**DPES Parent Information Packet**

Donna Finch: Principal

Daniel pratt elementary school

student events school SCHEDUles & Information 2023-2024

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# Section 1: Open House and Start of School Information

**Website Parent Information Updates – July 18**

* DPES Behavior Management Plan
* DPES Student Schedules
* DPES Comprehensive Overview
* DPES Fundraisers and Student Special Events Information
* DPES Literacy Plan
* Student Handbook
* Parent Orientation PowerPoint

**New Student Orientation/Tours – July 26 @ 9:00 or 11:00**

* You may pick up a flyer in our front office or use the QR Code located on our website to register.
* Mrs. Walker will conduct this orientation for all new students who wish to attend.

**Roster Posting – July 28 at 4:00 p.m.**

* Student rosters are posted on the front doors of the school. Teachers will contact parents on their roster through a phone call or letter.
* Student rosters will stay posted on the front doors until Tuesday, August 8 @ 1:00.

**School Supplies**

Supply Lists for the 2023-2024 School Year are posted on our school website and the front doors. Through COVID relief funds, Autauga County Schools have been able to purchase school supplies for all students in the district following the pandemic. These generic supply kits were an unexpected and great use of additional federal funding, but those funds are going away as the federal response to the pandemic ends. In response to these changes, student-specific school supplies are now the responsibility of the student’s family again, beginning in the 2023-2024 school year. School administrators are sensitive to the impact this change may have on family budgets and are thoroughly reviewing teacher supply lists to ensure only necessary items are requested for the upcoming school year. To offset this expense, district leadership is working to decrease the school or classroom supply requests with budget allocations available to each school, allowing you to focus on those specific items your child needs to be successful.

**Open House – August 7**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade Levels** | **Times** | **Teachers** | **Grade Levels** | **Times** | **Teachers** |
| **1st** | **8:30-9:15** | Banks, Boykins, Cox | **1st** | **10:30-11:15** | Marks, Reed, Whitaker |
| **2nd** | Kemp, Lollar, Lane | **2nd** | Crumpton, Moore, Wynn |
| **3rd** | Ball, Broadway, Stewart | **3rd** | Porter, Pouncey |
| **4th** | Prater, Junco, Wolfe | **4th** | Alford, Skinner |
| **5th** | Bradley, Jamison, Sims | **6th** | Dickerson, Hall |
| **6th** | Boswell, Day, Thrash |  **Located in the Lunchroom**Bus TransportationCarpoolParent Volunteer Sign-upSupply SalesSchool T-Shirt SalesDPES Water Bottle SalesSnack Shack Envelopes Sales |
| **1st** | **9:30-10:15** | Castle, Howell, White |
| **2nd** | Colvin, Mattox, Roberts |
| **3rd** | Mullins, Pasley, Vansandt |
| **4th** | Jones, Smyth, Maddox |
| **5th** | Douglas, McKay, Stinson |
| **6th** | Cochran, Short, Thompson |

# Section 2: First Day of School Parent/Student Walk-to-Class Schedule

**Date**: August 9, 2023

**Walk-In Directions:**

* Enter through the front doors of your child’s classroom hallway. We will have support staff out front to help you.
* Walking multiple children to different grade-levels:
	+ Choose a time from 8:00-8:30. **Doors will not open until 8:00 for walk-ins.**
	+ Enter through the hallway front doors of the child you will drop off first.
	+ You may walk down the main hallway to drop off your other children to their classrooms.
* This is not a time to conference with the teacher. Please walk your child to their teacher’s classroom and exit the building.

**Parking:**

* Park in the front or side parking lots when walking your child into the building. Please be careful, and do not block the carpool traffic dropping off in the front. Use the crosswalks at the center of the school.
* Due to the new school next door to DPES, our traffic patterns will be completely different this year.
	+ Carpool: Front of Building
	+ Bus Pick-Up: Gymnasium Side of Building
* Carpool will be open from 7:10-8:00 for student drop offs. **First day of school only.**

**Walk-In Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Times** | **Grade** **Levels** | **Enter through Front Door** | **Teachers** |
| 8:00-8:15 | 1st | Yellow Hall | Cox & White |
| 8:15-8:30 | Yellow Hall | Marks & Boykins |
| 8:30-8:45 | Red Hall | Howell & Whitaker |
| 8:45-9:00 | Red Hall | Reed |
| Red Hall | Banks & Castle |
| 8:00-8:30 | 2nd | Green Hall | Colvin, Crumpton, Kemp, LaneLollar, Mattox, Moore, Roberts, Wynn |
| 3rd | Blue Hall | Ball, Broadway, Mullins, PasleyPorter, Pouncey, Stewart, Vansandt |
| 4th | Blue Hall | Alford, Prater, Smyth, Wolfe |
| 4th | Purple Hall | Junco, Jones, Maddox, Skinner |
| 5th | Purple Hall | Bradley, Douglas, JamisonMcKay, Sims, Stinson |
| 6th | Purple Hall | Boswell, Cochran, Day, DickersonHall, Short, Thompson, Thrash |

# Section 3: Student Arrival/Breakfast Schedules & Morning Information

|  |  |
| --- | --- |
| **Start Times** | **Start Location** |
| 7:10 | Front Doors Open on Red Hall |
| 7:15 | Side Doors Open on Yellow Hall |
| 7:55 | Front Doors Close |
| 8:00 | School Begins |

**Morning Arrivals: All students must enter the building quietly and in a straight line.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Students** | **Times** | **Student Directions** | **Parent Directions** |
| Walkers | 7:10-7:55 | \*Enter through Red Hall Front Doors\*Go directly to breakfast (Optional)\*Wait in classroom hallway until 7:45 bell | N/A |
| Carpool | 7:10-7:55 | \*Enter through Red Hall Front Doors\*Go directly to breakfast (Optional)\*Wait in classroom hallway until 7:45 bell | \*No student drop-offs in the parking, before the doors open or after they close.\*After 7:55, walk student to the front office to check-in. |
| Bus | 7:15-7:45 | \*Enter through Yellow Hall Side Doors\*Follow breakfast schedule\*Dismiss to classroom at the 7:45 bell | N/A |
| Daycare | 7:15-7:45 | \*Enter through Yellow Hall Side Doors\*Go directly to breakfast (Optional)\*Wait in classroom hallway until 7:45 bell | N/A |

**Breakfast Schedule:**

|  |  |
| --- | --- |
| **Start Times** | **Students** |
| 7:10 | Carpool, Daycare, and Walkers enter lunchroom on arrival |
| 7:15 | Bus Riders: 1st & 2nd Grades |
| 7:20 | Bus Riders: 6th Grade Boys |
| 7:25 | Bus Riders: 3rd & 4th Grades |
| 7:30 | Bus Riders: 5th Grade Girls |
| 7:35 | Bus Riders: 5th Grade Boys |
| 7:40 | Bus Riders: 6th Grade Girls |
| 7:10-7:55 | Baker & Ramspeck students enter lunchroom based on teacher/aides discretion |
| 7:55 | Students who arrive after 7:55 may pick up a grab and go breakfast |

**Morning Routines**

|  |  |  |  |
| --- | --- | --- | --- |
| **Times** | **Title** | **Location** | **Directions/Information** |
| 7:45-8:10 | Snack Shack | Lunchroom Hall | Students may purchase snack items daily |
| 7:15-7:45 | Morning RISE Academy | Media Center | Designated students work on MyPath or Reflex |
| 7:35-7:45 | D.E.A.R. Time | Hallways | Students quietly read or work on school assignments |

# Section 4: Regular Dismissal Schedule & Information

|  |  |  |
| --- | --- | --- |
| **Times** | **Students** | **Directions** |
| 2:50 | Walkers | Exit out front exterior doors of classroom hallway |
| Daycare Riders | Dismiss to Gym |
| 2:52 | Carpool 1st-3rd | Dismiss to Green Hallway |
| Carpool 4th – 6th  | Dismiss to Blue Hallway |
| 2:55 | Faculty/Staff Children | Dismiss to Parent’s Classroom |
| 3:00 | Bus Riders: 1st Load | Dismiss to Buses |
| 3:05 | Bus Riders: 2nd Load | Dismiss to Gym |
| 3:07 | YMCA |
| 3:08 | After-School Tutoring 1st-3rd | Dismiss to Lunchroom |
| 3:10 | After-School Tutoring 4th-6th |

# Section 5: Early Dismissal & Delayed Start Schedules

**Early Dismissal Times:**

|  |  |  |
| --- | --- | --- |
| **Times** | **Students** | **Directions** |
| 11:40 | Walkers | Exit out front exterior doors of classroom hallway |
| Daycare Riders | Dismiss to Gym |
| Carpool 1st-3rd | Dismiss to Green Hallway |
| Carpool 4th – 6th  | Dismiss to Blue Hallway |
| 11:25 | Faculty/Staff Children | Dismiss to Parent’s Classroom |
| 11:30 | Bus Riders: 1st & 2nd Loads | Dismiss to Buses |
| YMCA | Dismiss to Gym |

**Delayed Start Times:**

|  |  |
| --- | --- |
| **Start Times** | **Start Location** |
| 9:10 | Front Doors Open on Red Hall |
| 9:15 | Side Doors Open on Yellow Hall |
| 9:55 | Front Doors Close |
| 10:00 | School Begins |

**Delayed Breakfast Schedule:**

|  |  |
| --- | --- |
| **Start Times** | **Students** |
| 9:10 | Carpool, Daycare, and Walkers enter lunchroom on arrival |
| 9:15 | Bus Riders: 1st & 2nd Grades |
| 9:20 | Bus Riders: 6th Grade Boys |
| 9:25 | Bus Riders: 3rd & 4th Grades |
| 9:30 | Bus Riders: 5th Grade Girls |
| 9:35 | Bus Riders: 5th Grade Boys |
| 9:40 | Bus Riders: 6th Grade Girls |
| 9:10-9:55 | Baker & Ramspeck students enter lunchroom based on teacher/aides discretion |
| 9:55 | Students who arrive after 7:55 may pick up a grab and go breakfast |

# Section 6: P.E. Schedule

|  |  |
| --- | --- |
| **Times** | **Grade-Levels** |
| 8:00-8:40 | P.E. Department Planning |
| 8:40-9:20 | 6th Grade |
| 9:25-10:05 | 5th Grade |
| 10:10-10:50 | 4th Grade |
| 10:55-11:35 | P.E. Department Lunch |
| 11:40-12:20 | 2nd Grade |
| 12:25-1:05 | 1st Grade (Boykins, Howell, Marks, Reed, Whitaker |
| 1:10-1:50 | 1st Grade (Banks, Castle, Cox, White |
| 2:00-2:40 | 3rd Grade |

**Detailed P.E. Schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade-Level** | **P.E.** | **Leave Class** | **P.E. Teachers Student Pick-up** | **Students in Gym** | **Students Leave Gym** | **Gen. Ed. Teachers Student Pick Up** |
| 6th | 8:40-9:20 | 8:35 | 8:38 Red Rotunda | 8:40 | 9:20 | 9:22 Red Rotunda |
| 5th | 9:25-10:05 | 9:20 | 9:23 Red Rotunda | 9:25 | 10:05 | 10:07 Red Rotunda |
| 4th | 10:10-10:50 | 10:05 | 10:02 Red Rotunda | 10:10 | 10:50 | 10:52 Red Rotunda |
| 2nd | 11:40-12:20 | 11:36 | 11:38 - Gym | 11:40 | 12:20 Teachers Pick-up in Gym | N/A |
| 1st A | 12:25-1:05 | 12:21 | 12:23 - Gym | 12:25 | 1:05 Teachers Pick-up in Gym | N/A |
| 1st B | 1:10-1:50 | 1:06 | 1:08 - Gym | 1:10 | 1:50 Teachers Pick-up in Gym | N/A |
| 3rd | 2:00-2:40 | 1:56 | 1:58 | 2:00 | 2:40 | 2:41 – Red Rotunda |

# Section 7: Special Snack Schedule

|  |  |
| --- | --- |
| **Start Times** | **Teachers** |
| 8:15 | Boykins / Howell / Marks / Reed |
| 8:30 | Banks / Castle / Cox / Whitaker / White |
| 9:25 | 6th Grade |
| 10:10 | 5th Grade |
| 10:55 | 4th Grade |
| 12:25 | Colvin / Crumpton / Kemp / Lane / Lollar |
| 12:45 | Mattox / Moore / Roberts / Wynn  |
| 1:05 | 3rd Grade |

# Section 8: Student Events Schedules, Information, and Guidelines

**DATES AND EVENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**DPES Free Special Events**

|  |  |  |
| --- | --- | --- |
| Events | Dates | Purpose |
| Open House | Aug. 7 | \*Meet teachers and complete beginning of school paperwork. |
| Beach Day | Sept. 1 | \*Dress up in appropriate Hawaiian beach attire\*Special snack, Kona Ice, and extra play time with Administration  |
| Parent Orientations | Sept. 12, 14, 18, 19, 26 & Oct. 3 | \*5:30-6:00 \*1st Gr: Sept 14 \*2nd Gr: Sept 18 \*3rd Gr: Oct. 3 \*4th Gr: Sept. 12 \*5th Gr: Sept. 26 \*6th Gr: Sept. 19 |
| See You at the Pole | Sept. 27 | \*6:45-7:15 Voluntary event led by parents/students. |
| Rock the School Day | Sept. 29 | \*Dress up in appropriate Rock and Roll attire. |
| School Picture Days | Sept. 21Mar. 21 | \*Fall picture make-ups Oct. 26\*Club picture dates TBD |
| Walk to School Day | Oct. 4 | \*Parents walk their child to school from the YMCA. |
| Family Lunch Days | Oct. 13: Gr. 1-3Oct. 20: Gr. 4-6Mar. 15: Gr 1-3Mar. 22: Gr. 4-6 | \*Parents, guardians, or grandparents may eat lunch with their child at the school. \*School lunch prices are available on our school website. \*Preorders available for Zaxby’s for parent convenience. |
| Report Card Days | Oct. 16Jan. 10Mar. 18 | \*See Awards Day schedule for end-of-year rewards. |
| Red Ribbon Week | Oct. 23 - 27 | \*Say No to Drugs School-wide Events led by our Counselors. |
| Music Concerts | Oct. 26Nov. 9Dec. 5, 7, & 15May 6 | \*3rd Grade Performances: (Fall Program) \*Group A: 8:30 Oct. 26 \*Group B: 9:30 Oct. 26\*4th Grade Performances: (Veteran’s Day Program) \*Group A: 8:30 Nov. 9 \*Group B: 9:30 Nov. 9\*1st Grade Performances: (Christmas Program) \*Group A: 8:30 Dec.15 \*Group B: 9:30 Dec. 15\*2nd Grade Performances: (Christmas Program) \*Group A: 8:30 Dec. 7 \*Group B: 9:30 Dec. 7\*5th & 6th Grade Choir Performances \*Christmas Concert: 6:00 Dec. 5 \*Spring Concert: 6:00 May 6 |
| RISE Celebrations | Oct. 27Jan. 26Apr.26 | \*Special snack is sold during the celebration times. It is optional.\*Individuals are rewarded for good behavior.\*See DPES School-wide Behavior Plan for more information. |
| Food Drive | Nov. 13-17 | \*Jr. BETA community project |
| Friendsgiving | Nov. 16 | \*Students may bring a stuffed animal to school and wear PJ’s.\*Pizza/popcorn purchases are not required. School lunch is provided. |
| Holiday Hat Day | Dec. 1 | \*Wear favorite holiday hat |
| PJHS Band Performance | Dec. 7May 9 | \*Grades 1-3: 12:30\*Grades 4-6: 1:30 |
| Christmas Activities | Dec. 11-15 | \*Various activities throughout the week. |
| Pajama Days | Dec.15 & Feb. 2 | \*School-wide dress up days. |
| Read Across America | Feb. 26 –Mar. 1 | \*School-wide free events throughout the week. |
| Talent Shows | Mar. 15: Gr. 1-3Mar. 22: Gr. 4-6 | \*Grades 1-3: 8:30\*Grades 4-6: 8:30 |
| Commit-to-Graduate | May 16 | \*Sixth grade ceremony |
| Awards Day | May 17 | \*8:30 – 1st Grade - Group A\*9:30 – 1st Grade - Group B\*12:30 – 2nd Grade – Group A\*1:30 – 2nd Grade – Group B |
| Awards Day | May 20 | \*8:30 – 5th Grade\*9:30 – 3rd Grade\*1:00 – 4th Grade |

**BEACH DAY:** Friday, September 1st

**Parent Involvement:** Parent Volunteers Only

**Directions:**

* Wear “beach clothes” such as shorts, Hawaiian shirt or beach T-shirt.
* The DPES dress code will be enforced.
* No flip-flops allowed.

**Special Snack/Fun Day:**

* Students will receive additional time outside to play and eat their special snack with Mrs. Finch, Mr. Shelby, and Mrs. Wilson. 😊
* The Snack Shack will be open and Kona Ice will be here.
	+ Snack Shack Items: $2.00 or less
	+ Kona Ice: Cost TBD

**Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade-Level | Planning Period | Extra Time | Pick-up Area | Pick-up Time |
| 1st | 12:25-1:051:10-1:50 | 8:35-9:20 | Yellow/Green Hall Front Doors | 9:20 |
| 6th  | 8:40-9:20 | 9:20-10:05 | Purple Hall Back Doors | 10:05 |
| 5th | 9:25-10:05 | 10:05-10:50 |  Purple Hall Side Doors | 10:50 |
| 64h | 10:10-10:50 | 10:50-11:35 | Blue/Purple Hall Front Doors | 11:35 |
| 2nd | 11:40-12:20 | 12:20-1:05 | Green Hallway Front Doors | 1:05 |
| 3rd | 2:00-2:40 | 1:15-2:00 | Blue Hall Front Doors | 2:00 |

**FAMILY LUNCH**

**Dates:** October 13 & 20 and March 15 & 22

**Parent Involvement:** All family welcomed

**Directions:**

* Lunch Options:
	+ Preorder forms for Zaxby Sliders available from February 20 - March 1. Lunch boxes will be available for you to pick up at the school upon arrival.
	+ School lunch is available in our cafeteria. Cost $4.50
	+ Bring in outside lunch. **We do not have the staff available to handle parents dropping off outside lunch for their child.**
* All visitors must wear a visitor’s pass at all times. Sign in at the designated areas.
* Parents/Visitors are not allowed to visit classrooms.
* Parents may check their child out without penalty through the student’s homeroom teacher.

**Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade Level** | **Dates** | **Homeroom Teachers** | **Time Frames** | **Location** |
| 1st | October 13 | Banks / Boykins | 10:40-11:15 |  |
| Castle / Cox | 10:42-11:17 |  |
| Howell / Marks | 10:44-11:19 |  |
| Reed / Whitaker / White | 10:46-11:21 |  |
| 1st | March 15 | Banks / Boykins | 10:40-11:15 | Lunchroom |
| Castle / Cox | 10:42-11:17 |
| Howell / Marks | 10:44-11:19 |
| Reed / Whitaker / White | 10:46-11:21 |
| 2nd | October 20 | Colvin / Crumpton | 10:40-11:15 |  |
| Kemp / Lane | 10:42-11:17 |  |
| Lollar / Mattox | 10:44-11:19 |  |
| Moore / Roberts / Wynn | 10:46-11:21 |  |
| 2nd | March 22 | Colvin / Crumpton | 10:40-11:15 | Lunchroom |
| Kemp / Lane | 10:42-11:17 |
| Lollar / Mattox | 10:44-11:19 |
| Moore / Roberts / Wynn | 10:46-11:21 |
| 3rd | October 13 | Broadway / Pasley | 11:35-12:10 |  |
| Porter / Mullins | 11:37-12:12 |  |
| Vansandt / Stewart | 11:39-12:14 |  |
| Ball / Pouncey | 11:41-12:16 |  |
| 3rd | March 15 | Broadway / Pasley | 11:35-12:10 | Lunchroom |
| Porter / Mullins | 11:37-12:12 |
| Vansandt / Stewart | 11:39-12:14 |
| Ball / Pouncey | 11:41-12:16 |
| 4th | October 20 | Smyth / Prater | 11:35-12:10 |  |
| Maddox / Junco | 11:37-12:12 |  |
| Jones / Skinner | 11:39-12:14 |  |
| Wolfe / Alford | 11:41-12:16 |  |
| 4th | March 22 | Smyth / Prater | 11:35-12:10 | Lunchroom |
| Maddox / Junco | 11:37-12:12 |
| Jones / Skinner | 11:39-12:14 |
| Wolfe / Alford | 11:41-12:16 |
| 5th | October 13 | Stinson / Jamison | 12:19-12:54 |  |
| Bradley / Douglas | 12:21-12:56 |  |
| McKay / Sims | 12:25-1:00 |  |
| 5th | March 15 | Stinson / Jamison | 12:19-12:54 | Lunchroom |
| Bradley / Douglas | 12:21-12:56 |
| McKay / Sims | 12:25-1:00 |
| 6th | October 20 | Thompson / Day | 12:19-12:54 |  |
| Short / Boswell | 12:21-12:56 |  |
| Thrash / Hall | 12:25-1:00 |  |
| Dickerson / Cochran | 1:00-1:10 |  |
| 6th | March 22 | Thompson / Day | 12:19-12:54 | Lunchroom |
| Short / Boswell | 12:21-12:56 |
| Thrash / Hall | 12:25-1:00 |
| Dickerson / Cochran | 1:00-1:10 |

**RISE CELEBRATIONS**

**Dates:**

* October 27
* January 26
* April 26

**Information**: (Also found in the DPES Behavior Management Plan)

* Provided to promote good behavior throughout the entire school. These events are awarded at the end of the 1st, 2nd, and 3rd nine weeks for students who have demonstrated outstanding behavior.
* Students who meet the following criteria during the nine-week period receive an invitation to the celebration:
	+ No office referrals during the nine-week period
	+ No demerits during the nine-week period
* Students who have received one or more demerits or office referrals during the nine-week period:
	+ Timed-out for 30 minutes
	+ No play time
	+ May buy special snack after their time out
* Assistant Principals & Teacher Communications:
	+ Assistant principals provide a list to each teacher identifying the students who received demerits and/or office referrals during the nine-week period.
	+ The teachers ensure these students go to the assigned detention area at the start of the celebration time.
	+ Announcements are made the week of RISE Celebrations concerning invitations.
* Teacher/Administrator Discretion may be used for extenuating circumstances.

**AWARD’S DAY SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade-Level** | **Homeroom Teachers** | **Date** | **Start Time** | **Location** |
| 1st GradeGroup A | Banks, Castle, Howell, Reed, Whitaker | Friday 5-17-24 | 8:30 | DPES Lunchroom |
| 1st GradeGroup B | Boykins, Cox, Marks, White | Friday 5-17-24 | 9:30 | DPES Lunchroom |
| 2nd Grade Group A | Colvin, Crumpton, Kemp, Lane, Lollar | Friday 5-17-24 | 12:30 | DPES Lunchroom |
| 2nd GradeGroup B | Mattox, Moore, Roberts, Wynn | Friday5-17-24 | 1:30 | DPES Lunchroom |
| 3rd Grade | Ball, Broadway, Mullins, Pasley, Porter, Pouncey, Stewart, Vansandt | Monday5-20-24 | 9:45 | DPES Lunchroom |
| 4th Grade | Alford, Jones, Junco, Maddox, Prater, Skinner, Smyth, Wolfe | Monday5-20-24 | 1:00 | DPES Lunchroom |
| 5th Grade | Bradley, Douglas, Jemison, McKay, Sims, Stinson | Monday5-20-24 | 8:30 | DPES Lunchroom |
| 6th GradeGroup A | Cochran, Dickerson, Hall, Thrash | Thursday5-16-24 | 9:00 | Journey Church |
| 6th Grade Group B | Boswell, Day, Short, Thompson | Thursday5-16-24 | 11:00 | Journey Church |

**CHARACTER TRAIT SCHEDULE**

**Character Counts Program Objective:** Each homeroom teacher will nominate a homeroom student that they believe exhibits the featured character trait. The student body will celebrate the character trait by wearing that character trait’s color. The character traits are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. See the calendar below for trait color and dates of celebration. The students are taught the characteristic of each trait during their guidance class. They are also reminded about the featured trait through the morning announcements. Students representing the featured character trait will be celebrated with a grade-level photo which will be, featured on the school’s website, along with being pictured on the school’s message board.

**Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monthly Dates** | **Character Trait** | **Student Recognition and****Character Color Day** | **Character Trait Color** | **Nomination****Deadline** | **Link will be Sent** |
| Aug. 14 – Sept. 15 | Respect | Sept. 14 | Yellow | Sept. 5 | Aug. 25 |
| Sept. 18 – Oct. 31 | Caring | Oct. 26 | Red | Oct. 12 | Sept. 29 |
| Nov. 1 – Dec. 19 | Responsibility | Dec. 7 | Green | Nov. 17 | Nov. 3 |
| Jan. 4 – Feb. 29 | Fairness | Feb. 8 | Orange | Jan. 23 | Jan. 5 |
| Mar. 1 – Apr. 5 | Citizenship | March 14 | Purple | March 1 | Feb 23 |
| Apr.8– May 24 | Trustworthiness | May 14 | Blue | March 1 | Feb. 23 |

# Section 9: Fundraisers

**Purpose of DPES Fundraisers**

Daniel Pratt Elementary School conducts fundraisers throughout the school year for the following reasons:

* Maintain the General Fund (School operating costs are paid from this account)
* Fundraiser Account (We pull from this account to support our General Fund)
* From these accounts, we purchase the following items for our school: Needed technology, items for student learning and enhancing school/classroom environments.

**DPES Snack Shack**

DPES follows the Alabama State Department’s Wellness Policy by serving smart snack items. We complete the Snack and Exempt Fundraiser Form each school year. The policy states that we are allowed to have 30 each year. Therefore, we are allowed to serve food items not listed on the healthy snack list. We do this on Special Snack Fridays, RISE Celebrations, Friendsgiving, and Field Days.

**Special Snack Days**

**Students must earn this privilege. See the DPES School-Wide Behavior Plan for more details.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** |
| 18 | 1, 15, 29 | 6 | 3 | 1, 15 | 19 | 2, 16 | 1 | 5 | 3 |

**DPES Fundraisers**

|  |  |  |  |
| --- | --- | --- | --- |
| Fundraiser | Dates | Costs | Purpose |
| T-Shirts, Water Bottles, and Snack & School Money Envelopes Sold at Open House | Aug. 7 – When supplies run out | Student Shirts: $15.00Adult Shirts: Prices start at $18.00Water Bottles: $10.00Envelopes: $5.00 per 25 envelopes | \*General Fund |
| Beach Day | Sept. 1 | **Free** unless student purchases Kona Ice | \*Fundraiser Account |
| Family Lunch Pre-Orders  | Sept. 18-29 | TBD | \*Fundraiser Account |
| Cookie Dough  | Oct. 2 - 13 | Prices Vary | \*Fundraiser Account |
| Boo Grams | Oct. 23- 27 | $1.00 each | \*Fundraiser Account |
| Book Fair | Oct. 23-30 | TBD | \*Library Account |
| Friendsgiving Presales for Pizza/Popcorn | Nov. 6 - 13 | Pizza: $2.00 per slicePopcorn: $1.00 | \*Fundraiser Account |
| Friendsgiving | Nov. 16 | Pizza/Popcorn | \*Fundraiser Account |
| 4th – 6th Grade Dance | Dec. 8 | $10.00 per student | \*Pay event costs\*Student Ambassador Account |
| Winter Family Festival | Jan. 13 | TBD | \*Proceeds help pay for activities. Additional funds – Fundraiser Account |
| Valentine Grams | Feb. 5-9 | $1.00 each | \*Fundraiser Account |
| Family Lunch Pre-Orders | Feb. 20-Mar. 1 | TBD | \*Fundraiser Account |
| Read Across America Cat in the Hat sale | Feb. 26–Mar. 1 | TBD | \*Media Center Account |
| Field Day T-Shirt Sale\*T-Shirt Delivery | Mar. 4-15May 6 | TBD | \*Proceeds pay for inflatables. Add. funds-Field Day Acc.  |
| Talent Shows | Mar. 15: Gr. 1-3 Mar. 17: Gr. 4-6 | Participants: $5.00Audience: $1:00 each | \*Music Account |
| Field Days | May 9: Gr. 1-3May 10: Gr. 4-6 | $1.00 per item for concessions only | \*Proceeds help fund the event Additional funds-General  |

# Section 10: Teams, Clubs & Responsibilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Admin Team** | **Advisory Team** | **Attendance Team** | **Courtesy Team** | **PBIS/School Pride Team** | **Safety Team** |
| FinchShelbyWilsonBrownellWalkerGremauxSandersDuttonYarnellPugliani | Finch – Lead1st – Howell2nd – Moore3rd – Ball4th – Skinner5th – Stinson6th – ThrashSPED – O’Neill | Wilson – Lead BrownellWalkerSandersYarnellFinch | Wallace – LeadDuttonHallMaddoxMattoxPounceyReedWhitaker | Shelby – LeadWilson – Lead1st – Cox2nd – Mattox3rd – Pasley4th – Wolfe5th – Sims6th – Day SPED – PutmanP.E. – RotenOther - Finch | Shelby – Lead1st – Boykins2nd – Colvin3rd – Mullins4th – Jones5th – Douglas6th – CochranSPED – BakerP.E. – Jackson  |
| **Communications & Technology** **Team** **Responsibilities** | **Instruction Team** |
| Finch – DPES Technology PlanShelby – Work Orders, Group Emails, Quotes, RequisitionsSuggs – Parent Magazine LiaisonWynn – Facebook Page CoordinatorDay – Webmaster, 3rd/4th Grade TroubleshooterDutton – Inventory, Labeling, DisposalsStewart, D. – Chromebook Troubleshooting & Distribution, Testing Tech.Brownell – Testing Tech.White – 1st/2nd Grade TroubleshooterThrash – 5th/6th Grade TroubleshooterCosby – SPED TroubleshooterRuffin – P.E. Troubleshooter | Finch – LeadYarnell – Assistant**Department Heads**Marks – 1st/2nd Skinner – 3rd/4thMcKay – 5th/6th Millis – SPEDCrowder – Asst.Ruffin – P.E.**Grade-Level Heads**White – 1stLollar – 2nd Vansandt – 3rdJunco – 4th Bradley – 5th Thompson – 6th  |
| **Jr. BETA** | **Student 2 Student** | **ENN** | **Peer Helpers** | **Student Ambassadors** |
| Suggs – LeadDickerson-Asst.Stewart,D.-Asst. | WalkerBrownell | Boswell | Walker – LeadShelby – Asst.Alford – Asst.Jamison – Asst. | Donovan - BreakfastHall – Lost & Found |
| **Teacher Mentor** **Team** | **CPI Team** | **Outdoor Class Team**  | **Field Day Team** | **Wellness Team** |
| Finch – LeadDepartment Heads - Assistants**1st Year Teachers**Colvin mentors LaneSmyth mentors Wolfe**New Teachers to DPES** Moore mentors MattoxKemp mentors CrumptonBroadway mentors BallPrater mentors AlfordSims mentors JamisonMillis mentors O’NeillBaker mentors Ramspeck**DPES Teachers to New Area**Jones mentors MaddoxRuffin mentors RotenCrowder mentors Putman**Under 5 Years of Experience** Wallace mentors DonovanRhodes mentors JacksonBanks mentors CastleStewart mentors PounceyHall mentors Boswell | Wilson – LeadShelby – Lead**New to Team**Baker, L.CrumDepinaGreeneMcCoyO’NeillPutman**Current** Baker, A.CosbyChristofidesCrowderDouglasJones, M.Millis, H.MotleyRamspeckThomasTucker | Suggs – LeadAlfordBanks BoswellCastleCrumptonKemp LanePorterRobertsShortWhite | Gremaux – LeadBroadwayJacksonRhodesRotenRuffinSmyth  | Finch – LeadFooteGremaux, A. PuglianiSheridanStewart, J.  |
| **STARBASE****5th Grade**  | **Yearbook Team** | **ACS Math Committee** | **Water Safety 2nd Grade** | **Water Festival 4th Grade** | **Friends of the Forest 5th Grade** |
| Sims | Gremaux | Skinner | Roberts | Junco | Bradley |
| **RtI Team** | **Copy Center** | **Snack Shack** | **School Nurses Pugliani/Sheridan** |
| Wilson – CoordinatorFinch – AdministratorYarnell – Reading Specialist | Millis, H.Baker, L. | Gremaux YarnellCannon | \*PEEHIP Screening\*Flu, Scoliosis, Vision/Hearing Clinics\*2nd Gr. Dental Program |
| **Secretary****Sanders** | **Bookkeeper Gremaux** | **Media Center Dutton** |
| \*Attendance Coordinator >Attendance Posting Report >Truancy\*Residency Affidavits/Homeless\*PowerSchool Coordinator >Posting & Report Cards >Enrollment & Withdrawals >Warm Body Count >Schedule Classes\*Impact Aid Forms\*Parent Portal Contact\*Cum File Coordinator | \*Manages all Finances\*Manages all ACBOE Forms\*Local School Payroll\*Purchase Orders\*Field Trips >Field Trip Coordinator >TripDirect Coordinator\*Coordinator >Frontline >Fundraisers >School Pictures  | \*Library & Media Center Coordinator\*Technology Inventory & Disposals\*Technology Labeling\*Fixed Asset Inventory\*Teaches AASL Standards Gr. 1-3\*Supports Teachers/Students Reading\*Manages Library >Destiny LMS & AR >Funds >Events >Inventories >Technology |
| **Reading Specialist Yarnell** | **Clerical Aide Cobb** | **Parent Liaison Perkins** |
| \*1st-3rd Grade Reading Coach\*Literacy Act Coordinator\*Dyslexia Screeners\*Oversees 1st-3rd Gr. Handwriting\*School Data Asst. Coordinator | \*Enrollment & Withdrawal Asst. \*Processes Incoming Phone Calls\*First Responder to Parent Needs\*Distributes Mail\*Receipts Fundraiser Money | \*Inputs Check-in's/Check-out's into PowerSchool\*Parent Volunteer Coordinator \*Help in Office |
| **Counselor 1st-3rd Grades Brownell** | **Counselor 4th-6th Grades Walker** | **EL Specialist/Teacher Cannon** |
| \*Counseling  >Individual, Whole/Small Group >Crisis Situations >Yearly Counseling Plan/Services\*Mental Health >Referrals / Prevention >Suicide/Homicide Ideations\*Coordinator >504 >Standardized Testing >Mandatory Reporting\*Programs & Events >Red Ribbon Week >Drug/Bullying Prevention >Career Awareness  >Character Education  >Erin’s Law\*Administer BASC Observations\*Plan & Lead Kindergarten Tour | \*Counseling  >Individual, Whole/Small Group >Crisis Situations >Yearly Counseling Plan/Services\*Mental Health >Referrals / Prevention >Suicide/Homicide Ideations \*Coordinator >EL & Homeless Liaison >Mandatory Reporting >Purple Star & Duke Tip\*Programs & Events >New Student Orientations >Red Ribbon Week >Drug/Bullying Prevention >Career Awareness  >Character Education  >Erin’s Law\*Administer BASC Observations | \*Parent Meeting Coordinator\*EL Plans\*Student Services\*EL Technology Distribution & Inventory\*EL Testing Assistant\*Coordinates Interpreters\*Assist with EL Enrollments & Withdrawals\*Participates in EL Teacher/Parent Conferences\*Ensures Teachers are Meeting EL Standards & Expectations |
| **Assistant Principal 1st-3rd Grades****Wilson** | **Assistant Principal 4th-6th Grades****Shelby** | **Principal****Finch** |
| \*Discipline 1st-3rd \*Behavior Incentives\*Award’s Day 1st-3rd \*Lesson Plans 1st-3rd \*Teacher Websites 1st-3rd \*Grading Policy Checks 1st-6th \*Attendance/Truancy\*Front Office\*PowerSchool\*Student Placement\*Class Rosters\*Carpool\*RtI\*Building Keys\*Schoology Passwords | \*Discipline 4th-6th \*Award’s Day 4th-5th \*Commit-to-Graduate 6th \*Lesson Plans 4th-6th \*Teacher Websites 4th-6th \*Class Coverage\*ParentSquare\*Remind\*Frontline\*ISS\*Technology \*School Safety \*Textbooks\*P.E. Department\*All Retention Letters | \*Instructional Leader\*Professional Development\*aCIP\*Educate AL/Lead AL\*Support Staff Evaluations\*Schedules & School Calendar\*Supervision Assignments\*Student Testing Incentives\*School Finances & Budgets\*Central Office Liaison\*SPED Department\*SPED Aides\*Custodians\*Facilities/Maintenance Work Orders\*All Personnel |