



Dallas Independent School District

**RICHARD LAGOW
ELEMENTARY SCHOOL**

SADDLE UP FOR EXCELLENCE

2025-2026

STUDENT/PARENT HANDBOOK

Dr. S. White, Principal
637 Edgeworth Drive
Dallas, Texas 75217 Office
Phone: (972) 749-6600

Websites

Official: www.dallasisd.org/lagow

Join us on Facebook: www.facebook.com/RichardLagowElementary

Student Parent Website: bit.ly/RichardLagow

The Lagow Brand

DISTRICT MISSION STATEMENT

Educating all students for success

RICHARD LAGOW MISSION STATEMENT

Strategically empowering others to reach academic goals

RICHARD LAGOW VISION

To become the premier elementary school in Dallas ISD

RICHARD LAGOW GOALS

90% of students meeting minimum standards on STAAR and IREADY assessments

60% of students meeting minimum standards on STAAR and IREADY assessments

30% of students scoring at the advanced level on STAAR and IREADY assessments

SCHOOL MOTTO

*Lagow **PRIDE**:*

***P**ersonal **R**esponsibility **I**n **D**eveloping **E**xcellence"*

2025-2026 SCHOOL THEME

Theme: "Saddle Up for Success: Lions Mount up!"

Tuesday, August 12, 2025

Dear Parents and Students of Richard Lagow Elementary,

I am thrilled to officially welcome you back to the 2025-2026 school year! This will serve as another great year at Richard Lagow Elementary School! I am privileged to lead and serve the students, staff, and parents of the Lagow Community during a time of incredible change and tremendous possibilities. As we continue our work to provide students with quality instructional experiences that are ROARING with RIGOR and RELEVANCE, we need your help to promote the academic and social progress of Lagow students.

I know that with hard work and dedication on the part of students, teachers, staff, parents and administrators, we will reach our campus goals. In order to accomplish this monumental task, we must make a commitment to work together and take personal responsibility to promote a love for life-long learning and the development of college and career ready students who are able to compete on a global level.

*As parents/guardians, you are a critical part of your child's education. Through your support, we can make a significant difference in the lives of our students. Every parent/guardian is encouraged to become involved in their child's education through opportunities to serve on PTO, Volunteer, and participate in Parent Workshops. You will also make a tremendous impact on your child's education simply by ensuring he/she arrives on time (7:40am sharp) with assignments completed (every day), a positive attitude, supplies, and lots of love and encouragement from **YOU**. If you do this, we will most assuredly do the rest!*

*Please read this handbook carefully. Become familiar with the contents and procedures that guide daily school functions. Keep this guide handy and refer to it as questions arise. **Please sign the last page of this document and return it to your child's teacher.** You will also receive several forms of school communication in our Thursday Folders. Please take the time to review the Thursday Folder. We look forward to a successful 2025-2026 school year.*

Sincerely,
Dr. S. White, Principal
Richard Lagow Elementary School

THE LAGOW WAY!

Policies and Procedures



SCHOOL HOURS 7:45am-2:55pm

School begins promptly at 8:00 am and ends at 3:20pm. Students are not to report to school before 7:40 am. Staff members are on duty at 7:40 am. Students arriving before 7:40 am are **unsupervised**. Breakfast begins at 7:40 am and ends at 8:15 am. All parents must report to the main office to sign students out in cases of emergency. The parent will remain in the main office until the student arrives. For the safety and security of all of our students, parents are asked NOT to walk students to class in the morning. We also ask parents NOT to stand around in the hallways or outside of teachers' classroom door. We have several staff members on duty that will help students get to class and ensure they are safe throughout the duration of their day at Richard Lagow. **After 7:50 am, the side parking lot doors will be locked. All students and parents will have to enter through the front by pressing the call buzzer to report to the main office.**

STUDENTS ARE UNSUPERVISED AFTER 3:00 PM.

The school is not required to supervise children after 3:40 pm unless they participate in the after school program. Parents who consistently send their children to school too early or pick them up late will be required to meet with the principal/assistant principal. However, parents who abuse the designated pick-up time by 15-30 minutes or more will be referred to Child Protective Services. For **safety** and **security** reasons, we ask all parents to wait outside of the building during dismissal times.

BUILDING SECURITY

At 7:40 a.m., students begin to enter through the North doors. Visitors must enter the building through the front doors on Edgeworth Drive after 7:50 am. All other doors remain locked (from inside) during school hours. Students are able to exit doors, but visitors will report directly to the main office.

After-School Program

Academic tutoring and all other after school programs will begin in October. The designated day for after-school clubs is Monday. Tutoring will take place on Tuesdays and Wednesdays.

Please Note:

****After 3 Late-Pick Ups, students will be dropped from the after school program.****

NO AFTER SCHOOL PROGRAM ACTIVITIES ON TUESDAYS!

PARENT COMMUNICATION

Every week, the **Monday Folder** will be sent home containing homework. A calendar of school activities, communication flyers and newsletters can be found on the student/parent website page. Please review all of the information inside of the folder and then, sign and return it to campus on Friday morning.

You will also receive updates via **School Messenger**. The Principal utilizes school messenger to call all parents at the same time with school updates and events. Please listen to the message in its entirety before calling the campus. The Richard Lagow main number will show up on your caller ID. It is important that we have an accurate phone number in order for parents to receive these updates.

Updates will also be provided via the Richard Lagow Parent student website page and **Facebook Page**. You can join us on Facebook: www.facebook.com/RichardLagowElementary and Google site: bit.ly/RichardLagow. The purpose of this page is to communicate with parents and the community as well as celebrate the success of our campus. Please do NOT make negative comments on our Facebook page. Anyone who post negative comments will be banned from the page. If you have any issues or concerns, please call or come by the main office to speak with a member of the Administrative Team.

Arrival and Dismissal

To ensure the safety of our students, parents will **NOT** be allowed to enter the teacher parking lot for **any reason during the arrival/d dismissal** process of your child on school property. The designated pick up/drop off areas are **directly in front and behind** the school building. Personnel have been assigned to assist with the traffic

before and after school arrival/dismissal times. Please *be courteous* and help assist us by complying with prompts to **remain in your vehicle**, **refrain from stopping** in the *middle* of the street, never **leaving an underage child unsupervised** during drop off/pick up times, and **NOT** parking on the side of the school building that is *designated for buses only*.

LUNCH SCHEDULE

Parents are invited to eat with students on scheduled Picnic with Parent Designated days only.

Grade Level	Time
Pre-Kindergarten	10:25 am – 10:55 am
Kindergarten	10:40m – 11:10 am
First Grade	11:05 am – 11:35 am
Second Grade	11:45 am – 12:15 am
Third Grade	12:45 am – 1:15 pm
Fourth Grade	1:15 pm – 1:45 pm
Fifth Grade	12:15 pm – 12:45 pm

All student lunches should be brought with the student in the morning time before instruction begins at 8:00 a.m.. Parents are not allowed to have food delivered(ie. doordash, uber eats, etc.) Student meals should be ready to be eaten. Personnel due to safety measures are not allowed to heat food. Birthday parties are not allowed to take place in efforts to support different religious beliefs and affiliations (i.e. balloons/decor).

TEACHER PLANNING PERIODS/CONFERENCE TIMES

Parents are only allowed to speak with teachers during these times so that instruction taking place in the classroom is not disrupted. Every minute counts.

Grade Level	Time
Pre-Kindergarten	9:55am – 10:55am
Kindergarten	12:25pm – 1:20 pm
First Grade	1:20 pm – 2:15 pm
Second Grade	2:15pm – 3:15 pm
Third Grade	10:10am – 11:10am
Fourth Grade	9:10 am – 10:10pm
Fifth Grade	8:10am – 9:10 am
Fine Arts, Computer, PE	11:10 am – 11:55am

PARENT CONFERENCES

Conferences are scheduled with every parent in the fall and in the spring. In addition, parents are encouraged to ask for periodic conferences. Conferences should be arranged through the school's main office. Teachers will **NOT** be called from their classrooms for conferences. When problems/concerns arise, teachers will contact parents for conferences to be held during their planning periods or at the conclusion of the school day. Instructional time for every student is important. Every second of their learning counts. ***We will not disturb the instructional time of our students for unplanned visits.***

TELEPHONE USE

Our school phone is a business phone. Please handle all pick-ups or other arrangements with your child before he/she comes to school. Please do not call the office and ask for a message to be relayed to a student unless it is a serious emergency. Students will not use the phone during the school day.



REPORT CARDS

Report cards are issued at the end of each 9 weeks:
See academic calendar for dates.

MEDICATION

Never send medication to school with a student. Parents and the child's doctor must complete a special form (issued by the school nurse) for medicine to be administered at school.

TEXTBOOKS AND LIBRARY BOOKS

Each student is responsible for textbooks and library books issued to him/her. Textbooks are to be covered at all times. Please report lost/damaged books as soon as possible. Parents are responsible for paying for lost or damaged textbooks.

VISITORS

Every visitor must sign in at the main office and receive a visitor's pass before visiting any part of the school. Please be sure to have a state issued ID when you come to the campus. Your ID will be scanned through the raptor system in order to ensure the safety of our students. Parents/ Guardians who do not have a state ID will **NOT** be allowed to check their child out of school. **YOU MUST SHOW YOUR STATE ID EACH TIME YOUR CHILD IS CHECKED OUT OF SCHOOL BEFORE 2:30 pm.** Parents/Visitors are not allowed to walk the building or go to classrooms without obtaining approval from the main office. Our students' safety is our number one priority.

PROBLEMS/CONCERNS

If you have any problems or concerns, please feel free to schedule a meeting with the Principal or the Assistant Principal. You should first address the problem with the Teacher or staff member before contacting the Principal. The office staff will be more than happy to schedule a conference for you before contacting the Principal or Assistant Principal. Due to a rigorous schedule and high expectations regarding student success, the Principal/Assistant Principal will **NOT** be able to meet with anyone who does not have an appointment. Your concerns are important to us and will be addressed in a timely manner.

Posting concerns about our campus on Social Media such as Facebook, Instagram, Twitter, etc. is not a way of resolving an issue related to our campus. It is only a way to display your child's school in a negative light. To resolve an issue together, please visit the main office or call the main office at (972) 749-6600.

PERSONAL POSSESSIONS

Label your child's possessions so that lost items may be returned. The school is **NOT** responsible for lost or damaged items.

ATTENDANCE AND TARDIES

Students must attend school every day. Students may be excused for temporary absences due to personal sickness, death in the family, or weather & road conditions making travel dangerous. **Within 3 days** after a student returns to school, he/she must bring a note, signed & dated by the parent or doctor's office, stating the reason for the absence. Tardiness is a partial absence of the school day. Students are tardy if they arrive at school after 8:05 a.m. Parents will be notified when students are frequently tardy and absent. We will also document when your child is picked up before the close of the instructional day. Please refer to THE RICHARD LAGOW ATTENDANCE AND TARDY POLICY.

MAKE-UP ASSIGNMENTS AND ABSENCES

All students will be given an opportunity to make up school work that was missed due to absences. The student is responsible for asking for the make-up work. The student will be given one day for each missed day to submit assignments. A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class.

STUDENT DISCIPLINE

In order to establish a positive climate in which every student can achieve his or her potential, Richard Lagow has developed campus rules and expectations that address the behaviors that impede the educational process in the classroom and in the school.

It is our goal to create positive student interactions on campus. Positive Behavior Celebrations will take place throughout the school year. Only students who are on their best behavior will be able to attend. Students who receive 2 warning letters in a 3-week periods will not be able to participate in celebrations, activities, programs, etc. This warning letter system helps to decrease the amount of written discipline referrals on campus. When you receive a warning letter, please sign the letter and return it to campus. For additional details, please contact your child's teacher.

SUSPENSION

If a student is suspended, the absences will be excused. Students are expected to complete all assignments missed during his/her suspension. Assignments will be available upon return to school. Teachers are not required to provide assignments in advance for suspensions. Parents are required to turn in a signed copy of the suspension papers/referral to the office.

BULLYING

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. The district prohibits the bullying of any student; therefore, **bullying** is an offense that **will not be tolerated** at Richard Lagow Elementary School. Richard Lagow will implement research-based bullying prevention and intervention practices. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the

alleged acts to a teacher, counselor, assistant principal, or principal. A report may be made orally or in writing. All reports will be handled in accordance with district policy. It is our goal to provide a safe and nurturing environment for ALL students.

CHANGE OF ADDRESS/TELEPHONE NUMBERS/EMERGENCY CONTACTS

Students who change their residence, mailing address, or telephone number should notify the office immediately. School records must be kept up to date in case of emergencies. If parents do not have a telephone, the school office should still have a number available to call in case of an emergency. Telephone numbers on file in the office should be **CURRENT**.

PTA

All parents are encouraged to join the Richard Lagow PTO. Meetings are held the 3rd Friday of designated months. Your support is greatly appreciated, as we are reminded that PTO helps us all.

STUDENT ID NUMB

Parents, please help your child memorize their ID numbers. Every student (PK-5) will enter his/her ID number for breakfast and lunch.

DAMAGED PROPERTY

Students will be required to pay for damaged or vandalized school property.

FIELD TRIPS

Students will NOT be permitted to attend field trips unless they return a signed permission slip to the teacher. Parents are NOT allowed to ride the school bus. Any parent who is volunteering as a chaperone must complete a background check before helping out with Lagow students.

HOMEWORK

Students will be assigned 15-60 minutes of homework **Monday, Tuesday, Wednesday, and Thursday**. Please establish a homework routine for your child. Choosing a time of day and location in your home will help you monitor progress and help make sure the homework is properly stored for returning to school the next day. Homework is an extension of daily learning.

CELL PHONES and ELECTRONIC DEVICES

Richard Lagow Elementary School is NOT responsible for lost or stolen cell phones/devices. District policy states that students in elementary school may **NOT** have cell phones visible during school hours. They do NOT have permission to have possession of electronic devices which include, cell phones, Nintendo DS, PSP'S, Gameboys, iPads, etc. on school property. **If one of the devices or a cell phone is found, the device will be confiscated and the parent will be fined.** The cell phone/device must be picked up by the parent. **The first time the phone is confiscated the parents will receive a warning, second time \$5.00 fine, and third time \$10 fine.** You must submit cash to the main office in order to obtain your child's electronic device. Parents must pick up cell phones that are confiscated. A student is NOT permitted to pick up his/ her own cell phone.

PROGRESS REPORTS

Progress Reports are sent home after the third week of every 9 weeks period. Please sign and return progress reports and send them to school the following day. The reports will be utilized to keep parents updated on their child's academic and social progress at school. It is our hope that parents will not become defensive if a progress report grade is lower than expected. At the times progress reports are issued, parents still have the opportunity to help their child improve grades before the close of each six weeks. Please sign up for Parent Portal to stay updated on your child's grades and missing assignments.



Richard Lagow: Student Dress Code 2025-2026

Appropriate Attire	
Slacks and Pants	<ul style="list-style-type: none">• Pleated or flat in the front• Full length• Fastened at the waist• Belt must be worn with pants that have belt loops
Skirts, Jumpers, Shorts, Capri Pants	<ul style="list-style-type: none">• Knee-length or longer
Acceptable Materials	<ul style="list-style-type: none">• Cotton• Polyester• Linen• Twill• Corduroy• Canvas
Color (pants)	<ul style="list-style-type: none">• Khaki• Navy• Black
Shirts and Blouses	<ul style="list-style-type: none">• Straight, button-down or turtleneck collar• Long or short sleeves• Polo-style• Tucked into pants or skirt
Color (shirts)	<ul style="list-style-type: none">• White• Navy• Royal blue (not light blue)
Shoes-Style	<ul style="list-style-type: none">• Athletic shoes• Loafers• Dress shoes• Other closed toe and closed-heel shoes
Jackets, Cardigans, Sweaters	<ul style="list-style-type: none">• Must be worn over an approved shirt• No hoods in the building
Appropriate Hair and Grooming	<ul style="list-style-type: none">• No earrings for male students• No hair styles that cause a distraction• No gang related hair styles• No gold, silver, bronze or platinum teeth or grills• Clean clothing

Richard Lagow Elementary School
SADDLE UP FOR SUCCESS!

Dr. S. White, Principal

STUDENT/PARENT HANDBOOK 2025-2026

Signature Page

****PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S
TEACHER BY FRIDAY. ****

My signature indicates that I have read and I understand the policies and procedures stated in the Student/Parent Handbook. I agree to adhere to all policies and procedures stated in the Richard Lagow Parent/Student Handbook. I have received a copy to keep at home and I will refer to it as needed.

Student Name	
Parent Signature	
Date	
Homeroom/Section	

