

Douglas Elementary Handbook

For

Parents & Students

2018-2019



Douglas Parent and Student Handbook

Please read carefully.



School Hours 7:50 am to 3:10 pm

- *Instruction begins promptly at 7:50 am.*
- *Students who arrive in the office after 7:50 am will be reported TARDY.*
- *Parents must come into the building and sign out their child, if they need early dismissal.*
- *Dismissal is at 3:10*

Attendance

Students are required to maintain a level of attendance which enables them to meet their responsibilities as learners. Students and parents hold the main responsibility for school attendance and for following the attendance policy.

Students who have been absent for any reason must bring a note explaining their absence or a parent/guardian must notify the office the day of the absence. 903-262-2100

Tardies

School begins promptly at 7:50am-Students are expected to be in their classrooms, prepared and ready to work by 7:40. Students arriving late are missing quality instructional time. After any tardy, students are responsible to make up lost instructional time. All tardies are considered unexcused except in cases of family emergencies or students going to health care professional and submitting a note documenting the appointment.

RAPTOR

Raptor is a system used throughout Tyler ISD to monitor and record all visitors who come onto a school campus. It is an extremely effective system to keep your child safe. All visitors to the building must provide a valid government issued photo ID. No one is allowed in the building without this form of ID.

Drop off/Pick up

It is extremely important that persons who use the driveways follow the Traffic rules and procedures for the safety of ALL children. Parents and students must use only designated cross walks, DO NOT CROSS THE DRIVEWAYS-We are trying to teach our students safety procedures-Please be a good model for your child.

Morning Drop Off



- *Students who are driven to school should be dropped off at the side entrance until 7:40 AM.*
- *An adult will monitor the back drop off until 7:40 AM.*
- *Students and/or parents must enter the building only through the side entrance or the front entrance for morning drop off.*
- *All students go directly to the cafeteria or to their assigned area each morning. Parents and students are not allowed to wait for their teacher outside the classroom doors.*
- *After 7:40 students enter the front entrance only and go directly to class, Kinder go the designated areas.*
- *For security/safety reasons all non-staff persons will not be allowed in the building after 7:50.*
- *Any students arriving after 7:50 AM will receive a tardy slip from the office.*

Teachers pick up students at the following areas at 7:40:

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| • <i>PreK</i> | <i>PK students remain in the classroom</i> |
| • <i>Kinder</i> | <i>Music Room then taken to breakfast by the teacher</i> |
| • <i>1st</i> | <i>Cafeteria Stage</i> |
| • <i>2nd</i> | <i>Gym</i> |
| • <i>3rd - 5th</i> | <i>Gym</i> |

Dismissal

Please use designated crosswalks-we are trying to teach your child safety procedures. Please model correct safety processes and procedures.

- *Students will only be allowed to be dismissed from their own classroom teacher for pickup. All siblings must remain with their own classroom teacher.*

Car Riders

- *Car riders are taken to the designated grade level area*
- *Cars will form **one line**.*
- ***All drivers will remain in their vehicles.***
- *At 3:25 all car riders are taken to the foyer in the main entrance. To pick students up after this time, you must enter through the main entrance*

Walkers

- *Walkers are taken with the class to the designated grade level area and released by the teacher*
- *Parents must stand away from the doors in order to allow the students to exit the building safely*

On rainy days students in 3rd-5th grade will be picked up in front of the cafeteria.

Cafeteria

Breakfast

- *Building opens at 7:00 AM for students eating breakfast.*
- *Breakfast is served in the cafeteria to all Douglas students until 7:40 am. If your child will not be in the cafeteria before 7:40 AM, please see that they eat breakfast at home.*
- *If you plan for your child to eat breakfast in the cafeteria, you **MUST** have them at school before 7:40. At 7:40 the cafeteria line closes for breakfast and **no exceptions** will be made.*
- *Kinder students will be taken to breakfast by their teacher. Breakfast for Kinder students will be from 7:40-8:05*
- *No food or drink from the cafeteria serving line shall be taken out of the cafeteria.*
- *Parents or younger siblings may not eat from a student's tray.*
- *Parents need to leave the cafeteria and school by 7:50 am.*

Lunch

***Please sit at the designated table with your child(ren) only.
Other students are not allowed to eat with visitors.***

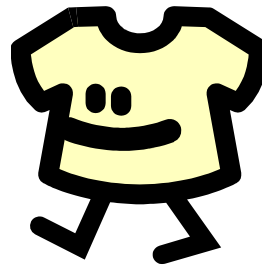
Birthday Celebrations

- *Birthday celebrations are not allowed during the school day. Parents or family members may not bring balloons, cupcakes, birthday cakes, etc. for birthday celebrations.*

Change of Address/Phone number

If there are any changes to your phone number or address please make all changes through the on-line parent registration system and also notify the front office. In case of an emergency we must be able to contact you immediately.

Dress Code



A standard code of dress in accordance with procedures established under Senate Bill 1 (section 11.162, school uniforms) must be followed by Douglas students

- *Dress code must be followed every day. Parents will be notified if there are any changes due to special events that may change the dress code for a certain day. The following items are **not** allowed: Sagging pants, pants or shorts with rips or holes, blue jeans, hats or caps, except outside in cold weather*
- *Haircut should be appropriate for school setting and not deemed as distracting by the teacher*
- *Tattoos are not allowed, including temporary tattoos.*
- *Shirts must be tucked in and a belt must be worn*

Visitors

- *All security policies are developed to keep your child safe and secure while at school.*
- *All security policies are carefully followed.*
- *All visitors must enter through the main entrance at the front of the building.*
- *All visitors must obtain a visitor's badge from office staff.*
- *To obtain a visitor's badge you must present one of the following photo IDs: Driver's License, State ID, Photo ID from Mexico*
- *Visitor's badges must be placed in a visible location on the clothing before the visitor will be admitted to the building.*
- *No one may open an exterior door and allow anyone to enter the building, other than through the main entrance.*
- *Visitor's badges must be returned to the office when leaving the building.*
- *Anyone wanting to visit/conference with the teacher must come during teacher designated conference time and/or before or afterschool (by appointment only).*
- *After 7:50am all parents must sign in at the office and receive a badge*
- *Anyone who refuses to comply with these requests will be reported to district security.*