Daniel Webster Elementary School
2019-2020 Student/Parent Handbook

Clement Alexander Jr., Principal
Sandra Jennings, Assistant Principal
Eunese Jones, Assistant Principal

3815 S. Franklin St.
Dallas, TX 75233
(972) 749-6100
Dear Webster Parents,

Welcome to the 2020-2021 school year! We are so excited to begin another wonderful school year with our scholars. Our plans for at-home and at-school learning will ensure our scholars receive the absolute best education for all children. We are all going through tumultuous times with our fight against the COVID-19 Pandemic and our struggle to overcome racial injustice in the search for racial equity. With that stated, WE ARE WEBSTER and we plan to have a phenomenal school year during these challenging times. The Webster Elementary faculty and staff are continuously working hard and planning a thorough, rigorous, and fun educational experience for all of our students.

It is our vision at Webster to build strong, cohesive relationships with all of our parents. We want to work together with our parents to create the optimal and safe learning environment for our scholars. Continuous communication between home and school is paramount to the success of our students. You are encouraged to be active in your child’s educational experience by communicating with teachers and administrators about your student, and joining and participating in the Webster Parent Teacher Association (PTA). We look forward to working with you this school year to help build the leader in all of our scholars.

This handbook is written to share important information regarding school policies and procedures. Please read it carefully and discuss this information with your child.

We look forward to collaborating with you this year to make this the BEST school year for our scholars. Do not hesitate to contact us if you have any questions or need additional information.

Educationally Yours.
Daniel Webster Elementary School
2020-2021 Leadership Team

Clement Alexander
Principal
claalexander@dallasisd.org

Sandra Jennings
Assistant Principal
(3rd - 5th Grade)
scain@dallasisd.org

Eunese Jones
Assistant Principal
(Pre-K - 2nd Grade)
eunejones@dallasisd.org

Sean Hamilton
Counselor
shamilton@dallasisd.org

Sheila Lyons
Math Instructional Coach
shlyons@dallasisd.org
Daniel Webster Elementary School’s Vision, Mission, Motto, Theme

Vision
Webster seeks to be the PREMIER elementary school in Dallas ISD.

Mission
Webster Elementary—Our mission is to educate all students for success.

Motto
With Involvement, Love, Dedication, and Caring All Teams Succeed

2020-2021 School Theme
Welcome to Webster WonderLand

Where learning is a magical adventure towards excellence!”
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Sandra Jennings</td>
<td>Asst. Principal</td>
<td>Denicia Talabi</td>
<td>5th Math &amp; Science</td>
</tr>
<tr>
<td>Eunese Jones</td>
<td>Asst. Principal</td>
<td>Edwin Portillo</td>
<td>5th Bilingual</td>
</tr>
<tr>
<td>Sheila Lyons</td>
<td>Math CIC</td>
<td>Barbara Peoples</td>
<td>SpED Lead (4th &amp; 5th)</td>
</tr>
<tr>
<td>Sean Hamilton</td>
<td>Counselor</td>
<td>Eileen Cabelles</td>
<td>Sped Inclusion (3rd &amp; 4th)</td>
</tr>
<tr>
<td>Shaujana Johnson</td>
<td>Office manager</td>
<td>Karen Snow</td>
<td>Sped Inclusion (1st &amp; 2nd)</td>
</tr>
<tr>
<td>Shawn Davis</td>
<td>PPCD</td>
<td>Linda Mitchell</td>
<td>TAG</td>
</tr>
<tr>
<td>Eleuterio Limas</td>
<td>PreK4 Bilingual</td>
<td>Caleb Davis</td>
<td>TAG</td>
</tr>
<tr>
<td>Amber Hall</td>
<td>PreK4 SpED</td>
<td>Karen Hollie</td>
<td>TA - PPCD</td>
</tr>
<tr>
<td>Ana Gutierrez</td>
<td>PreK4</td>
<td>Verdell Bell</td>
<td>TA - Pre-K</td>
</tr>
<tr>
<td>Karen Woods</td>
<td>Kindergarten</td>
<td>Pamela Tell</td>
<td>TA - SpEd.</td>
</tr>
<tr>
<td>Terri Price</td>
<td>Kindergarten SpED</td>
<td>Sorayda Grimaldo</td>
<td>TA - Pre-K Bilingual</td>
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<tr>
<td>G Floyd</td>
<td>Kindergarten</td>
<td>Sally Hoofard</td>
<td>TA - ESL</td>
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<tr>
<td>Bertha Bermudez</td>
<td>Kindergarten Bilingual</td>
<td>Don Carter</td>
<td>TA - SpED</td>
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<tr>
<td>Margie Young</td>
<td>1st Grade</td>
<td>Rachel Ortiz</td>
<td>TA - ESL</td>
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<tr>
<td>Teresa Gonzalez</td>
<td>1st Grade Bilingual</td>
<td>Andronica Leonard</td>
<td>Nurse</td>
</tr>
<tr>
<td>Renee Henderson</td>
<td>2nd Grade</td>
<td>Tina Hill</td>
<td>CRC</td>
</tr>
<tr>
<td>Alexys Ansah</td>
<td>2nd Grade</td>
<td>Michael Haywood</td>
<td>Lead Custodian</td>
</tr>
<tr>
<td>Maria Zamarripa</td>
<td>2nd Grade Bilingual</td>
<td>Charles Terry</td>
<td>Custodian</td>
</tr>
<tr>
<td>Joyce Gutierrez</td>
<td>3rd Grade RLA &amp; Soc. Stud.</td>
<td>Rebekah Armistead</td>
<td>Custodian</td>
</tr>
<tr>
<td>Delania Jackson</td>
<td>3rd Grade Math &amp; Sci.</td>
<td>Sandra Torres</td>
<td>Lead FSA</td>
</tr>
<tr>
<td>Fransico Barra</td>
<td>3rd Grade Bilingual Math &amp; Sci.</td>
<td>Dominique Miller</td>
<td>FSA</td>
</tr>
<tr>
<td>Ana Gutierrez</td>
<td>3rd Grade Bilingual RLA &amp; Soc. Stud.</td>
<td>Vera Chancellor</td>
<td>FSA</td>
</tr>
<tr>
<td>Rondria Jennings</td>
<td>4th Grade RLA &amp; Soc. Stud.</td>
<td>Maria Mancillas</td>
<td>FSA</td>
</tr>
<tr>
<td>Delania Jackson</td>
<td>4th Grade Math &amp; Sci.</td>
<td>Lydia Martinez</td>
<td>FSA</td>
</tr>
<tr>
<td>Travis Sellards</td>
<td>4th Grade ESL Math &amp; Sci.</td>
<td>Celerina Baustista</td>
<td>FSA</td>
</tr>
<tr>
<td>Juana Guzman</td>
<td>4th Grade Bilingual RLA &amp; Soc. Stud.</td>
<td>Jessica Tovar</td>
<td>FSA</td>
</tr>
<tr>
<td>Sarah Roseborough</td>
<td>Art</td>
<td>Constance Cooper</td>
<td>Speech</td>
</tr>
<tr>
<td>Andrea Birdsong</td>
<td>Music</td>
<td>Sicily Cooper</td>
<td>Dyslexia Interventionist</td>
</tr>
<tr>
<td>Dewayne Woods</td>
<td>PE</td>
<td>Dekema Mcknight</td>
<td>Diagnostician</td>
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Tentative PTA Meeting Calendar
6:00 p.m. - 7:00 p.m.
October 13th
December 8th
February 9th
April 6th

Tentative SBDM Meeting Calendar
6:00 p.m. - 7:00 p.m.
November 10th
January 12th
March 9th
May 11th

2020-2021 Virtual Coffee with the Principal
Coffee with the Principal will be held at 9:00 a.m. on the last Friday morning of listed months. See below for coffee with the Principal dates.

Friday, September 25
Friday, November 27
Friday, January 29
Friday, March 26

- Dates and times subject to change based on campus and district events.
- Sorry but all virtual meetings require you to prepare your own coffee.
Arrival/Dismissal

**Arrival:** At this moment, the building will open each morning beginning October 6, 2020 at 7:30 a.m. Upon arrival, students will enter the building at their grade level specified doors and then be greeted by a staff member who will take their temperature upon entering the building and proceeding to their classrooms, while practicing social distancing in the hallways. Students arriving after 8:05 a.m. must enter through the main entrance and will follow the same process.

**Dismissal:** Students will be dismissed at 3:15 each day. At this time, students will exit the building and go to their respective dismissal areas. When picking up students, As a result, it is important that all students are picked up by 3:15 each day.

If there is a change in dismissal plans for your student, please send a note to the teacher and front office. This will help us ensure that students are arriving at their expected destination.

**Behavioral Expectations for Students Learning At-Home & At-School**

In order to establish a positive climate in which every student can achieve his/her potential, we have developed campus rules and expectations that address the behaviors that impede the educational process in the classroom and in the school. Teachers will communicate student behavior through Google Classroom/Seesaw. Please sign up with your child’s teacher.

Students at all levels are now engaging in virtual classes, check-in sessions on SeeSaw (Pre-K - 2nd Grades) and GoogleClassroom & Meet (3rd - 5th Grades). To ensure a positive and productive learning environment during these sessions, it is important that all students adhere to the following behavioral expectations.
● Always be respectful and courteous to other students and teachers during virtual classrooms. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during Google Meet virtual check-in sessions will not be tolerated.

● Login credentials must NOT be shared. Sharing of login information violates other students’ and teachers’ rights to confidentiality, and could allow class participation by unauthorized persons and/or lead to disruptive behaviors that detract from a productive and positive learning environment.

● Students who are disruptive and/or “trespass” Google Meet virtual check-in sessions will receive appropriate consequences in accordance with the Student Code of Conduct.

● To respect all student’s privacy, students must NOT video or photograph online class sessions.

Breakfast in the Classroom 7:45 a.m. - 8:05 a.m.

Breakfast will be served in the classroom beginning PROMPTLY at 7:45. Students wishing to eat breakfast MUST arrive on campus at 7:45 a.m.

Campus Visitors

We will utilize virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a mask and have their temperature taken. Those who proceed beyond the reception area will follow specific guidelines for visitors. Make sure you have a valid ID and sign-in at the front desk. At this time, you will receive your visitor’s badge. All visitors must be screened using the RAPTOR system.

Visitor Screening/PPE Requirements:

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any Dallas ISD facility.
● If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
● All individuals entering the building will be required to wear a mask.
● Visitors will stand behind the shield guard installed at reception desks.
● Any individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
● Parent curbside pick up of students and materials

**Classroom Celebrations**
We have two approved parties per year, one for Christmas, and one end of the year celebration. Due to the COVID-19 Pandemic, birthday parties are **not approved this year**. All celebrations will be held virtually until further notice.

**Dress and Grooming**
Students are expected to be in uniform each school day. The required uniform colors consist of **navy blue, black or khaki for the bottom and white, blue, or white for the top**. The approved clothing items include shirts and blouses, and polo-style shirts, slacks and pants, skirts and jumpers, shorts and capri pants. All shirts, blouses, and polo-style shirts must have collars. Appropriate footwear is limited to dress or tennis shoes. All clothing must be appropriately sized and belts are preferred when appropriate. In accordance with Dallas Independent School District policy, the length of dresses, skirts, and shorts shall be no shorter than "finger-tip length" with arms in normal position. Students may wear their Webster Spirit shirt and un-tattered blue jeans on Webster Wildcat Wednesday.

During virtual instruction, students are not required to wear their uniform. However, they are required to be fully dressed in appropriate attire.

**Cell Phones/Electronic Devices**
Campus administrators shall have the discretion to determine the appropriate use of cellular phones during the instructional day. However, all cellular phones must be turned off and not visible during school hours. The school is not liable for lost or stolen cell phones. All confiscated phones must be turned in to the principal’s office immediately, if possible,
or as soon as practicable the day the phone is confiscated. All staff members must place confiscated cell phones in a secure location. Once the cell phone has been confiscated, it will be returned at the end of the day. If the phone is confiscated a second time a parent/guardian may pick it up. If the cell phone is confiscated a third time, an administrative fee of $5 will be charged before the device can be returned.

Forbidden Items

- Slime
- Personal toys
- Fidget spinners
- Electronic devices
- Alcohol, drugs, tobacco products, weapons
- Large sums of money
- Inappropriate Websites

Grading Policy

Progress reports will be issued every fourth week of the nine week grading period and report cards are issued at the end of every nine-week grading period. Grades are based on the mastery of The Texas Essential Knowledge and Skills for PK-5th grade. In recording grades for Pre-Kindergarten and Kindergarten, the letters E (Excellent), S (Satisfactory), and N (Needs Improvement) are issued on the report cards. In grades 1st - 5th all subjects taught numerical grades are on the report cards. The numerical grade ranges are: 70 – 100, Passing and Below 70, Failing. All incomplete grades must be made up. Students with excessive absences who did not complete a plan approved by the principal, or whose appeal to the attendance committee was denied, will be given the numerical grade earned, but it will be shown with an asterisk (*) to denote that no credit was received due to excessive absences.

Medication

Prescription medication is never to be sent to school with a student. Parents must fill out a special form issued by the school nurse and completed by the child's doctor for medicine to be administered at school.
Parking
Parents may park in front of the school. Our parking spaces are reserved for Webster staff members. Please do not double park in the parking lot, park behind any parked cars or park in front of or behind the trash bins.

Parent Communication
This year we will begin using Google Classroom (3rd - 5th grades) and Seesaw (Pre-K - 2nd grades) to communicate with parents. Google Classroom & Seesaw are apps that allow you to stay connected with your child’s teacher. You can see all of your child’s feedback from teachers, hear important announcements and updates, and see photos and videos from your child’s class. Contact your child’s teacher for information on how to get signed up for Google Classroom or Seesaw.

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

Problems/Concerns
If you have any problems or concerns, please schedule a meeting with the teacher or teacher assistant first. If the problem or concern is not resolved, please contact the school counselor. If you need further assistance, reach out to the grade level administrator. If your issue is still not resolved, contact the principal at 972-794-6100. Due to COVID-19 Pandemic all conferences will be held virtually.

Promotion & Retention
Promotion is based on mastery of the curriculum aligned with The Texas Essential Knowledge and Skills.

Pre-Kindergarten and Kindergarten students are not retained due to the voluntary status of enrollment.

First grade students are considered for retention if mastery of grade-level objectives are not reflected in the evidence of assessment methods, especially in language arts and mathematics. If a student is being considered for retention, a parent conference will be held. In grades 2 – 5, promotion to the next grade level is based on an overall average of 70 on a scale of 100 based upon course-level and grade-level standards for all
subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

**Report Cards/Progress Reports**
Progress reports are sent home the fourth week of every nine weeks period. Progress reports are to be signed and returned to the school the following day. Report cards are issued at the end of each nine weeks period.

**Schedules**

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<tr>
<th>Lunch</th>
<th>PK4 and PPCD</th>
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<tbody>
<tr>
<td>10:00-10:30</td>
<td>Kinder</td>
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<tr>
<td>11:00-11:30</td>
<td>1st</td>
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<tr>
<td>10:30-11:00</td>
<td>2nd</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>3rd</td>
</tr>
<tr>
<td>11:45-12:15</td>
<td>4th</td>
</tr>
<tr>
<td>12:15-12:45</td>
<td>5th</td>
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<thead>
<tr>
<th>Conference/Planning Periods</th>
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<tr>
<td>8:00 - 8:45</td>
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<td>8:45 - 9:30</td>
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<td>9:35 - 10:20</td>
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<td>12:30 - 1:15</td>
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<tr>
<td>11:45 - 12:30</td>
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<tr>
<td>11:00 - 11:45</td>
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<tr>
<td>1:15 - 2:00</td>
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School Hours
7:45-3:00 (Building opens at 7:30; All students must be picked up by 3:15)
7:45-3:00 (PPCD3- Group)

Student Attendance/Tardies
**Attendance:** Regular school attendance is a vital part of the success of your student and every day students should be in attendance. Whenever your child is absent, please give us a call to let us know that your child will not be in attendance. Additionally, please provide us with an excuse (parent or doctor) stating the reason for the student’s absence within 3 days of the student returning to school. All excuses should be submitted to your child’s teacher, or to our CRC, Mrs.Hill. Parents will receive notification when your child has excessive absences. Students may be retained based on absences. This expectation is for at-home and at-school learning.

**Tardies:** Students that arrive after 8:10 are entered into the system as tardy. Being tardy is a partial absence and can accumulate to day/days absent for students. Parents will receive notification when your child has excessive tardies. Students may be retained based on absences.

Title IX
**PROHIBITED CONDUCT:**
Dallas ISD prohibits discrimination, harassment, dating violence, domestic violence, stalking, and retaliation, even if the behavior does not rise to the level of unlawful conduct. Prohibited conduct also includes sex-based discrimination and sexual harassment as defined by Title IX and District Board policy. See FFH (Local/Legal/Regulation). Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.
Student/Parent Handbook Acknowledgement Form

The 2020 - 2021 Webster Elementary School Student/Parent Handbook contains policies with regards to attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing, information, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name)_________________________ hereby confirm that I have access to or have received a copy of the 2020-2021 Webster Elementary School Student/Parent Handbook, and further understand the responsibilities expected of Webster Elementary parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the Webster Elementary School Student/Parent Handbook. Please sign and return this form by Friday, October 9, 2020.

Student Printed Name: _________________________________

Parent Printed Name: ________________________________

Parent Signature: _____________________________

Date: _______________

Disclaimer: Daniel Webster Elementary School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.