

LAKEWOOD ELEMENTARY PARENT/STUDENT INFORMATION
2011 - 2012

We hope the Lakewood Elementary calendar and information are helpful. This booklet is a supplement to the Dallas ISD STUDENT/PARENT HANDBOOK and is intended to give specific information for Lakewood Elementary students and their parents. For more information on Dallas ISD policies and procedures please visit the Dallas ISD website at: www.dallasisd.org

ARRIVAL IN THE MORNING: *For security purposes we ask that all parents and students not wait in the hallways or by the classroom doors.* Teachers use the morning time to prepare for the day and we ask that if you need a parent conference that you leave a message in the main office for your child's teacher.

Students arriving before 7:45 a.m. will go to the cafeteria to wait for supervision. Students arriving after 7:45 a.m. will follow the procedures below.

Nice weather: (temperature with wind chill is over 42°)

- Kindergarten – 1st: Little playground
- 2nd – 5th: Big Playground

Inclement weather: (rainy, snowy, or temperature with wind chill under 42°)

- Kindergarten – 1st: Gym
- 2nd – 5th: Auditorium

ATTENDANCE:

School Hours: 8:15 a.m. – 3:15 p.m.

Tardy Bell: 8:20 a.m.

Late Arrivals:

- Students not in their classroom before the tardy bell rings will be considered tardy.
- *If a student is tardy – their parent **MUST** sign the student in at the main office*
- Parents of students with more than 10 tardies in a six week period will be required to attend a parent/principal conference

Early Release:

- Teachers are not allowed to release students from their classroom without notification from the main office
- Early release is considered any time between 8:15 am – 3:15 pm (even at 3:13 pm!)
- Parents must come to the main office to sign their child out for an early release
- Persons picking up the student are required to present a driver's license or state ID before the child can be released
- **ONLY** parents/guardians or individuals designated by the parent may pick up their child

Dallas ISD Attendance Policy: Regular attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences and tardies.

Compulsory Attendance: State law requires that a student between the ages of six and 18 attend school. A student enrolled in prekindergarten or kindergarten shall attend school each day of instruction. A student absent without permission from school or from any class will be considered in violation of the compulsory attendance law and subject to legal action.

A complaint against the parent may be filed in court if the student:

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

State law allows exemptions to the compulsory attendance requirements for the following absences:

- Religious holy days, including up to a total of two days for travel to/from the site of observation;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- **Documented** health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

*****All notes documenting student absences should be given to your child's teacher within three (3) days of the absence.**

DISMISSAL: At 3:15 p.m. students will be released only to parents/guardians or individuals designed (in writing) by the student's parent/guardian. If the individual picking up the student from school is not listed on the enrollment form the student will **NOT** be released to them (even if we know the parent or family picking up the student!) Permission for release of a student cannot be given over the phone or fax. Written permission must be brought to the main office prior to release of the student.
Students not picked up by 3:30 p.m. will be brought to the office.

DRESS CODE: For a complete description of the Dallas ISD dress code please refer to www.dallasisd.org

- Jackets, coats, hoodies, and sweaters worn **INSIDE DURING** the school day must be:
 - **Solid colored:** black, white, navy blue, or khaki
 - No logos greater than 1" in diameter, no stripes, or designs
- Tops must be:
 - **Solid colored with a collar or turtle neck**
 - No logos greater than 1" in diameter, no stripes, or designs
 - White or navy blue

Dress Code (continued):

- Bottoms must be:
 - **Solid colored:** No logos greater than 1" in diameter, no stripes, or designs
 - Khaki, black, or navy blue
 - leggings or tights must be worn with a skirt, shorts, or pants (only white, navy, black, or khaki)

TENNIS SHOES SHOULD BE WORN ON THE DAYS YOUR CHILD HAS PHYSICAL EDUCATION (PE)

HOMEWORK, CLASSWORK, MISSED/LATE ASSIGNMENTS, AND GRADING: Your child's teacher(s) will provide each parent with homework, classwork, late/misled work procedures during "Meet Your Child's Teacher Night".

HOMEWORK:

Homework should be used to reinforce and support mastery of learning, engage parents in the learning process. **In prekindergarten–grade 1**, grades from homework assignments may not be recorded in the grade book or used in the calculation of six-week grades, but teachers may assign homework that is engaging and reinforces classroom learning. **In grades 2–5**, grades from homework assignments will be counted only if they improve the student grade average, but feedback will always be provided on homework.

CLASSWORK:

Report cards are issued every six-week grading period, and grades will be recorded and communicated for all subjects. Grading of student work should be based on state- and District-required learning standards and provide clear expectations for mastery that are communicated to and/or co-constructed with students.

A grade of 50 is the lowest grade that will be recorded as a six-week grade. While 50 is the lowest six-week grade recorded on the report card, teachers and teacher teams determine appropriate grades for daily work, homework, tests, etc. (which may include grades lower than 50). Numerical grades should be derived from the following: group and independent; student classwork and homework; Formative and summative assessments; and/or project-based learning.

MISSED WORK DUE TO ABSENCE:

Students shall be permitted to make up assignments and tests after an absence. Students shall receive credit without penalty for satisfactory makeup work after an absence, including absences as a result of suspension, but shall receive a zero for any assignment or test not made up within the allotted time. For makeup work related to an absence, **students shall be given two days for every day missed**. Teachers may determine if additional time will be allotted in consideration of the age of the student and/or difficulty of the missed assignments. Giving zeros as a grade is not a best practice, and, therefore, a zero will be recorded only after a parent call/notification has been made and the student has been given two days for every day missed or two days after parent notification to complete the assignments or tests.

MISSED WORK NOT DUE TO ABSENCE:

Students will be given at least one opportunity to submit late work not related to an absence. Grade penalties and the amount of time allowed to complete the assignment should be determined by grade-level/department teacher teams and approved by the principal. Guidelines for missed/late work will be provided by your child's teacher(s) at the beginning of the school year.

PARTIES AND CELEBRATIONS:

Birthday Recognition/Celebrations: On their birthday, students will be recognized during morning announcements. Parents, please call the main office if you do not want your child's birthday announced. Birthday party invitations may not be distributed at school unless every child in the class receives an invitation. **Birthday treats such as cupcakes, cookies, snacks may be shared at 2:50 p.m. unless your child's teacher notifies parents/guardians of other arrangements.**

Class/Holiday parties: Two parties are allowed each school year. Each grade level will notify parents of the two parties they have chosen for the year. All class/holiday parties must be approved by the principal prior to the party.

Teacher Conferences: Two district parent/teacher conferences are scheduled each year. However, a conference with your child's teacher(s) may be scheduled at any time during the school year. If you would like to meet with your child's teacher(s) please send a note with your child or call the main office and we will leave a message in the teacher's mail box. So as to not interrupt instruction, phone calls will not be transferred to the classroom unless it is the teacher's planning period or after school. Teachers generally return phone calls at the end of the school day.

VOLUNTEERING: Parents are an important part of Lakewood Elementary and we welcome your support. Our volunteer coordinator can be reached via the PTA website: www.lakewoodelementary.net or by leaving a message in the office. All volunteers are required by law to register with the District and complete information for a criminal records check. All parents, grandparents, community members, etc must be approved by the District prior to volunteering. This will include attending field trips, helping at PTA/school events, reading to a class, or tutoring, etc. Persons who have not registered and been approved by the District may not attend field trips even if they provide their own transportation. We advise that all parents and volunteers register with the District at the beginning of the year if they are considering volunteering. The website is: www.dallasisd.org and then click on the **"Support Our Schools"** tab near the top of the web page then click on the link **"Parents"** on the left side menu. Finally click on **"Volunteer App: English or Volunteer App: Spanish"** just under the "Parents" link.

WEBSITES: The following websites will provide additional information

www.dallasisd.org (Dallas Independent School District)

www.lakewoodelementary.net (Lakewood PTA)

www.tea.state.tx.us (Texas Education Agency)

LAKESWOOD

August 2011

WELCOME BACK!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 "Meet the Teacher Night" 1 st & 5 th Grades at 6:00 pm	16 "Meet the Teacher Night" 2 nd & 4 th Grades at 6:00 pm	17 "Meet the Teacher Night" 3 rd Grade at 6:00 pm	18 Kindergarten Ice Cream Social at 6:00 pm	19	20
21	22 1 st Day of School! Kinder dismisses at 12:00 pm	23 Kinder dismisses at 12:00 pm	24 Kinder dismisses at 12:00 pm	25 Kinder dismisses at 12:00 pm	26 Kinder dismisses at 12:00 pm	27
28	29	30 Volunteer Orientation	31			

LAKESWOOD

September 2011

ALL ENROLLMENT PACKETS ARE DUE – FRIDAY, SEPTEMBER 2ND!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>All enrollment packets due!</i>	3
4	5 NO SCHOOL Labor Day	6 PTA Board 7:00 pm School Tour 9:30 am	7	8	9	10
11	12 SBDM 5:30 pm	13	14	15 PTA Meeting 7:00 pm	16	17
18	19	20	21	22	23	24
25	26 NO SCHOOL	27	28	29	30 Stallion Store (K-3 rd) Movie Night 7:00 pm	

LAKESWOOD

October 2011

PARENT/TEACHER CONFERENCE NIGHT – THURSDAY, OCTOBER 13TH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 2 nd Six Weeks begins	4 PTA Board 7:00 pm School Tour 9:30 am	5	6	7 NO SCHOOL FAIR DAY	8
9	10 SBDM 5:30 pm Columbus Day	11	12	13 Parent/Teacher Conference Night Report cards Issued	14	15
16	17	18	19	20 PTA Meeting 7:00 pm	21	22 Fall Carnival Time - TBA
23	24 EARLY RELEASE DAY	25	26	27	28	29
30	31 Halloween					

LAKWOOD

November 2011

LECPTA – HOME FESTIVAL! NOVEMBER 11TH – 13TH. *DON'T FORGET TO SIGN-UP TO VOLUNTEER*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 School Tour 9:30 am PTA Board 7:00 pm	2	3	4	5
6	7 SBDM 5:30 pm	8	9	10	11 LECPTA HOME TOUR AUCTION PARTY Veterans Day	12 LECPTA HOME TOUR
13 LECPTA HOME TOUR	14 BOOK FAIR 3 rd Six weeks begins	15 BOOK FAIR	16 BOOK FAIR	17 BOOK FAIR PTA Meeting 7:00 pm	18 BOOK FAIR Stallion Store (K-3 rd)	19
20	21 NO SCHOOL	22 NO SCHOOL	23 NO SCHOOL	24 NO SCHOOL Thanksgiving Day	25 NO SCHOOL	26
27	28	29	30			

LAKWOOD

December 2011

WINTER BREAK BEGINS DECEMBER 19TH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 School Tour 9:30 am PTA Board 7:00 pm	7	8	9	10
11	12 SBDM 5:30 pm	13	14	15 PTA Meeting 7:00 pm	16	17
18	19 NO SCHOOL	20 NO SCHOOL	21 NO SCHOOL	22 NO SCHOOL	23 NO SCHOOL	24
25	26	27	28	29	30	31

LAKWOOD

January 2012

EARLY RELEASE IS FRIDAY, JANUARY 27TH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year Day	2 NO SCHOOL	3 PTA Board 7:00 pm School Tour 9:30 am	4	5	6	7
8	9	10	11	12	13 Stallion Store (K-3 rd)	14
15	16 NO SCHOOL M L King Day	17 NO SCHOOL	18 4 th Six Weeks begins	19 PTA Meeting 7:00 pm	20	21
22	23	24 Report Cards Issued	25	26 2012 – 2013 Kindergarten Meet-n-Greet 6:00 pm	27 EARLY RELEASE	28
29	30	31				

LAKWOOD

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 School Tour 9:30 am SBDM 5:30 pm PTA Board 7:00 pm	8	9	10	11
12	13	14	15	16 PTA Meeting 7:00 pm	17	18
19	20 NO SCHOOL President's Day	21	22	23	24 Stallion Store (K-3 rd)	25
26	27 5 th Six Weeks begins	28	29			

LAKWOOD

March 2012

PARENT –TEACHER CONFERENCE NIGHT: MARCH 21ST * SPRING BREAK IS MARCH 12TH – 16TH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 BOOK FAIR Report Cards Issued	6 BOOK FAIR School Tour 9:30 am SBDM 5:30 pm PTA Board 7:00 pm	7 BOOK FAIR	8 BOOK FAIR	9 BOOK FAIR	10
11	12 NO SCHOOL SPRING BREAK	13 NO SCHOOL SPRING BREAK	14 NO SCHOOL SPRING BREAK	15 NO SCHOOL SPRING BREAK	16 NO SCHOOL SPRING BREAK	17
18	19	20	21 Parent/Teacher Conference Night	22 PTA Meeting 7:00 pm	23	24
25	26 STAAR TESTING: MATH – 5 TH	27 STAAR TESTING: READING – 5 TH WRITING – 4 TH	28 STAAR TESTING: WRITING – 4 TH	29	30	31

LAKESWOOD

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 SBDM 5:30 pm PTA Board 7:00 pm School Tour 9:30 am	4	5	6 NO SCHOOL INCLEMENT WEATHER DAY	7
8	9	10	11	12 2012 – 2013 Kindergarten Round-Up: 6:00 pm	13 Stallion Store (K-3 rd)	14 Spring Carnival Time - TBA
15	16 6 th Six Weeks begins	17	18	19 PTA Meeting 7:00 pm	20	21
22	23 Report Cards Issued (K-2 nd)	24 STAAR TESTING: MATH – 3 RD /4 TH	25 STAAR TESTING: READING – 3 RD /4 TH	26 STAAR TESTING: SCIENCE – 5 TH LOLA Night & Family Supper: 6:00pm	27 Report Cards Issued (3 rd -5 th)	28
29	30					

LAKWOOD

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 SBDM 5:30 pm PTA Board 7:00 pm School Tour 9:30 am	2	3	4 Math Olympiad Awards Ceremonies	5
6	7	8	9	10	11 FIELD DAY	12
13 Mother's Day	14 ITBS TESTING (K-2)	15 ITBS TESTING (K-2)	16 ITBS TESTING (K-2)	17 ITBS TESTING (K-2) PTA Meeting 7:00 pm	18 ITBS TESTING (K-2) Faculty-v-5 th Grade Kickball Game	19
20	21	22	23	24 Stallion Store (K-3 rd)	25 End of Year Awards Ceremonies	26
27	28 Memorial Day	29 End of Year Awards Ceremonies	30 End of Year Awards Ceremonies	31 LAST DAY OF SCHOOL!		

LAKewood

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 PTA Board 7:00 pm	6	7	8	9
10	11	12	13	14	15	16
17 Father's Day	18	19	20	21	22	23
24	25	26	27	28	29	30