



E. R. Dickson Elementary

Parent/Student Handbook 2021 - 2022

Katryna Lowery Kinn
Principal

Stacey Wilcox
Assistant Principal

**Education is the most
powerful weapon which you
can use to change the world.**

Nelson Mandela

History of E.R. Dickson Elementary School



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.



"Building from yesterday, learning today, shaping tomorrow"

MOTTO

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



"Building from yesterday, learning today, shaping tomorrow"

HOURS OF OPERATION

Morning Arrival

Students should “not” be on campus prior to 7:25 a.m.

7:25 a.m.

Students unload

7:25 – 8:00 a.m.

Breakfast in the classroom
(Pre-K – 5th)

First Bell 7:50 a.m.

Tardy Bell /

Announcements

7:55 a.m.

Afternoon Dismissal

2:40 p.m.

Announcements

2:45 p.m.

Van Riders
Walkers

2:55 p.m.

Car Riders

3:00 p.m.

Bus Riders

Late duty 3:20-3:35 p.m.

Late students will be sent to Afterschool Tiger Care. A late fee will be collected.

**NO EARLY
DISMISSALS
AFTER
2:00 P.M.**

E. R. Dickson Elementary Quick Reference Guide for Parents

www.erdickson.com

- Please have your ID ready per MCPSS Policy. We ID every time for the safety of your student.
- No early dismissals after 2:00 p.m.
- Any person picking up a student is required to be on the approved pick-up list as directed by the enrolling parent during registration. Any changes to the pick-up list must go through the front office by the enrolling parent with proper identification.
- A carpool decal is required for dismissal. If the car does not have a decal, we will ID. The person will be required to be on the approved pick-up list as directed by the enrolling parent during registration. A decal can be purchased by the enrolling parent. The cost is \$5.00 for two decals or \$3.00 for one.
- Teachers can be reached during planning periods and after school. The best way to reach your child's teacher is by email. Classroom observations are not permitted.
- No changes in how your child is to be dismissed can be made over the phone. Please notify your child's teacher in writing by 11:00 a.m. Please refrain from making changes to reduce confusion.
- Please send a snack with your child each morning. Ice Cream will be sold each Friday for \$1.00.
- Special birthday cupcakes/treats are not allowed in the school due to COVID-19 restrictions.
- Make sure to send all money with your child.
- Any student not picked up by 3:35 p.m. will be sent to Tiger Care, which is our fee-based extended day program. Parents/guardians are charged a \$15.00 late fee per child. After 30 minutes, additional fees are incurred.

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.



ATTENDANCE
MATTERS.
ALL DAY, EVERY DAY

Academic Grading Scale

A= 90-100

**B= 80-89
(61-79)**

C= 70-79

D=60-69

Performance

E=59 and below

S = Satisfactory (80-100)

N = Needs Improvement

U = Unsatisfactory (0-60)

M = Minimum

Administration Contact Information

The administration can be contacted by calling (251) 221-1180 or by email at klkinn@mcpss.com or swilcox@mcpss.com. Return phone messages and emails will be addressed within 24 to 48 hours.

Mobile County Public Schools *Student Code of Conduct*



Adopted by the Board of Education
August 14, 2018

• 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 [Student Code of Conduct](#). The progressive discipline plan includes the following:

Step 1: Classroom Interventions for encouraging positive behavior:

- Warning: Student redirected, and behavior modeled
- Warning: Student redirected, behavior modeled, student moved to "Calm Down" area.
- Formal warning: Teacher/student conference, behavior modeled, rules/expectations reviewed
- Parent letter, behavior modeled

Step 2: Counseling referral.

*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, and/or PST referral, and disciplinary action taken.

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

Step 7: Out-of-school suspension

SPECIAL SERVICES/504 PLAN

Students receiving special services will receive a progress report every four 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.

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, erdickson.com website, Schoology, emails, phone calls, Dojo and Remind. We encourage participation from parents and look forward to a productive school year.



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SCHOOLOGY

- PowerSchool's Schoology is the leading PreK-12 Learning Management System for schools to establish an engaging learning environment. Schoology 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 Schoology 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 Schoology at <https://mcpss.schoology.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 Schoology platform. Students who are absent from school due to illness or quarantine will be able to access their classwork and homework assignments through Schoology.

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:
 1. **Grade Report:** Review your child's grades for all courses.



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Progress Reports and Report Cards

Progress reports and Report Cards will be available on the Schoology platform.

ONE-TO-ONE (1:1) DISTRICT

- We are returning to face-to-face learning. This will be very similar to the traditional classroom instruction offered pre-COVID, but we are making some notable improvements.
- First, Mobile County Public Schools will officially be a 1:1 district. As a result, we are providing each student with a Chromebook for the 2021-2022 school year and beyond. 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 2021-2022 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.
- E. R. Dickson 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.

FACE-TO-FACE STUDENT RESPONSIBILITIES:

- Be prepared for daily instruction.
- Follow teachers' instructions and schedule.
- Be responsible for your school-issued device.
- Charge your laptop for school daily.
- Transport your laptop to school in a laptop bag or bookbag.
- Report any issues to your teacher.
- Adhere to the laptop agreement and handbook for the student-issued device.
- Focus during instructional time and make the most of learning opportunities.
- Submit all required work through Schoology.

FACE-TO-FACE PARENT RESPONSIBILITIES:

- Cooperate and support your teachers as well as your school and school district policies.
- Monitor your child's health daily and keep sick children home.
- Communicate with teachers regularly and as needed.
- Adhere to the laptop agreement and handbook.
- Ensure your email address on file with the school is accurate.
- Review weekly progress reports emailed each Friday evening.
- Understand that this is a very crucial time in your child's educational journey. Therefore, stay positive and remain flexible as situations occur.

Remember that we are better and stronger TOGETHER. Our students deserve all of us working together during this time because the quality of their education depends on it.



COVID-19 PREVENTION STRATEGIES AT-A-GLANCE

With COVID-19 cases as high as they've ever been, MCPSS is taking precautions to keep our students and employees as safe as possible.

- All MCPSS employees and students in second grade and older must wear a face mask when indoors, unless alone in a workspace.
- Face masks are only required **outdoors** when in crowds, or when social distancing cannot be maintained.
- Gaiters, face shields, bandanas, astronaut helmets, etc., are not acceptable replacements for face masks.
- ONLY students in pre-k, kindergarten and first grade are exempt from mask requirements. However, these students are strongly encouraged to wear masks.

The district will have layered prevention strategies in place to protect our students and employees. That includes:

- Practicing social distancing
- Ensuring constant and thorough cleaning of our classrooms, buses and facilities
- Encouraging proper handwashing and providing hand sanitizing stations
- Conducting the appropriate contact tracing to identify students and employees who are exposed to COVID-19 and taking the appropriate steps to protect them and those around them
- Having at least one nurse assigned to every school
- Asking parents to keep their children home when they are sick
- Working with health officials to host vaccination clinics in our schools to provide access to this vital service to our community
- Details of these and other strategies are included throughout this plan.



MCPSS HEALTH PROTOCOLS

- MCPSS requires that students (2nd – 5th), employees, and visitors wear face masks, especially indoors. To be effective, masks should fit and be worn properly. Besides helping to prevent the spread of COVID-19, students who wear a mask are less likely to have to go into quarantine. For example, if one student wearing a mask is exposed to another student who was wearing a mask but tests positive, the exposed student would not have to quarantine if he/she is symptom-free.
- Parents are encouraged to keep their children home when they are sick or when they have been exposed to someone who has tested positive for COVID-19.
- Schools will promote social distancing, which following the latest CDC guidance, is three feet between students.
- Students and employees will be encouraged to follow proper handwashing techniques, which includes washing hands with soap and water for twenty seconds, as well as proper respiratory etiquette, which includes coughing and sneezing into your shirt or elbow instead of into your hands and not wiping your nose with your hands.
- Hand sanitizer will also be available for student and employee use.
- MCPSS custodians have been trained to thoroughly clean and disinfect our schools to help prevent the spread of COVID-19. Custodians are using cleaning products and sanitizers approved by the CDC.
- At least one nurse will be assigned to each school. Our nurses have been trained on our COVID-19 protocols and how to identify and isolate students and employees exhibiting symptoms.
- MCPSS will do proper contact tracing to identify and notify any students who have been exposed to someone who has tested positive for COVID-19. In addition, we will inform parents of these students as soon as possible and provide instructions on what to do.
- To be transparent, MCPSS will post daily COVID-19 reports on mcpss.com, including the number of reported positive cases of COVID-19 at each school.
- MCPSS will continue to work with the Mobile County Health Department to offer COVID-19 vaccination clinics to serve our community. Those who are vaccinated and exposed to COVID-19 do not have to quarantine unless they exhibit symptoms.



School Visitors

To mitigate the spread of COVID-19, E. R. Dickson will limit visitors entering the buildings. We understand that emergencies will arise. However, when possible, please contact the school to schedule an appointment for all nonemergency visits. This includes meetings with the principal and teacher(s).

Ways to Follow the E. R. Dickson Tigers



We Are Here To Help



Social Emotional Needs



Local school counselors,
district social workers assist
students with their needs.



School-based therapists from
Alta Pointe are available for
counseling.



Contact Mrs. L. Williams or
Ms. Elderkin at (251) 221-1180
for more information.

