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*Learn. Connect. Serve.*

*Parent and Student Handbook 2023-2024*

Principal – Dedra Adams  
Assistant Principal– Katie Vaughan  
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(940) 369-1300



## PREFACE

To Students and Parents:

Welcome to the 2023-2024 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. We are ready to take flight, and are looking forward to your child soaring to new heights this year.

Both students and parents should become familiar with the Denton ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the District's website.

The Adkins Parent/Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Parent/Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Parent/Student Handbook provisions will be made available on our Adkins website under Parent Information. The district reserves the right to modify provisions of the Parent/Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

If you or your child has questions about any of the material in this handbook, please contact Dedra Adams, Principal of Dorothy P. Adkins Elementary, or Katie Vaughan, Assistant Principal of Dorothy P. Adkins Elementary.

A copy of the district's policy manual is available for review in the school office or online at [www.Dentonisd.org](http://www.Dentonisd.org).

Denton ISD Parent Resource Page - <http://www.dentonisd.org/parents>

## **PARENTAL INVOLVEMENT**

### **Communication**

Teachers will utilize various social media platforms to communicate what is being learned in the classroom along with sharing classroom needs and other pertinent information. If you reach out to a teacher by phone or email, they will respond in twenty-four hours. In an effort to support a healthy work-life balance, we have asked teachers to not respond to communications after 5pm on weekdays. Emails after 3pm on Friday will be returned on Monday, except in the case of an emergency.

Dorothy P. Adkins Elementary's teachers will utilize multiple formats of electronic media to communicate with parents including Facebook, Twitter, Emails, Instagram, School/Teacher website, and/or SeeSaw.

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school. Your involvement in this partnership may include some of the following:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects
- Sending your child to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the administration any questions you have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a Zoom meeting or in-person conference with a teacher or principal, please call the school office at 940-369-1300 for an appointment.
- Become a school volunteer - All volunteers are required to complete a background check before participating in school activities.
- Serve on campus level planning committees, assisting in the development of educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact Dedra Adams, Principal.
- Attend School Board Meetings to learn more about district operations.

## **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day's learning on the previous day's and to grow as an individual. 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. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

## **COMPULSORY ATTENDANCE**

### ***Policy FEA (LEGAL)***

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet passing standards on the state assessment for his or her grade level and applicable subject area.

## **EXEMPTIONS to COMPULSORY ATTENDANCE**

State law allows exemptions to the compulsory attendance requirements for several types of absences **if the student makes up all work**. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.
- As listed in Section I at Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

## **FAILURE to COMPLY with COMPULSORY ATTENDANCE**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a Grade Placement Committee; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent on three or more days or parts of days within a four-week period.
- Our attendance program generates absence warning letters for those students who do not meet the above requirements.

- The district will initiate truancy prevention measures after the third unexcused absence. Following the third unexcused absence other measures will be put in place such as attendance contracts, parents attending a truancy class, etc.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. If a student is between the ages of 12 and 17 violates the compulsory attendance law, both the parent and the student could be charged with a criminal offense.

## **ATTENDANCE for CREDIT**

### ***Policies FED, FEB, FNG (LOCAL)***

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the Principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the Principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

## **ATTENDANCE DOCUMENTATION**

The parent/guardian needs to fill out the school absence form located on our school's website. The form should be filled out within 72 hours (3 days) of the student's return to school. Failure to fill out the form will result in the absence being recorded as unverified. **If a student is at school at 9:30 a.m., the child is considered present for ADA purposes only.**

In the mornings, if adults are not present in the front or back of the school, this means your child is tardy. Our front doors lock at 7:40am, which means you will need to park and walk your child up to school and sign them in. Please bring your phone to access the QR code that links to the sign-in form. Students will be permitted to immediately go to class with a tardy slip.

A student will be counted tardy if he/she is not in the classroom when the class starts at 7:40am.. Excessive tardiness at all levels may result in a referral to the district attendance officers. Excessive tardiness is considered a *Loss of Significant Instructional Time* and is prosecutable in court in the same manner as unexcused absences. If a student has a medical appointment and attends any part of the school day either before or after the appointment and submits a doctor's note upon his/her return, the absence will not count against him/her. Any time over fifteen minutes is considered a *Loss of Significant Instructional Time*, or LOSIT. The District treats LOSITs like an unexcused absence, and district policy will be followed in accordance to board policy.

### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and in violation of compulsory attendance laws.

### **Makeup Work Because of Absence**

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner. Students will have one day per day absent to complete the makeup work. A student will be permitted to make up tests and to turn in projects due in any class missed because of absences.

### **AFTER SCHOOL PROGRAMS**

The Denton Independent School District is working to provide the best possible after-school program for all of our elementary students. The Extended School Day (ESD) program allows students to remain at school (between 3-6 p.m., Monday-Friday) in a structured program that provides academic, enrichment and recreational activities. This is an ideal situation for working or busy parents. For information about ESD, please contact the Community Education Department at 940-369-0080 or 940-369-0091.

### **ARRIVAL AND DISMISSAL PROCEDURES**

#### **School Hours**

7:20am	Building Opens - Front Entry and Cafeteria Doors	
7:30am	Students are dismissed to their classrooms	
7:40am	Tardy Bell Rings. Students need to be in their seat and ready to learn.	
7:40 - 3:00	School in Session; visitors check in through the front office, please your ID with you to sign in.	bring
7:20 – 3:45	Office Hours	

#### **Arrival and Dismissal Procedures**

It is extremely important for students to arrive at school on time. Promptness is a value that is important and useful throughout life. The doors will be opened at 7:20 a.m. and closed at 7:40 a.m. Breakfast will only be served from 7:20 – 7:35.

**A student is tardy if he/she is not in his/her classroom at 7:40a.m.** We ask that you work with us to help your child understand the importance of being to school on time. Logging into the Home Access Center provides information for both attendance and grades.

<https://denhac.dentonisd.org/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess%2f>

To prevent congestion from vehicles when dropping off students in the morning and picking them up in the afternoon, please use the following procedures:

- In the morning, parents may park in the parking lot and walk their child (ren) into the school only if they are needing to visit the office. For safety reasons, please stop by the office to sign-in and receive your visitor's badge before walking your child to class.
- At **7:40 AM** all outside doors will be locked except the front doors. Visitors must notify the office staff as soon as they enter the building. ***Staff and students have been instructed to not open the doors to parents or visitors at any time during the day.***
- **If you arrive after 7:40am, our front doors lock, so please park and walk your child up to the building.**
- Friendly warning, we have heard that the Fire Marshall tickets for cars parked in the fire lane.

## Dismissal

Any person picking up a child should be prepared to show identification.

Car Tag students will be escorted by a teacher to their dismissal location. Please see maps at the beginning of the arrival/dismissal section for more information pertaining to your child's grade level. Parents will be issued a car tag to hang from their rearview mirror. ***Anyone who comes through the carline to pick up a child MUST have the school car tag.*** Even when we know you well, we will still follow this procedure. Thank you for understanding. If parents do not have the tag, they will have to park and come into the front office of the school, show ID and sign the child out using the QR code posted on the front door of the school. ***Please do not get out of your vehicle in the pick up lane. If you need to buckle your child in a car seat, please pull up past the last cone; this will allow us to keep the line moving at a steady pace.***

## TRANSPORTATION CHANGES

*For dismissal – your child will either be a “walker”, “bike rider”, “bus rider”, “day care”, or “car tag”. Please use these terms when calling the office or notifying teacher of transportation changes. **Changes to Transportation should be made before 12pm each day. Teachers are focused on instruction during the day, so please email both the teacher and the front office [mlogan@dentonisd.org](mailto:mlogan@dentonisd.org) or [kroban@dentonisd.org](mailto:kroban@dentonisd.org).*** If students have an afternoon doctor's appointment, please pick them up by 2:30pm. **\*Without written or phone verification of a transportation change, a student will be sent home the way they normally go home.**

## CAFETERIA SERVICES

A nutritious breakfast and lunch are served each day. The federal grant providing free lunch and breakfast for students at school has ended. Students will need to purchase breakfast and lunch at school if they do not bring lunch from home. The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Applications for this program are provided to each student during enrollment. Additional applications are available in the school office. Information about a student's participation is confidential. <http://food.dentonisd.org/Register.aspx>

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Our computerized cafeteria system is designed so that parents can pay for meals by the week, month, or other extended periods of time. Amounts left over at the end of the week or month will be automatically carried forward. The district has now made available an online payment service for breakfast and lunch accounts. Please go to [www.Dentonisd.org](http://www.Dentonisd.org) for information on use of Nutrikids.

**Cafeteria Meal Payments - <https://www.parentonline.net/public/login.aspx>**

When we do allow for visitors, here's our protocol. If you would like to eat lunch with your child in the cafeteria, please check in with the office, get a visitor's badge, and sit at the designated visitor tables. While we encourage connection and belonging at Adkins Elementary, we would ask you to choose wisely the times in which you eat lunch with your child. Make it a special treat, and not the norm. You may only eat lunch with your child. Friends must stay at their normal lunch tables.

In accordance with Texas Department of Agriculture guidelines, you may only bring in outside food for your child.

The breakfast serving line is open from 7:20 a.m. to 7:35 a.m. Students riding the bus will be allowed to eat if the bus is late arriving at the school.

### **CLASSROOM PARTIES**

Classroom parties may be planned during the school year. These are sponsored by the room parents and refreshments will be served. Please notify your child's teacher if your child has allergies or a special diet.

### **Birthday Celebrations**

***Birthday celebrations will not be observed during school hours.*** Contact your child's teacher ahead of time to find out their protocol for celebrating birthdays. Invitations to birthday parties may be distributed at school if all children in the class are invited to the party. Please note, teachers are not allowed to provide a class list of parent contact information.

### **CLASSWORK GUIDELINES -**

In an effort to better prepare your child for a more successful learning experience, we will implement procedures to help identify strengths and areas that need growth. By using these procedures, the teacher will have a more accurate picture of your child's knowledge of the skills being taught. Students will begin to take ownership of their learning through identifying their own strengths and creating goals to help them succeed in areas where growth is needed. Students will keep track of their learning goals and progress in various ways including e-portfolios and data notebooks.

Daily you can support these efforts by talking to your child about new skills learned along with discussing any tasks which need to be completed at home that day. Utilizing the teacher's website and Seesaw to give you an idea of what is being taught in class, so you can ask targeted questions. This helps combat the "I don't know" answer you might receive when you ask what they did at school that day. Our combined efforts will enhance your child's school experience.

Our ultimate goal is for your child to be successful, responsible, and in control of his or her learning.

### **BEHAVIOR**

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply. As parents you are our partners in teaching our students values associated with the respectful treatment of others. We utilize Love and Logic principles in working with our



students. Our school expectations will be clearly communicated with all students through the CHAMPS program. When inevitable missteps occur, Adkins staff will respond in an appropriate and respectful manner. Any time a student is seen in the office, you will be notified. We value your partnership!

## ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Any staff member or student can bring a device on campus and connect to the Denton ISD network. DISD is not responsible for damage to the student/staff owned equipment. All users must agree to the AUP to participate in BYOD and agree to abide by the CIPA rules and regulations.

<http://www.dentonisd.org/cms/lib/TX21000245/Centricity/Domain/3150/Student%20Code%20of%20Conduct%20BYOD.pdf>

- Students bringing a smartphone to school must keep their device in their backpack, on silent or airplane mode throughout the day. Smart phones may be used once students have exited the building.
- Students wearing a smartwatch are asked to have the watch on airplane mode throughout the day. Texting, calling and using smart watch apps during the day are prohibited.

## EMERGENCY SCHOOL CLOSURE

The following procedures will be adhered to when campuses are closed:

- In instances where extremely inclement weather conditions prevail, the superintendent of schools or designees shall announce by means of radio and television if schools will be closed for an entire day or observe a late opening time and/or early dismissal.
- Announcements regarding the late opening or early closing of schools because of inclement weather conditions will be made as close to 6:30 a.m. as possible.
- School closing decisions are reported on the [Denton ISD website](#), [Twitter account](#) and [Facebook page](#); closings are also broadcast on major local television and radio stations.
- Closings are also announced on the district's main telephone line at (940) 369-0000. Denton ISD uses an automated call-out system for weather alerts.
- **Please be sure to have your current contact information on file with the school your child attends (if you have multiple children, make sure your contact information is at all the DISD campuses you have a child at).** You can also [sign-up to receive an e-Alert](#) in your email.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

## FIELD TRIPS

Field trips are an extension of classroom academics. Student Code of Conduct is to be followed and appropriate conduct shall be required at all times. Only those parents on the district approved chaperone list **and selected by the school as a chaperone for each field trip may attend the trip with the school.** A chaperone's duties include supervision of students, enforcing school rules and teacher directives. **Siblings and other children are not permitted to attend the field trip with approved chaperones.** Due to limited bus space, adult chaperones will not be able to ride the bus with the students. Any fees from the students or chaperones for each field trip will be due prior to the day of departure.

## **GRADING GUIDELINES AND REPORTING TO PARENTS**

The elementary report card is one of many tools to be used in the continuous effort to communicate the status of pupil performance and progress to the home. Since evaluation itself must be multifaceted, reporting represents many areas of pupil performance, not just paper and pencil evaluation. Report cards with each student's grades or performance and absences in each class or subject are posted electronically to [HAC](#) once every nine weeks..

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period or semester. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL)].

To report student performance:

Grades K-5 use a standards based report card.

### **Perfect Attendance**

Student must be present every day and on time. Student must not have left early any day (**before 2:45 p.m.**). The following are exceptions to leaving early policy – field trip days, field day and class party days.

## **HEALTH-RELATED MATTERS**

### **COVID**

Please continue to monitor your child for symptoms of COVID. We will continue to follow the COVID-19 Decision Tree located on our Denton ISD Health Services website.

<https://www.dentonisd.org/Page/101909>

### **Student Illness**

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrhea illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she will be sent to see the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

If there is a lab-confirmed positive case of COVID and your child has been in close contact with them, you will be notified by the school on your options to quarantine. Students who need to quarantine will receive excused absences for the timeline laid out by your doctor or our school nurse. Letters will be sent to the entire grade level this year to notify of a positive case of COVID on campus.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at: <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis, measles, mumps, and rubella, hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

### **School Health Policy**

A student should not return to school after an illness until he/she is free of fever for twenty-four hours.

Students who show symptoms of communicable disease (i.e., elevated temperature of 100 degrees or more, vomiting, diarrhea, severe redness of eyes) should remain at home until symptoms subside.

When a student has a statement from a physician restricting physical activities (due to surgery or injury), he/she must have a release from the doctor allowing him/her to resume normal activity.

Students experiencing hospitalization or surgery should return with a release from the attending physician stating limitations, precautions, medications required and date when the student is able to return to normal activity.

## **Medicine at school**

The District will not purchase medication to give to a student. District employees will not give a student prescription medicine, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements with the following exceptions:

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by parent, along with a written request, and in the original, properly labeled container
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication provided by the parent along with a written request, and in the original and properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individual education program (IEP) or Section 504 plan for a student with disabilities.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

In accordance with a student's individual health plan for management of diabetes, a student will be permitted to possess and use monitoring and treatment supplies and equipment while at school or school-related activities. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Expiration date of any medicine should be checked before sending it to school. Expired medicines will not be administered.

All medicine must have written instructions from parents as to amount, time and exact days to be administered.

All medicine must be kept in the clinic.

## **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. See policy FFAF (Local)

## **Head Lice**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spreads so easily, the district will need to exclude

any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drugstore or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at

<http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

## PRAYER

Each student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## SCHOOL SPONSORED TRIPS

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

## STUDENT DRESS AND GROOMING

At Dorothy P. Adkins Elementary, we discourage clothing that contains negative messages and images or messages that put people down. Our goal is to establish an atmosphere that is welcoming to all and to encourage good behavior and provide an appropriate environment for learning. In general, anything that distracts from the learning environment is discouraged. In the case of unsafe shoes or clothing that distracts, we will respectfully speak to your child and contact you to bring a change of clothing or shoes.

The school district dress code is found in the Student Code of Conduct. Each family can receive a copy of the Student Code of Conduct each year and an online copy is available at request.

## VISITORS TO THE SCHOOL

Parents are always welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, **all visitors are required to check in at the main office upon arrival and comply with all applicable district policies and procedures. Please bring your license with you each time.** For specific appointments with teachers, counselors, administrators or other staff members, please call the office in advance 940-369-1300. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

School personnel may require identification of any person on school property. The principal or his/her designee may refuse to allow persons with no legitimate business to enter school grounds and/or may

eject any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request. Parents and guests are expected to conduct themselves in a proper and professional manner at all times.

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