

# DPES Parent Orientation

**Welcome!!!**

**\*\*Please read the following for further information:**

- **DPES Student Handbook**
- **DPES Comprehensive Plan**



# Welcome and Introductions

- ▶ Welcome/Introductions
  - ▶ APT President: Mrs. Escue
  - ▶ Assistant Principals
    - ▶ Mrs. Lindsey – 4<sup>th</sup> – 6<sup>th</sup> grades
    - ▶ Mrs. Wilson – 1<sup>st</sup> – 3<sup>rd</sup> grades
  - ▶ Principal: Mrs. Finch

# APT Information

- ▶ Introduce APT board President: Heather Escue
- ▶ \$5 APT dues per family/envelopes can be sent back first week of school
- ▶ Fundraisers: T-shirt Sale and Read-a-thon
- ▶ The money raised will go to purchase outside benches, trashcans, and umbrellas
- ▶ Get involved: Remind ME, text the number **81010** in the message @**28kf2k** Facebook **DPES~APT** E-mail: [DPESAPT@acboe.net](mailto:DPESAPT@acboe.net)

# Lunchroom Information

- ▶ Lunch Menus are on the school website now.
- ▶ All students have a lunch account (the same pin number 1<sup>st</sup> – 12<sup>th</sup> grade)
  - ▶ Prepay into the account by sending cash or check to the teacher or set up an account to pay and/or monitor at [www.paypams.com](http://www.paypams.com)
  - ▶ We do not send home negative balance slips. You can monitor the lunch account through your PayPams account. (This site takes one to two days to update and negative balance phone calls will not reflect recent purchases.)
  - ▶ Free or reduced lunch forms must be renewed each year
  - ▶ We offer extra items that can be purchased on the lunch accounts that have money (Tuesday Dippin' dots and for 1<sup>st</sup> and 2<sup>nd</sup> grade Friday Ice cream are popular items)
  - ▶ Lunchable packs, soy butter and jelly sandwiches, and deli sandwiches are offered most days in addition to the featured menu item
  - ▶ All fruits, vegetables, salads and milk are included with each meal
  - ▶ We believe more choices reaches more students

# Envelope Fundraiser

\$5.00 for a bundle of  
50

**If you love help getting organized, please purchase a bundle of 50 preprinted envelopes for \$5.00 as a fundraiser!**

The snack money envelope is for 1<sup>st</sup> and 2<sup>nd</sup> graders who buy snack from the school snack room.

Snack Money	
Today's Date: ____/____/____	
Student: _____	Teacher: _____
Snack Item: _____	
Exact Change Enclosed: \$_____	

The school envelope is for all students to help indicate the reason money is sent to school.

School Money	
Today's Date: ____/____/____	
Student: _____	Teacher: _____
<input type="radio"/> Lunch	Amount
<input type="radio"/> Snack	Enclosed: \$_____
<input type="radio"/> Field Trip	
<input type="radio"/> T Shirt	
<input type="radio"/> Fundraiser	
<input type="radio"/> Other _____	

# Vision and Mission Statements

## ► Vision Statement

DPES Eagles Will ...

**R**espect

**I**ntegrity

**S**elf-Control

**E**ffort

## ► Mission Statement

Daniel Pratt Elementary School is committed to empowering ALL students to grow socially and academically in a positive, nurturing environment that shapes lifelong learners in an ever changing world.



# School-Wide Discipline Plan

## Demerit System

A demerit can be given out by any faculty member and staff. These are to be used throughout the building when students are not modeling the appropriate R.I.S.E. behavior. The areas such as: hallways, lunchroom, library, PE, morning duty, and bus duty.

Students will be given their demerit to take home to their parents. Please sign and return the demerit with your child.

The 3<sup>rd</sup> demerit will result in In-School Suspension.

## Office Referrals

Classroom misconduct that needs administrative assistance results in an office referral.

Level 1: Teachers document behaviors, provide classroom interventions, and contact the parents before a referral is sent to the office. Parents will be notified by an administration phone call.

Level 2 & 3: Teachers document behaviors and turn the referral into the office immediately. Parent will be notified by an administration phone call.

## Positive Behavior

Students will be given a "Rise Shout Out" by administrators, faculty, and staff when they are observed showing their R.I.S.E. behavior. Students will have their name and action read on morning/afternoon announcements.

### *School Wide Incentives*

Students will be given the opportunity to take part in Fun Fridays, Special Snacks, Dress Up Days, Friendsgiving, R.I.S.E. Celebrations, Field Day, and many other school-wide events.



# Safety Information

- ▶ All visitors must sign-in through the front office and obtain a pass.
- ▶ Parent Protocols Regarding Student Safety
  - ▶ Never curse or threaten to harm any DPES employee
  - ▶ Do not scream, yell, or raise voice at any DPES employee
  - ▶ Remain calm
  - ▶ Please do not go to your child's classroom in order to protect instruction time.
- ▶ Safety drills occur once per month.
- ▶ Any names who are on the approved Contact Form may eat lunch with their child. However, no one is allowed to walk his/her child to class after lunch. The visitor pass is only for access to the lunchroom.
- ▶ Pictures taken in the lunchroom should be of your child only. No other student's picture should be taken at DPES.



# Student Information

- ▶ Students must turn in P.E. permission forms for use of the YMCA facilities.
- ▶ Please purchase the INOW Parent Portal. This is a great way to keep up with your child's grades!
- ▶ Please sign-up for the school's Remind 101 app.
- ▶ Special Snack days are most Fridays. All special snacks cost \$1.00 each.
- ▶ Supply Store is open Monday – Friday from 7:15-7:50. They sell wide ruled paper, spiral notebooks, pens, pencils, markers, scissors, rulers, erasers, compass, protractors, novelty erasers, folders, and etc. School t-shirts are also sold throughout the year.
- ▶ Snack Shack is open Monday – Friday from 7:15-7:50 for all 3<sup>rd</sup> – 6<sup>th</sup> graders.

# Deadlines

- ▶ All deadlines are final. This includes Field Trip permission forms and money, yearbook orders, fundraiser orders, etc.
- ▶ Field trip money and permission must be turned into your child's teacher by the deadline. No field trip money or forms will be accepted in the front office.

# Adult Restroom Availability

- ▶ All visitors may use the front office restrooms.

# Website Information

Visit [www.dpeseagles.com](http://www.dpeseagles.com)

- ▶ **Please visit the section titled School Publications for the following information:**
  - ▶ ENN Broadcast
  - ▶ Student Handbook
  - ▶ DPES Comprehensive Overview
  - ▶ DPES 2019-2020 Event Calendar
- ▶ Parents are encouraged to volunteer! Information is located on the website under APT.
- ▶ Teacher Information is found in the School Staff link. Click on the name of the teacher.
  - ▶ **IMPORTANT:** Please email all administrators, faculty, and staff through the website. Otherwise, we may not receive your email.

# Classroom & Birthday Celebrations

- ▶ Parents are welcome to bring special snacks for the entire class. Please be mindful of children's allergies.
- ▶ Please obtain prior approval from the teacher before bringing special snacks.
- ▶ The special snacks must be left in the office before 9:30.
- ▶ Parents are not allowed to go to the classroom.

# Arrivals

- ▶ First Day of School Only: Parents may walk their child to the classroom.
- ▶ **7:15 - 8:00** Bus line students and Walkers enter through front doors on the Red Hallway. The doors are closed promptly at **8:00**. Student drop-offs are not allowed in the front of the building.
- ▶ **7:15 - 7:55** Carpool students enter through yellow hall side doors. Door is closed promptly at **7:55**.
- ▶ McQueen Smith Loop closes at **7:45**
- ▶ Jay Street Loop closes at **7:55**

## IMPORTANT:

- ▶ Do not drop your child off before **7:15** each day.
- ▶ After the doors have been closed, parents must accompany their child to the front office and check them into school.
- ▶ Students are late when they are not in their classroom by **8:00**.

# Walker Dismissal

- ▶ Front Parking Lot Closed. Please use Tara Street or the carpool line to pick up students. The handicap parking lanes are in the front of the building for anyone who has a handicap sign.
- ▶ Tara Street Walkers follow a faculty member to the crosswalk. Parents remain in vehicles while students cross at the crosswalk. Parents may use the “neighborhood gate” to walk their children across the street. Students must not cross the street by themselves. No student will be allowed through the gate without a parent walking with them.
- ▶ Parents are allowed to walk up to the school to pick up their child; however, please use the designated Parent Pick-Up areas. For security reasons, no one will be able to stand outside of the hallway doors or under the breezeway. Please do not park in the parking lot.
- ▶ Sign up for Notify Me through the school website each year. Make sure that you are inputting new numbers or changed numbers. Walkers will be held at school when lightning is detected within 1 mile of the school, or the weather radar indicates a red cell of storms coming through the area. Have a back-up plan!!!



# YMCA After-School Daycare

- ▶ The YMCA uses our school building for their after-school daycare program. They are not affiliated with the school in any way. YMCA students are dismissed to the gym at 2:55 each day.
- ▶ Parents who need to pick their child up from the YMCA daycare will check them out from the carpool side of the building.
- ▶ To access the side parking lot, please enter from the Jay Street entrance.

# Carpool Dismissal

- ▶ Carpool students are dismissed at 2:50 from classes. Carpool begins at 3:00 each day.
- ▶ We will not release students to walk to their parents' car in the parking lot. Please stay in the carpool line.
- ▶ Everyone picking up a child must have a DPES Carpool tag in their window. After the first two weeks of school, you will be made to pull out of the carpool line in order for the administration to verify you are on the pick-up list.
- ▶ To access the side parking lot, please enter from the Jay Street entrance.

# Bus Dismissal

- ▶ 1<sup>st</sup> load bus riders are dismissed from their classrooms at 3:05.
  - ▶ Students must stay on the sidewalk until they reach their bus. (Don't cross the yellow line 😊)
- ▶ Second Load Bus Riders:
  - ▶ 1<sup>st</sup>-3<sup>rd</sup> grade 2<sup>nd</sup> load bus riders are sent to the green hallway
  - ▶ 4<sup>th</sup>-6<sup>th</sup> grade 2<sup>nd</sup> load bus riders are sent to the lunchroom
  - ▶ All students are supervised until everyone has loaded their buses.

# Lines of Communication

- ▶ Email through the school website! If you do not get a response within 24 hours please call the school.
- ▶ Communicating School-Wide Problems or Concerns:
  - ▶ Email the Principal or Assistant Principals
  - ▶ Call the front office
- ▶ Communicating Problems or Concerns about your Child:
  - ▶ Contact the teacher first
  - ▶ Contact assistant principals next
  - ▶ Contact principal last if at all possible
- ▶ Problems will be resolved as follows:
  - ▶ Immediate Solution
  - ▶ Team Meetings
  - ▶ Next Year File

# Stay Informed & Get Involved!

- ▶ School Website: [www.dpeseagles.com](http://www.dpeseagles.com)
- ▶ School Facebook Page: **Please rejoin**
- ▶ Notify Me: Through the website
- ▶ General Questions/Concerns: Email us at [dpeseagles@acboe.net](mailto:dpeseagles@acboe.net).
- ▶ APT Questions: [dpesapt@acboe.net](mailto:dpesapt@acboe.net)
- ▶ Carpool Questions: [dpescarpool@acboe.net](mailto:dpescarpool@acboe.net)
- ▶ Please read the DPES Student Handbook carefully for further information.
- ▶ Please read the DPES Comprehensive Plan for further information.
- ▶ Lunchroom Volunteers Needed:
  - ▶ The lunchroom is looking for parent volunteers for Tues. Dippin' Dot days
  - ▶ 10:50 thru 1:20 shift (or can divide)
  - ▶ They will take up Dippin' Dot tickets and hand out Dippin Dots.

# School Structure

- ▶ Principal: Donna Finch
- ▶ Assistant Principals: Katie Lindsey and Vonda Wilson
- ▶ Counselors: Marylyn Brownell and Kaylyn Walker
- ▶ Technology Coordinator: Laura Hornbuckle
- ▶ RtI Coordinator/Intervention: Erin Davis
- ▶ Secretary: Jennifer Burlingame
- ▶ Clerical Aide: Angela Gremaux
- ▶ Bookkeeper: Teresa Elswick
- ▶ Media Center: Jennifer Meador

# School Structure

- ▶ The DPES Administration, Faculty, and Staff Roles and Responsibilities' Spreadsheet can be found on the school's website
- ▶ Department Heads: Mrs. Johnson, Mrs. Prater, and Mrs. McKinley
- ▶ Grade-Level Heads: Mrs. Roten, Mrs. Agee, Mrs. J. Stewart, Mrs. Smyth, Mrs. Sims, and Mrs. Short
- ▶ Teams:
  - ▶ Administration Team
  - ▶ Parent Involvement Team
  - ▶ School Pride Team
  - ▶ Advisory Team
  - ▶ Instruction Team
  - ▶ Safety Team
  - ▶ PBIS Team