

# Dolores Huerta Elementary Student Handbook 2019-2020



Singleness of Purpose

***Mission: Preparing all students in college, career and community leadership***

***Vision: Igniting in every child a passion for learning***

Mascot: Huerta Wolves

## Dolores Huerta Elementary School

3309 Long Avenue  
Fort Worth, TX 76106

Phone: (817) 814-4400  
Fax: (817) 814-4450

Carla Coscia  
*Principal*

LaSandra Stroman  
*Assistant Principal*

**\*Parents and students must sign and return the Student/Parent Contract on the last page.**

**Dolores Huerta Elementary**

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***Igniting in every child a passion for learning***

*Welcome Back Dolores Huerta Wolves!!!*

August 19, 2019

Dear Students and Parents:

We, the faculty and staff of Dolores Huerta Elementary, want to welcome you to the 2019-2020 school year! Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together.

The Dolores Huerta Parent/Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

- The first section is especially for parents, with information all parents will need in assisting their child and responding to school-related issues;
- The second section is for students and their parents, to provide valuable information about programs, extracurricular, and other activities; and
- The third provides general information regarding school operations and requirements.

Parents and students should also become familiar with the Fort Worth Independent School District's Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be used in harmony with Board Policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revisions may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Please review the entire handbook with your child and keep it as a reference during this school year. If you or your children have questions about any of the material in this handbook, please contact a teacher, counselor, or the principal. Also, please complete and return the acknowledgment form, so that we have a record that you have received a copy of this handbook.

We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Carla Coscia

# FORT WORTH INDEPENDENT SCHOOL DISTRICT 2019-20 TRADITIONAL CALENDAR

### August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	District PL Days	—	Campus PL Days	—	Teacher Prep	
18	19	20	21	22	23	24
	First Day of School					
25	26	27	28	29	30	31

### September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
	Labor Day					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
					End of First 90 Weeks	
29	30	Hispanic Heritage Month <small>September 18 - October 15</small>				
	Start of Second 90 Weeks					

### October 2019

Su	M	Tu	W	Th	F	Sa
Hispanic Heritage Month <small>September 18 - October 15</small>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
		Report Cards Forward				
15	16	17	18	19	20	21
	Fall Break					
22	23	24	25	26	27	28
29	30	31				

### November 2019

Su	M	Tu	W	Th	F	Sa
Native American Heritage Month						1
					End of Second 90 Weeks	2
3	4	5	6	7	8	9
	Start of Third 90 Weeks					
10	11	12	13	14	15	16
		Report Cards Forward				
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Thanksgiving Break					

### December 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	STAAR Testing <small>English I and II - English I &amp; II, Biology I &amp; II, History I &amp; II</small>					
15	16	17	18	19	20	21
				End of Semester		
22	23	24	25	26	27	28
	Winter Break					
29	30	31				

### January 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
	Winter Break					
5	6	7	8	9	10	11
	Teacher Prep	Spring Semester of School				
12	13	14	15	16	17	18
		Report Cards Forward				
19	20	21	22	23	24	25
	Start of Semester					
26	27	28	29	30	31	

### February 2020

Su	M	Tu	W	Th	F	Sa
African American History Month						1
2	3	4	5	6	7	8
	Valentine's Day					
9	10	11	12	13	14	15
					End of Fourth 90 Weeks	
16	17	18	19	20	21	22
	Dr. King's Birthday	Start of Fifth 90 Weeks				
23	24	25	26	27	28	29
		Report Cards Forward				

### March 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Spring Break					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	Classroom and School Closing					
29	30	31	Women's History Month			

### April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
		STAAR Testing <small>Grades 5, 8, 11 - English I &amp; II</small>	End of Fifth 90 Weeks	Good Friday		
12	13	14	15	16	17	18
	End of Semester	Start of Sixth 90 Weeks				
19	20	21	22	23	24	25
		Report Cards Forward				
26	27	28	29	30		

### May 2020

Su	M	Tu	W	Th	F	Sa
Asian/Pacific American Heritage Month						1
3	4	5	6	7	8	9
	STAAR Testing <small>Grades 5 - 12 - English I &amp; II, History</small>					
10	11	12	13	14	15	16
	STAAR Testing <small>Grade 5 - English I &amp; II - English I &amp; II</small>					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Memorial Day			End of School	Teacher Prep	

### June 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
			Report Cards Forward			
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	STAAR Retesting <small>Grades 5 - 12 - English I &amp; II - English I &amp; II, History - U.S. History</small>					
28	29	30				

### July 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- **Holidays • No Students**
- **Staff Days • No Students**
- **Semester Milestones**
- **Testing**

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**817.814.2000 | www.fwisd.org**

DATES SUBJECT TO CHANGE

Fort Worth ISD Board Approved - Updated 6/24/2019



# Dolores Huerta Elementary

## Student Handbook

### REMINDERS FROM THE OFFICE

- When visiting the school, please enter through the front entrance and sign in to retrieve a visitor's pass. All visitors must have a valid government ID to enter the building for any reason. Students and staff members are not permitted to open any other doors for anyone to enter the building even if the persons seeking entry are known to them.
- Please be ready to show a form of ID when picking up students for early dismissal.
- Please personalize your child's items with their names (ex: lunch boxes, backpacks, and jackets or sweaters)

### SCHOOL HOURS

Pre-Kindergarten	7:50-2:15 p.m.
Kindergarten-5 <sup>th</sup> grade	7:50-3:05 p.m.
Breakfast	7:15-7:45 a.m.

The following procedures are intended to help arrival and dismissal at Dolores Huerta Elementary. It is of the utmost importance that ALL of our students are safe and secure.

The first bell will ring at 7:40 a.m. This bell notifies teachers and students that they are to go into their classrooms. The tardy bell rings at 7:45 a.m. Children will be marked tardy at 7:50 a.m.

Students will be allowed to enter their classroom at the 7:40 bell.

Please make arrangements not to drop off your children earlier than 7:15 a.m. if they are eating breakfast and no earlier than 7:40 if they are not. It makes things run smoothly if you promptly pick up your child/children at the scheduled dismissal time. Safety is of the utmost importance for us and unfortunately, your child will not be properly supervised if they arrive or stay after personnel hours.

Instruction will begin at:	7:50 a.m.
Dismissal time for Pre-K:	2:15 p.m.
Dismissal time for K-5 <sup>th</sup> :	3:05 p.m.

### ARRIVAL

Breakfast is open from 7:15 to 7:45 a.m. Students may enter their classroom at the 7:40 bell. They are late after the 7:50 bell.

### DISMISSAL

Dismissal is at 2:15 p.m. for Pre-kindergarten. Pre-kindergarten students will be dismissed **in the front of the building by the cafeteria doors** at 2:15 p.m. Kindergarten - Fifth grade students are dismissed at 3:05 p.m. Pre-K children are not allowed to wait for older brothers or sisters.

**All students will be dismissed by their homeroom teacher. Students will not be allowed to go to other classes to wait with or pick up siblings.**

Kindergarten through 2<sup>nd</sup> grade students will be dismissed from their classrooms. We ask that you park in the back of the building and wait outside until 3:05 p.m. before going to the classroom and picking them up. Please do not park in the front of the building if you are picking up students from the

classroom. 3<sup>rd</sup> through 5<sup>th</sup> grade students will be dismissed in front of the school at 3:05 p.m. The lane closest to the school will be used for picking up students. The middle lane is for moving cars not for picking up students. Please do not stop to pick up or drop off students in the middle lane as this will delay student pick up. Students are not allowed to cross lanes without parent assistance in the front or back parking lots.

**Parents who chose not to pick up students in the front will have to exit their vehicles and walk to the front of the building and pick up their child/children from the teacher. If a student is seen walking across the street without a parent, they will be reminded of the dismissal procedures. If the child is seen crossing the street a second time without a parent the student will then be sent to the office at dismissal time so that an administrator may remind the parents of the procedures we have in place to keep all students safe. If the student continues to not follow the procedures they will have to wait in the office every day for the parent to pick them up.**

\*Adhere to the posted speed limit of 20 mph in our active school zones during arrival and dismissal. It is against the law and not safe for the students if you use your cell phone in a school zone including the school parking lot during arrival and dismissal times.

\*For safety reasons, please stay in your car during inside dismissal (3<sup>rd</sup>-5<sup>th</sup> grade). Your children will come to you.

\*Cars in all lanes must stop at the crosswalk at all time to allow adults to cross with their children. Do not park blocking the crosswalk.

#### Arrival - Front/Side of the building

Right side-Drop off and pick up

Middle lane-Passing only

Left lane- Park at your own risk

#### Dismissal-Front/Side of the building-

Please do not park and leave your car unattended. If you need to park your car, please park in the parking lots in the front or behind of the building. **DO NOT double-park** blocking others from coming and leaving when picking up your students.

#### Indoor Dismissal-

Students Kinder-2<sup>nd</sup>: Parents will need to pick up their children in their classrooms.

Students in 3<sup>rd</sup>-5<sup>th</sup>: Students in grades 3<sup>rd</sup>-5<sup>th</sup> are outside in front of the cafeteria.

Van riders, FWAS, Boys & Girls Club will dismiss as usual at 3:00 p.m.

If a child walks home, we must have a permission letter signed by the parent allowing us to release the child to walk home. The teacher will provide a copy to the office.

For your child's safety, remain in your vehicle during dismissal. **No cell phone use during carpool pick up.** Please fasten your child's safety belt.

#### Late Pick-up

**At 3:10 p.m. all students will be taken to the gym and a parent will have to come in and sign for the students.**

### DISMISSAL/EMERGENCY CARDS

There must be dismissal card on file for every child that attends Dolores Huerta Elementary. All telephone numbers and addresses where parents, relatives, or friends may be reached should be recorded on the online system and kept up to date so that contact can be made as soon as possible in the event of an emergency. Parents will be completing all online registration when providing current proof of residency in August. Students who do not have updated registrations will not be enrolled in a class.

In order for the files to contain accurate information, parents are requested to submit to the office any change of address or phone number at home or work as soon as possible. To save on paper cost, only monthly calendars will be sent home on paper, all other messages will be sent through our phone system so please keep your phone number updated in the office so that you receive current information from the school.

Thank you for helping provide an environment that is safe for our children!

## SECTION I

### YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 817-814-4400 for an appointment. A teacher will return your call and schedule a time to meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate, conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer. For further information contact the front office, at 817-814-4400.
- Participating in campus parent organizations. Parent organizations include: PTA.
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.

Attending Board meetings to learn more about District operations. Board meetings are held on the second and fourth Tuesday of each month, unless otherwise provided by the Board.

### GRADING GUIDELINES

A student must be present at least eleven days in a six-week reporting period in order to receive grades for the current six weeks. Pre-kindergarten and Kindergarten reports to parents are also sent home every reporting period and do not consist of numerical grades.

Grade reports for grade levels one through five are based on the following numerical breakdown:

90-100	Outstanding Progress
80-90	Good Progress
70-80	Satisfactory Progress
69 & Below	Failing

## GRADING-PROGRESS REPORTS

After the 3<sup>rd</sup> week of the reporting period, a Progress Report is sent to the parent if the student:

\*is making below 70 or below in any subject

\*is making an “N” or “U” in citizenship

\*has a significant drop in grades from one reporting period to the next.

\*Midway through the six weeks reporting period, parents are encouraged to schedule a conference during the teacher’s planning period, Call the school office at (817) 814-4400.

## HEAD LICE

Students who have head lice will be see by the nurse. Parents will be notified and medication for removal will be recommended.

## MEDICINE AT SCHOOL

Students must be fever free for 24 hours before returning to school.

Certification by the physician or dentist that the medication is necessary and required in order for the student to remain in school is necessary for all medication in the building. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student. Students who take medication at school must bring the medication to school in its original container and must have the appropriate form brought to school with it. These forms can be obtained from our school nurse. The medication form must be signed by the physician prescribing the medication. The form and medication must be brought to the Nurse’s office where it will be kept locked in a cabinet until it is administered. A log is kept of all medications given at school.

## NONDISCRIMINATION

Fort Worth Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Director - Office of Professional Standards, for concerns regarding sex discrimination:  
(817-814-1880)
- Section 504 Coordinator, for concerns regarding disability discrimination:  
June Davis (817-814-2878)

## RELEASE OF STUDENTS FROM SCHOOL

### EARLY DISMISSALS

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office. Students will called down from the office and will not be released to anyone whose name is not on the student’s emergency card. A student who becomes ill during the school day should, with the teacher’s permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent. No early dismissals will be given 15 minutes prior to dismissal time.



## WITHDRAWALS FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least 2 days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the office. Parents must present a valid government ID.

## STUDENT OR PARENT CONCERNS

Usually, student or parent concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District’s policy manual.

## STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 years or older. The law specifies that certain general information about FWISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

## TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child’s schedule and to assure that the child comes to school every day—but especially on test days—after:

- A good night’s sleep;
- A good breakfast; and
- Dressing for the weather or for the temperature inside the testing center.
- Be here on time to start test on time.

## STATE ASSESSMENTS

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- Mathematics, annually in grades 3–5
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5
- IOWA- Kindergarten-5<sup>th</sup> grade

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

STAAR Assessment- No visitors allowed in the building during testing (including lunch).

## TUTORING

Students who fall below district standards in language arts or math, or who are not reading on grade level should receive additional tutoring. This tutoring may occur during the school day, before, or after school. We also encourage parents to obtain extra tutoring outside of the school when possible.

## SECTION II

### CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities.

#### COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Parents and their students should obtain and remember their passwords. Students are not to give out their password to anyone else.

Parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. [For additional information, see policy CQ.]

#### COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. You can reach our school counselor, Mrs. Rivera, by calling 817-814-4400.

#### EXTRA-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

#### HOMEWORK

Homework will usually be assigned Monday through Thursday and occasionally on Fridays. Your child will be expected to complete and return homework on time. Failure to complete and return homework may result in lowered grades. Parents, please encourage your child to complete his/her homework neatly and on time. We need your support.

#### RETENTION (based on SSI requirements for 5<sup>th</sup> grade students)

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called The State of Texas Assessments of Academic Readiness STAAR will be required for promotion. This requirement will be effective for the following students:

- Fifth graders for Reading and Math STAAR

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted; an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

[For further information, see policies at EHBC, EI, and EIE.]

### RETENTION (1<sup>ST</sup> – 5<sup>TH</sup> GRADE: based on grades and attendance)

Students that have an overall failing average for the year may be retained for the next school year. Teachers will contact parents during the 4<sup>th</sup> six weeks period to schedule a conference to review the possibility of retention. Students must attend 90% of the school year to promote to the next grade level. Excessive absences could result in retention.

### SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.

### SUMMER SCHOOL

A 5<sup>th</sup> grade student who has not met passing standard on STAAR tests after the second administration will attend summer school.

### TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher immediately. Students who lose a textbook will be required to pay for a replacement.

## SECTION III

### OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

#### ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Attendance is entered in the computer each day at 10:00 a.m. If a child is not present at that time, he/she is recorded as absent for the day, unless the student returns the same day and a doctor's note is presented.

Absences to be excused according to *Attendance Control Comprehensive Truancy Initiative Program*:

p. 31 Texas Family Code 51.03

p. 31 Texas Education Code 25.087(a)

Absence code to be reflected on attendance report if child leaves before 10:00 a.m.:

MED: student leaves and comes back the same day with a doctor's note

EXC: student leaves and doesn't come back until the next day with a doctor's note

#### ABSENCES

You must send a note stating the reason for an absence the day the student returns to school within seven days of your absence. District policy states that students can be retained for insufficient attendance so please make every effort to have your kids attend school daily.

#### POLICIES

- After 1 unexcused absence parents will be contacted by phone.
- After 3 unexcused absences the school will notify the parents in writing.
- After 5 unexcused absences a home visit will be conducted by the school counselor.
- After 8 unexcused absences a home visit will be conducted by the Stay in School Coordinator.
- After 10 unexcused absences a welfare check may be requested by the Fort Worth Police Department and/or CPS.

#### Tardy Policy

- After 3 tardies the parent will be contacted by phone.
- After 5 tardies a home visit will be conducted by the counselor to verify residency.
- After 8 tardies a conference will be scheduled with the counselor, administrator and parents. Parents will at this time have to bring a current utility bill to show they live in the Dolores Huerta attendance area.

## MAKE-UP WORK

For any class missed the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject requirements.

A student will ordinarily have one day for each day's absence (excused and unexcused) to make up work missed. A student who has an unexcused absence will be encouraged to make up work missed; a 10-point penalty will be applied. (Board Policy FDD Local, p. 1 of 5) It is the parent and students' responsibility to obtain missing work.

## COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

[Further information may be found at policy FFAD.]

## BACTERIAL MENINGITIS

State law requires the District to provide the following information:

### WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

### WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

### HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

## HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

## WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

## WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

## CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Most disciplinary situations are handled by the classroom teacher in communication with the parent. Only students who persist in disruptive behavior, or who commit a serious infraction are referred to the assistant principal or principal. When other methods have failed, parents will be asked to take their child home from school.

Fighting and disrespect will not be tolerated in school. Each classroom will post a respect agreement to be used when problems arise. Primary grades will use a daily behavior sheet. These are to be signed by the guardian and returned to school daily.

Upper grades will have a weekly behavior report. Letter grades reflect standards from report card. This form will be used as six weeks of behavior documentation.

Dolores Huerta Elementary Classroom  
Discipline

Teachers will utilize the following plan in their classrooms to ensure that they have tried every possible intervention to assist students with changing their inappropriate behavior. Each step in the process should be documented on the appropriate discipline forms.

- Step 1          Warning or warnings/Review of Respect Agreement
- Step 2          Conference with student / Review of Respect Agreement
- Step 3          Teacher will send a note home with the student to be signed and returned.
- Step 4          Teacher will contact the parent by phone, or in person to inform them about the inappropriate behavior and the interventions that will be used to help the student understand the consequences of their inappropriate choices. The interventions can include:
- Behavioral sheet or Contracts
  - Student Conference
  - Recess Detention and/or After School Detention
- Step 5          Teacher will write an infraction and refer the student to the assistant principal. At any time the teacher may decide to repeat any of the steps in order to correct inappropriate behavior.
- Step 6          Refer to RTI through the school counselor.

Possible Consequences For Office Infractions

- Student Conference/ Phone call to parents
- Temporary, short term removal from classroom
- Administrator, Student, Parent, Teacher conference
- In-school suspension
- Emergency Removal- Being Sent Home From School
- Suspension From School- 1-3 Days
- Ticket Issued By The Fort Worth Police Department
- Central Office Diversionary Action Plan
- Central Office Conference/Third Party Hearing
- Alternative School Placement
- Arrested And Taken To The Juvenile Justice Detention Center



## Zero Tolerance

Severe Clause- The security and safety of all Dolores Huerta students is a high priority. There are times when the disruption is so great, that our staff will write an infraction immediately. These Zero Tolerance Behavior Disruptions can include, but are not limited to the following:

- Weapons Of Any Kind (Including Toy Weapons)
- Assault
- Threats To Students Or Staff
- Gross Insubordination
- Verbal Abuse And Confrontations
- Harassment/Sexual Harassment
- Racial Slurs
- Hazing
- Smoking
- Destruction Of School Property
- Gang Behavior
- Fighting
- Terroristic Threats
- Abusive Actions
- Extreme Disrespect Or Defiance
- Cursing
- Theft
- Possession Of Drugs
- Vandalism
- Possession Of Pornography

### APPLICABILITY OF SCHOOL RULES

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

### DETAINING STUDENTS

Students may be detained after school after the dismissal bells. This may be done for making up work or disciplinary reasons. Parents and office must be notified before a student is detained on day prior with parent permission.

### BIRTHDAY CELEBRATIONS

Parents wishing to recognize a child's birthday may bring store-bought cupcakes or cake. Homemade food may not be served at school. All birthday recognitions must take place in the classroom during the last 10 minutes of the school day. Prior arrangements must be made with the child's teacher.

### FOOD WITH MINIMAL NUTRITIONAL VALUE (MNV)

For the Winter Holiday Party, Valentine Party, and the end of the year celebration ONLY, unless otherwise notified, parents may send non-nutritional food items such as cupcakes, cookies, chips, candy, soda, etc. for their child's class. (Make prior arrangements with the teacher.)

## LOST AND FOUND

Please place names on clothing, lunch kits, and other belongings. Items turned in with names are given directly to the student's teacher. Items without names are placed in the lost and found located in the main foyer. Smaller lost items such as watches, glasses, and keys are kept in the school office. Students and parents may look at these items any time.

## PERSONAL EQUIPMENT

Personal belongings such as cell phones and other electronic devices and games are not allowed on the school campus. The school is required to confiscate cell phones, MP3's, I-POD game system, and digital cameras and forward them to the Student Affairs office of the FWISD.

1<sup>st</sup> time-Parent conference

2<sup>nd</sup> time-Parent will have to pay fine.

Playground equipment is supplied by the school district, and personal equipment such as footballs, baseballs, etc. should not be brought to school. The school cannot be responsible for lost or damaged items. Any disciplinary action involving personal equipment will be in accordance with the Student Code of Conduct.

## HARRASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

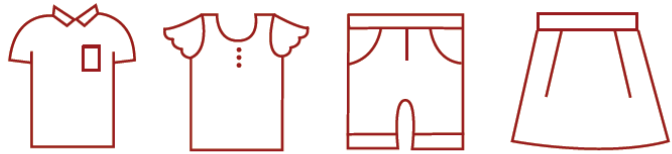
## DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following: *We take pride in the appearance of our students. Their dress reflects the quality of the school, their conduct and school work. The principal shall retain the authority to grant exceptions for special occasions and/conditions.*

# LOOKING GOOD

## Fort Worth ISD Standards of Dress

Students are expected to be in dress code **beginning on the first day of school**. Violations of the dress code shall be handled at the school level.



### Guidelines for ALL Grades (Prekindergarten - 12)

- Clothing shall be the correct size for students, with no sagging pants.
- Tops (shirts or blouses) shall be tucked into clothing.
- T-shirts worn as undergarments must be solid white.
- T-shirts shall not be worn as outer clothing.
- Denim blue jeans must be free of embellishments.
- Bottoms should be hemmed or cuffed.
- Shorts, skirts and skorts shall be no shorter than three inches above the knee.
- Shoelaces must be white or match the color of the shoe.
- Acceptable accessories include belts of a solid color fabric or leather with a buckle no larger than two inches.
- Tights, socks and hosiery should be a solid color.
- Manufacturer logos on apparel must be less than one and one-half inch square with the exception of school logos.

### Prekindergarten - Grade 8

#### TOPS

- **Color:** Navy or white
- **Style:** Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.
- **Outerwear:** Sweatshirts or sweaters in navy or white are acceptable as outerwear if worn over standard dress; coats and jackets of any color shall be worn in accordance with weather conditions and are not to be worn in the classroom.

#### BOTTOMS

- **Color:** Navy, khaki, black or blue denim
- **Style:** Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permissible.

#### SHOES

- **Style:** Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe / open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.



### Secondary Grades 9-12

#### TOPS

- **Color:** Any color is permitted.
- **Style:** Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.

#### BOTTOMS

- **Color:** Any color is permitted.
- **Style:** Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permitted.

#### SHOES

- **Style:** Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe/open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

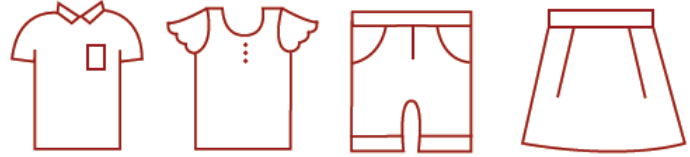
### Unacceptable dress for ALL grades (Prekindergarten-12):

- Sagging pants.
- T-shirts worn as outer clothing or visible undergarments.
- Clothing considered too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fishnet clothing).
- Clothing with holes, tears or cuts.
- Clothing with lewd, offensive, vulgar, or obscene pictures, emblems or language.
- Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs or any substance prohibited under Board Policy FNCF (LEGAL).
- Gang-related clothing, accessories or jewelry bearing signs, insignias, colors or symbols.
- Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits or spandex gym wear.
- Sleepwear, visible drawstrings, house shoes.
- Except for verified religious clothing, head gear such as hats, scarves, bandanas, do-rags or shower caps.
- Combs, sunglasses or grillz.
- Accessories or body piercings that could be classified as dangerous or as a potential weapon, i.e., chains, spiked necklaces or bracelets, and the like.

# LUCIENDO BIEN

## Estándares de Vestido del Fort Worth ISD

Se espera que los estudiantes se vistan de acuerdo con los Estándares de Vestido **el primer día de clases**. Las violaciones los Estándares de Vestido se administrarán a nivel de escuela.



### Guía para todos los grados (Pre-k-12)

- La ropa será del tamaño adecuado para los estudiantes, sin pantalones demasiado anchos.
- Las blusas o camisas se deben usar metidas en los pantalones o faldas.
- Las camisetas usadas como ropa interior deben ser totalmente blancas.
- No se puede usar camisetas como ropa exterior.
- Los pantalones vaqueros azules de algodón no deben tener adornos.
- Las faldas y pantalones deben tener dobladillo o bastilla.
- Los pantalones cortos, faldas y faldas pantalones, no deben ser más cortos de tres pulgadas sobre la rodilla.
- Las agujetas de zapatos deben ser blancas o del color de los zapatos.
- Los accesorios aceptables incluyen cinturones de tela o cuero de color sólido con una hebilla no más grande de dos pulgadas.
- Las medias de nylon, los calcetines y pantaletas deben ser de color sólido.
- Los logotipos de marca en la ropa deben ser de menos de una pulgada y media con excepción de logotipos escolares.

### Prekindergarten - 8° grado

#### ROPA SUPERIOR

- **Color:** Azul marino o blanco
- **Estilo:** Camisas o blusas con cuello (polo u Oxford), imitación cuello tortuga o cuello tortuga; todo debe tener mangas y usarse dentro de pantalones y faldas. No se debe usar camisetas como ropa exterior.
- **Ropa exterior:** Sudaderas o suéters azul marino o blancos se aceptan como ropa exterior si se usan sobre ropa estándar; abrigos y chaquetas se usarán de acuerdo con las condiciones del clima y no se deben usar dentro de clases.

#### ROPA INFERIOR

- **Color:** Azul marino, caqui, negro, o mezclilla azul.
- **Estilo:** Pantalones, pantalones cortos, falda pantalones, capris o jumpers son aceptables; todos deben tener dobladillo o basta y no deben ser más cortos de tres pulgadas sobre la rodilla. Los pantalones vaqueros azules de algodón no deben tener adornos. NO se permite pantalones demasiado anchos.

#### ZAPATOS

- **Estilo:** Zapatos de deportes, mocasines, zapatos de calle u otros zapatos cerrados que cubren los dedos del pie así como zapatos abiertos en el talón y dedos del pie. Las agujetas deben ser blancas o del mismo color que los zapatos.



### Secundaria, grados 9-12

#### ROPA SUPERIOR

- **Color:** Se permite cualquier color.
- **Estilo:** Camisas o blusas con cuello (polo o estilo Oxford), cuello falso tipo tortuga o cuello tortuga, todas con mangas y deben usarse metidas en pantalones y faldas. No se deben usar camisetas como ropa exterior.

#### ROPA INFERIOR

- **Color:** Se permite cualquier color.
- **Estilo:** Son aceptables los pantalones, pantalones cortos, faldas, faldas pantalones, capris o jumpers; todo debe tener dobladillo o basta y no debe ser más cortos que tres pulgadas sobre la rodilla; los pantalones vaqueros azules de algodón no deben tener adornos. No se permiten pantalones demasiado anchos.

#### ZAPATOS

- **Estilo:** Zapatos deportivos, mocasines, zapatos de calle u otros zapatos cerrados que cubren los dedos del pie así como zapatos abiertos en el talón y dedos del pie. Las agujetas deben ser blancas o del mismo color que los zapatos.

### No aceptable para NINGÚN nivel de grado:

- Pantalones demasiado anchos.
- Camisetas usadas como ropa exterior o ropa interior visible.
- Ropa considerada demasiado atrevida (mostrando torso, al tubo, tipo tanque, camisas cortadas, demasiado cortas, mostrando el estómago y espalda, ropa transparente, ropa tipo red).
- Ropa con agujeros, rasgones o cortada.
- Ropa con mensajes, lenguaje o dibujos lascivos, ofensivos o vulgares.
- Ropa con publicidad que representa productos de tabaco, bebidas alcohólicas, drogas, o cualquier sustancia prohibida bajo Política del Consejo FNCF (LEGAL).
- Ropa, adornos o joyas que tengan letreros, insignias, colores o símbolos relacionados con pandillas.
- Ropa deportiva como pantalones cortos de correr, de calentamiento, de fútbol, de boxeo, buzos o ropa elástica de gimnasio.
- Ropa de dormir, soguillas o tiras que se vean, zapatos de casa.
- A excepción de ropa religiosa verificada, prendas de cabeza como sombreros, bufandas, pañolones, trapos o gorras para la ducha.
- Peines, lentes para el sol o adornos en los dientes.
- Accesorios o perforaciones en el cuerpo que se podrían clasificar como arma peligrosa o en potencia, es decir, cadenas, collares claveteados o pulseras y similares.



**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT

Please refer to the following new steps in enforcing the dress code:

Calling parents of students out of dress code will begin at 7:45 a.m.

All a.m. monitors will send students out of dress code to the **front office** upon observing that they are out of dress code. The steps the counselor will use are listed below.

Students will remain in the **front office** until parent has been notified. A list of students will be provided to office personnel.

Steps to follow for students being out of dress code-

1. First time out of dress code-
  - Phone call to parent to bring a shirt: If parent is unable to do so, student will wear one of our shirts, if available.
  - Parent conference scheduled with counselor and administrator if financial assistance needed.
  
2. Second time out of dress code-
  - Phone call to parent to bring a shirt.
  - If parent is unable to do so, student may wear one of our shirts, if available.
  - Warning letter sent.
  
3. Third time out of dress code-
  - Phone call to parent to bring a shirt.
  - If parent is unable to do so, student may wear one of our shirts, if available.
  - Student will be assigned Saturday school, after school detention or suspended for a day.

STANDARDS OF DRESS

Standardized dress is required for all Fort Worth ISD students in PreK-8th grade.

Monday-Thursday-Students MUST follow dress code.

Fridays-Students may wear their Dolores Huerta Spirit or **college shirt**

Parents - Please dress appropriately when visiting the school. Do not wear clothing such as pajama pants or clothing that is too revealing or anything that depicts liquor, cigarettes, drugs, or profanity. Students carefully watch us as adults. Please be a positive role model.

DRILLS: FIRE, TORNADO AND OTHER EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

FIRE DRILL

Continuous blaring ----->                      leave the building

All clear signal given by monitors ----->                      return to the building

## TORNADO DRILL

Verbal communication over phone system → immediately go to assigned locations

## LOCKDOWN

Our school will practice lockdown drills to prepare for an emergency that requires the school to stop regular operations. Lockdown drills are part of our Crisis Action Plan. During a lockdown, students are required to stay in their classrooms. Teachers lock doors and turn off the lights and keep students away from doors and windows.

In the event of an actual lockdown, please remember student safety is of the utmost importance. We may deny you access to the building to ensure the safety of all children. We will release them to you as soon as the danger or threat has cleared. Please work with us and be patient during lockdown procedures. We are following directives of FWISD safety and security department and the Fort Worth Police Department.

## EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

## HEALTH SERVICES – Food related

It is a violation of the Fort Worth City Ordinance to prepare food in the home or in a non-food service establishment and serve to the public. Items such as cup cakes, cookies, and cakes that have been purchased from a permitted establishment (bakery, grocery store, etc.) may be served at carnivals and to the public. **HOWEVER, THEY MAY NOT BE SERVED DURING SCHOOL HOURS.**

All food preparation activities should comply with all local health department ordinances and required permits. Serving food after school hours requires a permit from the City of Fort Worth even if it's done on a one-time basis. These ordinances serve to protect the public health of everyone in case food-borne illness occurs due to improper preparation of food. Contact Mr. Tom Caylor at 817-871-7258 for additional information.

Faculty affairs where food items are not sold to the public or given away do not require a permit and may be prepared in the home and served at the function(s).

Questions relating to serving food during and after school hours may be directed to Mr. David Jefferson at the Tarrant County Health Department 817-321-4960.

## BREAKFAST AND LUNCH

The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Lunch card applications are sent home the first day of school. Everyone is encouraged to apply. Families must apply each year.

Parents please remember that you can bring or send food of any kind to your children only. You may not bring food for other students during lunch or anytime during school hours or to send with students after school.

## Exceptions:

1. For birthday celebrations, parents may bring food such as cupcakes for their child's class for the last ten minutes of the school day. (Make prior arrangements with the teacher.)
2. For the Winter Holiday party and the Valentine Party only, unless otherwise notified, parents may send non-nutritional food items such as cupcakes, cookies, chips, candy, soda, etc. For their child's class. (Make prior arrangements with the teacher.)

### Food of Minimal Nutritional Value (MNV)

Food of minimal nutritional value may only be served to students on days designated by the campus such as winter and Valentine's celebrations and for birthdays such as cupcakes.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized.

For questions about required immunizations, please contact the school nurse at 817-814-4400.

## LIBRARY

The library is supplied with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students will be responsible for damaged or lost library books.

## RECESS GUIDELINES

1. Students will play by the rules of the game.
2. Tackle football, wrestling, tag games, and contact games are not allowed.
3. Students will play fairly and safely.
4. No walking across, jumping off or jumping from equipment.
5. No throwing of pebbles, rocks, and wood chips
6. Share and take turns
7. Students will not interfere with others' activities.
8. Students must be with their teacher at all times.
9. Students will use language appropriate for the school.
10. Students will stop when the whistle blows to line up.
11. Students must follow the teacher's directions at all times.

## STUDENT USE OF PHONE

Students are allowed to use the phone only in the case of an emergency. Decisions of friends visiting, forgotten books, or homework, etc. all need to be taken care of before the student comes to school. Students are not allowed to receive phone calls during the day.

Students who use their cell phones to contact their parents during school hours will have their phones confiscated.

## SCHOOL SPONSORED

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent.

## BUSES

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

## FIELD TRIPS

FWISD selects one field trip for each grade level each year. There is no cost to parents for this field trip. Classroom teachers may choose to participate in additional field trips. No teacher will permit a student to participate in a field trip or other activity unless the parent has given written permission. A parent permission form is required for each field trip. The teacher will send home an information letter before any field trip is taken.

Board Policy Manual, FMG (local) states: "Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event." Although exceptions can be made under special circumstances, it is unlikely that exceptions will be made due to liability issues. Before any student can attend a field trip, a consent form from the parent or guardian must be obtained. If volunteers use their personal vehicles to transport individual students for extracurricular activities, they must get prior approval and understand that their own liability policy is the first coverage in the event of damages. A copy of the driver's liability insurance must be on file in the office.

- Students who have ongoing behavior issues must be accompanied by a parent, who have been given prior notice as to the need for this and that if the parent cannot attend, their child will remain at school. The classroom teacher will provide work for the assigned teacher to give to the student who remains at school.
- Parents may go as chaperones (All chaperones must have a cleared background check on file.)
- Ensure that chaperones and students know your expectations beforehand relating to the following:
  - Students must stay with their teacher/chaperone
  - Chaperones must have passed background checks
  - Students must display proper behavior and should be assigned to the teacher when they do not.
- Students are not permitted to share food at school or while on school functions.



- All students must have a parent permission form for each field trip signed and dated by the parents in order to participate. On these forms, parents will be notified as to the field trip destination and the approximate time of leaving the school and of the return time to school.

Parents will be notified by their children's teacher at least five days beforehand when their children are going on a field trip so that parents can plan their schedules and doctor/dentist visits accordingly. Teachers will give a copy of this notice to the office.

Parents, please remember that students can wear their Huerta spirit school shirts on field trips. Mrs. Rivera and Ms. Morgan will have background check forms.

### USE OF FACILITIES BEFORE AND AFTER SCHOOL

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school beginning at 7:40 a.m.

- -Cafeteria

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### VANDALISM

We take pride in our school and school property. Any assistance you may provide by keeping an eye on the school facility is appreciated. Please call the Fort Worth Police Department if you notice or suspect a problem.

### VISITORS TO THE SCHOOL

Parents and others are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office with a valid government ID, sign-in and obtain a visitor's sticker. Stickers must be visible at all times. Visitors must report back to the office and sign out prior to leaving the building and are asked not to touch, talk or reprimand children other than your own.

Entry into the school must be made at the main entrance in order to ensure a higher level of building security. Therefore, all outside doors will be locked at 7:50 a.m. and will no longer be used as a means to enter the building. Please do not expect students or staff to open doors for you during lunchtime. You must enter the building using the front entrance and get a visitor's sticker for every visit. Do not come through the cafeteria doors.

### VISITING CLASSROOMS/TEACHER CONFERENCES

Parents are encouraged to visit the school throughout the year. Making an appointment with the teacher at least one day in advance is not only a courtesy, but also enables you to schedule the visit for maximum benefit. "Pop-in" visits take away from instructional time. Teachers cannot take their attention from the students to conference with parents. Conferences should be scheduled, when possible, during the teacher's planning period, Monday through Wednesday. Conference time should be limited to thirty minutes; younger children should be left at home. Parents planning to observe in classrooms for a long period of time must obtain approval from the administrators.

Visitors MUST sign in at the office and get a visitor's sticker before going into the classroom or cafeteria for any reason.

## VOLUNTEERS

We welcome and appreciate help from parents or community members, but at the same time, we want to maintain a safe environment for our students. Parents or community members who wish to volunteer are asked to complete a criminal background check on-line. Once you are cleared, you are welcome to volunteer in our school. Volunteering includes attending field trips with your child's class. The background check must be clear prior to attending a field trip.

## Dolores Huerta School wide Expectations

In all actions, students of Dolores Huerta Elementary will be responsible, respectful and safe.

### Hallway Expectations

1. Hands, feet, body and objects to myself
2. Attention.....straight ahead
3. Lips are sealed
4. Lines are moving (walking only)
5. Stay to the right

### Restroom Expectations

1. Enter and exit quietly
2. Enter empty stall and lock door
3. Take care of myself and what concerns me
4. No climbing on fixtures or restroom stalls
5. No writing tools allowed in the restroom.

### Cafeteria Expectations

1. Wait in serving line without playing on the windows
2. Use inside voice at all times
3. Raise hand for permission to leave the table
4. Follow instructions given by the Cafeteria Monitors
5. No sharing of food
6. Eat food on your tray and do not bother food belonging to others
7. Pick up trash and push in chairs before leaving the cafeteria

### Assembly Expectations

1. Enter quietly
2. Listen for directions from teachers, staff and speakers
3. Use appropriate voice and behavior depending on type of assembly
4. Raise hand or use class signals when I have a need
5. Sit in criss cross position with hands and feet to myself

### Playground/Recess Expectations

1. Respect school property and equipment
2. Do not leave the play area or school grounds

3. Report any unsafe items or behavior to the adult/teacher on duty
4. Take turns and follow rules for using equipment and/or activities
5. Report animals or insects to an adult (do not touch)

### STUDENT PLEDGE

Today I do more than I have to do. I  
treat others as I want to be treated and I  
am a better person.

### HUERTA SOUND OFF

Huerta shines bright as you can see

\*echo

It's the place for you and me

\*echo

We outshine all the rest

\*echo

That's because we're the best

\*echo

Huerta \*\*\*Elementary\*\*\*

A brightly shining star...THAT'S ME!

### HUERTA CHEER

#### RED HOT

Our school is red hot (clap clap)

Our school is red hot (clap clap)

Our school is R-E-D red H-O-T hot

Once we start we can't be stopped (clap clap)

Repeat... (2 times)

Options and Requirements  
For Providing Assistance to Students Who Have Learning Difficulties or Who Need or  
May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Kyle Rivera, Counselor (817)814-4400

Dolores Huerta Elementary School

Student Handbook Acknowledgment Form

My child and I have received a copy of the Dolores Huerta Elementary Student Handbook for 2019-2020. This handbook should be reviewed and kept as a reference. It was intended to promote school safety and an atmosphere for learning.

I understand that this handbook contains information that my child and I may need during the school year and that all students will be held accountable for its contents and their behavior. Furthermore, I understand that my child may be subject to disciplinary consequences if he/she fails to adhere to these policies and guidelines.

\_\_\_\_\_  
Parent/Guardian/Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Students Printed Name

\_\_\_\_\_  
Student's Signature (if possible)

\_\_\_\_\_  
Teacher's Name/Room No.

\_\_\_\_\_  
Date:

Acknowledgment Form will be on file with Homeroom Teacher

To save paper and money, the Student Handbook will be given to each student one time during the enrollment period at Dolores Huerta. Updates to the handbook will be sent on a yearly basis as needed. If you want a hard copy every year please stop by the office and we will be happy to print a copy for you.