

Dozier Elementary School



Parent and Student Handbook 2022-2023

200 Eastern Boulevard
Montgomery, Alabama 36117
334-260-1012

Dr. Keith Ledyard, Principal
Mrs. Taja Harrison, Assistant Principal

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FORWARD

Dozier Elementary will empower students to become lifelong learners and productive citizens in a dynamic global society by providing learning experiences that develop the knowledge, skills, abilities and attitudes for continued success.

This handbook informs parents and their children about school rules and procedures that have been developed to provide the best learning environment for all students. We share a common goal of quality education for each child. We can achieve this goal with parental help and support. Plan to work and to communicate with us to achieve the maximum benefit for every student. Please read this Parent/Student Handbook. Please sign the acknowledgement form and return to your child's teacher; indicating that you have received and read this document.

Thank you!
Dr. Keith Ledyard
Dozier Elementary Principal

Montgomery Public Schools Mission

We will engage, educate, and inspire our students to succeed in college, career, and beyond!

Montgomery Public Schools Vision

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity and dreams of a future full of amazing possibilities.

Dozier Elementary School Mission Statement

The mission of Dozier Elementary School is to create a safe and nurturing environment conducive to learning, which consists of a three-way responsibility involving the students, the parents and the teachers.

Dozier Elementary School Motto

We are a community of learners. We are here to learn, grow and become respectful, responsible and resourceful citizens. We are Dozier!

Principal's Expectation.....

We are here to teach and learn. We will show respect for all people....ourselves, adults, and students. We will show respect for all property ...our own, the school's and other's. Dozier Elementary School will have an atmosphere that is orderly, calm and safe; encouraging teaching, learning and individual growth.

2022 – 2023 Dozier Elementary Staff
Dr. Keith Ledyard, Principal
Mrs. Taja Harrison, Assistant Principal

Office Staff Leigh Baker Kimberly Ross	Guidance Dr. Stephanie Howard	Library Stacy Griffin
Kindergarten Latasha Long Heather Haynie Tamara Ward Su Park	1st Grade Shacarra Stallworth Jessica Smith Thelma Holmes	2nd Grade Lisa Dunlap Wanda Long Samantha Santiago
3rd Grade Mary Boone Sandra Staley Charm'Ta Green	4th Grade Dawn Eaton Eloyse Jackson Shannon Taylor	5th Grade Marjorie Williams Lashonta Sims Courtney Turberville
Physical Education Lucas Reesor Jennifer Wade	Special Education Alicia Golson Janice Richardson	Specialist Katrina Brock BB Burnett Michelle Gaye Whiting CeCe Whitt Jennifer Lewis

Dozier Elementary School

The School Day (8:10 – 3:10)

7:30 a.m. -7:50 a.m. – Students can arrive at school and eat breakfast.

8:10 a.m. – The tardy bell will ring.

3:10 p.m. – Dismissal

Morning Arrival: For your child's safety, **DO NOT** leave your child at school before 7:30 a.m. Teachers are not on duty until 7:30 and students should not be left alone and unsupervised.

*Teaching and learning at Dozier begins promptly at 8:10 a.m. Tardy students will be missing substantial portions of instruction which will adversely affect their education. **To provide your child with the best opportunity to be successful, please make every effort to have your child at school before 8:10 a.m.**

If you are using a private vehicle to drop-off your child in the morning, please go to the front parking lot to let your child(ren) out of the vehicle. The child(ren) should walk on the sidewalk around to the entrance of the school.

Afternoon Dismissal: **Students must be picked up at 3:10 p.m.** We ask that each parent place a sign on the passenger's side dashboard or window, which displays the name(s) and grade(s) of student(s) to be picked up. Cars should stay in the back parking lot carpool line and wait for your child to be escorted to the car by a staff member. **We ask that parents remain in their vehicles.** Students may not leave the pickup area to meet parents in the parking lot or on the street. Children will NOT be dismissed to parents who walk up to the carpool dismissal area until ALL cars in the carpool line are gone. **NO EXCEPTIONS!**

PLEASE HELP US PROTECT ALL OF OUR CHILDREN BY FOLLOWING THESE RULES.

Your child's safety is of utmost importance to us. Therefore if your child's dismissal routine is changing in any way, such as riding the bus vs. being a car rider, going home with another child or parent, etc. you **MUST** send a note to his/her teacher. **In the absence of this communication, we will be compelled to make certain that your child follows the usual routine.** Transportation arrangements are not to be made over the phone. Please take care of this before your child leaves for school.

Attendance/Absences/Tardies/Check-outs

“Perfect Attendance” is achieved when a student arrives on time each day and does not leave school early.

Parents are asked to call the school on the day(s) their child is absent and give the reason the child is absent. Students, upon returning to school, must bring a note signed by a parent, which describes the reason for the absence. Please remember, without the required note **within three school days**, your child’s absence will be unexcused.

Excessive absences will require a doctor’s excuse. If a doctor’s excuse is not provided, the absences will be reported to Student Support Services for investigation.

A child will be counted tardy after 8:10 a.m. **All tardy students must be signed in at the office by a parent or guardian. If the parent/guardian does not sign the child in at the office, the child will be marked as an unexcused tardy.** A child who rides the bus is not counted tardy if the bus is late. Parents please check the MPS Student Conduct Manual for list of excused absences/tardies.

Students have the opportunity to make-up work or tests which occur during an excused absence. Please refer to the MPS Student Conduct Manual for details.

Checking In/Out

A picture ID is required to check out a child, which is for the safety of your child. If for any reason a child needs to leave school during the day or comes in late, the parent must come into the office and sign him/her in or out. If for any reason you must send someone to get your child, that person’s name **must be** on the registration card or must have a signed note giving them permission to check out your child. Please do not check your child out unless it is for an appointment with the doctor, dentist or an emergency. Every minute of the instructional day is important.

CHECK OUTS ARE DISCOURAGED AFTER 2:30 P.M.

Behavior

Dozier Elementary is a Positive Behavioral Interventions & Supports (PBIS) school.

RESPECTFUL ~RESPONSIBLE ~RESOURCEFUL

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is a research-based approach to improving student behavior and creating a safe, positive school environment that enhances student learning. PBIS is a process that designs a behavior support plan based on a school's individual needs and behavioral data. PBIS initially focuses on school-wide (primary) behavioral data. Once the school-wide system is in place, the focus shifts to create systems of support for the individual classrooms (secondary) and for individuals (tertiary) who require more intensive interventions. PBIS is about implementing proactive strategies for defining, teaching, and supporting appropriate student behaviors in order to create and sustain a positive school environment. PBIS is about creating educational learning environments that are safe, conducive to learning and most of all POSITIVE!

PBIS and RtI

PBIS fits well into MPS's Response to Intervention (RtI) Model as a Tier I universal approach. Like RtI, PBIS is a collaborative, data-driven problem-solving model with a range of interventions that are applied based on the level of support needed. The program consists of specific school-wide expectations that are developed at each school, taught to the students, and reinforced in every setting. Progress monitoring by school-based PBIS teams will allow for the application of interventions through the RtI model.

Each 9 weeks, students with an A or B in Conduct will be invited to a PBIS Celebration Incentive. Dozier Elementary is a Positive Behavior Interventions and Supports school.

PBIS/Discipline Committee Members:

Dr. Keith Ledyard, Taja Harrison, Courtney Turberville, Dr. Jennifer Lewis, Michelle Whiting, and Jennifer Wade, Jessika Smith, Sandra Staley

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LETTER TO PARENT

Dear Parents/Guardian:

Montgomery Public Schools (MPS) is committed to providing the highest quality of education to every student through a Multi-Tiered System of Supports (MTSS). To meet that goal, MPS adopted two fundamental frameworks: Positive Behavioral Interventions and Supports (PBIS) and Response to Instruction (RtI). PBIS is a proactive approach to establishing behavioral supports to address psychological, social and emotional needs. RtI is a multi-tiered approach to providing core instruction to all students in addition to identifying and supporting students with learning and behavior needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk or already underperforming. Interventions will include but not be limited to specialized, research-based teaching and behavior strategies provided in both the classroom and small group settings.

According to the Alabama Administrative Code, all public schools in Alabama are required to implement the Problem Solving Team (PST) model. The PST process is designed to guide general education instruction and intervention services for all students who have academic and/or behavioral needs. The PST will review student data regarding the need for assistance, monitor progress being made by students, inform parents of plans of action, and make recommendations for changes to interventions.

Based on initial screening results and other academic data, if it is determined that your child would benefit from assistance or intervention, he or she will be provided tiered support as needed.

MPS utilizes a three-tiered approach to instruction/intervention:

- Tier 1** – Classroom teachers will use a variety of research-based instructional strategies and positive behavioral supports within the core curriculum to address individual instructional needs.
- Tier 2** – Based on assessments, discipline, grades, attendance and other data, students who are unsuccessful with Tier 1 will be provided additional research-based instruction and interventions in smaller settings.
- Tier 3** – Students who continue to misbehave or struggle academically with Tier 2 will be referred to the PST and receive more intensive interventions.

Respectfully,

Bridgette Johnson

Bridgette Johnson

RtI Coordinator Montgomery Public Schools

RESPONSIBILITIES & EXPECTATIONS for STUDENT BEHAVIOR

Students at Dozier Elementary are responsible for their own actions and are expected to:

- Walk quietly in the halls without disturbing fellow students or classes.
- Respect their classmates, teachers and themselves and cooperate with those in charge.
- Use appropriate restroom behavior. This includes using the nearest or assigned facility, flushing the toilet when finished, washing hands when finished, and helping keep the restrooms clean and neat.
- Keep language and gestures respectful and free of profanity or obscenities.
- Use appropriate lunchroom manners. This includes talking quietly with permission, remaining seated until dismissed, not taking food from the lunchroom, and keeping the area clean.
- Follow the dress code as stated in this Handbook and the Student Conduct Manual.
- Follow the classroom discipline plan.

Each teacher has an individual classroom discipline plan to encourage good behavior and a positive learning atmosphere. In addition to this plan, within each classroom Dozier Elementary students will:

- Be responsible, respectful and resourceful
- Come to school prepared for class.
- Follow directions the first time they are given.
- Stay on task.
- Enter and leave the room quietly.
- Leave toys and/or valuable items at home.
- Talk only at appropriate times.
- Keep all areas neat and clean.
- Treat others as they wish to be treated.
- Try their best at all times.

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored event (on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on non-MPS media.

CONFISCATION OF ELECTRONIC DEVICES

Items confiscated from students will be brought to the main office where the items will be logged in under the student's name. The items will be stored in a locked area of the main office. The items will only be returned to the student's parent or legal guardian. It is the student's responsibility to inform their guardian that an item has been confiscated. Parents should call the office to arrange a time to retrieve the item. The parent will be asked to identify the item and sign for it before it can be released. Any student who persistently brings impermissible items to school will be disciplined in accordance with *MPS Student Conduct Manual*. Any items not claimed by the end of the school year will be donated to charity.

Consequences: 1) Conference with student 2) Conference with parent 3) Confiscate device
4) Parent/guardian showing

CELL PHONES: Students are not permitted to use cell phones or other telecommunication devices in school. Students are allowed to have cell phones but they must be kept in the student's book bag and OFF. If a cell phone rings, vibrates or beeps in class/school, it is considered being in use. ALL iPods, iPads and other electronic tablets MAY NOT be brought to school. The Dozier Elementary cell phone/telecommunication device guidelines coincide with MPS policy, but in a more detailed and Dozier Elementary specific form. Consequences in the MPS Student Conduct Manual will be followed.

DISCIPLINE AND CONSEQUENCES

Each student at Dozier Elementary is responsible for his/her own behavior. Inappropriate behavior will result in consequences deemed suitable to the severity and frequency of misconduct.

Each parent/guardian received a copy of the MPS Student Conduct Manual. The rules, rights, and responsibilities of students, parents, and teachers are contained in its pages. Please refer to it as necessary.

Each teacher has his/her own set of classroom rules and consequences. The rules are necessary for an orderly classroom environment. Consequences for breaking the rules are clear, fair, and aimed at helping students learn to make better choices. Consequences for classroom rules violations may include but are not limited to the following:

1. Verbal warning
2. One-on-one conference
3. Time out or loss of privileges
4. Counseling
5. Parent contact
6. Parent conference
7. After-school detention
8. Office Referral

The student will be referred to the office when the teachers have exhausted all of their disciplinary steps. An office referral may be written for any offense listed in the Montgomery Public Schools Student Conduct Manual including **bus misbehavior**. Receiving an office referral may result in the following consequences:

- Counseling
- Call to parent for immediate conference
- Parents may be asked to attend school with their child for a certain length of time
- Work detail
- Out-of-school or in-school suspension for one to three days.

*Confiscated items (toys, electronics, phones, etc.) will be stored in the office vault marked with the child's name. Parents must come to the office to collect confiscated items.

The administrator may apply a greater or lesser consequence, as deemed appropriate by the severity or frequency of the offense. Restitution will be required if applicable.

When behavior is out of control on the **bus**, parents will be asked to find alternative transportation for their children.

Student behavior that interferes with the rights of teachers to teach and students to learn is unacceptable.

Book Bags

Please make every effort to keep book bags as small as possible.

Bullying

All forms of bullying are unacceptable and, to the extent that such actions are disruptive to the educational process of the school, offenders shall be subject to appropriate staff intervention, which will result in administrative discipline. Students who report that they have been bullied will receive an immediate investigation, and corrective action shall be taken when a complaint is verified.

Standards of student conduct will be maintained and consequences for misconduct will insure school and classroom rules are followed. Rules will be adhered to by each student. If you have any questions about our system of discipline, please refer to the MPS Student Conduct Manual. This document is given to each student on the first day of school.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student(s) or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, digital pictures or images, or website postings (including blogs),

The Student Harassment Prevention Act can be found starting at Section 16-28B-1 of the Alabama Code.

Bus Riders

Students who use school transportation are expected to follow the bus rules outlined in the MPS Student Conduct Manual. The MPS Transportation Department is committed to ensuring the safety of each student. Riding in a MPS transportation vehicle is a privilege offered to students who reside within the district. All students being transported are under the authority of the bus driver and must obey his or her requests. Procedures and safety rules help ensure the safety and protection of each student. Failure to follow the safety rules and procedures may result in student conflicts or injuries and may also cause delays or distractions to the driver. Additional information regarding bus transportation is found in the MPS Student Conduct Manual.

Child Abuse

Any teacher, administrator, or school professional acting in an official capacity who has reason to believe a child has been subjected to, or adversely affected by physical, mental, or emotional abuse/neglect will, by law, will report such to officials.

County Procedures and Policies

If you have questions about our expectations, policies, or procedures, please refer to the Montgomery Public Schools Student Conduct Manual.

The Montgomery County Board of Education operates under the following policy: “No person shall be denied employment, be excluded from, participate in, or denied the benefits of, or be subject to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color or age.”

Communication between School and Home

Parent Involvement and Responsibilities

Education succeeds best when there is a strong partnership between home and school. All parents are encouraged to be involved in their child's education through PTA and regular communication with the school.

Notification of Child's Transportation Home

Changes in transportation can be confusing to your child. For any change in the way your child will get home, please send a note to the teacher or call the office as early in the day as possible. **Please include a phone number where a parent can be reached if clarification is needed.** If the teacher or the office does not receive official notification of a change either by note or phone, the student will go home as usual.

Notification of Change of Address or Telephone Number

Parents must notify the school regarding any change of address or telephone number. Parents should also notify the school with changes in phone numbers of alternative emergency contact persons. Should an emergency arise, the school needs to be able to contact the parent or other persons listed as emergency contacts immediately.

The school system uses School Messenger, an emergency notification and communication system for our students. **It is imperative that you keep the school notified immediately of any changes in your address, phone number, or other important informational changes during the school year.** In order for you to receive these emergency notifications we need current information. It is vital that the office has up-to-date information in case of emergencies.

Communication Folder

Communication Folder will be used to communicate information between home and school. In the folder you will find information from your child's teacher, the school, the district and the community. Parents are asked to carefully read the contents of the folder, make necessary responses, sign the folder and return it to the teacher by the next school day. Kindergarten and First Grade students will have an Everyday Folder.

Parent-Teacher Conferences

Dozier Elementary encourages conferences between parents and teachers. Conferences may be requested at any time by parents or teachers. If you wish to talk to a teacher regarding your child's progress or conduct, please call the school at (334) 260-1012 and ask the secretary to place a request in the teacher's box. ***Please do not drop in and expect a teacher to stop and conference with you about your child.*** This is especially true during instructional time and in the mornings before the morning bell. If you work and cannot come for a conference, please send the teacher a note with your contact information and ask the teacher to call you.

Texting and calling educator cell phones are not approved communication methods unless it is for emergency purposes that have been approved by the principal.

Questions/Concerns

Any questions or concerns should first be addressed to the teacher or individual involved. The Dozier Principal can be contacted to address any questions or concerns.

Student Progress

Students will receive report cards every nine weeks, a progress report midway through the nine weeks, and signed papers every 2 weeks.

~ Dozier Elementary Uniform Information ~
2022 – 2023

ITEM	COLOR	NOTES
Pants	Khaki/Navy blue	Straight leg, not baggy
Shorts	Khaki/Navy blue	
Capris	Khaki/Navy blue	
Skirts	Khaki/Navy blue	
Jumpers	Khaki/Navy blue	
Shirts	K-1st Hunter Green 2nd - 3rd Navy Blue 4th - 5th White	golf/polo type with collar and sleeves
Belts	Black or Brown	

Additional Important Notes for the Student Dress Code:

- Tennis shoes are preferred. Shoes must be closed-toe. No shoes with wheels or lights.
Boots, Flip-flops and Crocs are not permitted.
- **Socks, tights and leggings must be solid white, khaki, navy blue or green in color.**
- Shirts must be tucked in at all times.
- **Solid colored green, blue, white or black sweaters or hoodless jackets may be worn inside when needed.** Outerwear jackets and vests that do not meet dress code requirements may be worn to school, but must be removed when entering the classroom.
- Make-up and excessive jewelry is not permitted.
- Individual situations will be addressed as needed.
- SPECIAL DAYS:
 - Every **Wednesday** students can wear their PBIS T-shirt with uniform pants, skirts or jumper.
 - Every **Friday** during football season will be “Spirit Day” at Dozier. Students may wear a uniform shirt, Dozier T-shirt or a shirt from their **favorite college** with their uniform pants, skirt or jumper.
 - Additional “special days” will be announced in writing.

Consequences for student dress code violations are outlined in MPS Student Code of Conduct 2022 -2023 manual.

Drills: Fire, Tornado and Other Emergencies

Once a month, students, teachers, and other employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of teachers or others in charge quickly, quietly and in an orderly manner. Dozier Elementary School has a Crisis/Safety Management Plan explaining all emergency procedures.

Emergency Cards

An emergency card will be on file for each student. It is very important to keep these cards up to date. Please make sure your emergency contacts are willing to assume responsibility for your child in the event of a medical situation. **Parents are strongly encouraged to keep phone numbers for emergency contacts current.**

Field Trips

All field trips are related to classroom studies. A **signed** Montgomery Public School field trip permission form is required for each trip. No notes or verbal approval will be accepted. ALL PARENTS wishing to chaperone a field trip MUST complete the AUTHORIZATION AND AGREEMENT FOR BACKGROUND CHECK form and be approved before the field trip. The Background Check Form is sent home the first week of school. The form can be also found on the Dozier Website or in the school office.

Chaperone Guidelines:

1. Chaperones must be a child's legal guardian or grandparent.
2. Chaperones should not bring other siblings on the field trip.
3. Chaperones must meet and depart from time and place specified by the teacher.
4. Chaperones should notify teachers early if unable to attend.
5. Chaperones are expected to dress appropriately for the trip.
6. Chaperones must stay with the group of students assigned.
7. Chaperones are not allowed to ride MPS buses.

Fund-Raising Projects

The principal must approve all fund-raising projects sponsored by the school. Students are not allowed to sell items, make collections, conduct membership drives, or sell subscriptions on school property during the school day without the authorization of the principal.

Gifted Education

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Gifted Specialist or Gifted Referral Screening Team chairperson at your child's school. If you have further questions, you may contact the Gifted Coordinator at 260-1012. For further information about the Montgomery Public Schools Gifted Program, go to <http://www.mps.k12.al.us/index.php/departments/special-education/gifted-education>.

Homework/Textbooks

Assigned homework will be purposeful, and it should be appropriate to the age and learning level of the child. The amount and frequency of homework assigned varies among grade levels and subjects taught. Procedures for homework have been established for each classroom that will help parents know what to expect. A copy of these procedures will be given to students at the beginning of the year. If you have any questions, at any time about homework, you may call the teacher through the school office. A mandatory reading log and 20 minutes of reading per night is required for all grade levels. Homework may be counted no more than 5% as part of a daily grade. Students are expected to return all homework on time.

Children are issued textbooks each year. Before a child is allowed to use state owned textbooks, the parent or guardian will sign an agreement stating that they will pay for any damages the book may receive during the year or the cost of the book if it is lost. Lost books must be paid for before new books will be issued. Textbooks must have a cover on them at all times.

To show your child that learning is fun and worth the effort, we suggest that parents take an interest in their child's school work and homework. Some suggestions are:

- **Check your child's backpack each evening for school notices.**
- Set a regular time and place for homework whenever possible.
- Help your child concentrate by turning off the TV and radio and not permitting phone calls.
- Review your child's work and be available to offer assistance. If you observe that your child is having difficulty, offer support and/or notify your child's teacher. Homework is not a time for tears.
- Help children organize their things for the next morning. Establish a routine and a place to put all things that must go back to school to avoid forgetting needed items.
- Encourage your child's use of libraries, dictionaries, encyclopedias, and other informative resources.

- Try to determine how your child learns best: reading aloud, drawing pictures, making graphs, or manipulating objects. Your child's teacher can discuss this with you.

Internet Access Policy

The Internet form must be signed and returned to the homeroom teacher in order for your student to use computers at school. Please read carefully the listed consequences for inappropriate use of the internet and make sure your child understands that he/she must adhere to this policy to be allowed to use the Internet.

Juice and Snack

Dozier Elementary does not sell snacks and juice to students. Students are allowed to bring a healthy snack and/or drink to school each day. Kindergarten students will have a different snack procedure. **Do not send sodas or candy.**

Library

All children are scheduled to visit our school library with their classes weekly for checkouts, stories, films or lessons on how to use the library. Lost, misplaced or damaged books must be paid for before another book may be checked out.

Lost and Found

Lost items are turned in to the “Lost and Found” rack in the cafeteria. If your child loses something, please have them check the “Lost and Found” rack in the cafeteria. At the end of each month, we will dispose of all unclaimed items.

Lunch/Breakfast Program

All enrolled students of Montgomery Public Schools are eligible to receive a healthy breakfast and lunch at NO CHARGE to your household for the 2022-2023 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a Free or Reduced meal application.

The school breakfast and lunch we serve follows the U.S. Department of Agriculture guidelines for healthy school meals. The Community Eligibility Provision cannot succeed without your support; please encourage your children to participate in the school meal programs.

One breakfast and one lunch meal will be served to all students at no charge regardless of the eligibility status. Additional student meals will be charged the normal price of \$1.00 for student breakfast, \$1.75 for Elementary student lunch.

Breakfast

Breakfast is served from 7:30 a.m. – 7:50 a.m. Extra milk is offered at \$0.35 per carton.

Lunch

Our lunchroom offers a “self-serve” lunch program. Children must select foods from at least three of the basic food groups. The cost is \$3.75 for parents and visitors. (Prices may change.)

A child who wishes to bring his lunch from home should bring a wholesome, balanced meal with juice or milk. We prefer that parents who pack school lunches for their children select healthy drink options (100% juice or water) in accordance with state guidelines. Please use a plastic thermos or “throw-away” carton for their drink. No glass bottles or cans are allowed. Child Nutrition has mandated that carbonated drinks are not permitted in the lunchroom at any time. It is also against MPS Child Nutrition policy to bring food into the lunchroom from sources other than home. (Subway, Burger King, McDonald’s, etc.)

Medical/Health Services

Immunizations

In accordance with Alabama State Education Law, a certificate of immunization, listing specific dates and signed by a licensed physician, must be on file at the school for each student. Any student with a missing record or incomplete record of immunization will not be permitted to attend school.

Medicines

We are not allowed to give anything that is not a prescription medication. Do not send over the counter medicine to school. If the medication is for three times a day, you can give it at home – before coming to school, after school, and bedtime. Medications that have to administered daily require a **medical permission form** signed by the physician and sent in with the medicine in the original pharmacy container before it can be dispensed. This form is found in the back of the MPS Student Conduct Manual. Please review this booklet for more specific procedures.

Illness or Injury of Student

If a student becomes ill at school, the teacher will send the student to the office at which time his/her temperature may be checked and parents notified if necessary. Small scrapes and cuts will be cleaned and bandaged in the office. Unless the student is obviously sick, he/she will be encouraged to remain at school. If your child has a fever or is throwing up they should not come to school. **If a serious injury occurs paramedics will be called.**

If a parent has signed consent for specific emergency medical treatment and transport on their child's registration card, the school will take appropriate action, but at parent's/guardian's expense.

Teachers and office personnel should be made aware of any chronic illness your child may have, such as: asthma, diabetes, rheumatic fever, allergies, etc. We need specific written instructions on file should an emergency arise.

Communicable Diseases

Diseases should be reported to the school nurse. Children with communicable diseases must follow specific restrictions for returning to school. We ask that recovery periods at home be maintained for communicable conditions such as conjunctivitis (pink eye), fifth's disease, strep throat, chicken pox, impetigo, ringworm, scarlet fever, and head lice.

Doctor's Notes

Doctor's notes are required for children who must attend school with casts or crutches. A doctor's note is also required for a child to be excused from Physical Education class as well as to be readmitted to school after a serious injury or serious illness. These requirements are to ensure your child's safety.

Nurse: A full-time nurse is on staff at Dozier; however, the nurse is not used as an option if medical attention is needed. Once the nurse finds that a student does not meet the requirements to remain at school, parents will be contacted and medical attention may be required.

IMPORTANT!! All telephone numbers must be kept up-to-date so that we can reach you in case of an emergency.

Music

A special kind of learning takes place in music classes that impacts the intellectual and emotional development of our students. Ultimately, we want each student to become the best person possible. Music education offers a pathway to this educational destination.

Parties

A Christmas and Valentine party for the class is planned by the teacher. Parents wishing to bring cupcakes for their child's birthday may do so during the *regularly scheduled lunch time only*. Any other parties must be approved by the Principal.

Physical Education

Students are expected to participate in all P.E. activities unless parents send a written request for non-participation due to illness or injury. Extended illnesses must have a doctor's excuse. Athletic shoes are suggested.

P.T.A.

The Dozier Elementary P.T.A. graciously welcomes you and invites you to become a part of the association. The P.T.A. works on behalf of our children and families and supports Dozier Elementary School.

Report Cards

Report cards are issued four times annually. Parents will be notified during each quarter with a mid-quarter progress report. Parents are encouraged to communicate with teachers often regarding student progress and performance thru email, conferences, telephone, etc. The final report card will be distributed to students on the last day of school. Report card dates are as follows: **Thursday, October 15, Thursday, January 14, Thursday, April 1, and Thursday, May 27.**

Grading Scale: 90 – 100 =A, 80 – 89=B, 70 – 79=C, 60 – 69=D, 0 – 59=F

Response to Instruction (RtI)

According to the Alabama Department of Education, Response to Instruction (RtI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems.

Through implementation of RtI, Dozier Elementary identifies and monitors students at risk, use problem-solving and data-based decision making to provide research-based interventions and adjust the intensity of interventions based on the student's response.

Student Work Samples

“Signed Papers” Envelopes will be sent home every other Tuesday beginning the third week in school for 1st - 5th grade students. **It is important that parents review the papers, provide reinforcement, sign the envelope and return the papers to school on the following day.**

Substitute Teachers/Student Teachers

Students are expected to cooperate fully with substitute teachers and student teachers. Courteous behavior is expected of all students. Disruptive behavior will result in disciplinary action as usual.

Visitors

Parents and other visitors are welcome to visit the school provided that they check in and identify themselves with the main office upon arrival and departure. Visitors will wear a Visitor's Badge provided by the office. **All classroom visits should be limited to no longer than 15 minutes.** Please schedule your observations in advance through the office. Please do not drop in and expect a teacher to stop teaching and conference with you about your child. This is especially true during instructional time and in the mornings before the bell. There are to be no classroom visits after 2:30 p.m.

Any visitor who causes disruption, distraction, or any other interference in the teaching and learning process will be asked to leave immediately. The Principal will have the right to have a disruptive visitor removed by school security and/or the police department as well as the right to prohibit the individual from participating in future visits to the school. ***Guidelines for School Visitors is a Board Policy. Please refer to the MPS Student Conduct Manual for 2020-2021.***

Volunteers

Volunteers are vital to Dozier Elementary. If you are interested in becoming a volunteer, please call the school office or principal. We are very interested to know if our parents have special skills, talents, or interests that could be shared with our students. We value the support of our families and friends.

Withdrawing a Student

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in

school. The school will provide parents with a "transfer form". This form can be hand carried to the new school so that proper placement can be made. Your child's new school will then request the child's records from Dozier Elementary.

Dozier Elementary School
Student Handbook
Notice of Receipt

Student: _____

Grade: _____

Homeroom Teacher: _____

Yes, I have received and read or had read to me a copy of the 2022 – 2023 Dozier Elementary School Parent and Student Handbook. I have also read the MPS Student Conduct Manual relating to Student Discipline. I understand the policies and procedures as outlined in this handbook.

Parent/Guardian Signature: _____

Student Signature: _____

Tear out this page, sign, and return this page to your child's teacher by Friday September 9, 2022.



July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				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

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				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	



**MONTGOMERY
PUBLIC SCHOOLS**

**2022-2023 MPS ACADEMIC CALENDAR
Board Approved 3/8/2022**

AUGUST 2022

August 2-8 | Professional Development for MPS Teachers
August 9 | First Day for MPS Students

SEPTEMBER 2022

September 5 | Labor Day (All MPS SCHOOLS and OFFICES will be closed)

OCTOBER 2022

October 6 | 1st Nine Week Grading Period Ends
October 7-10 | Fall Break (Students and Teachers will not report to school)
October 13 | 1st Nine Week Report Card Day
October 28 | Asynchronous Learning Day (Students will not report to school)

NOVEMBER 2022

November 11 | Veterans Day (All MPS Schools and Offices will be Closed)
November 21-25 | Thanksgiving Break (Students and Teachers are out the whole week)

DECEMBER 2022

December 16 | 2nd Nine Week Grading Period Ends
December 19-Jan 2 | Students and teachers will not report to school

JANUARY 2023

January 2 | MPS Schools and Offices are closed
January 3 | Professional Development Day for Teachers
January 4 | Students will return to school
January 5 | 2nd Nine Week Report Card Day
January 16 | Martin Luther King Day
January 17 | * MPS Magnet School Application Opens

FEBRUARY 2023

February 20 | President's Day (Students and Teachers will NOT report to school)

MARCH 2023

March 10 | 3rd Nine Week Grading Period Ends
March 16 | 3rd Nine Week Report Card Day
March 20-24 | SPRING BREAK (Teachers and Students will not report to school)

APRIL 2023

April 7 | Asynchronous Learning Day (Students will NOT report to school)

MAY 2023

May 25 | REPORT CARD DAY/LAST DAY FOR STUDENTS

May 26 | Last Day for MPS Teachers

** subject to change*

**MONTGOMERY PUBLIC SCHOOLS
STUDENT ASSESSMENT CALENDAR
2022-2023**

Elementary

ASSESSMENT WINDOW	GRADES K-6	ASSESSMENT
January 17 – March 17, 2023	LEP Population K - 6 th Kindergarten (Paper only) Grades 1 st – 3 rd (online with Writing on Paper) Grades 4 th – 6 th (Online)	ACCESS FOR ELLs
January 17 – March 17, 2023	LEP Population K - 6 th	Alternate ACCESS FOR ELLs 2.0 <i>All Paper Based</i>
TBD	Selected Schools and Grades	NAEP
March 1 – April 7, 2023	2 nd - 6 th reading and math 4 th and 6 th Science	ACAP Alternate Summative Grades 2-8
March 20 – April 28, 2023	2 nd - 6 th reading and math 4 th and 6 th Science	ACAP Summative Grades 2-8
TBD (June/July)	Selected Grade 3 Students – Based on Reading Cut Scores	ACAP Supplemental Reading Grade 3

Middle

ASSESSMENT WINDOW	GRADES 6-8	ASSESSMENT
January 17 – March 17, 2023	LEP Population 6 th – 8 th	ACCESS FOR ELLs (Online)
January 17 – March 17, 2023	LEP Population 6 th – 8 th	Alternate ACCESS FOR ELLs 2.0 <i>All Paper Based</i>
TBD	Selected Schools and Grades	NAEP
March 1 – April 7, 2023	6 th - 8 th reading and math 6 th and 8 th Science	ACAP Alternate Summative Grades 2-8
March 20 – April 28, 2023	6 th - 8 th reading and math 6 th and 8 th Science	ACAP Summative Grades 2-8

MPS Spring Break March 20 – 24, 2023

¹ Schools taking NAEP have not been identified by the national office. Dates on which they test will be coordinated with the State NAEP Coordinator.

² Schools will select specific dates during the ACAP Summative Assessment Window.

Note: Dates are subject to change. Schools' assessment team (Principal, BTC, ELL Facilitator, Sped Facilitator and Technology Coordinator) will determine dates within the window on which they will test and submit your dates to the *MPS Office of Assessment and Accountability* when the information is requested.

Note: Field trips, extracurricular activities, and school related summative assessments **should not** be scheduled during the **SDE** assessment windows.

This calendar is subject to change due to state department fiscal and procedural decisions.