



# **Student and Parent Handbook 2022-2023**

**“Challenge Accepted”**

7610 Dahlia  
Houston, Texas 77012  
Ms. Avisay Cerda, Principal

# Davila Elementary School

Academy of Aerospace and Engineering Professions

7610 Dahlia Houston, TX 77012

Phone (713) 924-1851

Principal Avisay Cerda

Dear Davila Community,

It is my distinct pleasure to welcome you to the 2022-2023 school year! I hope everyone was able to get some rest this Summer and build some fond memories as a family. The staff at Davila Elementary have been busy working to make this school year a phenomenal one. We are committed to providing an experience that is focused on student safety and academic achievement. We have an excellent group of educators who are ready to develop the whole child here at Davila. It is an absolute privilege to serve as the principal of this great school and I am looking forward to building upon our recent success to continue providing gains in our student's education.

This past year we celebrated lots of accomplishments! We have reached a Texas Education Agency (TEA) rating of an A campus with 6 Distinctions and placed 1<sup>st</sup> placed in the East and 3<sup>rd</sup> place in the district in minutes read in the myON program. This year our focus will be to increase enrollment, campus beautification, and most importantly build great memories with your students! As we look to improve upon our recent successes, I want to empower our valued Davila families to ensure they abide by the set policies and procedures found in the handbook. We want to ensure that we are working in unison as much as possible. Your child's success is our success, and we are deeply devoted to it.

This handbook was made to keep families and students informed of our expectations and be your one stop shop to any questions you may have. If you still have questions or need assistance, please visit our website, or contact the school, we are at your service. Our goal is to always communicate with excellence so that you are kept abreast of all things Davila Elementary. We are honored that you chose Davila Elementary, and we look forward to a phenomenal 2022-2023 school year for all!

Go Dolphins!

Ms. Avisay Cerda  
Proud Principal



## **Communication in the District**

Child Protective Services .....	800-252-5400
Family and Community Empowerment (FACE) .....	713-556-7290
HISD Information Center .....	713-556-6000
Parent and Community Assistance Office .....	713-556-7121
Elementary School Office 3.....	713-556-4447
Transportation .....	713-613-3040

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
  
2. Grade Level Administrator
  - a. Ms. Alviento (PK-2)
  - b. Mr. Garza (3-5)
  
3. Principal (Ms. Cerda)
  - a. Special Education Leader

Most questions and concerns can be addressed at the building level. Please reach out to the school first.

## 2022-2023

First Day of School	August 22, 2022
Labor Day	September 5, 2022
Teacher Service Day (no students)	October 4, 2022
Fall Holiday	October 5, 2022
Thanksgiving Holidays	November 21-25, 2022
Winter Break	December 22, 2022
Back to school	January 9, 2023
Martin Luther King Day Holiday	January 16, 2023
Teacher Service Day (no students)	February 20, 2023
Spring Break	March 13-17, 2023
Chavez/Huerta Day	March 31, 2023
Spring Holiday	April 7, 2023
Spring Holiday	April 21, 2023
Memorial Day	May 29, 2023
Last Day of School for Students	May 31, 2023

### **GRADE REPORTING DATES**

Cycle	Grading Period	Days	Report Card Dates
1	Aug 22 - Sept 30	29	October 8, 2022
2	Oct 3 - Nov 11	28	November 18, 2022
3	Nov 14 – Dec 21	23	January 9, 2023
4	Jan 9 - Feb 24	33	March 3, 2023
5	Feb 27 - April 14	28	April 20, 2023
6	April 17 – May 31	29	May 31, 2023

Note: District testing dates to be announced.

### **MORNING ARRIVAL**

The first bell rings at 7:30 a.m. Students should arrive at school as close to 7:30 a.m. as possible because instruction starts at 7:30 a.m. Students **must not** arrive or enter the building prior to 7:00 a.m. **Adult supervision is provided beginning at 7:00 a.m.**

### **AFTERNOON DISMISSAL**

Students must be picked up promptly at 3:00 p.m. The school cannot provide supervisory services after 3:15. Please follow the dismissal guidelines. \*\*Students who have siblings must go to the youngest sibling's dismissal area.

<b>ARRIVAL AND DISMISSAL LOCATIONS</b>	
SLL, ECSE, Pre-K, Kinder, 1 <sup>st</sup> & 2 <sup>nd</sup> – 5 <sup>th</sup> with lower grade siblings	Main Entrance
2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup>	Back Entrance by Teacher Parking Lot
Walkers	On Berkley - Side Gate by Cafeteria On Kellogg - Front Entrance

## **Notice of Nondiscrimination and Prohibition of Harassment**

It is the policy of the Houston Independent School District to comply fully with the nondiscrimination provisions of all Federal and State laws and regulations by assuring that no student shall be discriminated against, or harassed, on the basis of by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or any other basis prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The policy of Houston ISD is that all students and employees shall be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, sexual harassment, and dating violence are to be taken very seriously by students, faculty, staff, administration, and parents. The district will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

## **Covid 19 Guidelines**

- If a student tests positive for COVID-19, please contact the school Nurse immediately and keep the student home. The student must isolate for 5 days from onset of symptoms or date test was taken if no symptoms. The nurse will advise next steps to follow.
- If a student is exhibiting COVID-19 symptoms prior to leaving for school, the parent/guardian should keep the child home and contact the school Nurse no later than 8:00 A.M. to report the absence. The nurse will advise next steps to follow.
- If a student is quarantined by the school Nurse due to positivity of COVID-19, exhibiting symptoms, and or pending COVID-19 test results the student cannot return to school until cleared by the school Nurse.
- The HISD Board approved an agreement with The Houston Health Department to provide free COVID-19 PCR testing to students and staff at designated schools.
- The testing program began in January 2022. Parents/guardians at participating schools must sign a consent form prior to participation. Parents can access the consent form at: <https://bit.ly/HISDC19Test>
- If you have any questions, please reach out to the school nurse at (713)924-1851.

# **2022-2023 Davila Elementary Student and Family Handbook**

## **SCHOOL MASCOT**

Davila Dolphins

## **SCHOOL COLORS**

Blue, Grey and White

## **VISION**

Davila Elementary educates PK-5 grade students to be CRITICAL THINKERS and PROBLEM SOLVERS in a SAFE ENVIRONMENT through RIGOROUS and ENTHUSIASTIC instruction by equipping them with the necessary strategic skills to compete in a global society.

## **MISSION**

Davila Elementary prepares students to become critical thinkers and productive citizens of our society. Students receive a high-quality education through effective teachers that instill the love of rigorous learning by engaging students in meaningful and interactive lessons.

## **SCHOOL MOTTO**

Study Hard, Play Fair, Dream Big!

## **CORE VALUES**

**Persistence**  
**Responsibility**  
**Innovation**  
**Dedication**  
**Excellence**

## **DOLPHINS CREED**

I am a success!  
I have PRIDE in myself and DEDICATE to do my best.  
I am positive, confident, INOVATIVE, and kind to others.  
I am always in control and take RESPOONSIBILITY for my actions.  
I have the courage to endure and PERSIST.  
I know I can EXCEL at school and in my community.  
I am a DAVILA success!  
Davila is a place to learn.  
Davila is a place to succeed.  
I am a Davila Dolphin!

## **Contacts**

<b>Address</b>	7610 Dahlia Houston, Texas 77012
<b>Main Office Phone</b>	713-924-1851
<b>Main Office Fax</b>	713-587-9897
<b>Attendance Office</b>	Ms. Padilla <a href="mailto:spadill1@houstonisd.org">spadill1@houstonisd.org</a>
<b>School Nurse</b>	Ms. Herrera <a href="mailto:Briseida.Herrera@houstonisd.org">Briseida.Herrera@houstonisd.org</a>
<b>School Secretary</b>	Ms. Martinez <a href="mailto:imarti10@houstonisd.org">imarti10@houstonisd.org</a>
<b>School Website</b>	<a href="https://www.houstonisd.org/davila">https://www.houstonisd.org/davila</a>
<b>School Twitter</b>	<a href="https://twitter.com/DavilaDolphins">https://twitter.com/DavilaDolphins</a>

## **Hours of Operation**

<b>Office Hours</b>	7:00 a.m. to 3:30 p.m.
<b>School Hours for Students School</b>	7:30 a.m. to 3:00 p.m.
<b>Hours for Teachers</b>	7:30 a.m. to 3:15 p.m.
<b>After School Program</b>	3:00 p.m. to 5:30 p.m.

## **Bell Schedule**

<b>7:00 a.m.</b>	<b>Building Open to Students</b> – Students report to their assigned waiting area.
<b>7:30 a.m.</b>	<b>Class Begins</b> – All students must be on campus at this time. Breakfast is served in the classroom and instruction starts
<b>7:35 a.m.</b>	<b>Tardy Bell Rings</b> - Students are marked tardy after this time and parent will have to come into school to sign the student in.
<b>9:30 a.m.</b>	<b>Attendance Bell</b> – Students not in class are marked absent for the day.
<b>2:30 p.m.</b>	<b>Building Closes to Visitors</b> – Students are not signed out after this time.
<b>3:00 p.m.</b>	<b>Dismissal</b> – All students must be picked up by 3:15 p.m.

School staff members are **not responsible** for the supervision of students who arrive at school before 7:00 a.m. or for students who remain after 3:30 p.m. and are not involved in a supervised activity.

## Davila Elementary School Leadership and Support Staff

Role	Individual	Email
Principal (Special Education Lead)	Avisay Cerda	<a href="mailto:acerda1@houstonisd.org">acerda1@houstonisd.org</a>
Teacher Specialist (PK-2 Lead, GT, Title 1, Summer School Coordinator)	Maritess Alviento	<a href="mailto:malvient@houstonisd.org">malvient@houstonisd.org</a>
Magnet Coordinator (3-5 Lead, IAT, 504, Dyslexia)	Daniel Garza	<a href="mailto:Daniel.Garza@houstonisd.org">Daniel.Garza@houstonisd.org</a>
Counselor	Ariel Wallace	<a href="mailto:Ariel.Wallace@houstonisd.org">Ariel.Wallace@houstonisd.org</a>
SPED Chair	Mayra Gutierrez	<a href="mailto:Mayra.Gutierrez@houstonisd.org">Mayra.Gutierrez@houstonisd.org</a>
Nurse	Briseida Herrera	<a href="mailto:Briseida.Herrera@houstonisd.org">Briseida.Herrera@houstonisd.org</a>
Wraparound Specialist	Karen Mejia	<a href="mailto:Karen.Mejia@houstonisd.org">Karen.Mejia@houstonisd.org</a>

## **General Information**

### **Magnet Program Overview**

Davila Elementary Academy of Aerospace and Engineering offers a rigorous and challenging curriculum that focuses on creating future mathematicians and scientists. Our magnet program provides instructional support and guidance in the areas of Science, Technology, Engineering and Math (STEM). All students who attend Davila participate in the magnet program. Each week, students attend math, science, and technology labs. These ancillary programs are in addition to the standard classroom curriculum in these fields. The labs enhance the curriculum by using monthly themes. Engineering will be incorporated into all these areas.

### **Program Expectations**

#### **Grades**

- Grade 1-5, maintain a grade of at least 70 in all core classes during each grading cycle

#### **Attendance**

- Maintain sufficient attendance in accordance with HIS Student Code of Conduct and Texas Education Code (TEC) Section 25.085 Compulsory School Attendance
- Refrain from excessive tardiness in accordance with the district and school's Student Code of Conduct

#### **Behavior**

- Adhere to the HISD Student Code of Conduct and maintain a conduct grade of 'S' or higher

#### **General**

- Meet Magnet expectations for each specific theme that is given to each student according to the Magnet program's criteria, including Magnet course sequence as specified by the school

Students who do not meet these program expectations, or whose parents do not meet program expectations, are placed on an ***HISD Magnet Growth Plan*** for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals and parent(s) will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place and is used to determine if the student should continue in the Magnet program the following school year. All Magnet transfers are for one year and may only be denied at the end of the year.

## **Before/After School and Evening Events**

Students and siblings must be accompanied by a parent or guardian during after-school/evening events (e.g., Title 1 programs, academic nights, etc.). A student may not

attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

### During School Hour Events

School-age students who are enrolled in other primary or secondary schools are not allowed to attend events during school hours (e.g., EOY Ceremonies). Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

### **Arrival and Dismissal of Students**

Students may arrive at school at 7:00 a.m. Students are to report to the designated areas upon arrival.

PK /Kinder/SLL/ECSE	Cafeteria
1st Grade	Cafeteria
2nd Grade	Main Hallway
3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Grades	Grade Level Hallway

All students are to be in class by 7:30 a.m. Staff are on duty to help children that may need additional assistance until 7:30 a.m.

### **For Car Riders:**

- All PK-1<sup>st</sup>, SLL and ECSE students with older siblings must be dropped off and picked up in front of the school.
- All 2<sup>nd</sup>-5<sup>th</sup> grade students without younger siblings must be dropped off and picked up behind the school, by the teacher parking lot.

### **For Walkers**

- We have two arrival and dismissal areas for walkers, you can enter through Kellogg or Berkley. At dismissal if you can use the Kellogg entrance, please make a line against the wall. On the Berkley side, you will make a line on the side of the gate. If you are picking up at the Berkley entrance, we ask you to be patient because we must dismiss our bus riders first. Then one of our staff members will take your "pick-up tag" and give it to your child for dismissal. For the safety and security of your child; You must have the school issued "Pick-Up Card" to pick up your child each time. If you do not have a "Pick-Up Card, you will need to provide a valid identification. We will only release students to authorized adults.
- Please note that there is "NO PARKING" on Berkley Street as that is a BUS only zone and if you decide to park there you might get a ticket from the Houston Police for parking in a "No Parking" zone.

School is dismissed at 3:00 p.m. Your child should be picked up no later than 3:15 p.m. We understand that events will occur which may require a parent to be late. Please call the office to inform us of your arrangements. If you are unable to pick up your child/children on time, please make after-school childcare arrangements. The proper authorities will be

contacted on behalf those students who are not picked up by 3:15 p.m. If you are late picking up your child, you will be required to come into the building and sign the late pick-up log.

**PLEASE NOTE: IN THE INTEREST OF STUDENT AND STAFF MEMBER SAFETY AND BUILDING SECURITY, PARENTS ARE NOT ALLOWED TO WALK STUDENTS INTO THE BUILDING FOR DROPOFF DURING MORNING ARRIVAL TIMES.**

**PLEASE NOTE:** Prior to 7:30 a.m., only office visitors or parents/guests with a scheduled appointment will be admitted into the building. After 7:30 a.m., parents or guests must check in at the front desk and have a visitor badge to proceed into the campus area that they are visiting – no exceptions.

**DRIVING, PARKING, AND PEDESTRIAN SAFETY:** Please obey posted signs and driving laws and exercise good safety practices when dropping off and picking up students in the mornings and afternoons. Please follow these rules:

- **Do not** use a **cell phone** while driving in the school area. Distracted driving presents a danger to car riders and pedestrians alike.
- Adhere to the school speed zone limit of 20 mph.
- Cars parking or standing within 30 feet of crosswalks is prohibited by law.
- Cars should not block intersections at any time.
- Stop while school buses are stopped to load and unload students.
- When dropping off or picking up students, stop your car on the right-hand side of the driveway and have your children get in and out of the car on the curbside.
- When crossing the street, students should cross with the crossing guard at the crosswalk.
- Do not park in the front spaces in the school unless you have a handicap tag.
- Do not park in the staff parking lot.
- Do not park your car in areas marked “No Parking”. It poses a safety risk to students and police give tickets in these areas.

**PARENTAL CHANGE OF STUDENT DISMISSAL PLAN:** As an extra safety precaution, any changes requested to a student’s afternoon dismissal plan must be communicated directly to the teacher of record and/or the Davila Elementary office. An email or written letter to your child’s teacher is required. For safety purposes, the office will not accept dismissal plan changes over the phone.

### **Appointments/Early Departures**

We encourage you to schedule your child’s doctor and dental appointments around school hours and advise you to keep early departure requests to a minimum. The last minutes of a class day are as important as the first minutes of the day. Teachers use this time to summarize and recap what was learned during the day. They also use the time to organize information for homework. It is very important that children complete the day with their classes.

If scheduling an appointment before or after school is not possible, you must: come to the main office to sign out your child in order for your child to be released. Your name must appear on the enrollment card. Present a picture I.D.

If your child is cleared by the doctor/dentist to return the same day to school, present the doctor/dental note upon return. Early releases will be monitored by the attendance office. A pattern of regularly leaving the school early is also grounds for non-renewal of transfer and/or court action for you and your child. We request a 24-hour notice of doctor appointments so we may prepare any work the student may miss and send home with them to complete.

In order to help us ensure the safety and security of our children, **students will not be dismissed after 2:30 p.m.** Students will only be checked out to adults who are listed on the enrollment form. Students who leave campus before dismissal will not be called to wait in the front office before parent/guardian arrives. If an emergency requires that your child be released to someone else, you must provide written notice. Students will not be released to anyone under the age of 18.

### **Attendance and Tardies**

Davila Elementary is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Since attendance represents a critical part in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter states the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance.

The official attendance for the school day is taken at 9:30 a.m. A student who is not physically on campus at 9:30 a.m. is absent unless they present official documentation of a visit made that same day to a doctor, dentist, or other medical/clinical professional. The student must be here either before the medical/dental appointment or return after the appointment. The appointment should be supported by a document such as a note from the health care professional. We will only excuse the student who has the appointment. Other siblings must attend school at the regular time.

### **Attendance Guidelines:**

#### **1. Daily Absence Reporting:**

- a. Parents/guardians should notify the school if the student will be out for more than 2 consecutive days, please notify the school of the nature of absence and when the student is expected to return. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian. **A referral will be made to the Attendance Officer after student has accumulated three (3) unexcused absences.** The School Attendance Committee will review excessive unexcused absences that can cause withdrawal from the Pre-Kindergarten program, Magnet Program and/or fines.
- b. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities,

will count against a student's attendance.

- c. The school encourages parents to schedule doctor and dental appointments after school hours.
- d. Excessive absences can result in an automatic retention, non-renewal of transfer and/or court action for you and your child.
- e. Excessive tardiness will result in student missing instruction and getting academically behind and may result in student earning failing grades.
- f. Notes received after 3 days will automatically be considered unexcused.
- g. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

2. **Tardiness:** A student is tardy if she or he is not present at the start of class. A student arriving to class after 7:35 a.m. without proper authorization is considered truant. A student arriving late to school must report to the office for a tardy pass **with their parent**. Students who are frequently tardy may be subject to disciplinary measures. A pattern of regularly tardiness is also grounds for non-renewal of transfer your child.
3. **Excused Absences:** The only acceptable excuses for an absence to be excused are:
  - Personal illness
  - Medical, dental, or psychological appointments
  - Quarantine (by doctor or school nurse)
  - Suspensions

When we receive notes from parents with acceptable reasons for absence or notes from a doctor on their stationery, these absences are considered excused absences. Excused absences will cause a student not to have perfect attendance. **A limit of 6 written excused notes from parents will be accepted for the entire year.** If you need any additional absences to be counted as excused absences, the parent will need to meet with the Principal or School Nurse to have them excused; otherwise, they will count as unexcused absences.

4. **Unexcused Absences:** Family vacations and midyear trips are unexcused. Please plan your family vacations/trips around the 2022-2023 school calendar. Research shows that loss of more than five days of school could greatly impact social and academic achievement. All other reasons will be considered an unexcused absence if not approved by the principal.

Every moment is a learning moment when your child is at school. We work to make the most of your child's educational experience when they are here.

### **Perfect Attendance Celebration**

Students that have perfect attendance each month will receive a "Perfect Attendance" tag and a certificate.

Students with perfect attendance each six-week grading period will be receive a certificate. At the end of the school year, a student may receive a medal along with a perfect attendance certificate. No more than 3 tardies and no more than 3 early pick-ups per six weeks in order to qualify for Perfect Attendance.

### **Compulsory School Attendance Laws**

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This section is to inform you of Senate Bill 1432 as passed by the Texas Legislature effective September 1, 2001. The law states that if a student is absent from school three (3) days or parts of days in a four week-period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six- month period:

- The student's parent or legal guardian is subject to prosecution under Texas

Education Code 25.093

- The student is subject to prosecution under Texas Code 25.094

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

Once enrolled in a Texas public school, all children beginning at age 4 (PK) are subject to the Compulsory School Attendance laws.

### **Absences and Promotion Standards**

Students are allowed to have no more than 10% unexcused absences each school year. Students with excessive absences will be given an asterisk (\*) on their report card, and automatically fail. The failure may be appealed to the Attendance Committee at the end of the year. Students with more than 10% unexcused absences will have to attend summer school to make-up the absences. Excessive absences have resulted in parents being fined by the Court. Please have your child in school every day.

### **Birthday Parties**

Per Texas Department of Agriculture policy regarding birthday treats at school, if a parent wishes to celebrate a child's birthday, they may bring store bought cupcakes or cookies (one per student) to school. No other items are permitted such as candy, sheet cakes, juice, sodas, or fast-food items. In order to address any known allergy concerns, label listing ingredients should be affixed to the package. Homemade treats will not be distributed to students. Items that do not meet these guidelines will not be served and will be sent back home at the end of the day. Healthy snacks are encouraged.

To maintain our instructional focus, teachers will allow your child to share store bought cupcakes or cookies with classmates at the end of the day. Parents should send the food items to school no later than 2:00 p.m. **Parents are not allowed to interrupt instructional time to drop off items or supervise this activity.** No party type activities will take place including group photographs, balloons, gifts or party favors. Please do not hand out party invitations at school unless all children in the class are to receive one. We ask that parents notify their child's teacher if they prefer that their child not participate in birthday celebrations, or if a child has a food allergy.

### **Breakfast and Lunch Menus**

HISD offers a state and federally approved breakfast and lunch program. Menus can be found on the district website.

Food service maintains an account for each student. An account balance, a listing of student purchases on the student's account as well as other account options are available for parents at [www.schoolcafe.com](http://www.schoolcafe.com). Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast and lunch payments be made online at [www.schoolcafe.com](http://www.schoolcafe.com).

Students may also bring lunch from home. Please label lunch boxes with your child's name. Ensure your child brings lunch with them in the morning. Fast-food lunches are discouraged, and caffeinated beverages are not allowed at school.

### **Free and Reduced Lunch:**

Breakfast and lunch are currently free for all Davila students. Parents are still required to complete the Socioeconomic survey forms that are available in the school office and on the district website. Surveys must be submitted for each household annually, and they may be submitted at any time during the school year should the need arise.

### **FEDERAL CAFETERIA GUIDELINES**

- Food cannot be shared (siblings, parents and classmates may not eat off each other's plates).
- Outside food can only be brought for your child.
- Food may not be taken out of the cafeteria.

### **Cancellations and School Closings**

Make a plan for rainy days. Be sure that your child is familiar with your plan and can follow it. **Please do not call the school office with instructions and messages. This should be handled in advance.**

If it is necessary to close school for the day because of weather conditions, this information will be on HISD's website, and carried by all local radio and television stations. **Please do not telephone the school**, the Police Department or local stations. This will tie up needed communication lines. Whenever possible, the decision will be made before 6:30 a.m. We will also share the information through ClassDojo as soon as we are informed.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. If school is closed during the day, parents should come as quickly as possible to pick up their students.

**If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed.**

The principal does not have the authority to cancel or close school. Only HISD's superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**

### **District Announcements via School Messenger:**

Ms. Cerda or an administrative designee will make school wide calls outs via school messenger to disseminate important campus wide updates.

### **Student Pick-Up Cards**

All students will receive student pick-up card. For car-riders; parents MUST place this tag on the dashboard to expedite the dismissal process. For walkers, parents must bring the card with them daily and give it to our personnel at dismissal gate. If you need additional cards, please

come to the front office with your ID and we will provide you with another card. Any person that does not have a pick-up card will be required to provide a valid identification. We will only release students to authorized adults that are listed on the contact form.

### **Cellphones and Technology**

Students are allowed to have a cell phone in their backpacks and are only to be used to communicate with parents after school. Cell phones and other electronics are not allowed to be on or used during the school day or on school premises. Cell phones and electronic devices that are visible (seen or heard) during the school day will be confiscated and turned in to the office. The parent will be contacted by either the teacher or an administrator as a warning for first time offense. The student's parent will have to come to the office to retrieve the phone as stated in the Code of Student Conduct to pick up phone. If this continues, parents will have to pay a fine to collect the cell phone or other electronic devices. The school will not be responsible for lost cell phones and other electronic devices.

### **During Testing**

School personnel will collect all student cell phones, label them, and secure in a large Ziploc bag in the Testing Room until the end of the day. Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated pending campus investigation. The student may be removed from the testing environment. Parents will be notified of this decision and the consequences based on district advise.

### **Change of Address/Telephone Number**

In order for the school to handle emergencies, maintain communication, and keep records current, please notify the school office immediately of address or telephone number changes. Please inform the campus of any changes in writing. Only legal guardians are allowed to make any changes.

### **Civility Policy**

Davila Elementary has adopted a civility policy (Board Policy GKA). The policy relates to the use of respect and courtesy in relationships and communication among school officials, students, parents and members of the public. A copy of Board Policy GKA is available for review in every school building and on the district's website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is:

- 1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and
- 2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district.

Examples of uncivil behavior include, but are not limited to:

- 1) use of profanity.
- 2) personally, insulting remarks.

- 3) Raising your voice
- 4) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or
- 5) behavior that is out of control.

Students who violate this policy may be disciplined. **Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.**

### **Classroom Parties**

Class parties are limited to two (2) per year by HISD policy. Davila will hold parties before Winter Holiday and at the end of the school year. Students may distribute Valentine's Day cards, but students will not have a party on this day.

### **Classroom Placement**

Davila Elementary assigns students to their next year class through collaborative efforts of their current classroom teacher, administrator, and principal. When applicable, special education teachers and/or intervention specialists also provide input. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. Parent requests for specific classroom teachers are not accepted. However, some parents may like to offer input as to their children's learning needs. Once class placements have been made, requests for changes will not be considered.

### **Communication Platforms**

Teachers will communicate with parents via telephone, Class Dojo app, e-mail, school agenda/notes, or personal contact. You are always invited to schedule a conference with your child's teacher during their conference period. Remember not to interrupt your child's teacher during their instructional time as they are responsible for all children's learning.

Parent should expect a Communication Folder to be sent home with each student every Tuesday. This folder will be a regular form of communication between school and home and handouts from our campus will be sent home via this folder. For additional information, please contact your child's teacher.

#### **Parent Signatures:**

In order to keep track of your child's progress in school and maintain awareness of school activities, it is important for parents to monitor what students bring home. The school monitors parent awareness through parent signatures. Please help us keep an open line of communication by signing student folders, reading log sheets, field-trip permission forms, notes, etc.

### **Counseling Services**

For any counseling services we ask that you reach out to the campus and ask Ms.Wallace, our wonderful School Counselor.

### **Wraparound Services**

For any needs that you may have as it pertains to necessities to be successful at home and at school, please reach out to the campus and ask to speak to Ms. Mejia, our wonderful school Wrap-Around Specialist.

### **Criminal Code Notification**

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders.

The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the main hallway for public inspection of all offender notices received.

The notice may include any information deemed necessary to protect the public including, name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration.

Information is available during regular business hours.

### **District Curriculum Documents**

All guardians can access the HISD curriculum and online resources via the link below. The documents are broken down by grade and content. Davila teachers will use these documents to plan for instruction but are given autonomy to implement best practices as they pertain to GT expectations. [www.houstonisd.org/curriculum](http://www.houstonisd.org/curriculum)

### **Custody**

If you and your spouse are separated/divorced and you have legal/primary residential custody of your child(ren), we need to have a copy of your custody papers on file. If at any time you feel that a problem may occur, we need to have knowledge of this in the school office. This is the only way we can be of any help in preventing additional problems from happening at school. We can only legally enforce what is stated on the custody papers.

### **Deliveries to the school**

Occasionally, as students exit their cars in the morning, they realize that they have forgotten a lunch, backpack, project, etc. You may leave those items with the front office, and we will ensure your child receives it. Items (homework, lunch kits, etc.) forgotten in the classroom after dismissal may not be retrieved until the following day due to safety concerns and encouraging student responsibility of items. Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. **Ensure all items are in their backpack before you depart your place of residency.**

### **Dress Code**

The faculty and staff of Davila Elementary School expect students to come to school each day dressed appropriately to insure focus on learning, health and safety for everyone on campus. Each student's appearance should always reflect a positive image of the school

at all times on campus and while representing Davila Elementary at school related activities. Our campus values and needs the support of parents in upholding our dress code. The following guidelines outline appropriate dress for all students.

<p><b>TOPS</b></p> 	<p>All tops must be short or long sleeve uniform polo type shirts in <i>white or navy blue</i>.</p> <ul style="list-style-type: none"> <li>• Solid colored turtlenecks and/or undershirt (<i>white, or navy are preferred</i>) may be worn in cold weather with the appropriate uniform shirt.</li> </ul>
<p><b>BOTTOMS</b></p> 	<p>Standard uniform pants, shorts, skirts, skorts, or jumpers in <i>khaki, or navy blue</i>.</p> <ul style="list-style-type: none"> <li>• Cargo, jogging, sweats, athletic and leggings are not permitted.</li> <li>• Trousers must be worn at waist level.</li> <li>• Underwear may not be visible above the waistband of the trousers.</li> <li>• Belts may be worn if needed.</li> <li>• Skirts or dresses must be 2 inches above the knee. Students must wear a short or leggings under the skirt.</li> </ul>
	<p>Denim bottoms may be worn any day if they wear a Davila spirit shirt. Bottoms must not be torn, and shorts must be no more than 2 inches above the knee.</p>
<p><b>SHOES</b></p>	<p>Safe shoes must be worn at all times and must be appropriate for all school activities.</p> <ul style="list-style-type: none"> <li>• For safety reasons sandals, opened toed, shoes with heels, or backless shoes are not allowed.</li> </ul> <p>Additionally, tennis shoes with wheels or crocs are not permitted.</p>

Other:

- Students should not wear jewelry that is distracting or valuable.
- PK students must bring extra clothes in a Ziploc bag in case of accidents. Once clothes are used please replace with a new set of clean clothes.
- Pajamas are not allowed to be worn as a uniform. Pajamas are only allowed during designated Pajama Days.
- Hair should be clean, combed and worn in a style that does not impede vision or distract from instruction.
- Body glitter, makeup, colored nail polish, and tattoos are NOT acceptable and therefore will not be allowed. For safety reasons, please keep nails trimmed.
- No hats, do-rags, bandanas, or sweatbands are to be worn in school.
- Sunglasses may not be worn unless it is a special event.
- Any apparel or adornment which attracts undue attention and disrupts the learning atmosphere of the classroom may not be worn. This includes extreme, bizarre, or

- unsafe decorations, pictures, or messages on clothing or buttons.
- The classroom teacher and principal will judge the appropriateness of students' clothing and decoration. If students wear clothing that does not meet the requirements of this dress code, parents or guardians will be called, to bring appropriate clothing to school.
  - If anyone is in need of uniform, please contact the campus to be directed to our Wraparound Specialist.

### **New Students**

Students who come to Davila after the school year has started will have two weeks to be in compliance with dress code requirements.

Dress codes are implemented to promote school safety and minimize distractions. Please see the Student Code of Conduct for actions that may be taken for disregarding the school dress code. Students who fail to comply with the standards may be warned, sent home to change, provided an alternate article of clothing if available, or disciplined as determined appropriate by the principal.

### **Emergency Drills**

Our school has developed an emergency plan for any crisis which might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school.

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of the district and Fire Marshall. Evacuation routes are posted in each room.

You will be notified of crisis situations. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. By providing as many telephone numbers as possible the chances of our being able to contact you in the event of an emergency increases.

While all of us certainly hope the need for an emergency evacuation never arises, it is important that parents be aware that staff and children will be prepared in case of an emergency.

### **Enrollment Information Sheet**

An enrollment information sheet for each student must be on file in the office. If there is a need to contact you during the day, school personnel will use the telephone numbers listed. **If there is a change of address or telephone number during the school year, please notify the school office in writing.** It is very important for the safety of our students that the

parent's home, business, and emergency numbers are kept current during the school year.

### **Enrollment Requirements**

Students entering kindergarten must be 5 years old before midnight September 1. Students entering first grade must be 6 years old before midnight September 1. All students entering Davila Elementary for the first time must have a valid birth certificate.

### **Excused Absence from PE**

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required and must be submitted to the school nurse. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or to complete missed activities when physically able to participate.

### **Field Lessons**

Field lessons will be arranged by the teacher as an extension of the school curriculum. Parent approval forms will be sent home to be signed and returned. No student will be permitted to attend a trip without written permission on the appropriate form. The signed permission form must be returned to the teacher no later than two days prior to the scheduled fieldtrip. Permission to attend field lessons will not be allowed through a phone call. A parent may be required to accompany their child on the field lesson if the teacher has concerns regarding the student's ability to stay with the group or follow directions. Parents must be VIPS approved to be able to participate. Our group represents the school while on field lessons; therefore, the appearance and conduct of everyone should be exemplary. School uniforms are required for field lessons.

### **Chaperone for Field Lessons**

Assisting teachers with field lessons is an important part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all students. All chaperones must complete HISD Volunteers in Public Schools (VIPS) registration and background check prior to any field lesson according to district policies. You must go online and register. Additionally, you must present a copy of your ID to the front office where a copy will be made and placed on file. Allow 4 – 6 weeks for the approval process. It is recommended you complete the VIPS registration at the beginning of the school year. Parents are responsible for updating their status yearly. There is no rollover from year to year. **You must go through the volunteer enrollment process each school year.**

Adults must ride school buses and pay applicable bus and admission fees as required. Parents may not drive personal vehicles to field lessons. Appropriate attire must be worn that is conducive to a school setting. Parents may not bring siblings or other family members or friends on field lessons. Parents on field lessons are there as chaperones to support the classroom teachers. Parents are not to take their child or any children away from the group or outside of the teacher supervision. The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

## **Grading System**

**PowerTeacher Pro:** HISD uses a web-based grading system called PowerTeacher Pro. Parents can use this tool to monitor their child's academic progress throughout the school year. To register for these services, go to [www.houstonisd.org](http://www.houstonisd.org) and click on the Parents tab. There is a banner at the top of the page titled Parent Student Connect. From here you can register as a first-time user, log-in, or seek help. To register, you will need to have the following information: parent first and last name, student ID number, student address, student date of birth, and the last five digits of the student social security number. If the child does not have a social security number, or if this information has not been provided to HISD, use the last five digits of the "S-Number" provided to your child. Please call the school if you do not know this number.

## **Progress Reports**

Elementary progress reports are sent to parents six times during the year; the fourth week of the six-week cycle. Davila is participating in HISD's Primary Progress Report system for students in Pre-Kinder and Kindergarten. This is a different type of progress report that charts a child's growth along a continuum, instead of comparing child to other children. Please see your child's teacher if you have any questions about the progress reports or your child's achievements. Students in first-fifth grade receive a letter and number report card. The grading is as follows:

### **Academic subjects**

90-100 A = excellent  
80-89 B = good; above average  
75-79 C = satisfactory; average  
70-74 D = below average  
below 70 F = unsatisfactory; failing

### **Citizenship Traits**

E = Excellent  
S = Satisfactory  
P = Poor  
U = Unsatisfactory

If a student is not progressing satisfactorily in any grade level, parents are sent preliminary progress report at the midpoint of the grading period and at other times, as necessary. Parents must sign and return the reports. Conferencing with the teacher is strongly recommended anytime a student's progress is affected.

## **Reports Cards**

A report card will be issued at the end of each six weeks for students in Pre-K through 5 grades.

## **Principal's List & Honor Roll**

Students will receive recognition certificates for making the following academic achievements every 6 weeks on the report cards.

- Principal's List – All A's and All E's in Conduct
- Honor Roll – All A's and E's & S's in Conduct
- Merit Honor Roll – All A's with no more than 1B or 2 B for Bilingual and E's & S's in Conduct

## **Promotion Standards**

Each student is required to meet state and district-required academic promotion standards before being promoted to the next grade. These include grades, passing Standardized tests, and meeting standards on a norm-referenced test. Your child's teacher can explain these requirements to you. In addition, the standards can be viewed online at [www.houstonisd.org](http://www.houstonisd.org) information will also be sent home with students. Students may also be retained due to excessive absences to be sure your child is at school every day.

## **Homework**

Homework is an essential part of the learning process in that it provides students with an opportunity to practice and reinforce those skills that have been taught in class. It will also give parents an opportunity to become actively involved in their child's learning and to be aware of the skills being taught. Usually, one hour is the maximum time a child should spend on homework each day. Those in grades PK, KN and 1 may require less time completing written work at home while those in upper grades may have a few assignments which require a little more time. Also, in the lower grades, an adult's signature might be required to validate the night's reading assignment. Homework will generally be assigned Monday through Thursday. Generally, no homework is assigned on the weekends or holidays; however, exceptions may include special projects and/ or extensive make-up work. Students are encouraged to read for pleasure daily and may be asked to log such reading on the weekend.

### **Average Homework/Reading Times:**

- PK-1st Grade 10 – 30 minutes daily
- 2nd Grade 25 – 45 minutes daily
- 3rd Grade 20 – 60 minutes daily
- 4th Grade 30 – 60 minutes daily
- 5th Grade 40 – 60 minutes daily

## **Tech Time**

Davila is fortunate enough to be 1 to 1 in pretty much all our classrooms. Technology will be used daily during intervention periods (45 minutes). This will allow the teacher to pull small groups and help students with TEKS via district resources such as myOn and Imagine. All laptops will only be used to do research and access HISD digital resources. All laptops must be taken care of and must stay on campus. Students will lose privilege on using any device if they are caught using inappropriate sites that are prohibited by the district or campus. Any damage to technology may be subject to fines. Exams will also be taken via online platforms in preparation for the STAAR which will be all online starting this school year.

## **Lost and Found**

Many items are left in the building or on the playground. All unclaimed articles are placed in the lost/found area in the building. Please properly label any of your child's possessions that might be misplaced at school. These items may include lunch boxes, coats and sweaters. Lost and found articles are taken to the cafeteria for reclamation. Unclaimed items are given to charity at the end of each grading period.

## **Medical Information**

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day.

**A school nurse cannot give medication without express orders from a physician. For such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.**

Medication must be in the original pharmacy container that shows the child's name and the type of medication.

Students who become ill at school will be sent home if fever is 100 or above or if vomiting occurs

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic **before** 9:30 a.m.

Students must be free of fever without fever reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease control measures is included herein for your information.

Chicken Pox	May return to school on seventh day after appearance of eruptions if temperature normal and no complications, no moist lesions.
Diphtheria	Exclude case and/or close contacts until released by City of Houston Health Department
Hepatitis A	Exclude until no fever and no jaundice, or statement of physician that person is non-infectious.
Impetigo	Exclude until treatment begun. Keep covered while in school.
Lice	Exclude until the hair is free of live organisms and nits.
German Measles (Rubella)	May return to school seven days after appearance of rash.
Measles (Rubeola)	Return to school 4 or 5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification
Meningitis Meningococcal (epidemic- type)	Exclude until statement from physician that person is non-infectious. No restrictions on contacts.

Mononucleosis (Infectious) Mumps	Exclude until recovered or released by physician. Contacts no restrictions. Exclude for 9 days or until all swelling is gone and temperature normal. Contacts, no restrictions.
Conjunctivitis (Pink eye) Poliomyelitis	Exclude until recovered, or physician's statement that person is non-infectious. Exclude until release by physician. Contacts, no restrictions.
Ringworm of scalp	May attend school provided under treatment by a physician. Contacts, no restrictions.
Ringworm of skin	May attend school provided the areas are covered. Contacts, not restrictions (Treatment recommended)
Scabies	Exclude until released by physician. All in household should be treated at same time. School contacts, not restrictions.
Streptococcal Infections: Scarlet fever	Exclude until released by the physician. Contacts no restrictions. (Usually, 24 hours from date antibiotic treatment begun).
Scarlatina "Strep" sore throat	
Tuberculosis	Exclude until released by a physician. Household contacts must have release from physician.
Pertussis (Whooping Cough)	Exclude until free of cough or until released by physician. Contacts, no restrictions.
Influenza	Exclude until fever free for 24 hours

### **Parent and Adult Dress Code**

Parents and other adults coming onto campus need to be appropriately dressed. Remember that we are children's role models and what may be appropriate at home may not be appropriate in the school setting. If an individual is dressed inappropriately, they will be asked to leave the campus and change before returning.

### **Parent and Teacher Conferences**

Teachers are responsible for instruction and the supervision of students during school hours. To ensure there is maximum instructional time, Davila maintains a no interruptions policy within each classroom. Generally, teachers are not available to meet with parents/guardians

outside of scheduled plan times. If there is a special circumstance, you may call the front office to arrange a conference outside the teacher's scheduled planning time. We encourage consistent communication with parents and staff. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet. Whenever possible, please use email to communicate with your child's teacher. Teachers are expected to return your call/e-mail with 48 business hours. If this is not done so, then please email your child's grade level administrator lead.

### **Title 1/FACE Parent Meetings**

There are many parent meetings that take place over the course of the school year. Being a participant in these meetings will further enhance the parent/teacher/school relationship. You will be advised on the monthly calendar of these meetings so please plan to attend. See school calendar for parent meeting dates.

### **Volunteers**

We love volunteers! We would love to get you on our volunteer list! Please fill out the HISD VIPS application online or make an appointment at the front office if you need assistance in completing the online application. We look forward to working with you!

### **myON**

We encourage all our students to read at least 100 minutes on myON weekly. MyON is a student-centered, personalized digital library that gives students access to more than 7,000 enhanced digital books in the core collection. Titles are dynamically matched to each individual student's interests, grade and reading level. The program will also enhance the student's reading fluency, vocabulary, and comprehension. We would like our parents to encourage their child to read at home every day. Reports are done weekly and the top 3 students who have read the most minutes per grade level will receive prizes.

### **Parking**

Parking is not permitted on the carpool lane from 7:00 a.m. – 8: a.m. and from 2:30 p.m. to 3:15 p.m. Please do not park in the staff lots. Our staff needs those spaces so that they can park and report to duty. Please heed NO PARKING signs posted and respect areas designated as "Handicap Parking".

Please show courtesy to our neighbors when parking around the school by not blocking driveways or alleys. Persons blocking driveways may have their cars towed by residents.

### **Payment of Fees**

When paying for pictures, school sponsored fundraisers, or other school activities, please submit payment in exact cash. Change may not be readily available.

### **Pedestrian Regulations**

HISD places a crossing guard at the corner from 6:45 a.m. - 7:45 a.m. and 2:45 p.m. - 3:45 p.m. to supervise our students. Children must cross at one of the supervised areas.

## Teacher Communication

ALL Teachers will utilize Class DOJO. DOJO is a free service that lets teachers and parents communicate with one another. It allows teachers and parents to stay in touch without revealing any personal contact information. Signing up is easy. Teachers will send invitations to parents, and parents will follow the instruction to join. It allows parents to see where students are gaining and losing points for behavior, homework, and reaching daily expectations.

### The basics

#### Parent Accounts

##### See the story of your child's day

Easily stay connected with your child's classrooms on ClassDojo.

You can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class! You'll also be able to see your child's classwork on their own Student Story.

##### Any device, any language

Parents can use any iOS device, Android device, Kindle Fire, or computer to connect! You can also read all Class Story posts in your preferred language instantly.

##### Safe for all

All of your child's information is kept safe on ClassDojo. Only they, their teachers, and you as their parents can see their information.

ClassDojo is COPPA-compliant and fully support FERPA. If ever you'd like to review or remove your child's information, please email the ClassDojo Parent Support team at [parents@classdojo.com](mailto:parents@classdojo.com)

##### How to connect with your child's class

Your child's teachers will need to invite you to join their class. They can either invite you by text, email, or send home a parent code.



### Common questions

#### Parent Accounts



##### What if a parent was connected last year to their child?

Students can add all of their student codes to the same account and track their progress across multiple classes. It's simple!

##### How far back in time can parents see feedback points?

Parents can see the last two weeks of their child's feedback points. If parents would like to view a longer history, they can contact their child's teacher or the ClassDojo team.

##### How do parents connect with multiple classes?

Parents can enter multiple parent codes to their account, letting them connect with all of their children's classes.

##### When do parents get notified by ClassDojo?

ClassDojo notifies parents whenever they receive a new private message, a new Class Story post is added, their child has posted to their Student Story, and on Friday to review their child's feedback from class.

#### Helpful resources

##### ClassDojo Privacy Center

Visit [classdojo.com/PrivacyCenter](http://classdojo.com/PrivacyCenter) to see how ClassDojo protects its entire community of teachers, parents, and students.

##### ClassDojo Helpdesk

Visit [classdojo.com/Helpdesk](http://classdojo.com/Helpdesk) to find answers to all of your ClassDojo questions! Still need help? Email us at [parents@classdojo.com](mailto:parents@classdojo.com) .)

## Personal Property

Davila Elementary is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, when present, should be secured in the backpack. Examples of personal property include but are not limited to, purses, wallets, watches, jewelry, electronic devices, credit cards, cash, checks, books, notebooks, and book bags, etc.

## Recess

Students are expected to go out for recess each day, weather permitting. On days when the weather would pose a threat to students, teachers will implement indoor recess. Appropriate clothing and shoes should be worn for outside activities. If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation is required.

## **Reporting Safety Concerns**

Students, parents, and staff members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to the Main Office or to an administrator, such situations include, but are not limited to; threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

## **School Supplies**

Each student will be expected to have the supplies necessary for him or her to successfully function in the learning environment. Copies of supply lists will be provided by your child's teacher and are listed on our schools' Web Site. If you need assistance obtaining any supplies, please contact the Main Office.

## **Shared Decision-Making Committee (SDMC)**

The Shared Decision-Making Committee is an advisory group composed of classroom teachers, other professional and non-professional staff members, parents, community members, business representative, and the principal. The purpose of this committee is to set goals and objectives related to student achievement.

Meetings are held throughout the year and minutes are available to all parents and interested community members on Davila's website.

## **Special Education**

### **504 Services**

Section 504 protects qualified individuals with disabilities who do not qualify for services under Special Education. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities which adversely affects the student's instructional opportunities. A qualified 504 student receives his/her appropriate Service Plan. All teachers who teach the student receive and implement the student's Service Plan.

### **RTI/IAT**

Process for delivering scientifically based instruction and interventions to facilitate student learning of academics and behavior.

- All children are taught using high-quality instruction in the general education setting.
- Intervention occurs early when learning and behavior problems are small using universal strategies.
- To meet student academic and behavioral needs we apply graduated levels of interventions (tiers).
- Progress is monitored, and all decisions are database.

### **Dyslexia**

Individuals with dyslexia often need special programs to learn to read, write, and spell. For these students, the district provides multisensory instruction that is explicit, direct, cumulative, intensive, and focused on the structure of language. Multisensory learning involves the

simultaneous use of visual, auditory, and kinesthetic tactile pathways to enhance memory and learning of written language.

### **Student Media Release Forms**

Throughout the school year, the district or school might print, photograph, or video students for use in efforts to promote HISD's activities and achievements. Examples might include but are not limited to:

- Materials to train teachers and/or increase public awareness of HISD schools through digital and print media
- A special event or program at a school might be covered by a newspaper or radio/television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, or the districts newsletter
- The district or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want their child's image or information shared for this purpose, please contact your child's school to complete the Student Media Consent and Release Form.

### **Afterschool Care**

At Davila we use the CASE afterschool program. This program does include a monthly fee. Our program usually starts after Labor Day and the hours are 3:00 p.m.-5:30 p.m. This program allows school faculty to provide after school care for our students while engaged in great learning activities. Some of the activities include T-Ball, Soccer, STEM, Gardening, Cheer/Drill Team, and Arts & Crafts. Activities vary each year.

### **Telephone Usage**

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not to be called via their cell phone.

### **Textbooks and Library Books**

All textbooks are owned by the State of Texas and library books by the school. Lost books must be paid for if lost or stolen. Another book cannot be issued until payment has been made for the lost book. Refunds are given if books are found and returned after payment is made. Payments must be made to the front office and a receipt will be issued.

### **Tobacco-Free Policy**

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all school activities. If a student is caught with any type of tobacco products in their possession, the student will be referred for disciplinary actions based on the Student Code of Conduct.

## **Use of School Cameras**

There are school cameras in use in several locations throughout the school. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used during disciplinary procedures. However, the videos will not be shared with parents due to FERPA policy.

## **Cafeteria Expectations**

The same general rules for behavior apply in the cafeteria as in the classroom. Classes will sit together at their assigned table. Students can talk quietly and may leave their table only when excused.

- Always walk quietly when entering and leaving the cafeteria.
- Keep hands to themselves.
- Pass through the lunch line only once.
- Classes should leave tables, seats, and floor clear of paper and trash.

## **Visitation during Lunch**

Parents/guardians are welcome to eat lunch with their child once a month during their lunch period. A maximum of two people is allowed to eat with the students due to limited space in the cafeteria. All visitors and parents/guardians must show a valid identification and be cleared through RAPTOR to ensure the safety of our students and staff when visiting for lunch.

- Parents/guardians will only be permitted to have a conversation with their child and not any other Davila students.
- Parents/guardians will only be allowed to have lunch at the designated table and interact with only their child.
- Parents/guardians are not allowed to leave the cafeteria with their child for any reason nor visit the classrooms.
- Parents/guardians are not allowed to photograph or record any other students. Failure to do so will result in an administrative conference and rights revoked.
- If you are bringing younger siblings, you will be responsible for your child's behavior.

Speak to your child's teacher regarding the time they report to lunch.

Below are the dates and days assigned for visitation during lunch schedule:

September 26-30  
October 24-28  
November 28-Dec 2  
January 23-27

February 27-March 3  
March 27-31  
April 24-28

Monday – 5<sup>th</sup> Grade\SLL  
Tuesday – 3<sup>rd</sup> & 4<sup>th</sup>  
Wednesday – 1<sup>st</sup> & 2<sup>nd</sup>  
Thursday – Pre-Kinder\ECSE  
Friday – Kinder

Failure to respect and adhere to the visitation expectations, will result in an administrative conference and rights may be revoked. We appreciate your compliance as we know that your priority is also SAFETY FIRST.

## **Withdrawing a Student**

Please call the office at least two business days in advance of withdrawing a student from school. Bring the forwarding address and phone number if available. You must provide the name and district of the school your child is going to attend next. Records will be sent to the new school upon request.

## **School-Wide Expectations & Student Conduct**

The Davila School and Classroom Rules have been written to help your son or daughter gain the greatest possible benefit from his or her school experience. All rules are aligned with the Houston ISD Code of Student Conduct. Failure to comply with the rules will result in disciplinary action in accordance with the *HISD Code of Student Conduct*.

The school needs your help and cooperation. It is important that every student understands the importance of following the rules daily. Please read and discuss the rules with your child. At the beginning of the year, each grade level develops consequences that will result when students break the rules. Parents are notified of the established consequences by their homeroom teacher. This is done during Open House when teachers make presentations to their parents. During this time parents will sign off on a classroom sheet that the rules and consequences have been explained to them.

### **CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES**

Parents may print a copy of the HISD Code of Student Conduct: Your Rights and Responsibilities. <https://www.houstonisd.org/codeofconduct>. You should have received a copy of the signature page at the beginning of the year or upon enrollment. Review this with your child, sign it, have your child sign it and return it to the teacher. This signature sheet is placed in the student's permanent folder. This book details the expectations for student behavior and the consequences for misbehavior. The administrative staff oversees maintaining adequate discipline in each school. Teachers are expected to assume responsibility for the discipline of students in the individual classrooms with assistance from the principal and administrators as needed. Students will be dealt with reasonableness, fairness, and patience. Persistent misconduct will not be tolerated. Parents will be notified promptly when students begin to exhibit actions, which might lead to reassignment, suspension, or expulsion.

The power of school officials (teachers and principal) acting pursuant to school and classroom rules is applicable to student behavior on and off campus when relevant to any lawful mission, process, or function of the school. The school may prohibit any action, which impairs, interferes with, or obstructs the educational process or function of the school.

### **STUDENT SUSPENSION**

The days students are suspended from school are considered excused absences. Work that is missed must be made up within five days of returning from suspension.

### **SCHOOL DISCIPLINE COMMITTEE**

Students with chronic misbehavior will be referred to the administration. After an initial conference with the student/parent/teacher, a School Discipline Committee composed of the student, parent, teacher(s) involved (as appropriate), and principal or principal designee will be convened. This committee will develop a growth plan that describes the behaviors and steps that will be taken to correct the student's unacceptable actions. Modifications will be made as

the student shows improvement. If improvements are not made as indicated, the principal will enforce all policies related to the suspension process or reassignment.

### **STUDENT CONDUCT**

Each member of the school community is responsible for contributing to a positive learning environment. A cooperative relationship among student, parents, and educators requires that:

#### ***Parents and/or Guardians***

- Ensure child's compliance with school attendance requirements by sending a written report that explains absences and tardiness to the school within three days of the child's return to school. Only 3 handwritten notes will be allowed for the year, all other absence notes will have to be from a doctor or dentist.
- Assist child in being properly attired by wearing the required school uniform.
- Take an active interest in the overall school program by attending school functions.
- Communicate regularly with the school concerning your child's conduct and progress.
- Discuss report cards and work assignments with your child.
- Bring to the attention of the teacher any problem or condition which affects your child.
- Report changes in phone numbers or addresses to the main office immediately.
- Provide an example to your children by obeying school rules and traffic safety rules and showing respect for others.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school program.
- Discuss with child appropriate responses to unprovoked physical contact, which could result in injury.
- See that the child comes prepared with appropriate school supplies.
- Exhibit an attitude of respect toward individuals and property and behave in a responsible manner.

#### ***STUDENTS***

- Attend all classes daily and on time.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired by wearing the school uniform.
- Exhibit an attitude of respect towards individuals and behave in a responsible manner.
- Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, cheating, and/or stealing.
- Obey all school and class rules.
- "Walk away" from situations involving unacceptable physical contact.
- Be truthful and honest in all situations.
- Take responsibility for keeping the school litter-free.

#### ***SCHOOL PERSONNEL***

- Maintain an atmosphere conducive to good behavior and effective learning.
- Be in regular attendance and on time; be prepared to perform duties with appropriate work materials.
- Exhibit an attitude of respect toward individuals and property and behave in a responsible manner.
- Inform parents of needed supplies.

- Plan a flexible, differentiated curriculum to meet the needs of all students.
- Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school functions.
- Develop a cooperative working relationship among staff and students.
- Comply with district and school policies and regulations.

## **Parent and Student Acknowledgement**

We are looking forward to a great 2022-2023 school year. This handbook was designed to help you be informed with our school policies, procedures, and expectations. As with anything, the policies and procedures established in this handbook are fluid. They can change at the discretion of the district and Davila Leadership.

Your signature below indicates receipt of the Davila ES Parent/Student Handbook 2022-2023. Please read and discuss this handbook with your child. Then, please sign and date this acknowledgement and return it to your child's classroom teacher by August 26<sup>th</sup> 2022

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**#WeAreDavilaProud**

**#GoDolphins**

**#ChallengeAccept**

