

**DOUGLASS  
ELEMENTARY SCHOOL**  
*"HOME OF THE DRAGONS"*



**PARENT HANDBOOK  
FALL 2021**

**WWW.EPISD.ORG**

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**PRINCIPAL**

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### **Student Absences**

All students from pre-Kinder to 5<sup>th</sup> grade are required to attend school every day. Schools in EPISD work closely with the Justice of the Peace Courts to assist and educate parents regarding state truancy laws and requirements. Please note that not all absences qualify as excused, if you have a question regarding an absence, please contact the school administration or the attendance clerk.

Official school hours are as follows:

Pre-Kinder (4) to 5 <sup>th</sup> Grade:	08:00 a.m. to 03:25 p.m.
Pre-Kinder (3 años)	08:00 a.m. a 11:00 a.m. morning section 12:25 a.m. a 03:25 p.m. afternoon section

### **One day absence:**

If your child will be absent from school for any reason, the parent or guardian must notify the school on the morning of the absence and provide a doctor's note or a parent note explaining the absence upon return of the student. Without the absence note, the absences cannot be excused, and the parent or guardian may be called to truancy court.

### **Two or more days absent:**

If your child will be absent more than one day, the parent or guardian must notify the school in the morning of each school day in which the child will not be present. If the child is taken to a physician the parent or guardian must provide a doctor's note allowing the return of the student to class. Without the absence note, the absences cannot be excused, and the parent or guardian may be called to truancy court.

### **Attendance Awards:**

**Perfect Attendance:** Is awarded to students who have zero (0) absences, 3 or less tardies, 3 or less early pick-ups.

**Excellent Attendance:** Is awarded to students who have 3 or less absences, 3 or less tardies, 3 or less early pick-ups.

**\*\*Students exceeding the required absences, tardies or early pick-ups are not eligible for an attendance award.**

### **Special Situations:**

If you have a situation such as a family emergency, death in the family, funeral or other personal situation which causes your child to be out of school please contact school administration to obtain permission prior to the child being absent. Any requests after the fact may be denied and result in an unexcused absence.

**Student Tardies**

A student will be counted tardy if he or she arrives after 8:15 a.m. If the student is tardy a parent or guardian must accompany the student into the front office to obtain a classroom entrance pass. If the student arrives at their classroom without a tardy slip, the teacher will send the student to the office to obtain an entrance pass.

**Student withdrawal from school**

If for any reason the parent or guardian requires that the student be withdrawn from school, the parent or guardian must appear in person at least one day in advance. The parent or guardian must be present on the day of withdrawal to sign the withdrawal form and receive a copy of the form. If a parent or guardian cannot be present, the form will not be issued.

**Arrival of students (a.m.)**

Student may arrive on campus no earlier than 7:45 a.m. Students may enter through the main school entrance. Students will be guided to their lineup areas. Students arriving after 8:15 must use the main entrance and acquire an entrance pass.

**Dismissal of students (p.m.)**

Instruction ends at 3:25 pm. Students are dismissed shortly after the dismissal bell. Teachers will walk students out to their designated areas to be released. Persons picking up students must remain outside of the building until the dismissal bell rings. Parents will be guided to the dismissal area depending on grade level.

**Parent Volunteers (VIPS)**

Parents are encouraged & expected to volunteer throughout the year at Douglass Elementary School. There are various opportunities for parents and guardians to volunteer their time at the school. The adults wishing to volunteer must first fill out a VIPS form online. The form will be submitted to the Office of Parental Engagement for a background check. For more information, please contact Ms. Rosa Falcon at 915-236-8750

### **Building Access**

Parents, guardians and community members may access the building through the school's main entrance. People wishing to meet with their child's teacher must make an appointment with the teacher or by calling the school office at 915-236-8750. If you wish to meet with school administration, you may do so by stopping at the front office. Access to the building is restricted please stop by the main office for assistance. You will be required to present an official identification to access the building beyond the front office. The "Raptor" id system is in place.

### **Access to Students**

Only parents and guardians may request access to students during the day for emergency purposes only. If you need to speak with your child, please come by the school office. The office personnel will contact the student's teacher and ask them to send the child to the office. Please limit your visit to no more than 3 minutes.

### **Student pick up during school hours**

A student may only be picked up by the parent, guardian or an adult designated by the parent or guardian any time other than dismissal time, unless previous arrangements have been made with administration by the parent or guardian.

Parents may designate other adults to be able to pick up their child; these adults must have previous permission from the parent on file with the school office. Adults designated by the parent or guardian to pick up their children must have valid government issued identification.

Students will not be released to any adult other than the parent or guardian under any circumstances, no exceptions. Permission to pick up child by phone will not be accepted.

### **Parent/Teacher Conferences**

Parents wishing to speak with their child's teacher may do so during the teacher's conference time. Parent may schedule a conference directly with the teacher or by calling the school office. Please remember that instruction is vital and extremely important for our students. Conferences with teachers will not be permitted at any other time unless previously arranged with school administration.

### **Student Discipline**

Students at Douglass Elementary are expected to always demonstrate appropriate behavior while on campus. The EPISD Student Code of Conduct applies and is strictly enforced. Douglass Elementary participates in the district's PBIS (Positive Behavior System).

**Students picked up by a sibling**

Parents may designate an older sibling to pick up their child. If a parent wishes that an older sibling pick up their child after school, the parent must provide written permission. Older siblings under the age of 18 are not allowed to pick up a younger sibling at any time during the regular school hours under any circumstances. No exceptions.

**Student Uniforms**

*Due to the on going Pandemic, uniforms are not required for this school year.  
However, appropriate attire is required.*

Douglass Elementary School has a school uniform dress code.

Tops:

- 1.) Green or white polo shirt
- 2.) Shirt must be worn to size
- 3.) Shirts must be tucked in
- 4.) Shirts must not have any logos
- 5.) Jumper Suits

Bottoms:

- 1.) Khaki colored pants, skirts, skorts or shorts.
- 2.) Pants must be regular fit, straight leg; length must be to top of shoe.
- 3.) Skirts and skorts must be khaki, must fit at the waist, and must be straight leg or regular fit. Must fit above the knee to the tip of the fingertips when arms are held at the sides.

Foot ware:

- 1.) Biker boots, steel toed shoes, open toed shoes, flip flops and combat boots are not allowed.
- 2.) Socks must be colored coded with the uniform
- 3.) Over the knee socks are not permitted with skorts or shorts
- 4.) Shoelaces must be tied and of the right size and same color
- 5.) Shoes with wheels are not permitted

## *Student Uniforms*

### Outer wear:

- 1.) All types of jackets, coats and sweaters must be worn to size
- 2.) Oversized apparel is not allowed
- 3.) Long raincoats are not allowed

### Head gear & other accessories:

- 1.) Caps, hoodies and bandanas are not permitted on campus
- 2.) Jewelry, emblem, badge, symbol, sign, temporary tattoo is not permitted on campus.
- 3.) Sunglasses other than prescription sunglasses are not permitted
- 4.) Black, purple, green blue nail polish, eye liner, lipstick or make up is not permitted
- 5.) Body piercings of any type are not permitted
- 6.) Biker wallets with or without chains are not permitted
- 7.) Rat tails, Mohawks or spiked hair allowed
- 8.) Hair coloring of any color or nature is not permitted

### Cellular phones & other electronic devices:

- 1.) Cellular phones, pagers and any other communication devices are not permitted by the EPISD student code of conduct
- 2.) All electronic devices such but not limited to cameras, game boys, I-pods, etc... are not permitted by the EPISD student code of conduct. These devices will be confiscated, and a \$15 charge will be collected for recovery of the device.