



**M. W. Dogan Elementary School  
Student/Parent Handbook  
2022 – 2023**



4202 Liberty Road  
Houston, Texas 77206  
(713) 671-4110  
Principal: Rim Mohamed



The *whole* child, *Every* child

## Dogan Elementary School

Dogan Nation

### Our Vision

Produce globally educated leaders who create an impactful change in the world

### Our Mission

"Educate, Equip, and Empower children through an equitable education that promotes meaningful change in their lives and the lives of others."

### Our Motto

The *Whole* Child, *Every* Child

### Our Dogan Core Values

Accountability

Courage

Growth

Integrity

Respect

### Mascot

Dolphins

### School Colors

Baby Blue, White, Grey

The *Whole* Child, *Every* Child

## **School Focus for 2022 - 2023**

1. Safety
2. Parent Engagement
3. Effective Instruction
4. Systems and Procedures
5. Data Tracking

## **Administrative Team**

**Principal:** Rim Mohamed

**Assistant Principal:** Jennifer Smith

**Teacher Specialist for Reading and Science:** Erica Edmonson

**Teacher Specialist for Early Childhood:** Dianne Gonzalez

**Administrative Assistant (Principal’s Secretary):** Francisca Leal Perez

**Counselor:** Tamara Harvey

**Media Specialist:** Judith Hasson

**Librarian:** Marjorie Hall

**Social Worker:** Tamara Harvey

**Wrap Around Specialist:** Tamara Harvey

## **Front Office Team**

**Clerk:** Laura Real

**Clerk:** Jessica Escobedo

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It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

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This handbook is designed to familiarize parents and students with the policies, people, and programs at Dogan Elementary School (DES). Please take time to read through the material printed here and discuss it with your child(ren). We hope that you will keep it in a convenient place and use it as a reference when questions arise. If you have a question that is not answered in this document, please feel free to reach out to the school administrators.

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## **ATTENDANCE & COMPULSORY ATTENDANCE LAW**

# ATTENDANCE MATTERS. ALL DAY, EVERY DAY

Attendance is a key factor in students' academic growth. Attending school impacts and increases student success in all academic areas, math reading, science, mathematics, social studies. It is the expectation and the law that students attend school each day, unless excusable circumstances occur.

Students with excessive absences will automatically be referred to the Principal or Attendance Committee of the school to determine an outcome for the student, which will include a home visit.

Roll is checked each day at **9:30 am**. Students arriving after 9:30 am will be counted absent. Students who have medical appointments are not counted absent if they return to school with a statement from the medical practitioner.

Parents can help their students and our personnel by **sending a note each time** a child returns to school after an absence. Notes should be for **each student** and have the following information:

- Date
- Child's first and last name
- Date of the absence(s)
- Reason for the absence

## **State Law:**

- The Texas Legislature has passed laws stating that students ages 6-18 are required by state law to attend school.
- Students that miss more than 10% of the school year will not receive credit for the school year and will be required to attend summer school or be retained.
- If a student is absent from school without excuse for any portion of the school day for three (3) days in a four-week period or for ten (10) or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court.
- Principals may excuse the absences for personal illness, death in the family, or other legitimate reasons. *Vacations and trips out of the country during the time school is still in session are **not** considered excused absences.*
- It is a parent's duty to require the student to attend school, monitor the student's attendance and request a conference with school officials to discuss any concerns about attendance.
- If many absences are occurring in Pre-Kindergarten or Kindergarten, the student may be withdrawn to allow occupancy for a student who may not have as many absences.

## **Excused Absences:**

- Excusable absences include: a student's illness, a religious holiday, or death in the immediate family. The absences listed above require parents/ guardians to send a written note explaining the reason for student's absence.
- This written note must be signed by the parent/ guardian and brought to campus within three days after the student has returned to class. Failure to send a written and signed note will cause students to have an unexcused absence.
- Parents can bring student back to school even after 9:30am with a valid doctor note.

#### **Unexcused Absence:**

- All absences outside of the ones listed above are considered unexcused. A child is considered chronically absent if they miss two or more days a month.
- Once students have earned two unexcused absences, a parent/ guardian will be contacted by the homeroom teacher. After the third unexcused absence, parents/ guardians will be contacted to meet with homeroom teacher about absences. After the fourth absence parents/guardians are required to attend a meeting with an administrator to discuss attendance concerns and sign an attendance contract.
- Excessive unexcused absences constitute a violation of the law for which parents or guardians can be held responsible. Additionally, excessive unexcused absences represent lost instructional time which can result in students being retained.

#### **Doctor's Appointments:**

- We highly recommend that doctor's visits are scheduled outside of valuable instruction time or after school. In the event, a doctor's appointment is scheduled during school hours, a written and signed note from the doctor must be brought to campus for the student to receive an excused absence.

#### **Being Tardy**

- Students who are consistently tardy will also constitute a meeting with the homeroom teacher and then with administration. Being tardy also has an impact on student learning. Students who are late, miss at least 75 minutes of instruction each week. Over time this adds up to students not being exposed to the instruction needed to help them become successful.

#### **Early Pick-Up**

- We are committed to providing students with a safe environment as well as a high-quality education that will prepare them academically and socially for life. In order to ensure student safety and properly prepare for dismissal, students will not be released or checked out after 2:30pm. At 2:50pm, dismissal will begin, and parents are welcome to pick up their child from the appropriate dismissal area.

## **ARRIVAL AND DISMISSAL**

Dogan has a dismissal system which places student safety first! There is a Dismissal Selection Form that every parent must complete to indicate how their student will be dismissed to



ensure they are in the proper location. Parents are not to switch back and forth between different dismissal methods unless there is special circumstance, and they notify the school in advance (before 2:00 PM) to ensure the student is in the correct dismissal location. Parents, your patience and cooperation are vital to the safety and efficiency of the dismissal process. Please be mindful that we are dismissing over 500 students ages 3 – 12 every day from different locations in a very short time span, so following the dismissal process is essential!

## **Arrival:**

### **Instruction begins at 7:30 am**



Doors for school open at 7:00 AM. Students can arrive to school between **7:00 am – 7:30 am**. Students should not arrive before 7:00am. There will be no supervision for students before 7:00 am.

Students who walk to school, should enter through the front gate and walk to the side entrance. Make sure your child leaves in time to be let in the building and not have to wait unattended outside the school before 7:00am.

Parents dropping off students by car, should enter the gate through the Waco Street Entrance. Ensure an adult is present before leaving your child unattended.

Students should not be left unattended at any time outside the school building.

## **Dismissal:**

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours. The policy reads as follows:

**THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:00 A.M. OR STAY AFTER 3:20 P.M.**

### **Dismissal begins at 2:50 pm**



**Independent Walkers (without parent supervision)** Students who walk home without parental supervision will be dismissed through the front of the school. Parents should make sure their child knows how to get home and who they should be allowed to get in the car with. Once those students leave who are walking without supervision, it is no longer the school's responsibility to monitor that student. Be sure to review safety expectations with your child.



**Walkers (with parent pick-up)** Students who walk home with their parents or guardian will be



released after the walkers without parent supervision. **Parents must have their pick-up tag with the student’s name displayed to ensure the students are released to the allowed personnel.** This is for your own child’s safety. Parents can enter the front walker gate (Leffingwell St.) to pick up their child(ren).

**Car Riders** Parents who arrive early to pick up students are asked to stay in their vehicle and wait for



their child to be escorted to the vehicle. Name tags should be displayed in the front window of your car to expedite pick up. Parents who walk up in the car rider line will be directed to pick their child up from the walker side and if needed, change the means as to how their child will be picked up in the future.

\*Please notify your child’s teacher if you change the form of pick up for child prior to the pickup day and time.

Please adhere to the following guidelines to ensure smooth and safe operation of the car rider system.

- Follow instructions of the staff on duty
- Do not “cut” in line
- The use of cell phones is prohibited and subject to fine if used in the carpool lane and school zones
- Remain in your car at all times
- Do not double park
- **Use your Car Rider Tag**
- Place the Car Rider Tag in the front window; make sure the student’s name is visible

## DRESS CODE

### Purpose:

The purpose of the student dress code is to maintain a safe environment and decrease behavior incidents.

### Expectations:

- Students must wear school appropriate clothing Monday through Friday.
- Uniforms are required.
- Students must wear a face covering in the classroom, hallways, & other common areas.

### Tops:

- Students must wear t-shirts, polos, or blouses.
- These tops must have sleeves and may be worn tucked or untucked.
- These tops must not fit tight or have holes.
- Tops with inappropriate words, drawing, or symbols are not allowed.

Tops:		
White:	Navy:	Light Blue:
		

### Bottoms:

- Students must wear pants, jeans, shorts, skorts, or skirts.
- Bottoms must be worn at the waist and not shorter than three inches above the knee.
- Elastic waist bottoms are highly recommended for students in Pre-K and Kindergarten.
- Leggings and Jeggings are not allowed unless covered by an overgarment (skirt, dress, or shorts).



### Shoes:

- Shoes must be worn at all times. (House slippers, slides, crocs, and flip flops are not allowed)



### Jewelry:

- Must be simple and worn inside shirts or blouses
- Boys are not allowed to wear earrings
- Avoid wearing expensive jewelry

### Headwear:

- Hats or hoodies may only be worn outside of the building. An exception will be made for religious headwear
- Do-Rags or hair nets are not permitted

### School Uniform Dress Code Policy (Consequences)

- If a student comes to school without appropriate clothing, parents will be contacted immediately and asked to bring a change of clothes
- If a student is experiencing financial difficulties in the family and cannot afford uniforms, uniforms will be provided through Wrap Around Services
- If a student continually arrives to school without the appropriate clothing, and there is no financial hardships, then the student will be issued afterschool detention or Saturday detention

## COMMUNICATION

### Contacting Teachers

*The Whole Child, Every Child*

- Teachers are available for parents to discuss parental concerns. You can contact your child's teacher through the front office (713)-671-4110, or through the ClassDojo app. You can contact the office and leave a message for your child's teacher and expect a return call within 24-48 hours. If your child's teacher does not return your call within that time, you may have the office to give your message to an administrator.

#### **Parent Conference**

- Parents can request a conference with teachers. Teacher will schedule a conference with the parent at the convenience of the parent and the teacher. To schedule a conference with your child's teacher, please contact the main office at 713-671-4110 and a message will be given to the specific teacher.
- Showing up unannounced does not guarantee a conference with the teacher, due to planning and daily activities that have already been scheduled for that day. Contact your child's teacher prior to arriving to ensure a conference with the teacher.

## **PARENTS VISITING THE OFFICE**

Parents are always welcome at school. Please remember when visiting the school, the school is a place of business. We are in the business of serving students and their families, which mostly consists of small children. When visiting the front office please conduct yourself in a professional manner. Yelling and profanity will not be tolerated, you will be asked to reschedule your appointment to a later time/date.

Office staff will relay your concerns to the appropriate person and have them get back with you within 24 -48 hours.

It is important that you communicate with your child's teacher for any updates specifically concerning your child's instructional needs or expectations.

While we take all parent concerns very seriously, instruction is our number one priority. Please realize that

## BEHAVIOR EXPECTATIONS

Students have expectations throughout the school to always maintain safety throughout the school. Classroom expectations are posted in each classroom so that students know expectations for each area of the school. Expectations are posted throughout the school specifying the expectations in each area:

### Hallway Rules

<b>C</b> CONVERSATION	0 No talking	
<b>H</b> HELP	Raise your hand	
<b>A</b> ACTIVITY	Walking in hallway	
<b>M</b> MOVEMENT	Stay in line	
<b>P</b> PARTICIPATION	Walk in a straight line, hands to yourself	
<b>S</b> SUCCESS	Get where you are going	

### Restroom Rules

<b>C</b> CONVERSATION	0 No talking	
<b>H</b> HELP	Take care of yourself	
<b>A</b> ACTIVITY	Going to the bathroom	
<b>M</b> MOVEMENT	Walk	
<b>P</b> PARTICIPATION	Use the bathroom, wash and dry hands	
<b>S</b> SUCCESS	Well done!	

### Cafeteria Rules

<b>C</b> CONVERSATION	2 Quiet Conversation	
<b>H</b> HELP	Raise your hand	
<b>A</b> ACTIVITY	Eating lunch	
<b>M</b> MOVEMENT	Stay seated	
<b>P</b> PARTICIPATION	Eat your lunch, keep your area clean	
<b>S</b> SUCCESS	You are full and happy!	

### Recess Rules

<b>C</b> CONVERSATION	4 Outside voice	
<b>H</b> HELP	Find your teacher	
<b>A</b> ACTIVITY	Recess	
<b>M</b> MOVEMENT	Play	
<b>P</b> PARTICIPATION	Be kind to others, play nicely	
<b>S</b> SUCCESS	Have a good time!	

Students are to follow the instructions of the teachers in all areas of the school. Signs are posted to remind students of expectations throughout the common areas. Parents, please review these expectations with your child to ensure they understand each behavior in each of the common areas.

## **DISCIPLINE**

Each school in HISD has a discipline management plan. The plan includes a set of rules and responsibilities for all students. Consequences for misbehavior are outlined in the plan.

### **Discipline Plan**

The Dogan Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well communicated guidelines. We implement De-escalation methods in alignment with the Social Emotional Learning (SEL) model.

The staff enlists the participation and support of parents in upholding high standards for student behavior.

The Dogan Discipline Plan includes:

- Classroom rules formulated by the students and teacher
- Frequent review of expectations and consequences
- Weekly communication from teacher to parent regarding student behavior
- Referral to the office for repetitive disruptions or serious infractions
- Use of the HISD Code of Student Conduct.

*\*\*\*Corporal punishment will not be used as part of the discipline plan\*\*\**

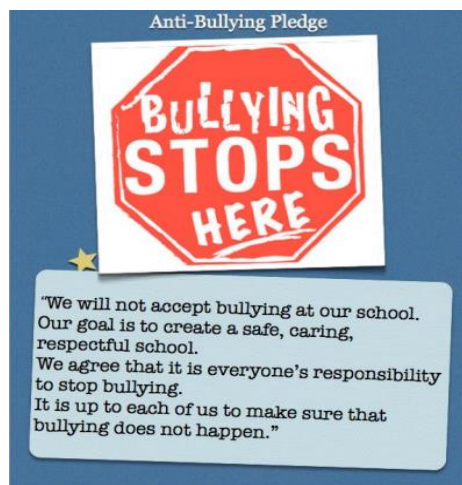
Students will adhere to the following hallway and lunchroom rules:

- Use quiet voices
- Raise hand for permission to leave seat
- Enter and exit in a quiet and orderly manner
- Practice silence in the hall at all times
- Respect the rights of others (no bullying)

## **BULLYING**

Dogan Elementary has a no bullying policy. Students who feel they are victims of bullying should notify their teacher, counselor, or administrator. Everyone should feel safe at school, and it is our priority to make sure our students at Dogan are safe throughout the instructional day.

Parents can also notify teachers if they feel their child is being bullied or threatened during the school day.



**NO BULLYING  
POLICY**

Bullying is an extreme and very serious incident, so it is important to understand what bullying is in order to define it and prevent it.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

## CELL PHONES

*The whole Child, Every Child*

We highly encourage that students do not bring cell phones because they are a source of distraction, content on cell phones is not monitored, and students can engage in inappropriate behavior on cell phones. However, we understand that parents may choose to send their child with a cell phone for emergency reasons. So, please discuss with your child the following rules and guidelines for cell phones during school:

- Cell phones must be turned off and out of sight during the school day (this includes breakfast, lunch, and dismissal)
- Students who bring cell phones to school should keep cell phones in their backpack.
- If students are seen accessing their cell phone, the cell phone will be confiscated.
- Parents will have to redeem the cell phone and pay a **\$15 fee**.
- Parents, please do not call or text your child during dismissal to let them know you have arrived. Students will be called by name and escorted out by an adult. Students will not be allowed to walk out, until they have been called.



## **BREAKFAST**



HISD provides free breakfast for all Dogan Elementary students. The HISD Food Service Department posts a calendar of menus each month. Please check the HISD Food Service Website for the breakfast menu information.

Grades 3-5 will eat breakfast 7:00 – 7:30 in the cafeteria every day

Grades Pre-K – 2<sup>nd</sup> Grade will eat their breakfast in the classrooms everyday 7:30 – 7:45.

Any student arriving after their grade level's breakfast time will have to go to the cafeteria to pick up their breakfast.

Breakfast is over at 8:00 AM.

## **LUNCH**

HISD provides free lunch for all Dogan Elementary students. The HISD Food Service Department posts a calendar of menus each month. Please check the HISD Food Service Website for the lunch menu information.

Students are allowed to bring their lunch at the discretion of the parents. Students should not share their lunch with any of the other student. Contact your child's teacher for their specific lunch time.

*Parent volunteers who are in the cafeteria on a volunteer duty are expected to be on duty and are not to eat lunch with their child(ren). Those parents who volunteer should only be in their assigned areas.*

### **Lunchroom Rules:**

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service Personnel.
3. Students may talk in quiet voices during lunch.
4. Students will stay seated during the lunch period unless they receive permission from the duty teacher.
5. Students will be responsible for leaving the tabletops clear and picking up paper, trash from under the tables.
6. Students must follow the instructions of the lunch-duty personnel
7. Misconduct in the lunchroom will

## **LUNCH – DROPPING IT OFF**

We are a closed campus, which means that parents are not allowed to drop off lunch every day. As we continue to ensure our focus is on instruction throughout the entire day, we encourage you to remind your child to bring his or her lunch. If your child forgets his/her lunch, you must bring it to campus **before 10:00 AM** to ensure timely delivery to students before their lunch begins. We highly recommend that you send your child with his/her lunch in the morning or bring it on the days you plan to eat lunch with your child in the cafeteria.

## **LUNCH VISITS**

**\*Parents/Guardians may come to the school and eat with their child and may bring food with them. Parents/Guardians cannot provide food to any other children besides their own. Dogan Elementary will not accept deliveries of outside food or drink for students’ lunches if the parent/guardian cannot stay with them. Again, the outside food or drink can only come in if the parent/guardian is wishing to stay and dine with their child.**

- Parents/guardians who come to school to eat lunch will sit at the designated table with their child on the dates designated below (maximum of 4 persons per visit).
- The sharing of food with other students is prohibited.
- We ask that parents respect the cafeteria rules and the directives of the adult on duty.
- In order to facilitate the timely dismissal of students from the cafeteria and to allow for tables to be prepared for the next lunch period, parents are asked to exit the cafeteria five minutes before the end of the lunch period.
- Parents will not be allowed to walk students back to class after lunch.
- There will be no lunch visitors for the first week of school. This will allow our campuses to make sure lunch room procedures are understood and consistently practiced by our students.
- The building administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.
- All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.
- All visitors must be VIPS approved (applications are valid for one year). Parents can receive VIPS application information from the front office

### **Lunch Visitors Schedule**

Tuesday	Wednesday	Thursday
PK & K	G1 & G2	G3, G4 & G5

## EMERGENCY PROCEDURES

It is important that all information on each child’s enrollment card be complete and kept current.

If phone numbers (home, work, emergency, or doctor) change, please notify the school office immediately.

Be sure that you have a plan for picking your child up during the day should he/she become sick at school. Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. Be sure that changes in “pick-up procedures” are clearly communicated and discussed before the child leaves home. Notify the teacher in writing when such changes occur. Students will not be called out of class to talk on the phone. In emergency cases, messages will be delivered to students. This will not be done for messages that are not urgent. Plan ahead! Your child’s instructional time is important.

## FIELD TRIPS

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form. A Student Medical Emergency Treatment form must be on file with the nurse.

Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips.

**Be sure to adhere to the timelines for the return of permission slips to ensure that your child has a reserved space and can participate.**

Some field trips are considered extra-curricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom as reflected on his/her report card may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) may be used as a consequence for

specific acts of misconduct. Any student whose behavior is unacceptable on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of this decision.

### **FIELD TRIP CHAPERONE POLICY**

Parents must complete a background check and be approved prior to chaperoning a field trip.

Please see Aracely Alanis (VIPs Coordinator) to begin the process. Teachers will only be notified as to who has been approved.

FIELD TRIP CHAPERONES (2 parents per classroom, depending on the location of the fieldtrip and grade level) – If a parent is selected to chaperone a field trip, please do not bring another school-age student. Anyone above the age of 18 who is planning to chaperone, must go through the VIPs process and be approved. Supervision is critical, and the chaperone must be solely concerned with watching the students on the field trip. Parent chaperones must ride the bus in order to chaperone the entire field trip.

\*\*\*Parents may submit their names to their child’s classroom teacher if they are interested in attending a field trip. Teachers will then conduct randomized drawings to select chaperones on a rotating basis to not have the same parents each time. Teachers will then notify the parents selected for each trip.

For safety reasons, **parents are not allowed to follow their child’s school bus during a field trip.** Parents must be approved by VIPs to participate in any field trip since it is considered part of your child’s instructional day. Parents that have not been selected as chaperones by their child’s teacher **may not join the class at the field trip location or interact with any of the children.** The VIPs approval process can take up to three weeks.

## **GRADING**

Dogan ES uses both Academic and conduct grades. All students receive a progress Report at the 3-week mark and a Report Card every six weeks at the end of each cycle.

### **Academic Grades**

Students will receive report cards at the end of each grading period. The academic grades will reflect class work, homework, projects, and tests done for that period.

All grades for 1<sup>st</sup> – 5<sup>th</sup> will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

90-100	Excellent quality of work – thorough mastery of subject matter.
80-90	Good quality of work – above average with consistent effort.
75-79	Satisfactory quality of work – average achievement.

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70-74                      Below quality of work expected – below average achievement.

Below 70                      Unsatisfactory quality of work – poor work, failing.

For Pre-K – KG, we use a number system 1, 2, 3

## **Conduct**

Conduct will be marked with one of four letter grades to be interpreted as follows:

E                      Excellent quality of behavior – totally self-disciplined.

S                      Satisfactory quality of behavior – cooperates readily.

P                      Poor quality of behavior – improvement needed.

U                      Unsatisfactory quality of behavior – administrator conference needed.

## **HOMEWORK**

Homework is an extension of what has been taught in class.

Students will be assigned some long-term activities such as outside reading, projects, etc. These assignments assist students in learning to budget their time and to take advantage of learning opportunities outside of the classroom.

Work with your child to schedule time each day to complete homework assignments and check to see that homework is done each day. Help your child to organize his/her materials so they can get to school each day with all the things they need (including homework) for a successful day.

## **HOURS**

School hours are **7:30 a.m. – 2:50 p.m.** each day. It is important to the formation of good habits as well as to the educational process that all students arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day.

### **Daily Schedule**

7:00 a.m. First bell, building opens

7:30 a.m. Instructional day begins

7:45 a.m. Tardy bell

2:50 p.m. Dismissal (students)

Students who walk or are dropped off **should not** arrive at school before 7:00 a.m. Students in grades PreK-2 wait in the PE room, grades 3-5 wait inside the cafeteria.

Students who are not in their classrooms by **7:45 a.m.** will be counted tardy and may miss breakfast. Children who are tardy must have a note from home. Oversleeping, alarm clock trouble, no ride, etc. are considered an unexcused tardy. Students will be allowed two unexcused "tardy" each nine weeks.

**Repeated late arrival can result in an administrator conference.**

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours. The policy reads as follows:

**THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:00 A.M. OR STAY AFTER 3:20 P.M.**

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.

## **INCLEMENT WEATHER**

Make a plan for rainy or "bad" weather days. Be sure that your child is familiar with your plan and is able to 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 carried by all local radio stations. Whenever possible, the decision will be made by the district before 6:30 a.m.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. Please do not call the school with last minute instructions; this will be difficult to ensure communication with the number of students we have enrolled. 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. HISD's superintendent has the authority to cancel or close schools. Please listen to the news for any decisions made by the superintendent.

## **JUST IN CASE (Neighborhood Watch)**

We depend upon our patrons and nearby residents to "keep an eye on" the school, especially on weekends and holidays. If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at 713-892-7777. We want our students, staff, and community to feel safe at Dogan and we have the power to make it happen.

## **KINDERGARTEN**

Kindergarten at Dogan is a full day program. Students attend from **7:30 a.m. – 2:50 p.m.** daily. Kindergartners participate in all school activities including enrichment classes, lunch, recess, field trips, assembly programs etc. All kindergarten students must be dropped at the front door by the office where a teacher aid will escort them to the gym.

Kindergarten students will take at least one standardized test as part of a screening process used in considering children as Gifted and Talented. Kindergartners who qualify for the G/T Program begin receiving services in April.

Kindergarten is a time of discovery and development of independence and self-reliance. We feel that our program at Dogan is designed to help young students make a successful transition from home to school. It is very important to have excellent attendance. We have many students who would like to be in Kindergarten and if satisfactory attendance is not met, we may withdraw students to accommodate others.

## **LEAVING EARLY**

Students who need to leave school for an appointment must be checked out through the office. Parents should plan to pick students up **before 2:00 p.m.** or plan to wait for them to be dismissed at 3:05 p.m. **Students will not be called after 2:00 p.m.** This plan is in place for the safety, and learning, of all students.

## **LIBRARY- Houston ISD Dogan Elementary Library Policy**

A library is a wonderful place where children can learn and explore. Positive experiences in the library often help shape the children of today into the adult readers of tomorrow. With everyone's help and



cooperation, the Dogan Elementary Library will be a beginning step which will encourage each child to become a lifelong reader.

### **Overdue Notices**

Teachers will receive overdue notices throughout the year to distribute to students.

### **Check Out Policies**

Kindergarten Students - 1 book for 2 weeks

First Grade through Fourth Grade Students -2 books for 2 weeks

Fifth Grade Students - 3 books for 2 weeks

A due date will be stamped in the books. We encourage students to return books by those dates, but we want to also encourage them to complete the books. Students may even return a book before the posted due date. Books can be renewed one time (at the library) if they are not finished by the book's due date. Please bring the book to the library and let Ms. Hall know that the book needs to be renewed. Students may visit the library individually with their teacher's permission to check in and/or check out books. The book's due date is stamped on the front of the book. It is the sole responsibility of the student to ensure that his or her books are returned on time.

### **Houston ISD Dogan Elementary Library Fine Policy**

**\*\*Students will not be allowed to check out additional books until all late books are returned.**

### **Lost and Damaged Books**

If a student loses, or damages, a library book, the student is responsible for paying for that book **(cost \$20)**.

We are happy to work with families who may be unable to pay for replacement books.

If a lost book that was paid for is found, please return the book to the library and a refund will be issued if the book is in good condition.

**\*\*Refunds will gladly be issued during the same school year that the book was lost. However, we will be unable to refund lost book monies after the last day of the school year that the book was lost.**

## **LICE**

It is really important that all parents check their own children for lice. The process is not pleasant, but it is simple!

Separate and examine portions of hair, especially at the nape of the neck, over the ears, and at the crown of the head. The nits are waxy looking and elliptical in shape.

If your child does have lice, treat him/her immediately and please notify us. Your child’s doctor can recommend a course of action or use over the counter shampoos available at your pharmacy. Remember that shampooing is not enough; all eggs must be removed from the hair shaft. Household items such as pillows, bedspreads, sheets, plush toys, etc. should also be washed, treated, or put in plastic bags. It is really important that all parents take an active role in checking and treating head lice. If a child has been infested, he/she should be treated quickly so that minimal instructional time is lost. One day is usually enough!

For more information, please see our school nurse.

## **LOST AND FOUND**

Dogan students are asked not to bring toys, electronic or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school. Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold or traded.

**Label all removable articles of clothing as well as other belongings** clearly with the child’s first and last name to prevent loss. Lost and found articles are kept in the custodian’s office.

Lost and found articles will be displayed periodically in the main hall so that students or parents can claim these items. Encourage your child to take care of his/her things.

## **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. School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition. A school nurse cannot give medication without express orders from a physician. In order 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 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
- be sent home 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.

If necessary, the HISD medication permission form may be requested from the nurse.

## **ORGANIZATIONS**

### **PARENT ORGANIZATIONS**

Shared Decision-Making Committee (SDMC) – Parents, teachers, and community members work together to plan and make decisions for the school. The SDMC minutes will be posted to the website.

The Parent-Teacher Organization (PTO) – The PTO invites you to become an active member. The yearly membership drive begins in September. Through participation in the PTO’s activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships fostered through participation in school endeavors.

PTO meetings will be held at least two times a semester. Advance notice will be sent home with the students.

Volunteers in Public Schools (VIPS) - Our VIPS give regularly of their time and talents. Their projects include assisting in the Library, reading, tutoring, lunchroom, and many other areas.

Room Parents – Room parents coordinate volunteer activities at the classroom level. These include parties, field trips, and activities geared to the specific grade levels. They also assist the teacher in any way possible when help is requested.

## **STUDENT ORGANIZATIONS**

Student The Student Council is made up of fourth and fifth grade students, who can accept added responsibility, can assist the staff in providing for the safety of other students, and generate ideas for improving the campus. Faculty sponsors and the administrators work closely with this group.

## **PARKING**

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Dogan Elementary. The visitor parking lot driveway and the entrance and exit lane are painted red and called “No Parking / Fire Zone” areas. Do not park your car and leave it unattended in this zone. Cars may line up in this zone at dismissal time as long as the driver stays in the car.

The faculty and staff parking lot is reserved for Dogan Elementary faculty and staff **ONLY**.

When dropping off students, please do not block traffic. If you plan to get out of your car, then please park.

## **PREKINDERGARTEN**

Prekindergarten at Dogan is a full day program. **(7:30 a.m. – 2:50 p.m.)** In order to be eligible for Prekindergarten, children must be four (4) years old on or before September 1st of the present school year. There are no exceptions to this age rule. In addition, attendance is very important for our Prekindergarten program. If satisfactory attendance is not being met, we may withdraw the student to allow room for another student.

All Prekindergarten students must be dropped off at the front door by the office where a teacher aid will escort them to the gym or their classrooms.

## **PROGRESS REPORTS**

Progress reports will be sent midway through each grading period. These reports are to notify parents that a child’s work in a subject or subjects is unsatisfactory.

Please sign the report and return it to school the next day. Please schedule an appointment with the teacher to discuss how better to assist your student at home and school.

## **REPORT CARDS**

Report cards are given to students by their teachers after completion of each nine-week grading cycle. The report cards are run in sets of two. One copy is sent home with the student to be signed by the parent/guardian. This copy should be returned to the teacher and retained in the student’s classroom folder. If the copy given to the student is not returned signed by the parent/guardian, the second copy is filed in the student’s classroom folder.

## **RESIDENCY**

Students must reside in the Dogan attendance zone in order to attend school at Dogan. If a student moves out of the Dogan zone during the school year, the student must enroll in his/her “new” zoned school. Exceptions may be allowed depending on attendance and conduct, pending approval from the principal.

## **SCHOOL PROPERTY**

Every year there are many textbooks, library books, technology and other items considered school property that are lost or damaged. We ask that you help us by caring for and returning school items.

**Houston ISD Board Policy  
101912**

**EQUIPMENT AND SUPPLIES MANAGEMENT  
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

**CMD  
(LEGAL)**

***Education Code 31.104(c), (g)–(h); 19 TAC 66.107(b)***

### **Responsibility for Instructional Materials and Equipment**

Each student or the student’s parent or guardian is responsible for all instructional material and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian.

As provided by board policy, a district may waive or reduce the payment required if the student is from a low-income family. [See FP] The district shall allow the student to use instructional materials and technological equipment at school during each school day.

If instructional materials or technological equipment is not returned in an acceptable condition or paid for, a district may withhold the student's records. A district may not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. [See FL and GBA regarding student and parental right to access records; and FD, FFAB, and FL regarding a district's duties to provide records to another district]

## **SECURITY CAMERAS**

For safety, Dogan Elementary has multiple security cameras that are located inside and outside the building. These cameras are operational 24 hours a day, 7 days a week.

## **TESTING**

Students will be given several standardized tests during the school year. These tests are given to assess student needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents.

On the State and District test administration days, parents and visitors will not be allowed into the building until testing is over. On these major test dates, we want the least amount of distractions in the building to ensure the optimal testing environment and security.

## **VISITORS - SIGNING IN AND OUT**

All visitors to the building must sign in at the front office and wear a badge each time they visit Dogan Elementary. If you are noticed not wearing a badge, you will be escorted to the front office to receive your badge or exit the building.

## **VOLUNTEER OPPORTUNITIES**

We want and need Dogan parents to be involved in our school and their own child's educational process. There are many volunteer opportunities available. Be sure to watch for the Volunteers in Public

Schools (VIPs) form that will be sent home at the beginning of the school year. Parents interested in volunteering may also contact the VIPs coordinator, the office, or the child’s teacher. **This is required for attending some events such as field day, incentive/reward days, or other events held during the regular school day.**

In accordance with HISD Board of Education policy, “Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district.” All volunteers must participate in a Volunteer Criminal History Background Check by completing the Volunteer Access to Police Records form (see the front office) and attaching a copy of an official form of identification (Texas Drivers License, Texas Identification or passport). Completed forms should be submitted to the school where you plan to volunteer. If you plan to volunteer at more than one school, please list the schools on the form. Background checks for volunteers are required every school year and are good for volunteer service at any HISD school. Please allow up to three weeks for processing.




## **WAITING FOR STUDENTS**

For security purposes, we ask that parents not enter the building prior to dismissal and wait in the halls. Please use the car rider system to pick up your child, wait outside for students in grades 1-5, or pick up PreK/Kinder students in the cafeteria. Parents who do not want to wait in line for our car rider system, may park and have their children **walk to their vehicles at the protected crosswalk in front of the school**. Remember, no students will be released after **2:00 p.m.** unless it is an emergency.



**2022-2023 Academic Calendar**  
Houston Independent School District

July 2022	August 2022	September 2022
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		
October 2022	November 2022	December 2022
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
30 31		
January 2023	February 2023	March 2023
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1 2 3 4
8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11
15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18
22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25
29 30 31	26 27 28	26 27 28 29 30 31
April 2023	May 2023	June 2023
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5 6	1 2 3
2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30
30		

<b>Key</b>  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)		<b>Holidays</b> September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023		Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day	
<b>School Day Start and End Times</b> 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School		<b>Significant Dates</b> August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers		<b>Grading Periods</b> Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31	
		<b>Report Card Dates</b> October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)			

Last Updated 02/15/22

**Dogan Elementary School**  
**Parent/Student Handbook**  
**2022-2023**

I have read and discussed this information with my child(ren). We agree to comply with the policies and information given to the best of our abilities.

Parent(s) Name: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Teacher(s) Name: \_\_\_\_\_