

LORENZO DE ZAVALA ESA

PARENT/STUDENT HANDBOOK

2022-2023



3410 KIRBY CREEK DR.
GRAND PRAIRIE, TX 75052
PHONE: (972) 642-0448

Please read this handbook carefully with your child to ensure their understanding of rules and procedures that govern our campus and district. If you have any questions please see your child's teacher, the counselor, Assistant Principal or Principal. We will be happy to assist you.



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To Students and Parents of Lorenzo de Zavala ESA!

The teachers and staff here at De Zavala would like to welcome you to the 2022-2023 school year. We are excited to begin another school year with your student(s) and look forward to another amazing year filled with great learning and educational experiences.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct that is adopted by the Board. Please be aware that the handbook is updated annually with policy adoption and revision taking place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Parental involvement is one of the most important pieces to a child's academic success. Here are some tips that you can use to help your child be successful.

- Set high expectations for your child
- Ask about their school day
- Help them with their homework – but do not do the work for them!
- Check their take home folder daily
- Attend school events
- Know their friends
- Drop in at school
- E-mail their teachers
- Check grades in Skyward
- Join the PTA and/or be on a Parent Organization such as All-Pro Dads
- Censor what is watched and video games played
- Censor social media and conversations via text
- Talk to them about life- responsibility, choices, consequences



VISION

The vision of Lorenzo De Zavala is to be an exemplary 21st Century Environmental Science learning community that inspires and educates all students to achieve academic and personal excellence, develops curious and creative minds, and empowers them to become ecologically responsible and contributing citizens.

MISSION

The mission of Lorenzo de Zavala Environmental Science Academy, in collaboration and partnership with the entire community, is to empower students to achieve academic and personal excellence by providing them with real-life experiences to apply their knowledge.

ATTENDANCE

A child between the ages of 6 (on or before September 1) and 18 is required to attend school each day during the instructional year, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school will be considered in violation of the compulsory attendance law and subject to disciplinary action.

When a student is absent, it is important to let the school attendance office know the reason for missing school. Parents must call the school or send electronic communication through the Parent Portal in Skyward to the school before 10:00 a.m. on the day of the absence. If contact is not made on the day of the absence a signed note will be required. If a signed note is not received within 4 days of the absence, the absence becomes unexcused.

EARLY PICK-UP

Since our instructional day ends at 3:35 p.m., any student picked up before this time will receive an early release which is similar to a tardy because the student is missing a part of the instructional day. Please note that it is our policy that after 3:00 p.m., students will not be called from class for dismissal, and you will be asked to pick your student up from the car rider line for safety reasons and to not disrupt their instructional day.

BEHAVIOR EXPECTATIONS / STUDENT CODE OF CONDUCT

De Zavala is committed to providing quality education for every student. All students are expected to follow the Student Code of Conduct at all times. A student who violates the District's



Student Code of Conduct will be disciplined. The District's disciplinary options include various discipline management techniques which may include removal to an alternative education program, suspension, or expulsion.

Disciplinary measures are applied depending on the nature of the offense. In addition, when a student commits drug and alcohol related offenses or any reportable criminal act, he or she may also be referred to legal authorities for prosecution.

The student will be responsible for informing the parent of any disciplinary action taken by giving them a copy of the discipline referral which will be sent home within twenty-four hours after the infraction.

Below is a copy of our school-wide expectations posted in classrooms and areas around the school. The expectations will be taught explicitly during the first weeks of school and reinforced throughout the school year.

Hallway/Common Area Procedures:

P – Prepared

R – Respectful

I – Integrity

D – Discipline

E – Excellence

BIRTHDAYS

We recognize that birthdays are exciting for students, however, we want to ensure that the focus is on instruction. Due to allergies to food, we are only allowing one store-bought item to be distributed at the end of the day. The item must be peanut-free, and the ingredients clearly labeled. We discourage the delivery of gifts such as flowers, balloons, etc. to school. We will not be able to deliver them to the classroom, and they are not allowed on the bus. However, little gift bags that contain non-edible items for the entire class may be allowed.

DISMISSAL PROCEDURES

The school day ends at 3:35 p.m. Please make sure to pick up your child by this time as supervision is limited. Changes to how students will go home will not be accepted after 3:00 p.m. unless it is an emergency or an extenuating circumstance. Please notify your child's teacher in advance if transportation changes need to be made as we are unable to honor transportation changes without speaking to or receiving a note or email from a parent/guardian.



BUS

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Students are subject to guidelines of the Student Code of Conduct when they are on school transportation. Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined.

The following rules will apply to student conduct on school transportation:

- Students must have an ID badge to utilize transportation services.
- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus stop.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Do not deface the bus and/or its equipment.
- Do not put their head, hands, arms, or legs out of the window or hold any object out of the window or throw objects within or out of the vehicle.
- Do not smoke or use any form of tobacco, cigarettes, e-cigarettes, illegal drugs, controlled substances, or alcohol.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts – if seat belts are provided.
- Follow any other rules established by the operator of the vehicle.

When a student violates the rules of conduct on school transportation:

1st Offense – Warning

2nd Offense – Appropriate discipline management techniques

3rd Offense – Discretionary administrative removal

Parents are able to track their student who rides the bus. When a student boards their bus, they present their card to the RFID reader installed on the bus.

The SMART Tag program logs the boarding event (recording the timestamp, location, and student information) and verifies whether or not the student is authorized to board.

When a student disembarks, they present their card to the RFID reader again, and the program will log the event and verify the student is getting off at their correct stop.



Register for the SMART Tag Parent Portal to sign up for notifications and access special features.

WALKERS/BIKE RIDERS

To ensure the safety of our students, any student walking or riding their bike home after school must have a signed permission slip on file with their classroom teacher. All walkers will be released from door #1 in the front of the school. To account for all students' whereabouts, students who walk or ride their bikes home will check out with staff before being dismissed.

If you would like for your child to walk or ride their bicycle home after school, please complete and return the attached permission slip to your child's teacher. Students will not be allowed to walk or ride their bikes home without a signed permission slip on file. Please also note that students in grades K-2 may not be allowed to walk home alone without an older sibling.

CAR RIDERS

All K-5 car riders will be dismissed from their grade-level exit locations. Students may be picked up in Lane 1 or 2 only, and parents will not be allowed to park in any of the lanes. Please leave the outside lane open for through traffic. Parents will not leave their vehicles. For you and your child's safety, a staff member will bring your child to your car.

In an extra effort to keep our students safe, we will continue to use student name placards for all car riders. Each student will receive one placard. The only placards that will be used are ones created, provided, and issued by the school. If parents in the car rider line do not have the school issued placard, they will need to check their child out in the front office. Proper identification must be shown in the front office, and you must be listed in Skyward. Students will not be dismissed without the school issued placard for any reason.

DRESS FOR SUCCESS

We believe that dress and grooming have an impact on students' attitudes, attention, behavior, and academic achievement. As per the GPISD Student Code of Conduct: All students are requested to present a personal image that is not distasteful or that detracts from the decorum of the school.

Students shall come to school looking clean and neat, wearing clothing, and exhibiting grooming that will not be a health and safety hazard to the student or others. Students should avoid items such as shorts, pants with holes, dresses or skirts that are not finger-tip length, slides, or slip-on, cut, frayed (where the skin is revealed), or raveled clothing, flip flops, narrow strap tops or dresses, etc. The district prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene or that depict or advertise tobacco products, alcoholic beverages



of any kind, drugs, or any other substance prohibited under policy FNCA(L); further, it prohibits any dress or grooming that, in the principal's judgment, may reasonably be expected to interfere with normal school operations.

Please be advised that if a student is found to be out of the dress code, parents will be contacted to bring a change of clothes.

GRADES

Report cards are issued every nine weeks for grades K-5. Grades one through five will receive numerical grades. Please note that a grade below 70 is considered failing. Achievement or progress in Kindergarten will be reported in developmental levels of 1, 2, or 3.

REPORT CARDS

Written reports of student grades and absences are issued to parents every nine weeks. If a student receives a nine-week grade of less than 70 in any class or subject, the parents are requested to schedule a conference with the teacher of that class or subject. The report card will state if teacher assistance is recommended for a student who receives a grade below 70 in a class or subject. Report Card Dates: October 20, January 5, March 23, May 25

PROGRESS REPORTS

Parents or guardians of students in grades 1-5 scoring below 73 in any subject, or deemed in jeopardy of scoring below 73, shall receive written notice at the end of the fifth week of each reporting period advising them of the student's grade(s) and information relating to the special assistance available.

Parents and guardians of students scoring an N (needs improvement) in any subject or deemed in jeopardy of scoring an N shall also receive written notice. Progress reports are sent home via students. Progress Report Dates: September 21, November 17, February 8, April 19

AWARDS

Students in grades 1-5 will be recognized for academic achievement every nine weeks. Grades for behavior are not counted when determining student eligibility for the Honor Roll. Students will be placed on the "All A's" Honor Roll if they have achieved 90 or above in all core subjects. Students will be placed on the "A/B" Honor Roll if they have achieved 80 or above in all core subjects.

Students in grades 1-5 will be recognized for their attendance every nine weeks. A student who has not been tardy to or absent from school by 10:00 a.m. each day and does not exceed any



more than 3 early pick-ups during a nine week period shall be entitled to receive a perfect attendance certificate/award.

The student must have been enrolled on the first regularly scheduled school day and have attended each day for the entire grading period.

HOURS OF OPERATION

7:30 a.m.	School doors open in the front.
7:30 a.m.	Students go straight to the cafeteria.
7:50 a.m.	Free breakfast in the classroom is served daily.
8:00 a.m.	Instruction begins.
8:10 a.m.	Tardy bell rings. Students arriving at school or entering the school building at or after 8:10 a.m. are considered tardy and must report to the front office.
3:35 p.m.	Students are dismissed from school.

ID BADGES

Student ID badges help our day run smoothly and help keep our students safe and accounted for. All students are required to wear their student ID badge while on campus during the regular school day and are required for bus transportation. The school issued plastic sleeve and lanyard must be used as holes cannot be punched in the IDs. The first replacement badge may be purchased for \$1.00. Any additional replacement badge may be purchased for \$4.00. Plastic sleeves may be purchased for \$1.00. All purchases may be made through MySchoolBucks.

LUNCH/RECESS

If a parent hasn't brought lunch within the first 10 minutes of their child's lunch period, the student will go through the lunch line. Students must wear their ID badges to the cafeteria in order to purchase lunch. Guests visiting and eating lunch with students must enter through door #1, obtain a visitor's badge, and wait for their child in the designated area in the cafeteria. All visitors must wear a badge and it must be visible at all times. Guests are only allowed to eat with their student(s) and the individual must be listed under the student's Skyward. Students are expected to follow all behavior expectations posted in the cafeteria at all times, and we ask that parents help by following them as well. Our cafeteria is a cell phone free zone, if you must make a call or take a call please step out of the cafeteria.

All students are able to purchase a school lunch meal at a cost. However, lunch applications are strongly recommended to be filled out and are available online to help with school funding for student and teacher instructional materials.



CAMPUS LUNCH SCHEDULE

Grade Level	Lunch Time
Kinder	10:40-11:10
1st Grade	11:00-11:30
2nd Grade	11:20-11:50
3rd Grade	11:50-12:20
4th Grade	12:30-1:00
5th Grade	12:10-12:40

Students will have a recess for 30 minutes daily. Parents may not accompany their children to recess or class without permission from campus administration.

MORNING PROCEDURES

K-5th grade students may be dropped off in the front of the school in Lanes 1 and 2 beginning at 7:30 am. All buses and daycare vans will drop off on the south side of the school. Please do not park in the marked zone that is designated for these vehicles. In producing independent students, parents are refrained from walking students past the front doors in the morning. However, on August 15-16, 2022, parents are able to drop off their children at their classroom door. School staff will be located throughout the school building to intercept and assist students to class if needed. We appreciate your cooperation.

PARENT/TEACHER CONFERENCES

Students and parents may expect teachers to request a conference for the following reasons:

- If the student is not maintaining passing grades or achieving the expected level of performance
- If there are behavior concerns
- In any other case the teacher considers necessary

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher first, then contact administration if you feel the matter has not been resolved. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. Please remember the classroom environment and the complexity of a teacher's day. A teacher will generally respond within 24 hours via email, text, or phone.



CAMPUS CONFERENCE SCHEDULE

Grade Level	Conference Time
Kinder	11:20-12:10
1st Grade	12:30-1:20
2nd Grade	1:30-2:20
3rd Grade	9:55-10:45
4th Grade	9:00-9:50
5th Grade	2:40-3:30
Specials	8:10-9:00

POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES/CELL PHONES

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained.

For safety purposes, students are permitted to possess personal cell phones; however, these devices must remain turned off during the instructional day and will be picked up and placed in a secured location, unless they are being used for approved instructional purposes. A student must have the approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. Use of any other electronic device, including cell phones, used during the instructional day or motivational activity must have approval from campus administration.

The district will not be responsible for any damaged, lost, or stolen electronic or telecommunications (cell phones) device.

RETENTION AND PROMOTION

Kindergarten is not mandatory in Texas. Therefore, promotion from kindergarten to first grade is automatic. A parent or a teacher may request a child be retained in kindergarten.

In grades 1–5, students shall be promoted who score 70 or above in three of the following areas: reading, language arts, mathematics, science, and social studies. For other students, the principal shall decide whether to promote or retain each student individually after consulting with the student’s teachers based on the following:

- Mastery of grade-level essential knowledge and skills;
- Previous retentions;



- Chronological age;
- Maturational development;
- Attendance record;
- Experiential background;
- Estimation of the student's ability and achievement;
- The student's motivation and attitude; and
- Any other factor the principal considers important.

[GPISD Board Policy EIE(LOCAL)]

REQUESTING A SCHEDULE CHANGE OR TEACHER

The teachers at De Zavala are highly qualified. We strive to meet your student's needs to help them be successful. Once a student is placed in a class, it can be detrimental to a student if he or she is changed from one class to another in the middle of the school year. Requests are always taken very seriously, and steps must be followed for this change to occur. If a parent has concerns about a teacher, a parent-teacher conference must be made to resolve the matter. If after many attempts at resolving the situation with the teacher and the parent still feels dissatisfied, then the administration will review the matter. The administration will set up a process for parents and the teacher to follow to help resolve the situation. After the process is complete, the administration will determine if switching the student's class is in the best interest of the student.

Written requests for placements with consideration of student's needs and strengths can be addressed to the principal, Mrs. Fitzpatrick, and must be received prior to the end of the school year. Please do not request to have or not have specific teachers for your child, but rather focus on the educational considerations listed above. Written requests which include specific teacher's names will not be honored.

TECHNOLOGY ACCEPTABLE USE POLICY

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. The use of technology resources is restricted to students working under a teacher's supervision and for approved purposes only. Technology use will be monitored at all times by the Grand Prairie ISD staff.

Students and parents will be asked to sign a user agreement regarding the use of these resources. Violation of this agreement may result in withdrawal of privileges and other disciplinary action. Please see Student Responsibility for Computer Usage in the District Elementary Student Handbook.



Violation of GPISD's policies and procedures involving the use of computers and networks will result in disciplinary action as specified in the Student Code of Conduct Handbook, including, but not limited to, cancellation of user privileges. In addition, violators may also be reported to the appropriate criminal authorities. Campus administration will determine when a policy or procedure has been violated and their decision is final.

VISITORS

Parents are always welcome at our school. All visitors must first report to the office to provide identification and obtain a pass. Visitors should enter and exit the building through the front door only. If staff members see someone in the building who is not wearing a badge/sticker, they are required to escort the visitor to the office. Visitors must also stop by the front office to return their visitor badges when leaving the building.

Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. In addition, all visitors must comply with the minimum standards of the student dress code.

Parents who wish to visit classrooms must obtain prior approval from administrators. A campus administrator will accompany all parents entering classrooms within a given time limit.

VOLUNTEERS/CHAPERONES

All volunteers and chaperones in GPISD must agree to complete an annual background check at the beginning of every school year using the Grand Prairie ISD Online Volunteer Application located here or go to <https://www.gpisd.org/volunteer>. Once you have completed the background check online, you may call Mr. Lopez or visit the front office to check for approval. Please know that the campus will adhere to the district's guidelines to ensure that safety measures are in place.