



# **Dauphin Island Elementary Parent/Student Handbook 2022 - 2023**

**Stacey Wilcox, Principal**



# Dauphin Island Elementary School

**1501 Bienville Blvd.  
Dauphin Island, AL 36528**

**Phone (251) 861-3864  
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**Website  
[dauphinelemmcpssal.schoolinsites.com](http://dauphinelemmcpssal.schoolinsites.com)**

**Stacey Wilcox, Principal  
[swilcox@mcpss.com](mailto:swilcox@mcpss.com)**

# Welcome Letter from the Principal

Please allow me the opportunity to welcome you to our wonderful educational establishment and thank you for allowing us to serve you and your student. The faculty, staff and I have high expectations for your child, and we are committed to providing our best for you. You will find Dauphin Island Elementary to be a warm, friendly, and caring family school, where teamwork and cooperation are priorities.

I am excited to get acquainted with you and your child. I consider it a privilege to be able to work at Dauphin Island Elementary, along with the faculty and staff, as we focus on preparing our students to be college and career ready graduates. Dauphin Island Elementary shares the belief with the Mobile County Public School System that education is a shared responsibility of students, families, schools, and the community. We are committed to engaging in transparent communication that inspires trust and promotes collaborative partnerships with all stakeholders as we unite to ensure our students love learning and are academically successful.

I am looking forward to a great 2022 -2023 school year. Please don't hesitate to contact me if you have any questions. I can be reached at (251) 861-3864 or [swilcox@mcpss.com](mailto:swilcox@mcpss.com).

Respectfully,

*Stacey A. Wilcox*



## Mission Statement

Our mission at Dauphin Island Elementary is to empower each child to become a productive, responsible citizen prepared for a changing society by nurturing self-confidence, respect for others, and a lifelong love of learning.

## Motto

**Promoting Success through a Love of Learning.**

**Dauphin Island Elementary School  
Where we expect success and nothing less!**



# Hours of Operation

## Arrival

**7:30 a.m.**

- Building Opens for Students
- Breakfast Begins

**7:45 a.m.**

- First Bell
- Students May Enter Classrooms

**8:00 a.m.**

- Second Bell
- Day Begins

**8:05 a.m.**

- Tardy Bell
- **Arriving to the classroom after 8:05 a.m. will be coded as a tardy.**

## Dismissal

**3:00 p.m.**

- Dismissal for Bike Riders and Walkers
- Dismissal for Car Riders

## EARLY DISMISSAL

Students with an early dismissal prior to 11:30 a.m. will be considered absent for the school day. Parents report to the office to request a student's early dismissal. **You must have a photo ID when checking out a student.** (Early dismissals and tardies interrupt the instructional day and keep the student from attaining perfect attendance.)

If a student becomes ill during the day, every effort will be made to contact the parents. Please keep all contact phone numbers current and up to date. Please notify the office of any changes.

MOBILE COUNTY PUBLIC SCHOOLS  
2022-2023 SCHOOL YEAR CALENDAR

4-Independence Day  
(System wide Holiday)

July 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1-2-Professional Dev.  
3-Teachers Work Day  
4-1st QTR Begins/  
First Day of School

AUGUST 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5- Labor Day  
(System wide Holiday)

SEPTEMBER 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7-1st QTR. Ends (46 Days)  
10-Teachers Work Day  
11-2nd QTR. Begins

OCTOBER 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11-Veterans Day  
(System wide Holiday)  
21-25 Thanksgiving Break  
(School Holiday)

NOVEMBER 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16-2nd QTR. Ends ( 43 Days)  
  
19-30 Christmas Break  
(School Holiday)

DECEMBER 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2-Teachers Work day  
3-4-Professional Dev.  
5-3rd QTR. Begins/ Students Back  
16-MLK Jr. Day  
(System wide Holiday)

JANUARY 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20-22 Presidents / Fat Tuesday  
23-24 Teachers and Students  
Holidays  
27-Classes Resume

FEBRUARY 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17-3rd QTR Ends (46 Days)  
20-Teacher Work Day  
21-4th QTR Begins

MARCH 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17-21- SPRING BREAK

APRIL 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25-4th QTR ENDS/ 43 Days  
Last Day for Students  
26- Teachers Work Day  
29- Memorial Day  
System wide Holiday

MAY 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 Month Employee Holidays 2022-23  
July 4-Independence Day  
Sept.5-Labor Day  
Nov. 11-Veterans Day  
Nov.23 Non work Day/24-25 Thanksgiving  
Dec.26-27-Christmas Break  
Dec.29&30- New Year's  
Jan.16 MLK Jr. Day  
Feb.-20-21 Mardi Gras/ Pres. Day  
May 29-Memorial Day

JUNE 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 First and Last Day of Quarter
  Teacher Planning/Staff Development/Student Holiday
  Student/Teacher Holidays

# Mobile County Public Schools

## 2022 – 2023 School Year Calendar



# **POLICIES & PROCEDURES**



## Dauphin Island Elementary Uniform Policy 2022 - 2023

### Girls

#### **SHIRTS**

- \*White short/long sleeve polo shirts
- \*Royal blue short/long sleeve polo shirts
- \*White Peter Pan collar shirt with jumpers or skirts

#### **PANTS**

- \*Khaki pants/slacks
- \*Khaki knee length shorts

#### **JUMPERS**

- \*Plaid #76 or Khaki uniform skirts/skorts/jumpers

#### **SHOES**

- \*Tennis/athletic shoes  
(No heels, no wheels, no sandals, no boots. Shoes should be appropriate for physical activity for children.)

#### **SOCKS**

- \*Solid color socks (solid-colored tights or leggings (no patterns) on cold weather days)

#### **BELTS**

- \*Solid black or brown

### Boys

#### **SHIRTS**

- \*White short/long sleeve polo shirts
- \*Royal blue short/long sleeve polo shirts

#### **PANTS**

- \*Khaki pants/slacks
- \*Khaki knee length shorts

#### **SHOES**

- \*Tennis shoes/athletic shoes  
(No heels, no wheels, no sandals, no boots. Shoes should be appropriate for physical activity for children.)

#### **SOCKS**

- \*Solid color

#### **BELTS**

- \*Solid black or brown

### Friday Spirit Days

Wear your Dauphin Island  
Elementary T-shirts every  
Friday!

### Outerwear

- \*Royal Blue or Gray – Sweaters, Hoodies, Sweatshirts, Jackets (may be worn in the classroom)
- \*Any other outerwear may be worn to school during cold weather days but must be removed in the classroom.

### Prohibited Items

- No capri or cropped pants
- No corduroy or denim fabric
- No bell-bottomed pants
- No unsafe or distracting jewelry
- No headwear inside building
- No artificial/fake fingernails
- No unnatural hair colors
- No rolling book bags

## SCHOOL UNIFORM





## Attendance Policy

The following information is provided to you regarding the Mobile County Public School System's Attendance Policy:

### EXCUSES:

- No more than eight (8) days excused by parent notes per year.
- Doctor's notes.
- Head Lice: Only 3 days are excused. After the 3rd day, absences will be UNEXCUSED.
- ALL EXCUSES MUST BE BROUGHT TO SCHOOL WITHIN THREE (3) DAYS OF THE STUDENT'S RETURN TO SCHOOL. After the 3rd day, the absence is unexcused, regardless of the reason for the absence.

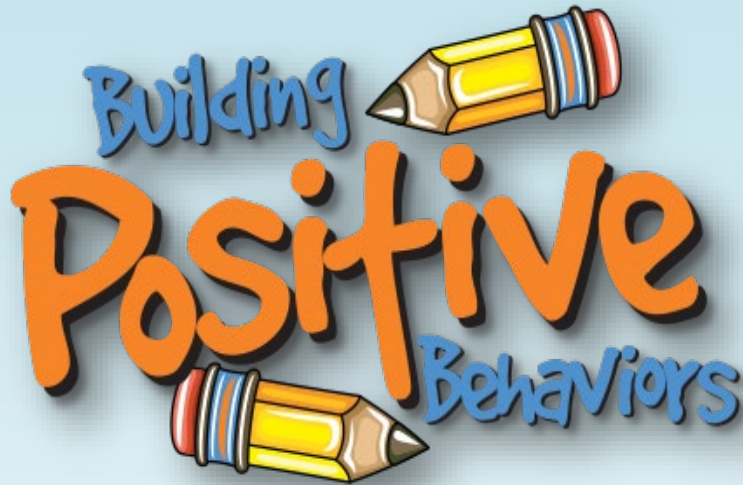
### UNEXCUSED ABSENCES

If your child has:

- 1 Unexcused absence – Parent/Guardian will receive a phone call or letter from the school.
- 2 Unexcused absences – Parent/Guardian will receive a phone call or letter from the attendance officer.
- 3 Unexcused absences – Parent/Guardian will receive a phone call or letter from the District Attorney's Office stating that this is the last warning before the legal system becomes involved.
- 5 Unexcused absences – Parent/Guardian will receive a letter stating that attendance is mandatory at the Early Warning Truancy Program.
- 7 Unexcused absences – A court petition can be filed on the parent and student.
- Suspensions are unexcused absences.

## MEDICATIONS

Medications may only be administered in the office. **All medications must be brought to the office by the parent in the original prescription bottle/container from the pharmacy. Please do not send medications to the school by your child.** The child's name must be on the prescription, the dosage amount, and time to be administered. The Medications Consent and Directions Form (available in the office) with the Doctor's Signature must be on file before we can administer any medications at school. The same rules apply to over-the-counter medications, such as Tylenol, Advil, etc.



## DISCIPLINE

It is the goal of Dauphin Island Elementary to produce highly motivated and well-rounded students. In order to achieve this goal, we must create an environment that is safe and conducive to learning. Our school wide discipline plan will reward students for following rules and procedures. The plan provides consistent consequences for students in need of redirection. We will follow the progressive discipline policies outlined in the [MCPSS Student Code of Conduct](#). An orderly environment is the basis for an effective instructional program. Policies and procedures of discipline are implemented to establish respect and to maintain favorable learning conditions free from distractions and misbehavior. The focus of Dauphin Island's discipline policy is for each student to be responsible for his/her own actions.

**Be Respectful**

**Be Responsible**

**Be Resourceful**



### BREAKFAST

Breakfast is ordered a day in advance. Please have your child order breakfast to insure adequate meals for students. Breakfast is served each day beginning at 7:30 a.m. **Students should enter the cafeteria before 8:00 a.m. to be served breakfast.**

### LUNCH

Lunch is ordered every morning. Please have your child order lunch each day to insure adequate meals for every student. The Cafeteria Menu is published monthly to inform parents and students of lunch options.



### SNACKS

Students will have a break time each day. They may bring a **healthy** snack from home or purchase water or ice cream from school. Please do not send candy or carbonated drinks for snack or lunch. Please send correct change if possible.

**Snack costs: \$ 1.00 - Bottled Water \$1.00 - Ice Cream**

### **STUDENT FEES**

General Elementary fees are \$5.00 per student. This is used to purchase first aid supplies, postage and miscellaneous supplies.

### **COMMUNICATION FOLDERS**

Each child should bring home a folder every Monday. This will include important information for the week and dates for upcoming events. **We want you to be as informed as possible.**

### **SCHOOL MESSENGER**

Mobile County Public School System allows the School or Central Office to call every family with important information or reminders. **PLEASE ACCEPT THESE CALLS AND LISTEN TO THE IMPORTANT MESSAGE.**

### **EMERGENCY INFORMATION**

Please make sure all contact information is current. Should your information change during the school year, please advise the office immediately. In the event of emergencies or special problems, it is important for us to know how to contact you.





### CAMPUS SECURITY

**All visitors must report to the front office upon arrival.** We must work consistently to protect the safety of our students, faculty and staff. Please do not go to a classroom unless it has been approved through the office.

### CONFERENCES

If you need to schedule a conference, please contact the school at (251) 861-3864. You can also reach out directly to your child's teacher. Conferences will be scheduled during planning times or after school.



# Technology Information

## ONE-TO-ONE (1:1) DISTRICT

- Mobile County Public Schools is a 1:1 district. As a result, we are providing each student with a Chromebook for the 2022 - 2023 school year. It has long been the goal of MCPSS to become a 1:1 district, which will allow equitable access to the most modern technologies for ALL students for the 2022-2023 school year and beyond.
- These Chromebooks will enhance - not replace - traditional classroom learning experiences. Students will collaborate with their classmates on projects and engage in real-world problem-solving activities. These devices will enable teachers to encourage student innovation and creativity in an ever-changing, globalized society. This initiative will generate enthusiasm among our students as they continue to become critical thinkers, effective communicators, problem solvers and responsible digital citizens.
- Dauphin Island will distribute laptops at the beginning of the school year and will provide you with additional information at that time. Students will receive a student laptop agreement and a copy of the MCPSS Chromebook Handbook. Parents and students may also visit <https://1to1.mcpss.com/> for additional information.



schoolology®

## SCHOOLOGY

- PowerSchool's Schoolology is the leading PreK-12 Learning Management System for schools to establish an engaging learning environment. Schoolology helps support student learning in the classroom or anywhere with its powerful and flexible collaboration tools. It allows teachers to easily differentiate instruction and personalize learning for students. In addition, its tools promote collaboration by allowing all stakeholders in a district to share resources and materials across their class, school and district.
- **Teachers will be providing face-to-face instruction to students daily.** MCPSS will continue to use the Schoolology learning platform for course materials and assignments, grades, and attendance in all classrooms. In addition, students will receive daily face-to-face instruction provided by their teacher(s). They will also participate in technology-rich lessons using their student laptops.
- Students will access their teachers' courses through Schoolology at <https://mcpss.schoolology.com> using their district username (email address) and password. In addition, in-person classroom teachers will allow opportunities for students to submit assignments and create projects in the Schoolology platform. Students who are absent from school due to illness or quarantine will be able to access their classwork and homework assignments through Schoolology.

# How to View Your Child's Schoology Activities and Grades

Signing into Schoology: <https://app.schoology.com>

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity. Start by clicking on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her account. The checkmark in this drop-down menu indicates which account you are currently viewing.

1. The Student Activity area in the center of the page displays your child's recent submission, grade, and attendance information.
2. Toggle into Enrollments in the same area to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column above). Click on an individual course to see grades received on assignments, tests, and discussions from that course. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
3. The Recent Grades/Attendance area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, click the item you'd like to view.
4. The Overdue section displays a list of course materials your child did not turn in by the due date.
5. The Upcoming section displays a list of your child's upcoming assignments and events.
6. Courses: You can see a list of your child's current courses. Click the course name to navigate to the course profile as your child views it. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
7. Groups: You can see a list of your child's Schoology Groups. Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group.
8. Grades: Depending on the settings in place at your child's school, this menu provides access to view the following: Grade Report: Review your child's grades for all courses.



# We're Going Back To School

