

Rufino Mendoza Elementary

2022-2023 Student Handbook



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Una carta del Sr. Johnson

¡Bienvenidos al año escolar 2022-2023!

La Primaria Rufino Mendoza está comprometida a ayudar a todos los estudiantes a lograr lo mejor de sí mismos y se enfoca en las necesidades académicas, así como en las necesidades sociales y emocionales de nuestros estudiantes. Trabajando juntos, podemos asegurar que cada estudiante alcance su mayor potencial y pueda alcanzar sus sueños y metas.

La opinión de los padres es importante para nosotros. Usted es una parte especial de la educación de su hijo y alentamos la comunicación abierta en cualquier momento durante el año escolar. Como su director, estoy comprometido a fomentar una conexión sólida entre el hogar y la escuela para garantizar que nuestros niños puedan alcanzar su máximo potencial.

Nos enorgullecemos de las "relaciones" en las que CADA estudiante es visto, escuchado y atendido. Estamos comprometidos con altas expectativas académicas, respeto mutuo y responsabilidad.

Este manual fue creado como una guía de las políticas y procedimientos escolares sobre los que recibimos la mayoría de las preguntas. No incluye todas las políticas o procedimientos vigentes, así que no dude en llamar a la escuela si tiene alguna pregunta o inquietud que no se trate en este manual.

Revise el manual completo con su hijo y consérvelo como referencia durante este año escolar. Este manual también está disponible en el sitio web de nuestro campus. Las actualizaciones realizadas a lo largo del año escolar estarán en esta versión en línea. Si usted o su hijo tienen preguntas sobre cualquier material de este manual, comuníquese con la oficina al 817-814-4700.

Damos la bienvenida, alentamos y apoyamos su participación en nuestra escuela y la educación de su hijo y esperamos verlos durante todo el año escolar.

Sinceramente,

Tim Johnson, director



SU PARTICIPACIÓN COMO PADRE

Los estudiantes cuyos padres tienen una fuerte asociación con su escuela y que participan activamente en las actividades escolares muestran un mayor éxito y rendimiento en la escuela. En la escuela primaria Rufino Mendoza, lo valoramos como socio en la educación de su hijo. Hay muchas maneras en que puede asociarse con nosotros en la educación de su hijo, que incluyen:

Dando una alta prioridad a la educación y animando a su hijo a valorar el aprendizaje.

Elogie a su hijo por mostrar una mejoría y enfatice la importancia de nunca darse por vencido, incluso cuando las cosas son difíciles.

Leer con o para su hijo todos los días durante al menos 20 minutos para desarrollar sus habilidades de alfabetización.

Siéntase cómodo pidiendo aclaraciones si necesita información adicional.

Hacer preguntas sobre las actividades escolares y los programas académicos de su hijo, incluidos los programas especiales que se ofrecen en el Distrito. Lo alentamos a que hable con cualquier miembro del personal si tiene alguna pregunta sobre las opciones y oportunidades disponibles para su hijo.

Seguimiento del progreso académico de su hijo. Regístrese en el Portal para padres para que pueda revisar las calificaciones de su hijo en cualquier momento que tenga acceso a Internet e incluso configurar alertas.

Mantener la comunicación con la escuela. Estamos aquí para ti. Llame a la oficina al 817-814-4700 para programar una conferencia telefónica o en persona con su maestro, el consejero o un administrador. Nuestro objetivo es devolverle la llamada dentro de 1 a 2 días hábiles.

Me gusta nuestra página de Facebook y sitio web para mantenerse al día sobre los eventos que suceden en la escuela.

Convertirse en un voluntario de la escuela. Para obtener más información, llame a la oficina para hablar con nuestra especialista en participación familiar, Mary Ortiz.

Unirse a la PTO.

INQUIETUDES DEL ESTUDIANTE O DE LOS PADRES

Llame a la oficina de la escuela al (817) 814-4700 para programar una cita. Por lo general, las inquietudes de los estudiantes o los padres se pueden abordar de manera simple, con una llamada telefónica o una conferencia. Lo alentamos a que primero aborde cualquier problema que pueda tener con el maestro. Un administrador puede participar en conferencias para apoyar a los estudiantes, padres y maestros. Para aquellas quejas e inquietudes que no se pueden manejar tan fácilmente, el Distrito ha adoptado una política estándar de quejas en FNG (LOCAL) en el manual de políticas del Distrito que se puede encontrar en línea en el sitio web del Distrito.

Expedientes del estudiante

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.

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.

Due to the high volume of requests that we receive for information, we ask that you provide us 1-2 school days to fulfill your request.

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;
- Dressing for the weather or for the temperature inside the testing room.

STATE ASSESSMENTS

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

- Mathematics, annually in grades 3–5
- Reading, annually in grades 3–5
- Science in grade 5
- Writing is incorporated into all content areas in grades 3-5 as short answer questions in the new STAAR.
- On STAAR testing days, the campus closes to all visitors at all grade levels due to testing security protocols.
- Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

NOTICE OF SECTION 504

It is the policy of the Fort Worth Independent School District to provide a free appropriate public education to all students who reside in the district without regard to handicapping conditions. Inquiries concerning application of this policy may be referred to the MTSS committee, the school counselor, Bethanie Skipper, the student's teacher, and/or the principal/assistant principal. You may also contact June Davis, coordinator of Section 504 responsibilities at 100 N. University Drive or call (817) 814-2878.

VISITORS TO THE SCHOOL

- We welcome visitors to our school. When visiting, please remember that students who are absent from school due to illness or suspension may not be on campus here at Rufino Mendoza.
- The safety of our students and staff are a top priority. The following safety measures are in place to protect your child while they are here at school:
 - All entrances to the building are locked during the school day. We screen every visitor before allowing entry into the building. Do not open doors to allow others entrance – this may seem polite, but it puts our students and staff at risk.
 - Visitors must report directly to the office upon entry – no exceptions.
 - All visitors who will be in student areas must have a visitor's pass. A state or government issued picture ID to register in the Raptor information system is required in order to receive a visitor's pass.
 - Visitors must sign out before leaving the campus.
 - Visitors needing to use the handicapped entrance are met by a staff member at the door and escorted to the office to check in as this entrance passes through student areas.
 - All volunteers working closely with students must pass a background check online through For Worth ISD. You can access the online application at: <https://www.fwisd.org/domain/181>
 - Due to COVID-19 Safety Precautions, visitors are not permitted to eat lunch with students in the cafeteria at this time.

ENROLLMENT & WITHDRAWAL INFORMATION

- Registration and enrollment are completed each year online through the District website.
- Additional documentation may be required to complete enrollment at Rufino Mendoza such as proof of residency, ID, birth certificate, shot record, etc. This documentation can be uploaded prior to submitting your online registration. Once you have submitted an online registration, our staff will review your record and contact you if any documentation is missing.

- Students who attend Rufino Mendoza Elementary under an Affidavit of Residency must complete a new affidavit each year. Please bring the person with whom you are living as well as proof of their residency at the address within our attendance zone to complete the form.
- A student under 18 may be withdrawn from school only by a parent or legal guardian.
- Please allow 1-2 business days for completion of the withdrawal process which includes:
 - Collecting all textbooks and library books
 - Preparing and reporting all final grades
 - Ensuring the school nurse checks that all medications have been returned
 - Auditing the school lunch accounts to ensure it is paid in full
 - Preparing the MTSS folder for transfer
 - Principal approval signature AFTER all of the above have been completed

ATTENDANCE

- School hours for elementary students Kindergarten through 5th grade are 7:50 a.m. to 3:20 p.m.
- School hours for Pre-Kindergarten are from 7:50-2:30
- School attendance is a primary indicator of academic success. When students miss school, they miss out on the learning experiences in the classroom which cannot be made up with makeup work that may be sent home. Repeated absences and late arrivals may result in serious disruption of a student's mastery of the instructional materials. We are here to help, please let us know when there are issues that are preventing your student from attending or being on time.

Dismissals

- Board policy requires that persons requesting an early dismissal or picking up a student at dismissal time be listed on the student's emergency card as having permission to pick up the student. Therefore, students cannot and will not be released to any person not listed on their emergency card for their safety.
- Anytime you wish to add or remove a person from your dismissal list on the emergency card, you may come into the office between 7:30 and 3:30 and office staff will assist you in updating the early release information for your student(s). If you are not able to come to the school during these times, please call the office at 817-814-4700 and we will work with you to make the updates; your child's safety is very important to us.
- 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 for their safety.
- Dismissals from the office must be made in person with a photo ID so that the person's identity and permission to pick up can be verified for the safety of the student(s). Requests for early dismissals cannot be taken over the phone for these reasons.
- A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.
- Early dismissals will not be given after 2:45 p.m. for student security as this is the main transition time for regular dismissal.

Late Arrival to School

- Students must be seated in their classroom prior to the 7:50 a.m. bell as every minute of the school day is a learning opportunity. Students not in their seats at 7:51 a.m. will be marked tardy.

- The front entrance automatically closes when the 8:00 a.m. bell rings. Students arriving at school after this must push the button to the right of the door and wait for office staff to buzz them into the building and then report directly to the office to receive a tardy slip.
- By State law, a student who arrives after 10:00 am is considered absent for the day. We still encourage you to bring your child as every minute of instruction matters to their growth and success.
- Students arriving late due to a medical appointment may be counted present for the day if they bring a note from their medical provider with them when they arrive at school. These notes must show that the student had a medical appointment that morning and be presented to the office upon arrival. These notes for late arrival are different from notes for absences due to illness.

● **Truancy**

- Texas Law requires children to attend school each day that instruction is provided. A student must be in class at least 90% of the time if they are to receive credit for the class. All absences count toward the 10% absence rate.
- If a student misses 10 or more days or parts of days within a six-month period during the same school year, without a valid excuse, the student is truant.
- If the student misses three or more days or parts of days within a four-week period, without a valid excuse, the student is truant.
- The parent/guardian of a truant student can be prosecuted, after receiving a warning, for Parent Contributing to Non-Attendance (Texas Education Code 25.093). These cases are prosecuted in the City of Fort Worth Municipal Court. If a student becomes a truant, the parent/guardian will be notified in writing about the truancy and may be required to attend future meetings regarding the truant student.
- The school will first make an attempt to have a truancy officer visit the home prior to filing a request for court action (on the tenth unexcused absence within a six-month period). This request will be filed on the fifth unexcused absence following the warning letter. Once the school requests that court action be taken by the Attendance Control Office, no changes can be made to alter the status of that student's attendance profile.

● **Absence Notes**

- When absences is unavoidable, please provide the office with a parent or doctor's note that includes the following information:
 - The student's name
 - The name of the student's teacher
 - The dates the student was absent
 - The reason the student was absent (for example, had the flu, had a fever, etc.)
 - If your student is having attendance concerns for any reason, please contact us at 817-814-4700 so that we can work together to find a solution.

● **Make-up Work**

- When a student is absent, teachers must allow students at least one day for each day's absence (excused or unexcused) to make up any work missed.
- Not all assignments completed in class are able to be completed at home due to the need for materials, technology, etc. Because of this, make-up assignments may be different from those done in class on the day the student was absent.

- A six weeks or nine-weeks “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.

INSTRUCTIONAL INFORMATION

The information in this section provides information on school policies and procedures regarding classroom instruction and grading, and school services.

• School Hours:

- 7:40 Doors Open - Students enter through their designated location and pick up breakfast
- 7:40 Breakfast in the Classroom
- 7:50 School Begins/Tardy Bell (If not in classroom, the student is considered tardy)
- 3:20 Dismissal

• Arrival (Morning Drop off)

- At 7:40 a.m. the main door will open for students in grades 3-5 and the double doors to the playground between the gym and library will open for students in Pre-K-2nd. 3rd-5th grade students will go directly to the cafeteria to pick up breakfast and then report to class. Students in Pre-K - 2nd will be helped by staff members to pick up breakfast outside the gym and proceed to class. For student safety, parents are only able to accompany their child on the first two days of school. After this, parents will need to check into the office with a government issued photo ID and receive a visitor’s pass to visit a classroom.
- **Be sure that students do not ever cross in the middle of the street against traffic. It is dangerous for students to cross in the middle of the street even in a school zone. Student safety is our number one priority. For that reason, students must be dropped off on Denver Ave. or Gould Avenue alongside the school sidewalk.**

• Afterschool Dismissal

- Dismissal for Pre-K takes place at 2:30 p.m. from the double doors to the playground. Please form two lines and the teacher assistants will call your child to the door when you arrive.
- Dismissal for Kinder-2nd takes place at 3:20 from the gym door facing Gould. When the bell rings, a staff member will come to the top of the stairs and call students from the gym for dismissal by reading the names from the dismissal cards. Please form two orderly lines and bring your dismissal card with you.
- Dismissal for 3rd - 5th takes place at 3:20 from the cafeteria doors facing Denver. When the bell rings, a staff member will come to the door and call students from the cafeteria for dismissal by reading the names from the dismissal cards. Please form two orderly lines and bring your dismissal card with you.
- **Students in 3rd-5th with younger siblings may wait with them in the gym for easier pick-up. Please send your child’s teachers a note requesting this option if you are interested.**
- **Students in 3rd-5th who have a note** from their parents on file in the office that gives them permission to walk home will be dismissed from the Cafeteria entrance on Denver Avenue when the bell rings at 3:20 p.m. Walkers must immediately exit the building, leave the campus to go home.
- For safety reasons, students are not allowed to wait on the playground or outside the school

unsupervised for a ride.

- If your dismissal plans change please call the office before 2:45 p.m. so that we can inform the teacher.
- Any student not picked up by 3:30 p.m. will be brought to the office to sign in and wait. At this time, only persons listed on the emergency card as authorized to pick up the student will be allowed to sign the student out after showing a valid picture ID.
- If your child is not picked up at the designated dismissal time, the school will make every effort to notify you that your child has been left at school. If we are unable to make contact with authorized persons and arrange pickup more than 30 minutes after dismissal, Fort Worth ISD Security personnel will be notified and a home visit will be made. If we are still unable to locate any authorized persons for pick up, we must call the Fort Worth Police Department.

● **GRADING GUIDELINES**

Please see *A Guide to Grade Reporting* for details on Fort Worth ISD's grading policies.

● **HOMEWORK**

Educational research shows that relevant, engaging homework that provides students an opportunity to practice skills they have mastered improves student performance and success. Parents play an important role in helping students understand and achieve the benefits of homework. Please stress the importance of homework to your child by providing a time and place for them to work, and by checking to see that his/her homework assignments are completed.

The Fort Worth ISD Guide to Grade Reporting states that students in first and second grade spend about 30 minutes total per day on homework and students in third through fifth grade spend about 45 minutes total per day on homework. Please contact the office if you are receiving homework that greatly exceeds these times or is listed under "Homework shall not include" so that we may assist you in addressing these concerns.

● **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. A parent with questions about these programs should contact the principal.

● **TEXTBOOKS AND LIBRARY BOOKS**

- State-approved textbooks are provided free of charge for each subject or class.
- All books must be treated with care. A student who is issued a damaged textbook or discovers their library book is damaged should report the damage to the teacher immediately.
- Parents are responsible for the cost of any lost or damaged textbooks or library books.
- Report cards and withdrawal papers will be held for any students who owe money to replace lost, damaged, or stolen books.
- Please contact Mrs. Espinoza or Mr. Benjamin Perez our librarian for questions about textbooks or library books.

● **1:1 Devices**

- Each student in Pre-K -5th grade has been issued a school device - typically a Chromebook. This device is on loan to the student and must be cared for as outlined in the user agreement signed when students are enrolled.
- If a device is damaged or lost, or the charger or computer bag (if one was issued) is lost, parents may be charged for repair and/or replacement.
- Please contact our Campus Device Administrator - Mr. Benjamin Perez at 817-814-4700 for computer support or to report lost, stolen, or damaged devices and equipment.
- Use of electronic resources is restricted to 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. [For additional information, see policy CQ.]

● **COUNSELING SERVICES**

- 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, Ms. Maria Mendoza, by calling (817) 814-4700.

● **EXTRACURRICULAR ACTIVITIES, CLUBS, SPORTS, ETC.**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege, not a right. Students must demonstrate continued growth and effort and good conduct in and out of the classroom in order to participate in our programs.

Some of the programs offered at Rufino Mendoza are:

- YMCA Afterschool Program for grades 3-5
- Running Club
- Boy Scouts
- Girl Scouts
- Garden Club

● **OTHER GENERAL INFORMATION AND REQUIREMENTS**

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

● **CONDUCT**

- All students in Fort Worth ISD must follow the Student Code of Conduct in order to take advantage of available learning opportunities and to be productive members of our campus community. Please review the Student Code of Conduct with your child.
- At a minimum, each student has the responsibility to:
 - Demonstrate courtesy—even when others do not.
 - Behave in a responsible manner, always exercising self-discipline.
 - Attend all classes, regularly and on time.

- Prepare for each class; take appropriate materials and assignments to class.
 - Meet District or campus standards of grooming and dress.
 - Obey all campus and classroom rules.
 - Respect the rights and privileges of other students, teachers, and other 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.
- Most disciplinary situations are handled by the classroom teacher in communication with the parent. Only students who persist in disruptive behavior, or who commit a serious infraction are referred to the assistant principal or principal.

● Application 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.

● Personal Equipment

- Many students today carry cell phones for safety reasons as they walk to and from school each day. Students at Rufino Mendoza Elementary may bring a cell phone to school; however, it **MUST** remain turned off at all times during the instructional day. Pagers/beepers, MP3 players, IPODS, IPADS and gaming systems, as well as any other electronic items that would be considered a distraction to the educational enterprise while the student is on school property are not allowed at school.
- Any elementary school student who violates the policy above shall have the device confiscated and retained in the main office. The parent (s) of the student shall be notified of the violation within two school days. Only a parent with a photo ID and proof of ownership may pick up the phone after payment of a \$15 fine. If the phone is not picked up within 30 days, it shall be sent to the student affairs department for disposal. Students may also lose the privilege of bringing a phone to school by violating this policy.
- Equipment for students to play with at recess has been generously provided by our PTO. Personal equipment such as footballs, baseballs, etc. **should not** be brought to school. The school cannot be responsible for lost or damaged items. Any disciplinary action involving personal equipment will be in accordance with the Student Code of Conduct.

- **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, or principal.
- A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.
- The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, gender identity and expression, military/veteran status, in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: June Davis, 504 Coordinator, 100 N University Dr., NW 250, Fort Worth, TX 76107, 817-814-2875; Title IX Coordinator, 100 N University Dr., NW 130-I, Fort Worth, TX 76107, 817-814-2793; or the Title VII Coordinator, 100 N University Dr., SW 206, Fort Worth, TX 76107, 817-814-2710.

- **Dress and Grooming:**

The Fort Worth ISD Standards of Dress is established to teach grooming and hygiene, professionalism, prevent disruption, and minimize safety hazards. Students and parents must follow FWISD standards of dress established by the school board listed below.

- Students may wear denim jeans or navy, black or khaki shorts or pants. Girls may also wear navy, black, or khaki skirts, skorts, dresses or jumpers
 - All shorts (boys and girls), skirts, and dresses should be fingertip length or at least two inches above the knee.
 - A white or dark blue shirt with a collar is also required.
 - Only white or undershirts or white or dark blue long sleeved undershirts may be worn under collared shirts.
 - Sweaters and hoodies must be navy or white to be worn in the building during the school day.
 - The hoods on hoodies must be down while students are in the building.
 - Shoes: Athletic, loafers, dress shoes, other closed toe shoes, open toe or open heel shoes are acceptable.
 - Mondays are designated school spirit days and students may wear a Rufino Mendoza Elementary School T-shirt, or a red/ black collared shirt.
- The guidelines below were established in consideration of student safety, classroom focus, and with parent and staff input. The following are **not permitted**:
 - Accessories or body piercings that could be classified as dangerous, unsafe, or as a potential weapon, i.e., chains, spiked necklaces or bracelets
 - Oversized jewelry that could get caught in clothing and pulled out/off during P.E or recess.

- Flip Flops (shoes must be secured on feet)
- Untied shoelaces, unfastened velcro or unbuckled shoes
- Shoes with high platform heels or Skate Wheels/Cleats
- Combs, sunglasses or grillz
- Clothing considered too revealing (bare midriffs, tube tops, tank tops, halter tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, half shirts, fishnet clothing, and beachwear)
- Clothing with holes, tears or cuts
- Sagging pants
- T-shirts worn as outer clothing or visible undergarments
- 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)
- Clothing that may be considered gang-related, accessories or oversized jewelry, jewelry bearing signs, insignias, color 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

MEDICAL INFORMATION AND GUIDELINES

• Communicable Diseases / Conditions

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

• Immunization

- A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized.
- Texas law requires that students whose immunizations are not up to date or who do not have proof of immunizations (or a waiver) on file with the school nurse will be excluded from attendance for the safety of all students until immunization requirements are met and records are up to date.
- Some of the immunizations required are: diphtheria, measles, rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide specific information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

• Medicine At School

- In order for students to take medication of any kind at school, parents must submit a Fort Worth ISD Medication Form signed by the doctor prescribing the medication before the nurse may administer it in school. This includes inhalers for asthma and epi pens for allergic reactions.
- A new Fort Worth ISD Medication Form is required at the beginning of each school year and must include each prescription the student may need to take.

- Medication brought to school must be in labeled container in which it was dispensed delivered directly to the school nurse. It will be kept in a locked cabinet. If you have any questions, please call our school nurse and she will be able to help you.

● **Head Lice**

Fort Worth ISD Board Policy regarding lice (FFAD) states:

- Based on recommendations from the American Academy of Pediatrics (AAP) 2015 and the 2013 update to the Texas Administrative Code (TAC Title 25, part 1, Chapter 97, Subchapter A, Rule 97.7), the District has updated its lice prevention, control, and treatment protocol to reflect the most current guidelines in the control of lice.
 - Students should not be excluded from school due to head lice. The Centers for Disease Control and Prevention (CDC), the AAP, and the Texas Department of State Health Services (DSHS) agree that there is little evidence that exclusion from school reduces the transmission of head lice (DSHS, 2007, 2014). Head lice are common for children ages three–12.
 - Head lice are not a health hazard and are not responsible for the spread of any disease. They are the cause of much embarrassment, misunderstanding, and many unnecessary days lost from work and school. No-nit policies that keep students with lice home as long as they have any evidence of an infestation don't benefit these students or their classmates and "should be abandoned" (AAP, 2015).
 - The goal of lice prevention and control in schools is to limit the spread of lice from one student to another through accurate diagnosis and meaningful and consistent communication and education (AAP, 2015). Lice control takes teamwork among home, school, after-school programs, and events in private or public locations, including student visits in each other's homes.
 - Questions regarding District lice policy, protocol, and procedures should be directed to the campus school nurse, or the health services department at 817-814-2990.
 - Any student identified with live lice will be sent home at the end of the school day after the school contacts the parent/guardian by phone. The student should not be excluded from school.
 - The parent/guardian will be advised to treat the child for head lice. Educational materials about treatment and prevention will be given and explained to the parent/guardian.
 - The parent/guardian should notify close contacts of this diagnosis.
 - Based on the AAP (2015) recommendations, the school will send alert letters only to parents of students in a classroom if at least 50 percent of students in that specific classroom are affected. Because alert letters may violate privacy and cause unnecessary public alarm when most students in the classroom do not have lice, the school should strongly encourage parents of affected students to notify close contacts of the diagnosis and remind them that the school will not be sending out alert letters.
 - The school nurse will only contact the parent/guardian of a student identified with nits to see if treatment has taken place within the last seven days. Educational materials about nit removal and prevention of lice will be provided to the parent/guardian.
 - If live lice are found at the recheck, the RN should be contacted to assess the adequacy or understanding of treatment, check for any problems or barriers that may prevent live lice removal, and counsel the family on treatment options. The student may remain in school unless other action is recommended by the health team.
 - If live lice are found following the treatment, the RN should be notified. The RN will investigate and make further recommendations to the family.
 - The health team will provide teachers with the Checklist for Classroom Lice Control, and teachers are expected to follow the guidelines in order to prevent the spread of lice. At all

times, schools are encouraged to discontinue fabric-covered items, e.g., pillows or blankets used by more than one child. Teachers may request storage bags to separate all coats/sweaters. Teachers, assistants, and monitors should not allow students to make piles of coats.

- The health team will screen students who are sent to the health room when displaying symptoms. Screening will be done on an individual basis for any student reporting or demonstrating symptoms (e.g., lice visible in the hair, scratching the scalp). Current evidence does not support the efficacy and cost effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children. (CDC, 2007) (AAP, 2015)
 - The RN will:
 - 1. Distribute to parents and staff throughout the year educational materials about lice, such as through newsletter articles, student folders, or school websites.
 - 2. Provide health education to students, staff, and parents regarding prevention, detection, and treatment of lice as needed.
 - 3. Follow up with a parents/guardians for lice cases that are identified by designated District staff when no health team staff is available on campus.
- All District employees should be familiar with the signs and symptoms of lice infestation. Detection of lice or nits, or suspicion of lice or nits, should be promptly reported to the health team or designated, trained office staff. If the RN or school health assistant is not on campus, the designated health services support staff will screen any student sent by a teacher who suspects that the student has lice. If live lice are found, and the health team staff will not be on campus that day, the designated health services support staff will notify the RN and send home with the individual student a notification letter and the educational materials provided by the health team.
- Each teacher should:
 - 1. Survey the classroom environment regularly for students displaying signs of lice or items in the classroom that could be contributing to the spread of lice.
 - 2. Implement the Checklist for Classroom Lice Control and make appropriate changes. [See FFAD(EXHIBIT)]
 - 3. Send a student to the health room for inspection by the school health assistant or RN if the student has visible lice or uncontrolled scalp scratching.
 - 4. Forward any reports of lice received from a parent/guardian to the RN for educational follow-up.
- Each parent/guardian should:
 - 1. Make lice screening a part of the family routine by checking children's heads at least weekly. School screenings do not take the place of these more careful parental checks (AAP, 2015).
 - 2. Follow any recommendations and/or treatment guidelines from student health services.
 - 3. Consult the family's health care provider and/or school nurse for concerns about effective treatments.
 - 4. Notify close contacts of any diagnosis of live lice.
- The lice prevention, control, and treatment protocol will be shared with District employees and the staff of after-school programs in order to allow for consistency when children are in the school environment. The lice prevention, control, and treatment protocol and educational information may be shared as requested with District organizations and after-school organizations, such as athletic or recreational organizations.

- **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.

SCHOOL FACILITIES

- **School Hours:**

- Students in Kindergarten through fifth grade will attend school from 7:50 a.m. until 3:20 p.m.
- Students in Pre-Kindergarten will attend school from 7:50 a.m. until 2:30 p.m.
- **Office hours are 7:40 a.m. to 3:30 p.m.**

- **Emergency School-Closing Information**

- An emergency closing form has been sent home for each student. It is very important that parents return this form to the school as soon as possible. This form advises the school personnel how your child will go home in the event of an emergency closing. If emergency instructions are not available, then the student will be sent home in the regular manner.
- We strongly encourage you to download the Fort Worth ISD App which provides notifications and information for school closings and events.

- **Building Use After Hours**

- Certain areas of the school will be accessible to student organizations after school hours for specific educational purposes. Students are required to remain in the area supervised by school staff where their activity is scheduled to take place.
- The following areas are reserved for use by student organizations after school beginning at 3:00 p.m.
- Cafeteria - for Fort Worth After School program students
- Playground - for Fort Worth After School program students
- Gym - Running Club and Fort Worth After School program
- Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

- **Drills: Fire, Tornado, and Other Emergencies**

- From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When an alarm is activated or sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.
- In the event of a true emergency, please do not come to the school. Once we have engaged in our emergency procedures, students and staff will remain in their secure locations until the situation has been resolved.

- **Cafeteria Services**

Charges will apply if your child selects to purchase additional a la carte items such as ice cream

or chips.

- Students will only be able to participate in our free meal program if parent/guardian applies electronically through MYSCHOOLBUCKS.COM. If a student transfers to a traditional application campus they will need to complete a Free & Reduced Meal Application and return the application to your new school cafeteria manager or the Child Nutrition Office.
- As part of our commitment to student health, we encourage you to send healthy drinks, lunches, and snacks with your child to school. Please reserve sugary drinks like soda and kool-aid and snacks such as chips and cookies for at home.
- Breakfast is served from 7:40-7:50 a.m. Children who eat breakfast at school should arrive by 7:40 a.m.
- Breakfast may not be available for students who arrive tardy after 8:00 a.m.

SCHOOL FUNDING

In order for our campus to continue to receive other educational benefits, including Title 1 funding, each family must complete and return a Household Information Survey as part of the online registration at the beginning of each year.

● Library

- The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.
- Students can check library books out on a weekly basis under the supervision of the classroom teacher. The library books must be returned before a student is allowed to check out other books.
- Lost library books must be paid for.

● Parties

- At different times of the school year, teachers will notify parents of upcoming classroom parties. (Winter, Friendship, End of Year, etc.)
- All food items provided to students must be store bought.
- Teachers may not send out party invitations, nor may a child or parent pass them out during instructional time.
- If parents send store-bought cupcakes, etc., they will not be delivered to the student until the last 20 minutes of the school day.
- District policy allows for two classroom parties each school year to be held during the last hour of instruction. These days will be voted on by the staff at the beginning of each year.

TRANSPORTATION

● School Sponsored Events

- Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event.
- Only parents serving as approved chaperones may ride the bus due to District policies.

● Buses

- Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to

behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
 - Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
 - Keep feet, books, band instrument cases, and other objects out of the aisle.
 - Not deface the bus or its equipment.
 - Not put your 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 addressed in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

Bacterial Meningitis

Bacterial Meningitis is very serious. The highest risk group for the most serious form of the disease, meningococcal meningitis, is among children 2-18 years old.

Senate Bill (SB) 31 requires a school district to provide information relating to bacterial meningitis to its students and their parents each school year.

See the attached Bacterial Meningitis information sheet for more details and who to contact for questions.

Meningitis bacterial es una enfermedad muy seria. El grupo en más riesgo para la forma más grave, la meningitis meningococcal, son los niños de 2 a 18 años.

Senate Bill (SB) 31 requiere que el distrito escolar proporcione información relativa a la meningitis bacterial a los estudiantes y a los padres cada año escolar.

Para mas detalles y con quien comunicarse si tiene preguntas, consulte la hoja informativa de meningitis bacterial.

BACTERIAL MENINGITIS

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord—also called the meninges. 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 meningitidis*—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, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- 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.

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 highest among children 2 to 18 years old.

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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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 the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

Recommended format for future dissemination:

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 lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

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).

For more information

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

LA MENINGITIS BACTERIAL

¿Qué es la meningitis?

La meningitis es una inflamación de la cobertura del cerebro y la médula espinal—conocida como meninges. Puede ser causada por virus, parásitos, hongos, o por bacterias. La meningitis viral es muy común; la mayoría de la gente se recupera completamente. El cuidado médico para la meningitis viral consiste de un tratamiento simple y por lo general no requiere el uso de antibióticos. La meningitis parasitaria y fungal (de hongos) no son comunes. La meningitis bacteriana es muy grave y puede requerir la intervención médica, ya sea por cirugía, por medicamentos o por el uso de aparatos necesarios para el cuidado del paciente.

Hay dos tipos de bacterias que causan la meningitis:

- *Strep pneumoniae* causa la meningitis pneumococcal; existen más de 80 subtipos que causan esta enfermedad.
- *Meningitidis neisseria*—meningitis meningococcal; hay 5 subtipos que causan la enfermedad grave—A, B, C, Y, W - 135.

¿Cuáles son los síntomas?

Una persona con meningitis se pondrá muy enfermo. La enfermedad puede desarrollarse en uno o dos días, pero también puede empeorarse rápidamente, en cuestión de horas. No todas las personas con meningitis tendrán los mismos síntomas, pero uno de los siguientes podría ocurrir. Los niños (mayores de 1 año) y los adultos con meningitis pudieran tener: dolores de cabeza severos, temperaturas altas, vómito, tensión en el cuello, sensibilidad a luces brillantes, mareos o confusión.

**En niños y en adultos, pudiera surgir un salpullido de manchas rojizas o moretones en cualquier parte del cuerpo causados por derrames debajo de la piel. Éstas son señales de envenamiento en la*

sangre (septicemia), que sucede algunas veces con la meningitis, particularmente la meningococcal.

¿Cuál es el riesgo de contraer la bacteria de la meningitis?

El riesgo de contraer meningitis en personas de cualquier edad es como de 2.4 casos por cada 100,000 personas por año. Pero el grupo en más riesgo, para la forma más grave, la meningitis meningococcal, son los niños de 2 a 18 años.

¿Qué tan grave es la meningitis bacteriana?

Si se diagnóstica temprano y se trata inmediatamente, la mayoría de las personas se recuperan completamente. En algunos casos, puede ser fatal, o las personas pueden quedar con discapacidades, tales como sordera, ceguera, amputaciones o con daños cerebrales (resultando en retraso mental o parálisis) aún con tratamiento inmediato.

¿Cómo se propaga la meningitis bacteriana?

Afortunadamente ninguna de las bacterias que causan la meningitis son tan contagiosas como el resfriado común o la gripe, ni se propagan por el contacto casual ni simplemente con respirar el aire donde una persona con meningitis haya estado. Los microbios viven naturalmente en las gargantas y narices, pero no viven por largo tiempo fuera del cuerpo. Se pasan por la saliva de la gente (como besando, compartiendo bebidas, los utensilios, o los cigarrillos). El microbio **no causa meningitis** en la mayoría de la gente. Lo que sucede es que la gente se convierte en **portador** del microbio por días, semanas o aún meses. Siendo un portador estimula al sistema de defensas naturales del cuerpo. Las bacterias raramente vencen el sistema inmunológico del cuerpo ni causan meningitis ni ninguna otra enfermedad grave.

¿Cómo se puede prevenir la meningitis bacteriana?

No comparta alimento, bebidas, utensilios, cepillos de dientes, ni

cigarrillos. Fíjese bien a quienes besa.

Se recomienda que se vacune contra la meningitis pneumococcal a niños pequeños y a adultos mayores de 64 años. Existe una vacuna contra cuatro serogrupos de meningococcal. Estos cuatro causan la mayoría de meningococcal en los Estados Unidos. La vacuna se recomienda también para jóvenes universitarios que tienen que compartir dormitorios o vivir en casas de asistencias. La vacuna es segura y efectiva en (85-90%) del tiempo. Puede causar algunos efectos secundarios como enrojecimiento y dolor en el sitio de la inyección, que puede durar hasta dos días. La defensa se desarrolla dentro de 7 a 10 días después de la vacuna, y dura hasta 5 años.

¿Qué debe hacer si piensa que usted o algún amigo pudiera tener esta enfermedad? Obtener atención médica de inmediato.

¿Cómo se diagnostica la meningitis bacteriana?

El diagnóstico se basa en una combinación de síntomas clínicos y resultados de estudios laboratorios del líquido espinal y la sangre. El líquido espinal se obtiene por una perforación en el lumbar (una canilla espinal).

Para más información:

Su enfermera escolar, su doctor y el personal de las oficinas locales o regionales del Departamento de Salud son excelentes fuentes para la información sobre enfermedades comunicables. También puede llamar al Departamento de Salud local o al Regional Texas Department of Health para obtener información sobre la vacuna de meningococcal. Información adicional se puede encontrar en los sitios de Internet para los Centers for Disease Control and Prevention: www.cdc.gov y el Texas Department of Health: www.tdh.state.tx.us.

School Parent Involvement Policy

Statement of Purpose

The purpose of Rufino Mendoza Elementary parent involvement policy is to create a positive learning environment that is supportive and collaborative for all students, parents, and the community. Therefore, parental involvement activities are scheduled throughout the school year to foster this collaboration. Many of these activities will focus on the improvement of student achievement socially and academically. As a result, learning strategies will be shared with parents in order to improve student achievement and address the needs of all students.

Developing the Policy

The Parent Involvement Policy is developed and reviewed annually by a group of parents. This group will meet a minimum twice per academic school year to plan, implement, and review the policy. Meetings will be conducted on the school campus at a convenient time for parents.

Annual Meeting

In order to ensure parent participation during the annual meeting, this meeting will be conducted as a part of the school's Open House at the beginning of the year. School fliers will be sent home two weeks prior to this meeting. During this meeting, school test data, parental involvement activities, school curriculum and school procedures will be shared. In addition, parents will be given an opportunity to make suggestions regarding improving parent participation in parental activities. Opportunities for electronic and/or paper meetings will also be made available.

School-Parent Compact

A School-Parent Compact for each student will be issued during the Open House. When the parents visit their child's classroom, the teachers will explain the compact to the parents and request the parents' and students' signatures during this meeting. New students will receive the Compacts during enrollment, as it will be added to the enrollment packet. All compacts will be maintained in the office files during the school year. It will also be available to parents on the campus website.

Programs and the School Community

During each parental involvement activity, surveys will be issued to the parents to determine the overall effectiveness of that particular activity. Parents will also be given an opportunity to place their suggestions in writing. The analysis of these surveys and written suggestions will assist the parent committee in planning future activities.

Staff-Parent Communication

Parental communication will be documented via parental communication logs. Parents will be consistently notified regarding their child's progress at school. Students who display a lack of academic progress or behavior concerns will be notified more frequently. Information regarding special scheduled conferences or events will be delivered by Parent Link, the school website, the school Facebook page, and Wednesday Folders. In addition, teachers will return parent phone calls or process parent information requests in a timely manner.

Evaluation

The Parent Involvement Program will be evaluated by a group of parents and school staff at one of the two required meetings.

Funding

The Parental Involvement Budget and Parent Liaison budget will be used to purchase supplies and materials to implement this program. In addition, the Title I instructional supplies budget will be used to purchase materials and supplies to implement learning instructional strategies or activities for the parent program.

Title I: Parent-Student-Teacher Compact of Shared Responsibilities

Rufino Mendoza Elementary School

PARENT/GUARDIAN AGREEMENT

I want my child to reach his/her full academic potential; therefore, I will do the following to support my child's learning:

- ☐ Have on-going communication with my child's school; including parent-teacher conferences, and signing up for Parent Portal to actively monitor progress reports and report cards.
- ☐ See that my child attends school regularly, arrives on time, is picked up on time, and gets 8-10 hours of sleep.
- ☐ Support the school staff and respect the cultural differences of others.
- ☐ Establish a time and place for homework and check it daily.
- ☐ Monitor time spent on: television, devices, video games, and social media during the week.

Parent/Guardian Signature _____ Date: _____

STUDENT AGREEMENT

It is important that I do the best that I can; therefore, I will do the following:

- ☐ Be ready for school each day with my work completed and have the supplies that I need.
- ☐ Always do my best.
- ☐ Believe that I can learn and I will learn.
- ☐ Follow all school rules, routines, and procedures.
- ☐ Show respect for my school, myself, other students, and staff members; including cultural differences.

Student Signature _____ Date: _____

SCHOOL AGREEMENT

The entire school staff will share the responsibility for improved student achievement; therefore, we will do the following:

- ☐ Hold parent/teacher conferences annually.
- ☐ Regularly communicate with parents and update the grading book.
- ☐ Provide opportunities for parents to volunteer in school activities.
- ☐ Provide an environment conducive to learning.
- ☐ Respect the student, their parents, and the diverse culture of the school.

Teacher Signature _____ Date: _____

Título I: Contrato entre los Padres – Estudiantes - Maestros

Responsabilidades compartidas

Escuela Primaria Rufino Mendoza

ACUERDO DE LOS PADRES/GUARDIANES

Quiero que mi hijo/a alcance su mayor potencial académico; por lo tanto voy a hacer lo siguiente para apoyar el aprendizaje de mi hijo/a:

- ☐ Tener comunicación continua con la escuela de mi hijo; incluidas las conferencias de padres y maestros, y la suscripción al Portal de Padres para monitorear activamente los informes de progreso y las boletas de calificaciones.
- ☐ Ver que mi hijo asista a la escuela con regularidad, llegue a tiempo, lo recojan a tiempo y duerma de 8 a 10 horas.
- ☐ Apoye al personal de la escuela y respete las diferencias culturales de los demás.
- ☐ Establezca una hora y un lugar para la tarea y revíselo diariamente.
- ☐ Controlar el tiempo dedicado a: televisión, dispositivos, videojuegos y redes sociales durante la semana.

Firma del padre/guardián _____ Fecha: _____

ACUERDO DEL ESTUDIANTE

Es importante que yo haga el mejor trabajo que pueda, por lo tanto haré lo siguiente:

- ☐ Estar listo para la escuela todos los días con mi trabajo terminado y tener los útiles que necesito.
- ☐ Siempre hago lo mejor que puedo.
- ☐ Cree que puedo aprender y aprenderé.
- ☐ Seguiré todas las reglas, rutinas, y procedimientos de la escuela.
- ☐ Mostrar respeto por mi escuela, por mí mismo, otros estudiantes y miembros del personal; incluidas las diferencias culturales.

Firma del estudiante _____ Fecha: _____

ACUERDO DE LA ESCUELA

Todo el personal de la escuela compartirá la responsabilidad de mejorar el rendimiento académico de los estudiantes; por lo tanto haremos lo siguiente:

- ☐ Realizar conferencias de padres / maestros anualmente.
- ☐ Comunicarnos regularmente con los padres y actualizar el libro de calificaciones.
- ☐ Brindar oportunidades para que los padres se ofrezcan como voluntarios en las actividades escolares.
- ☐ Proporcionar un entorno propicio para el aprendizaje.
- ☐ Respetar al estudiante, sus padres y la cultura diversa de la escuela.

Firma del maestro _____ Fecha: _____

ACKNOWLEDGMENT FORM

My child and I have received and reviewed a copy of the Rufino Mendoza Student Handbook for the 2022-2023 school year. I understand that the handbook contains information that my child and I may need during the school year.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Teacher: _____

Please sign and return this page and return to your homeroom teacher.