

Dallas Park Handbook Addendum

Please Sign & RETURN Last Page

Dear Dallas Park Parents:

Our goal is to maintain a positive partnership between students, parents, and educators. Our primary objective is to provide a quality education for all Dallas Park Elementary students. We would like for you to join us in making this a rewarding and successful school year for your child. The following suggestions are intended to help make the fullest contribution to your child's success in school.

1. **Take time to meet your child's teachers and communicate with him/her regarding academic and behavioral expectations.** Then, follow up during the school year with a conference if necessary. Work with your child's teacher to ensure success.
2. **Regular and punctual attendance is the greatest single factor in school success;** therefore, your first concern should be to see that your son or daughter attends regularly. Your cooperation with school officials in promoting regular attendance will be well worth your time and effort.
3. **Respect school regulations & school procedures and expect your child to do the same.** A wholesome attitude toward school and confidence in his/her teachers are essential for a student's maximum success in school.
4. You may also help the school serve your son or daughter by:
 - a. Contacting your son/daughter's teacher(s) if problems arise.
 - b. Calling the front office to report absences and sending a written note with the explanation for the absence, the date of the absence, and your signature.
 - c. Reviewing assignments, grades, progress reports and report cards in Skyward Family Access.
 - d. Conflict resolution – start at the lowest level possible & speak with the teacher in private, if not resolved, you may speak with an AP or Principal.
 - e. Reading this handbook and understanding school rules, regulations, policies and procedures including arrival & dismissal expectations for student safety
 - f. Communicating, participating, and positively being involved in all aspects of your child's education while at Dallas Park Elementary School.

Partners in Education,

Kevin Hunt, Principal

Nikki Petties, Assistant Principal

Joseph Branch, Assistant Principal

Dallas Park Elementary
“Where the Panther Tradition Begins!”

ATTENDANCE

Attendance is extremely important to the success of students. Excessive Absenteeism is the condition of missing so much instructional time, that the lost time becomes a serious detriment to the student's academic progress. Such absences may be excused or unexcused. Poor attendance diminishes the effectiveness of instruction, the ability to engage students, and the possibility of building strong connections and systems of support with students and families. Out of a total of twenty-five at-risk factors, the National Dropout Prevention Network identifies poor attendance as one of the four risk factors for dropping out which manifests at all levels of schooling: elementary, middle, and high school. At the elementary level, it is the behavioral indicator most related to grade level retention. The loss of instructional time and course credits increases grade level retention which leads to a higher probability of not graduating from high school. The costs in time and resources to recover lost credit or to repeat a school year is immense.

90% TEXAS ATTENDANCE RULE –TRUANCY RULE (EXCUSED or UNEXCUSED ABSENCES)

TEC 25.092 (Minimum Attendance for Class Credit)

States that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered regardless if EXCUSED or UNEXCUSED absences.

(EXCUSED ABSENCES) Illness, medical, dentist, or other (will need doctor/dentist note) or family emergency. *These excused absences will count towards the 90% rule.*

(UNEXCUSED ABSENCES)

Truancy is by definition, staying away from school or class without permission of parent or in violation of State Attendance Law.

TEC 25.094 (Failure to Attend School) States that an individual commits an offense if the individual fails to attend school on three (3) or more days or parts of days within a four-week period or ten (10) or more days or parts of days within a six month period.

TEC 25.093 (Parents Contributing to Non- Attendance) States that the parent/guardian of a truant student can also be prosecuted, after receiving a warning for Parent Contributing to Non- Attendance. The parent/guardian must take the necessary measures to make sure that their child is regularly attending school

ATTENDANCE

How can I notify the school of my child's absences?

Send a written note signed by parent/guardian or a doctor's note to the front office by the next school day or email the attendance clerk, Mary Teague at mary.teague@crowley.k12.tx.us. If absent more than five days in a row due to illness, we must receive a doctor's note. **Parental notes do not excuse absences; they provide a reason for campus consideration of excuse.**

How am I notified of the school's attendance/truancy process?

Warning letter after **3** unexcused days or parts of days

Administrator meeting at **7** unexcused days or parts of days

Truancy letter at **10** unexcused days or parts of days

Court subpoena at **10** unexcused days or parts of days in a six month period



ARRIVAL: 7:10 to 7:35 am

Holding Stations:

Students eating breakfast: Cafeteria

PK – Cafeteria

KG – Monday: Gym, Tues-Friday: Learning Center (Library)

1-4 – Gym

Students should be dropped off BEHIND school beginning at 7:10.

Parents/Guardians may park in any unreserved parking spot in the Staff parking lot to walk their student in the building. Due to safety concerns, **NO STUDENT DROP OFFS ARE ALLOWED IN THE STAFF PARKING LOT.** Please be considerate of others and do not park in reserved (including handicap) parking spaces.

Dismissal: 2:56 pm (gate closes at 3:10 pm)

Car Riders – ALL Students Pick up BEHIND school for ALL grade level. We will use all 3 lanes to load students. Please have green CAR TAG visible and stay in your cars. A staff member will escort your child to your vehicle. Per Texas State law, CELL phone use is NOT allowed in a school zone.

Parent Walk Up Pick Up - Cafeteria – Please line up outside the cafeteria doors, present your pink student ID card to staff member at door, step to side & wait for your child to exit. Do not enter building during dismissal.

Walkers – Exit from the **CAFETERIA** & IMMEDIATELY begin walking home.

Bus/Child Care Vans – students will be picked up in front of the school.

Clayton Youth Enrichment – Cafeteria

****No EARLY dismissal after 2:20 pm without a doctor's note****

CELEBRATIONS

Store bought birthday treats can be served to celebrate your child's birthday. Please contact the teacher to arrange the date and time. Due to the high number of PEANUT ALLERGIES at Dallas Park, no peanut related snacks, candy or cakes can be served in the Classroom. Balloons, flowers and other items may be delivered to the student at school but will be kept in the office until the end of the school day to avoid distractions in the classroom.

COMMUNITY RELATIONS - Visitors To The Schools

GKC (Local) Policy

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Campus Guidelines

Visitors are welcome at Dallas Park Elementary School during the instructional day, but must first sign in at the Main office and present a valid Driver's License or other picture ID. The visitor's ID will be scanned using our Raptor software. Each visitor will receive a **"Visitor Badge"** for the location on campus visiting and it **must be worn at all times** while at Dallas Park.

Individuals who wish to visit students during the instructional day are restricted to parents and adult family members who have parent approval to visit the student. The Dallas Park administrative staff reserves the right to refuse entry on school grounds to any person or organization that does not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds.

CLASSROOM OBSERVATION

Classroom observations are limited to 15 minutes and must be approved by an Administrator. Please contact the teacher in advance to arrange an observation during the instructional day. If you need to speak to the teacher, please schedule a meeting during the Teacher's conference period to prevent any unnecessary disruptions to instruction. Please note, if a teacher is unaware of your visit, the teacher reserves the right to request that the visitor come back during their conference period.

CONFLICT RESOLUTION

Per CISD School Board policy, start at the lowest level possible. If a conflict arises, first speak with the teacher. If you are still not satisfied, please speak with the AP, counselor, or principal. Confronting or correcting another child other than your own is not allowed at Dallas Park Elementary School at any time. Please share any concerns you might have with other students with Dallas Park Staff members.

CONFERENCE PERIODS

7:40-8:40 PE/Music/Art

8:40-9:10 Pre-K

9:15-10:10 Second Grade

10:45-11:40 Third Grade

11:40-12:35 Kindergarten

12:40-1:35 First Grade

2:00-2:55 Fourth Grade

FOODS OF MINIMAL NUTRITIONAL VALUE

Candy, gum, chips, soft drinks, etc. are not allowable for a snack and should not be sent to school. If your child's teacher allows snack time, please only send snacks that are healthy and nutritious such as cheese sticks, pretzels, veggie sticks, cheese crackers, etc. If you have questions about allowable foods, please see your child's teacher or ask an administrator for help.

FOOD ALLERGIES

If your child has a food allergy, it is **very important that you notify your child's teacher and the Health Clinic**. You will need to complete a **Food Allergy Packet** for your child.

Due to the high number of PEANUT ALLERGIES at Dallas Park Elementary School, **our classrooms are PEANUT FREE ZONES**. Please do not send any peanut related snacks with your child for snack time in the classroom or for parties. **Peanut products are allowed in your child's lunch to be eaten in the cafeteria**. The student with the peanut product will sit at the "PALS" (Protect A Life) table in the cafeteria. Our Dallas Park students love helping others and want to keep them safe, so we've never had a problem with students not wanting to sit with other friends at the peanut allowable table in the cafeteria --- the "PALS" table.

HOMEWORK

The purpose of homework is to provide students with reinforcement, application and / or extension of instruction delivered in the classroom. Homework shall be meaningful and kept to a minimum amount of time. Homework for extended practice would follow concepts already presented in class. If a teacher does not assign homework, reading/listening to reading, math facts practice is always encouraged daily.

Daily Homework Guidelines

KG-1st Grade: Maximum of 10 minutes of homework

2nd Grade: Maximum of 20 minutes of homework

3rd Grade: Maximum of 30 minutes of homework

4th Grade: Maximum of 40 minutes of homework

LUNCH

10:10-10:40 Fourth Grade

10:40-11:10 Kindergarten

11:10-11:40 First Grade

11:45-12:15 Third Grade

12:20-12:50 Pre-K

12:40-1:10 Second Grade

SCHOOL HOURS – 7:35 am to 2:56 pm

Building Opens: 7:10 am

Breakfast Daily: 7:10 to 7:30 am

****Students NOT eating Breakfast should report to Holding Stations**.**

First Bell: 7:35 am

Tardy Bell: 7:40 am

Dismissal: 2:56 pm – No Early Dismissals after 2:20 pm without a Doctor's note

****ARRIVAL HOLDING STATIONS****

PK – Cafeteria

KG – Monday: Gym, Tuesday-Friday: Library

1-4 – Gym

SPELLING GRADES

In all CISD elementary classes that give a spelling test - All spelling tests will be averaged together for ONE entry for a single spelling test grade. This means that if a spelling test is given each week in the six weeks, then all six tests will be averaged together for ONE grade. There are a multitude of other critical components in English Language Arts in addition to just spelling tests.



Acknowledgement of Dallas Park Handbook Addendum Campus Policy & Procedure Expectations

***Please SIGN in the space below and RETURN to the school.
Thank you!***

I acknowledge that I have read, understand, and agree to abide by **the Dallas Park Elementary School Handbook Addendum** for the **2018-2019 school year**.

Student's Name: _____ **Grade:** _____
(Please PRINT)

Teacher Name: _____
(Please PRINT)

Parent's Name: _____
(Please PRINT)

Parent's Signature: _____

Date: _____