that you conceal the products so that you can enjoy them with your student.

FIELD TRIPS

Field trips for educational purposes may be conducted at each grade level. All students shall be given an opportunity to participate. Unless stated otherwise in field trip instructions, parents who accompany students on the field trip must provide their own transportation. There will be no refunds for missed field trips due to illness or behavior.

ALL Parents/guardians that wish to attend a school field trip or volunteer at other school related events such as Field Day, must pass a background check. This background check costs \$25.00 and is good for 5 years. The link to the background check is on our website www.waltermkenedy.com or the Pell City Schools Website at www.pellcityschools.net. It typically takes about 1 week for the background check to come back so please don't wait until the last minute.

LIBRARY

The school library is a center of learning at W.M.K! All students will have a weekly scheduled library period in which books may be checked out and a library curriculum is taught. To make books available to others, students must return books to the library on the designated date. All code of conduct rules are to be observed in the library or the student may be subject to disciplinary action. Students must pay for lost or damaged books before they are allowed to check out another book.

FIRE, TORNADO, AND INTRUDER DRILLS

Fire, tornado, and intruder drills will be conducted on a regular basis. By conducting these drills often, we hope to prepare teachers and students to follow the safest procedures possible in an emergency situation.

Parents are requested NOT to check students out during emergency conditions unless instructed to do so. Standard emergency procedures will be followed. Please do not call the school during emergency situations or inclement weather as the telephone lines must remain clear.

BUS CALL

Bus riders will remain in their homeroom class until called over the intercom to come to their designated area. Buses will be called in phases as they arrive at our school. Students will exit the school to board the buses through the front or gym entrance. If you have questions you will call 205.884.4800 (The Bus Shop).

PARENT/TEACHER ORGANIZATION (KPTO)

The Kennedy Parent Teacher Organization or KPTO is an active part of our school. All KPTO functions are dedicated to the needs of children. The PTO is only as strong as parents and teachers make it. PLEASE GET INVOLVED! Membership fees are \$5.00 per family per year. More information will be available at Meet the Teacher and Open House. **YOU MUST HAVE PASSED A BACKGROUND CHECK TO VOLUNTEER WITH THE KPTO.**

RESTROOMS

School restrooms should be respected. This is a great place for students to show their school pride. When using the restroom, students should enter, use the toilet and sink then exit the restroom as quickly as possible. No playing is permitted while in the restroom. Keep our school in top condition by putting all paper towels in the trashcan and by flushing toilets after each use.

TRANSFER TO ANOTHER SCHOOL

When planning to move to a new location, please notify the teacher and school office at least one day before a change is made so that transfer forms can be completed. The student's new address, if known, and the name of the school to which he/she will be transferring should be given.

CHANGE IN ADDRESS OR PHONE

Please notify the school in writing of any change in address or telephone number as soon as possible. If your address changes, please provide the school office with an updated proof of residency.

MEDICAL CONCERNS

Student Illness: Parents/guardians will be notified when their child has a temperature of 100 degrees or higher. Students with a fever of 100 degrees or higher must be checked out of school. Students with complaints or symptoms of illness such as headache associated with fever, nausea and/or vomiting, or rash should remain at home until all symptoms have disappeared for 24 hours without medication. These procedures are important for your child's health as well as for the school population in general.

Medicine: A student needing prescription medication at school must have a written statement from the doctor stating when and in what dosage the medication is to be taken. A Pell City Board of Education approved medical form must be filled out by the parent and the doctor and will be kept on file in the office. Parents must complete the medication form for non-prescription medicines. No medicine can be brought to school by the child. Medication must be delivered to the office by a parent/guardian. When delivered, medications will be carefully counted and signed in by the parent and office staff. Please come by the office to pick up a medication form if needed. Medications not picked up by the last day of school will be discarded.

GENERAL RULES AND CONSEQUENCES

SEE THE FLYERS AT THE END OF THIS PACKET FOR SCHOOL-WIDE EXPECTATIONS. We will go over these rules monthly during lunch.

Infractions and Consequences:

Walter M. Kennedy Elementary School follows all conduct policies and procedures established by the Pell City Board of Education. Please see *Student Rights and Responsibilities / Code of Conduct Handbook*.



RESTROOM EXPECTATIONS



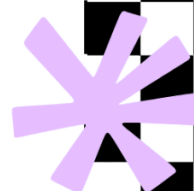
WORK HARD AND DO YOUR BEST

1. USE THE RESTROOM QUICKLY AND QUIETLY



MAKE RESPONSIBLE CHOICES

1. CLEAN UP AFTER YOURSELF
2. WASH HANDS WITH SOAP
3. RESPECT OTHERS' PRIVACY IN THE RESTROOM
4. ASK FOR HELP



KINDNESS COUNTS

1. WAIT PATIENTLY FOR YOUR TURN





CAFETERIA EXPECTATIONS



WORK HARD AND DO YOUR BEST

1. LISTEN AND FOLLOW DIRECTIONS.



MAKE RESPONSIBLE CHOICES

1. DO NOT TOUCH ANOTHER STUDENT'S FOOD
2. KEEP HANDS AND FEET TO YOURSELF
3. LEAVE YOUR AREA CLEAN



KINDNESS COUNTS

1. USE TABLE MANNERS
2. USE AN INSIDE VOICE





HALLWAY EXPECTATIONS



WORK HARD AND DO YOUR BEST

1. WALK QUIETLY
2. GO DIRECTLY TO YOUR DESTINATION



MAKE RESPONSIBLE CHOICES

1. FOLLOW DIRECTIONS
2. KEEP HANDS AND FEET TO YOURSELF



KINDNESS COUNTS

1. USE AN INSIDE VOICE
2. BE COURTEOUS OF OTHER CLASSROOMS





PLAYGROUND EXPECTATIONS



WORK HARD AND DO YOUR BEST

1. BE ACTIVE
2. REPORT UNSAFE BEHAVIOR TO THE TEACHER



MAKE RESPONSIBLE CHOICES

1. PLAY APPROPRIATE GAMES
2. USE EQUIPMENT CORRECTLY
3. STAY IN YOUR ASSIGNED AREA



KINDNESS COUNTS

1. RESPECT OTHER PEOPLE'S SPACE, BUT DON'T EXCLUDE PEERS FROM YOUR GAMES
2. WAIT PATIENTLY FOR YOUR TURN





DISMISSAL EXPECTATIONS



WORK HARD AND DO YOUR BEST

1. LISTEN AND FOLLOW DIRECTIONS
2. SIT DOWN QUICKLY AND REMAIN SILENT



MAKE RESPONSIBLE CHOICES

1. STAY IN ASSIGNED AREA
2. STAY CLEAR OF THE ROADWAY
3. KEEP HANDS AND FEET TO SELF
4. LEAVE ALL ITEMS IN YOUR BACKPACK
5. NO FOOD ALLOWED



KINDNESS COUNTS

1. RESPECT ADULTS

