

# E.R. Dickson Elementary School

## Parent and Student Handbook

2019 - 2020

*Building from yesterday, learning today, shaping tomorrow.*





## **E.R. DICKSON ELEMENTARY SCHOOL**

*Home of the Tigers 2019-20*

**4645 BIT AND SPUR ROAD**

**MOBILE, AL 36608**

**251-221-1180 (PHONE) 251-221-1185 (FAX)**

<http://www.erdickson.com/>

Mrs. Katryna L. Kinn  
Principal

Ms. Stacey Wilcox  
Assistant Principal

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### **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students of E.R. Dickson Elementary School:

Please allow me the opportunity to welcome you to a wonderful educational establishment and thank you for allowing us to serve you and your student. The faculty, staff and I have extremely high expectations for your child and we are committed to providing our best for you.

We are committed to providing an educationally sound foundation for your child. We can only be as great as you help us to become. Parental support is imperative to creating a solid foundation for your student. You have chosen a school that will help your child realize his/her full potential. We expect parents to share the responsibility of creating a successful educational environment for your child. You will find E.R. Dickson to be warm, friendly, and a caring family school, where teamwork and cooperation are priorities.

The purpose of this handbook is to provide information about our general operation policies and procedures as well as remind you of events occurring throughout the 2019-20 school year. If you have any questions or want to help make our great school better, please do not hesitate to call or visit. Our doors are always open to you.

Sincerely,  
*Mrs. Katryna Lowery Kinn*  
Principal



## **HISTORY OF E.R.DICKSON ELEMENTARY**

*Edward R. Dickson was an individual who was highly visible in the school system before the turn of the twentieth century. He was born circa 1838 in the State of Florida. The very early education of Dickson is unknown but it was said the he was a graduate of Yale College.*

*Edward R. Dickson was the academic rector of the University of Alabama, and was at the University during the Civil War when some of the buildings suffered damage through burning. Dickson's tenure at the University was from 1862 to 1865. It was in 1867 or after the Civil War that Dickson located to mobile with his wife, Sarah, who was a native of New Hampshire. He began as a teacher at Barton Academy. The Dicksons went on to have six children. Mobile County was given the right to choose its own superintendent. E.R. Dickson was chosen in 1871, making him the fourth superintendent of Mobile County Public Schools after serving both as a teacher and principal at Barton Academy. He resigned in 1894 and left Mobile in the same year. He later died January 14, 1903.*

*Commissioner John S. Shaw recommended in 1954 that a school be named in honor of E.R. Dickson, who served as superintendent in the Mobile County Public School System for 23 years. E.R. Dickson School opened in 1956 where it is currently located on Bit and Spur Road.*

### **MISSION STATEMENT**

Our mission at E.R. Dickson Elementary School is to develop independent, problem solving, lifelong learners in a safe and nurturing environment.

### **MOTTO**

“Building form yesterday, learning today, and shaping tomorrow”

### **SCHOOL MASCOT**

Tiger

### **SCHOOL COLORS**

Hunter green, Khaki and Orange

# E. R. Dickson Elementary School

## Annual Calendar of Events

**2019 - 2020**

<b>EVENTS</b>
<b>AUGUST</b>
<b>PTO Membership Drive</b>
<b>Fall Pictures</b>
<b>SEPTEMBER</b>
<b>PTO Meeting/ Open House</b>
<b>Annual Title One Meeting</b>
<b>Ron Clark House Meetings</b>
<b>OCTOBER</b>
<b>Statewide Parenting Day</b>
<b>Read for the Record</b>
<b>Partner in Education Breakfast</b>
<b>Harvest Festival (Corn Roasting)</b>
<b>NOVEMBER</b>
<b>Gorgeous Gobbler Contest</b>
<b>Veteran's Day Program</b>
<b>Grandparent's Day/Thanksgiving Meal</b>
<b>Santa Pictures</b>
<b>Ron Clark House Meetings</b>

**Annual Calendar of Events 2019-20 Continued....**

DECEMBER
<b>Holiday Sing-A-Long</b>
JANUARY
<b>First Semester Honors Program</b>
<b>Class Pictures</b>
<b>Ron Clark House Meetings</b>
MARCH
<b>Spring Pictures</b>
<b>Read Across America ( Seuss-a-Palooza)</b>
<b>Science Fair (4<sup>th</sup> Grade)</b>
<b>Ron Clark House Meetings</b>
APRIL
<b>3rd Quarter Honors Program (1-5)</b>
MAY
<b>Butterfly Release</b>
<b>Fifth Grade Transition</b>
<b>Kindergarten Transition</b>
<b>Semester Exams</b>
<b>Project Dickson (5<sup>th</sup> Grade)</b>
<b>Ron Clark House Meetings</b>

**Please check your child's weekly class bulletin as well as the monthly school newsletter for specific dates and times of events**

**\*General Expectations for E.R. Dickson Elementary School Students\***

**SCHOOL HOURS:**

<b>FIRST BELL:</b>	<b>7:45 a.m.</b>	<b>ANNOUNCEMENTS:</b>	<b>2:40 p.m.</b>
<b>TARDY BELL:</b>	<b>7:50 a.m.</b>	<b>DISMISSAL BELL:</b>	<b>2:45 p.m.</b>

**TARDY AND EARLY DISMISSAL POLICY**

Students who arrive after 7:50 a.m. must be escorted in by a parent. Students will receive an orange tardy pass and admitted to class. Students are counted absent for the entire day if they arrive after 11:30 a.m. or get an early dismissal before 11:30 a.m. *Tardies and/or Early Dismissals are excused “only” with a doctor’s note.*

Students should NOT arrive earlier than 7:15 a.m. or remain on campus later than 3:15 p.m. *unless* they are participating in a supervised school activity. Supervision WILL NOT be provided for students who arrive before 7:15 a.m. or remain later than 3:15 p.m. These procedures are designed for the safety and well-being of your child(ren).

**ATTENDANCE POLICY**

When a student is absent from school, a parent note or doctor’s excuse must be sent to school within *three (3) days* of the student’s return. Failure to do so will result in an unexcused absence. Absences for family vacations are strongly discouraged and may result in an unexcused absence. However, the building principal reserves the right to grant permission for such absences and will be considered on an individual basis.

*Students will not be released for an early dismissal after 2:00 p.m.*

## **MEDICATION**

Only medication prescribed by a doctor may be administered at school. A medical form must be completed and signed by your child's physician to be kept on file along with medicine in the original bottle.

## **LUNCH**

*Cafeteria Information* Students entering the school system for the first time will be assigned a lunch number. All students are required to scan their lunch number when going through the lunch line. **Free breakfast and free lunch will be available daily to all students.**

Breakfast in the Classroom is offered daily to students in grades 2-5. K-1 students will eat breakfast in the cafeteria.

### **Allergies/Food Restrictions:**

Upon completion of online registration, the nurse will be notified of any allergies or food restrictions you reported during the online registration process. Students with food allergies or restrictions will be provided a red badge to be worn through the lunch line each day.

Identification of such allergies or restrictions will allow our CNP staff members to adhere to known allergies and/or restrictions.

## **DISMISSAL**

Due to the location of E.R. Dickson and the busy streets surrounding the campus, it is necessary for all students to have a set way in which they will go home every day. Therefore, once you have filled out the transportation form indicating how your child will go home, changes may only be made if you send in written notification to your child's teacher or come in and fill out a new form (and your child's teacher will be notified).

***For safety purposes, we will not accept changes in transportation over the telephone.***

## **LATE PICK UP POLICY**

After 3:15 p.m., students are considered a “late-pick up”. A parent/guardian must come in and sign the Late Log. Please be advised that consistent violators will be charged a \$15.00 late fee per day and/or subject to a home visit by the attendance officer for verification of residency.

## **DISCIPLINE POLICY**

Rules and procedures will be addressed on the first day of school. The Behavior Action Plan specifies steps in the school’s discipline plan. *E.R. Dickson has a **ZERO** tolerance policy for bullying and fighting.* Anyone who is involved in a physical altercation will be disciplined according to MCPSS guidelines. The progressive discipline plan includes the following:

### **Step 1: Classroom Interventions for encouraging positive behavior:**

1. Warning: Student redirected and behavior modeled
2. Warning: Student redirected, behavior modeled, student writes rule that was broken “and” expectations.
3. Formal warning: Teacher/student conference, behavior modeled, rules/expectations reviewed
4. Parent letter, behavior modeled

**Step 2:** Counseling referral (min 2 sessions) \*Behavior modeled

**Step 3:** Positive Behavior Support Plan (PBSP) developed by teacher, counselor and student. \*Behavior modeled and copy sent home to parent.

**Step 4:** Administrator/student conference, behavior modeled, review PBSP, letter sent to parent.

**Step 5:** Office referral, review PBSP, and/or PST referral, and disciplinary action taken.

**Step 6:** Student assigned to in-school suspension program (Retract)

**Step 7:** Out-of-school suspension

## **TEXTBOOK/LIBRARY BOOK POLICY**

All textbooks or media center materials are issued to students are the property of the State of Alabama, Mobile County Public Schools and/or E.R. Dickson Elementary School. Students must use with great care. Parents and students must accept liability for any lost, abused, or damaged books while in a student's care.

*Please help us to protect all materials.*

## **CURRICULUM INFORMATION**

Additional information regarding curriculum is available at [www.mcpss.com](http://www.mcpss.com),

*Select Divisions, then select Curriculum and Instruction.*

### **GRADING SCALE:**

#### **ACADEMIC**

A= 90-100

B= 80-89

C= 70-79

D=60-69

E=59 and below

#### **CONDUCT**

S = Satisfactory (80-100)

N = Needs Improvement (61-79)

U = Unsatisfactory (0-60)

## **HOME PORTAL FOR CHECKING GRADES**

Go to [www.mcpss.com](http://www.mcpss.com) and select **For Parents**. Select Inow and log in with your username and password.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports will be sent home mid quarter. Report cards will be sent home at the end of each quarter.

## **SPECIAL SERVICES/504 PLAN**

Student receiving special services will receive a progress report every two weeks or as specified in the IEP. If your child is new to the school and received special services prior to enrolling at E.R. Dickson, please make the registrar and/or teacher aware when you register your child.

## **HOMEWORK**

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction and increase retention of common core standards. The amount and frequency of homework will vary from class to class.

## **HONOR ROLL AND PERFECT ATTENDANCE**

The Principal's Honor Roll requires all A's in academics, S in conduct, Work Study Skills and PE. The A/B Honor Roll requires all A's and/or B's in academics, S in conduct, Work Study Skills and PE.

## **HOME/SCHOOL CONNECTION**

Home/School connection is a positive benefit for all children. Teachers will establish their individual means of communication at the beginning of the school year. In addition to class newsletters, communication is made through routine phone messages from the principal, the Dickson Dateline, [www.mcpss.com](http://www.mcpss.com) website, emails, phone calls, newsletters, and a daily communicator. We encourage participation from parents and look forward to a productive school year.

## **ACCELERATED READER**

Students are expected to read each quarter as part of the Accelerated Reader program. Please encourage your child to read daily. Students are expected to reach 100% of their reading goal while maintaining 90% accuracy. Students who meet their goal with required accuracy will be eligible to participate in incentives.

## **MCPSS STUDENT /PARENT HANDBOOK AND CODE OF CONDUCT**

During the online registration process, you were provided access to the MCPSS Student/Parent Handbook and Code of Conduct. Please help us provide the best possible learning environment by requiring your child(ren) to be compliant with all expectations.

### **EQUAL PARENTAL RIGHTS**

In most cases, divorced parents continue to have equal rights, such as access to student information. If a parent has a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. **UNLESS THE COURT ORDER IS SIGNED BY A JUDGE AND ON FILE AT THE SCHOOL, WE WILL PROVIDE EQUAL RIGHTS TO BOTH PARENTS.**

### **SCHOOL VISITORS**

All E.R. Dickson Elementary School visitors are required to report to the main office upon arrival on the school campus. Visitors are those persons who are not employed at E.R. Dickson School. Parents are visitors and must sign in at the office when they wish to visit the campus. While we encourage parental involvement, all parent conferences must be scheduled with your child's teacher. Visitors are not permitted to conduct classroom observations or come to the school for "drop-in" visits. Failure to comply with these procedures may result in a more harsh disciplinary action leading up to arrest and prosecution.

### **ADMINISTRATOR CONTACT**

Due to the size of E.R. Dickson Elementary School and the importance of ensuring that each child receives an appropriate education, **school administrators will only be available by appointments. Return phone messages will be made within 24 to 48 hours.**

### **PARENT-TEACHER COMMUNICATION**

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by a note, phone call, communicator (K-2<sup>nd</sup>), planner (3<sup>rd</sup>-5<sup>th</sup>), or you may stop in to fill out a card at the front counter. Unfortunately, our teachers' schedules do not allow for drop in conferences.

## ENRICHMENT OPPORTUNITIES

- SECME
- Student Council
- Safety Patrol
- National Elementary Honor Society
- Technology Team
- Math Team
- Project Outreach
- Young Authors Program
- Seuss-a-Palooza
- Big Brothers and Big Sisters
- Field Trips
- University of Mobile Tutors
- Extended Day Tutoring
- Extended Day Tiger Care
- Three Computer Labs/Technology Collaboration Lab/ 21<sup>st</sup> Century Media Center
- Accelerated Reader
- Art and Music Instruction
- Running Club
- Archery Team
- Cheerleading
- Ron Clark Houses (Integrity, Excellence, Respect, Responsibility, Perseverance, Gratitude)
- Spelling Bee
- Cub Scouts
- Pre – K
- Café style dining
- Gorgeous Gobblers

## **WHAT YOU CAN DO TO HELP YOUR CHILD LEARN**

- A. Start each day right; a calm beginning at home makes the school day much better.**
- B. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least 9 ½ hours each night.**
- C. Praise your child each day for something he/she has done. Have a special place to put school work or things brought home.**
- D. Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.**
- E. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.**
- F. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.**
- G. Take your child to the library and encourage reading for pleasure.**
- H. Stress organization of school notebooks, materials, etc.**
- I. Provide pencils, glue, scissors, paper, and all other required school supplies for your child to use.**
- J. Work at home with skills taught at school.**



### **Get to Know Your Child's Teacher by.....**

1. Volunteering to help with special projects
2. Joining the PTO
3. Eating lunch with your child on Fridays
4. Setting up a conference with the teacher(s)
5. Sharing

