

Daggett Montessori K-8

Fort Worth Independent School District



Student/Parent Handbook 2018-2019

Administration Building – 801 W. Jessamine
Office: 817-814-6300 or FAX 817-814-6350

Veronica Delgado
Principal

Mary Jackson
Assistant Principal



August 20, 2018

Dear Students and Parents:

We, the faculty and staff of Daggett Montessori School, want to welcome you to school year 2018-2019! Teachers and other school staff members look forward to working in partnership with you and making this school year a successful one for both you and your child.

We'd like to encourage you to become an active participant at Daggett Montessori. We value your input and understand that the key to continued success is stakeholder feedback. We are eager to embark on another year of exciting and enriching opportunities that we hope will inspire students, strike their imagination, and ignite their passion for learning.

As we do each year, we ask that you take a moment to review the The Daggett Montessori School Student Handbook, which contains information that both students and parents are likely to need during the school year. The handbook is available online at <https://www.fwisd.org/DaggettMontessori> or you may request a printed copy from our school office. The handbook is divided into two sections:

- The first especially for parents, with information all parents will need about assisting their child and responding to school-related issues. This section also provides valuable information about programs and other related activities.
- The second, general information regarding school operations and requirements.

Please make note of helpful and important information regarding the earlier start time and arrival on campus. In addition, Celebration of Life/birthdays, our request for consistent plans on dismissing students at the end of the day, and procedures for addressing reported bullying on campus. 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 of learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. A copy of the District's Policy Manual is available in the school library. Please be aware that the handbook is updated yearly, while policy adoption and revision 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 your child's teacher, the counselor, assistant principal, or the principal.

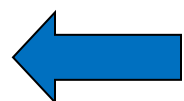
We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Veronica Delgado
Principal



Versión en español disponible a petición.





DAGGETT MONTESSORI SCHOOL K-8

**801 Jessamine St. W.
Fort Worth, Texas 76110
Office Phone: (817) 814-6300
Fax: (817) 814-6350**

OFFICE STAFF

Principal:	Veronica Delgado
Assistant Principal:	Mary Jackson
Secretary:	Laura Garza
School of Choice (SOC) Secretary:	Ana De Luna
Clerk:	Gloria Piña
Nurse:	Trista Bachand
Counselor:	Katie Segreti

School Mascot:	Dragon
School Colors:	Blue and Silver

Vision Statement

To cultivate all students' educational experience to produce global citizens who are empowered with knowledge, skills, and integrity.

Mission Statement

To inspire a self-directed student with an ethical foundation that fosters a desire for life-long learning by guiding the child from self to community and by creating a nurturing and supportive environment.

SCHOOL HOURS

Office Hours	7:30 a.m. – 4:00 p.m.
Kindergarten – 8 th Grade	7:50 a.m. – 3:00 p.m.



Nondiscrimination

Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator
Director of Employee Relations
100 North University Drive
Fort Worth, TX 76107
817-814-8793

June Davis, ADA/Section 504 Coordinator
Director of Special Programs
100 North University Drive
Fort Worth, TX 76107
817-814-2878



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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 education 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 817-814-6300 for an appointment. A teacher will usually return your call or 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.
- 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 your child's teacher or the school office at 817-814-6300.
- Participating in campus parent organizations. Parent organizations include the Parent Teacher Association, Site-Based Decision Making team, SWAT- Green Thumb Club, and Garden Committee.
- 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 period in order to receive grades for the current six weeks. 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:

91-100	Outstanding Progress
81- 90	Good Progress
70-80	Satisfactory Progress
69 & Below	Failing

The Guide to Grading Reporting publication contains information about FWISD grading procedures.

We are on a six week reporting period. Report cards will be issued at the end of each grading period. The last report card for the year will be mailed home.

MEDICINE AT SCHOOL

Certification by the physician or dentist that the medication is necessary is required in order for the student to remain in school. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student.

Medication brought to school must be in a labeled container and delivered to the school nurse. It will be kept in a locked cabinet.

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

Each student must have a complete Student Information and Enrollment card on file in the office. If phone numbers or addresses change throughout the year, parents must inform the clerk so she can make all necessary changes.

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 unless the parent objects in writing within 10 days of notification. No response is required unless you object to this information being made public. 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 goes 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.

State and Local Assessment

In addition to routine testing and other measures of achievement, students at certain grade levels will take the State of Texas Assessments of Academic Readiness (STAAR) tests in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Writing in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8
- Student Success Initiative (SSI)
 - Students in grades 5 and 8 must pass the STAAR Reading and STAAR Math assessments in order to be promoted to the next grade level.

Test results will be reported to students and parents.

STAAR Testing Dates

3rd & 6th Grade

Mathematics	Mon, MAY 13
Reading	Tues, MAY 14

4th & 7th Grade

Writing	Tues, APR 9
Mathematics	Mon, MAY 13
Reading	Tues, MAY 14

5th & 8th Grade

Mathematics	Tues, APR 9
Reading	Wed, APR 10
Science	Wed, MAY 15
Social Studies (8th only)	Thurs, MAY 16

Mathematics Retest	Mon, MAY 13
Reading Retest	Tues, MAY 14
Math Retest	Tues, JUN 2 5
Reading Retest	Wed, JUN 26

Algebra I

Fall Semester	Tues DEC 4
Spring Semester	Mon MAY 6
Retest	Tues JUN 25

English I

Fall Semester	Mon DEC 3
Spring Semester	Tues APR 9
Retest	Mon JUN 24

STAAR Alternate 2 APR 1-18

RELEASE OF STUDENTS FROM SCHOOL

Early Dismissal

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 not be released directly from class without a dismissal from the office, and students will not be released to anyone whose name is not on the student's emergency card or to anyone under the age of 18. **The early dismissal slip must be given to the child's teacher BEFORE the student leaves the school campus.**

A student who becomes ill during the 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.

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least one day(s) in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the administrative office.

LATE ARRIVAL TO SCHOOL

It is very important that students arrive at school on time every day. Coming in late causes valuable instructional time to be lost, disrupts the class, and starts the tardy child off on the wrong foot for the day. Please make every effort to have your child at school, in class, by 8:00 a.m. each day. Should an emergency arise, causing your child to be tardy, please send him/her to go to the administrative building for an admission slip. **A note from home explaining the tardy must accompany the student. Students are considered tardy to class at 7:55 a.m.** Please refer to page 17 regarding FWISD policy on tardies and early dismissals.

MONETARY TRANSACTIONS

Personal checks **cannot** be accepted for payment of fees, fines, lost books, field trips, etc. While the PTA may be able to accept personal checks, the school cannot. When you send money or a money order to school with your child, it is usually best to put it in a sealed envelope with their name written on it. Please send exact amount, as we cannot make change. Please do not send large amounts of money to school with your child.

SCHOOL FACILITIES

Office Hours: 7:30 a.m. – 4:00 p.m.

Use by Students before and after school

Certain areas of the school will be accessible to students before 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.
Cafeteria – 7:20 a.m.
Elementary – 7:30 a.m. – gymnasium
Middle – 7:30 a.m. – hard surface south of middle school building

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

- After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.
- Parking Lot Safety – Unfortunately there are no guest parking spaces. **Please do not park in the staff parking lots on Jessamine or Hemphill.**
- Bicycles may be parked inside the gates on Jessamine. Students are not allowed to bring skateboards and scooters to school.
- Crossing guards – A crossing guard is stationed at Lipscomb and Jessamine. Please instruct your child to cross the street only in the crosswalks where there is a crossing guard.

Use of School Telephone

Students must have a pass from their teacher to use the office phone to call home. Use of the telephone by a student on a frequent or daily basis to determine how he/she will be going home is discouraged. Other examples of students wanting to use the phone that are discouraged are: 1.) calling home to ask if he/she may go home with another student 2.) go to a friend's house after school instead of walking home 3.) Stay at school to keep another student company who may be staying afterschool for valid reasons. Please refer to page 20 in regards to use of cellular phones during school hours.

ARRIVAL & DISMISSAL

Arrival – Do not drop students off before 7:15. The gates are locked and there is no one here to supervise students.

- Bus Routes – Have your child line up ready to board the bus at the bus stop ten minutes prior to the designated time at the bus stop. Do not park in the bus zone in front of or behind the bus during loading or unloading at your assigned stop. This causes the buses to run late. The drivers must leave on time for a.m. and p.m. routes.

- Parent Drop Off – Please unload your child in the circle drive on the east side of Lipscomb heading north in front of the building. Please do not double park or unload in the crosswalk, bus stops, or teachers parking lots.
- Parking - Please do not load or unload in the bus zone or teachers' parking lots on Jessamine Street or Hemphill Street.
- Breakfast (7:20 a.m. – 7:50 a.m.) – cafeteria

When K-5 elementary students arrive on campus between 7:20 and 7:30 a.m., they will be directed to the cafeteria where adult supervision is available. At 7:30 students in the cafeteria may go outside for outdoor activity or elementary students may go to the gymnasium to prepare for opening ceremonies which begin at 7:40.

Dismissal

- Please wait outside the building until teachers dismiss K-5 students on Lipscomb. K-5 students may be picked up to load in vehicles heading north at curbside. Bus students will load on Page Street. Middle School students dismiss on Jessamine Street.
- Please write your child's teacher a note if normal dismissal procedures are not to be followed. Students may be released to people listed on Student Record Card; however, picture identification is needed for student pickup. Siblings under the age of 18 may not pick up students.

Please do not:

- **Leave cars unattended on Lipscomb from 7:00 to 9:00 a.m. and from 2:00 to 4:00 p.m.**
- **Park in the bus lanes or in parking lots of surrounding businesses. The businesses will tow vehicles.**
- **Block our neighbor's driveways**
- **Use the teachers parking lots on Jessamine or Hemphill Streets**

Your cooperation to help students follow the arrival and dismissal procedures is appreciated.

VISITORS/VOLUNTEERS

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 parents and guests must first report to the administration office on Jessamine.

Parents and guests will be signed in on the computer. All parents, visitors, and guests must present valid identification in order to enter the school (driver's license, green card, passport, or visa card). Please check with the office to make sure your presence will not interfere with classroom assessments or district or state testing.

If volunteering, make sure the teachers or Daggett staff are prepared to train you or advance notice about your services. The Montessori assistants can train you to use district equipment for instructional activities at our campus.

Apply and complete a volunteer application from home at <https://volunteer.fwisd.org>. If you are unable to apply online you can apply in person at any FWISD school.

A completed and cleared background investigation form must be on file before you may volunteer in the classroom or attend a field trip. **A NEW BACKGROUND INVESTIGATION FORM MUST BE FILLED OUT EACH YEAR.**

BIRTHDAYS

Celebration of Life/Birthdays at school are limited to 15 minutes following lunch or 15 minutes before dismissal. The cafeteria may not be used for birthday celebrations. Work with your child's teacher in planning and scheduling this activity. **Teachers request that a Celebration of Life be scheduled with them one to two weeks in advance in order to adjust their presentation of lessons and/or administration of class or District required assessments.** *Homemade food may not be served and food other than cupcakes, cakes, cookies and the like are not permitted.*

Invitations to parties outside of school may only be distributed **if all students in the class receive an invitation.**

DAILY SCHEDULES

If requested, your child's homeroom teacher will give you a daily schedule for elementary students. Middle school students are given a daily schedule during homeroom class the first day of school.

Arrival Time: Students may arrive between 7:30 a.m. and 7:55 each morning.

Breakfast: Will be served from 7:40 a.m. – 7:55 a.m.

Dismissal: Kindergarten through 8th grade – 3:00 p.m.

Lunch/Breakfast Schedule

Breakfast 7:20-7:50

Lunch Time	Teacher
10:55-11:25	Westhoff
11:00-11:30	Daniels
11:05-11:35	Tomme
11:10-11:40	Cook
11:10-11:40	Rainone
11:15-11:45	Durboraw
11:20-11:50	Raymond
11:20-11:50	Itani
11:25-11:55	Keith
11:25-11:55	Jordan
11:30-12:00	Jackson
11:35-12:05	Smithhart
11:40-12:10	Williams
11:45-12:15	Garcia
11:50-12:20	Gerred
11:50-12:20	Feldman
12:50-1:20	MS

CAFETERIA SERVICES

The District participates in the National School Meal Program and offers students nutritionally balanced breakfasts and lunches daily. Free and reduced-price breakfasts and lunches are available based on financial need. Information about a student's participation is confidential. Breakfast and lunch prices are unavailable at this time. Please check the Fort Worth Independent School District web site (fwisd.org) for more information.

Breakfast

Students who plan to eat breakfast must go to the cafeteria at 7:20 a.m. Bus riders who plan to eat breakfast at school must go directly to the cafeteria when the bus arrives.

Lunch

Parents/Guardians are responsible for providing a lunch or money for their child's lunch. Parents are encouraged to place money on their child's lunch account in the cafeteria or to log on to myschoolbucks.com to add money to your child's account. When a student forgets his/her lunch or lunch money, he/she will be provided with a lunch. On the following day, the parents will need to reimburse the cafeteria.

Eating with your child on a special occasion is encouraged. Please sign in and obtain a visitor's pass from the office. **When eating in the designated section with your child, no other student may join you nor may you provide food for any student other than your own child.** Students are encouraged not to bring carbonated beverages to school except for field trips.

Nutrition Policy

Federal policy prohibits providing access to competitive foods (foods not provided by the cafeteria) to students anywhere on school premises from 30 minutes before to 30 minutes after meal periods. This does not restrict what parents may provide for their own child's lunch or snacks. **It does, however, mean that parents cannot provide lunch for any child other than their own. Parents please do not bring or send food for any child other than your own.**

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. Students and their 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. Please read the FWISD Student Code of Conduct for more information.

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, Katie Segreti, by calling 817-814-6315.

HOMEWORK

Helping students to be successful is a goal shared by teachers and parents. Homework is one way in which the school and parents/guardians can work together to ensure that learning is maximized for children.

Through homework, students can learn to manage time, set priorities, and assume some responsibility for their own learning. It also provides an opportunity for parents to contribute to and become involved in the education of their children. Student responsibilities include:

- Knowing the assignments and securing the books and materials needed to complete the assignments on time
- Completing and returning assignments in a timely manner
- Seeking assistance as needed from parents and teachers
- Checking with the teacher to determine homework assignments for any class time missed

PROMOTIONS AND RETENTION

Elementary (1-5th grades) – an overall average of 70 for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies are required for promotion to the next grade level. Students must also have 90% attendance for promotion.

Middle (6-8th grades) – students failing more than one core course (math, science, language arts, social studies) will be retained. Students must also have 90% attendance for promotion.

Please be aware that, due to limited enrollment, retained students may return to Daggett Montessori only if a space is available the following year. At certain grade levels, satisfactory performance on state exams, State of Texas Assessments of Academic Readiness (STAAR), will be required for promotion. This requirement affects the following students:

Fifth grade – Reading and Math
Eighth grade – Reading and Math

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/guardian, 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.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented 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.

LEARNING DISABILITIES/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 the 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 for Daggett Montessori is Katie Segreti, Counselor, at 817-814-6315.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher immediately. Lost or damaged textbooks must be paid for by the student.

SECTION II

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.

Students, by state law, must be in attendance for 90% of the school year to be promoted to the next grade level.

When a student returns to school following an absence, he/she must bring a doctor’s note or a note from the parent or guardian for the absence to be excused. **The note must specifically state the student’s legal name, date of absence, reason for the absence, and be signed by the parent/guardian.**

FWISD policy requires that a written note or documentation of a student absence be submitted to the office within **7 calendar days**. If the absence is for 3 or more days, a note from a health care provider is required. Any written documentation turned in after the 7 calendar days will be entered as an unexcused absence.

- Elementary students must turn his/her note in to their homeroom teacher upon returning.
- All middle school students must submit his/her note into the attendance office before 1st period upon returning.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

State law requires students who miss 18 (10%) days or more will be retained.

Tardies/Early Dismissals

Students are considered tardy at 7:55 a.m. After 7:55 a.m. students entering school must come through the office and receive a tardy slip.

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 six week "Incomplete"("I") grade due to excused absences must be made up within the next reporting period, or the missing work will be given zero ("0") credit and will be averaged with the other work.

CONFERENCES

If you have questions or concerns, please schedule a meeting with your child's teacher. The teachers are given 45 minutes per day for conferences, and they cannot visit with parents during class time. If you have difficulty in scheduling a conference with a teacher, contact the principal or assistant principal to assist you.

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 grace and 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 and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- FWISD has adopted the Restorative Discipline Model. Daggett Montessori also uses Love and Logic to help our students, staff, and parents work together for a safe and secure environment for our students.

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.

BULLYING

Bullying is prohibited and will be promptly identified as well as any offensive behavior directed toward a person because of that person's race, color, religion, gender, sexual orientation, gender identity and expression, national origin, disability or any other basis prohibited by law. Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct and that the behavior:

1) Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2) To be sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment for a student. 3) Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or 4) Infringes on the rights of the victim at school and includes cyberbullying.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

TELECOMMUNICATION DEVICES

Students may use telecommunication devices for instructional purpose only. This is not limited to mobile phones, pagers, and/or beepers, videophones or any other device that allows two-way communication by means of radio waves. All equipment should be stored in a locker, backpack, purse, or other place where it is not visible during the school day when not being used for authorized instructional purposes.

Campus administrators shall have the discretion to determine the appropriate use of mobile phones, pagers/beepers, and any other devices for students participating in extracurricular activities while on school property or while attending school sponsored or school-related activities on or off school property.

Any student who violates this policy shall have the telecommunications device confiscated and parent will be notified within two days. To reclaim a device a \$15.00 administrative fee will be charged and written proof of ownership and a photo ID must be presented by the parent or guardian each time a telecommunications device is confiscated.

PERSONAL EQUIPMENT

Personal belongings such as radios, CD players, Ipods, MP3 players, and other electronic devices and games/toys or trading cards are not allowed on the school campus. These items will be confiscated and parents will have to retrieve these items in the school office.

Playground equipment is supplied by the school district, and **personal equipment such as footballs, baseballs, etc. should not be brought to school.** Students/visitors are not allowed to retrieve athletic/PE equipment from overhead walkways or school roofs at any time. Students may not retrieve balls from outside the fenced areas unsupervised at any time. 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.

SMOKING/TOBACCO

FWISD prohibits smoking and the use of tobacco products on school property, including buildings, grounds and parking lots.

HARASSMENT 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, assistant principal 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.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. The Fort Worth Independent School District has adopted a standardized dress code for all students in Pre-K through 8th grade.

Fort Worth Independent School District K-8 Standard Dress Code

Acceptable Dress

- Clothing shall be of the correct size for students, with no sagging pants.
- Black, navy, khaki or blue denim pants, shorts, skirts, skorts, capris or jumpers are acceptable and must be hemmed or cuffed. Shorts, skirts, jumpers and skorts shall be no shorter than three inches above the knee; straight skirts must be knee length; denim blue jeans are allowed but must be free of embellishments and holes.

- Tops in navy, white, gray, or royal blue, not turquoise or baby blue. T-shirts shall not be worn as outer clothing. **T-shirts worn under standard dress tops must be white.** Collared (polo or Oxford-style) shirts or blouses, mock turtlenecks, or turtlenecks, all with sleeves, are acceptable.
- Shirts or blouses shall be tucked into clothing.
- Sweatshirts or sweaters in navy, white, black, gray, or royal blue, **without logo's or embellishments**, are acceptable as outerwear if worn over standard dress. Coats and jackets of any color shall be worn in accordance with weather conditions and not inside classrooms.
- Athletic shoes, loafers, dress shoes or other closed toe shoes as well as open-toe/open heel shoes. Shoelaces shall 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 shall be of a solid color.
- The manufacturer logos must be less than a one and one-half inch square with the exception of school logos.

Unacceptable Dress

- Sagging pants
- T-shirts worn as outer clothing
- 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 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

Students are expected to dress within these guidelines during school and while attending school related activities.

DMS SPIRIT DAYS

DMS spirit day is each Friday and students may wear new and vintage DMS spirit shirts including shirts from previously held DMS events/activities such as AR, field day, solar oven day, auction nights, Battle of the Books, whiz quiz, UIL competitions, attendance recognition, and the like.

On Free Dress Days: Student's dress will be appropriate and **will not** fall within the confines of the unacceptable dress listed above.

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 and guests should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drills

Continuous blaring – leave the building

If you happen to be in the building during a fire drill, please exit the building until the fire drill is complete.

Lockdown Drills

Announced on public address system or by hand-held radios. Visitors are to lockdown in a location nearest to them, such as the office or classroom.

Tornado Drills

Announced on public address system or by hand-held radios—Students will move quietly but quickly to the designated locations.

TRANSPORTATION

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 child be permitted to ride with them.

If students do not have a signed field trip consent note returned to their teacher for each field trip, he/she will not be able to attend the field trip.

Parents who volunteer to serve as field trip chaperons may ride FWISD buses if space is available. Siblings **MAY NOT GO** on school-sponsored field trips. A cleared background investigation check must be on files at least 3 days in advance of any field trips.

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:

- Arrive on time.
- If bus does not arrive at stop, students may call Daggett Montessori from home elementary school for assistance.
- 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.

- Do not deface the bus or its equipment.
- Do 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.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.
- **If the school bus is late picking up or dropping off your child, please call the Transportation Department at 817-815-7909.**

MEDICAL AND HEALTH

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 (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
- *Neisseria meningitides*—*meningococcal meningitis*; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135.

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, joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

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. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is among children 2 to 18 years of age.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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 %). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and last for up to 5 years.

Immunization

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level			NOTES
	K – 6th	7th	8th– 12 th	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) ¹	5 doses or 4 doses	3 dose primary series and 1Tdap/Td booster within last 5 years	3 dose primary series and 1 Tdap/Td booster within last 10years	For K – 6th grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday. For 7th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8th – 12th grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists
Polio1	4 doses or 3 doses			For K – 12th grade: 4 doses of polio; 1 dose must be received on or after the 4 th birthday. However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.
Measles, Mumps, and Rubella ^{1,2} (MMR)	2 doses of MMR	2 doses of measles and 1 dose each of rubella and mumps vaccine		The 1st dose of MMR must be received on or after the 1st birthday. For K – 6th grade: 2 doses of MMR are required.
Hepatitis B2	3 doses			For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax□) was received. Dosage (10 mcg/1.0 mL) and type of vaccine (Recombivax□) must be clearly documented. If Recombivax□ was not the vaccine received, a 3-dose series is required.
Varicella ^{1,2,3}	2 doses			The 1st dose of varicella must be received on or after the 1st birthday. For K – 12th grade: 2 doses are required.
Meningococcal ¹		1 dose		For 7th – 12th grade, 1 dose of meningococcal vaccine is required upon enrollment. For students 11 – 12 years of age entering 7th grade, 1 dose of meningococcal vaccine is required.
Hepatitis A ^{1,2}	2 doses			The 1st dose of hepatitis A must be received on or after the 1st birthday. For K – 6th grade: 2 doses are required. Special note: a child will not be considered delinquent in this series until 18 months have elapsed since receiving the 1st dose.

1 Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

2 Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

3 Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Exemptions

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and wellbeing of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com under "School & Child-Care." Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

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.

Notice of Intent to Provide Human Sexuality Instruction

Dear Parent of Guardian of a Middle School Student:

If your child is enrolled in our middle school “Moving to Wellness” class, the curriculum of this class includes a unit on human sexuality. Both the FWISD Board of Education and the district’s School Health Advisory Council endorse the Texas standards-based curriculum. The district’s School Health Advisory Council is comprised of parents, community and staff members and is appointed by the Board of Education to assist in ensuring the local community values are reflected in the District’s health education instruction. The School Health Advisory Council meets four times a year, and its meetings are open to the public.

Section 28.004 of the Texas Education Code requires that sexuality instruction in Texas schools “present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age” and “devote more attention to abstinence from sexual behavior than to any other behavior.” The content of FWISD’s human sexuality instruction is consistent with this legal requirement and has been developed using the HealthSmart health education program.

A summary of the basic content includes:

- Descriptions of the social, emotional, physical, and mental changes associated with puberty for boys and girls
- Descriptions of the menstrual cycle and how pregnancy occurs
- Explanations of the consequences of sexual activity and the benefits of abstinence as the only means of totally avoiding pregnancy and STD’s
- Explanations of effective words and actions for resisting sexual pressure and remaining abstinent
- Demonstrations of effective refusal skills to resist peer pressure

Instruction for this unit of our health course will be provided by FWISD certified health teachers. These teachers have been provided specific training to ensure that the personal matter of human sexuality be addressed in a professional and sensitive manner. If you wish to review the materials used in this course in advance of this instruction, we encourage you to please do so by contacting either Georgi Roberts or Noah Drew in the Health and Physical Education Department at 817-814-2595.

By state law, if you do not want your child to receive the instruction in this unit, you may request that your child be excused from health classes during that time. If you select this option, send the completed form entitled “Request to Withhold Child from Sexuality Instruction” at the bottom of this letter to your child’s school as soon as possible. Your child’s health teacher will assign alternative lessons or activities and arrange a place for your child to complete the work outside of the room in which the human sexuality occurs. Your child will not be subject to any disciplinary action, academic penalty or any other sanction as a result of this action. If we do not receive a signed copy of the form, your child will be expected to participate in this unit of the health curriculum.



At the request of school administration, FWISD Health and PE department staff may provide additional education opportunities for students that address making good health decisions and avoiding risky behaviors that could lead to unintentional pregnancy, STD or HIV infection. If you do not wish for your child to participate in these opportunities, please complete and return the request below.

If you have questions, please contact the school's principal, your child's teacher, or Ms. Georgi Roberts, the Director of Health and Physical Education. Ms. Roberts may be reached at 817-814-2595

Fort Worth Independent School District Request to Withhold Child from Middle School Sexuality Instruction

**For your child to be excused from the unit of instruction on human sexuality,
this form must be received by the principal prior to February 4, 2019.**

I request that my child, _____, be excused from the state-approved comprehensive sexuality education unit. I understand that my child will be expected to complete alternative assignments provided by his or her health teacher. My child attends _____ School.

Date

Print Name

Signature

Send this form to your child's principal.

PARENT ACKNOWLEDGMENT FORM

STUDENT/PARENT HANDBOOK 2018-2019

My son/daughter and I have received, read and acknowledge the Daggett Montessori Student/Parent Handbook. Failure to sign and return this statement does not reduce the parent and/or student's responsibility to abide by the information contained within the Handbook.

Parent Signature: _____

Student Signature: _____

Date: _____

Please sign and return this sheet to your student's teacher no later than September 15, 2018.