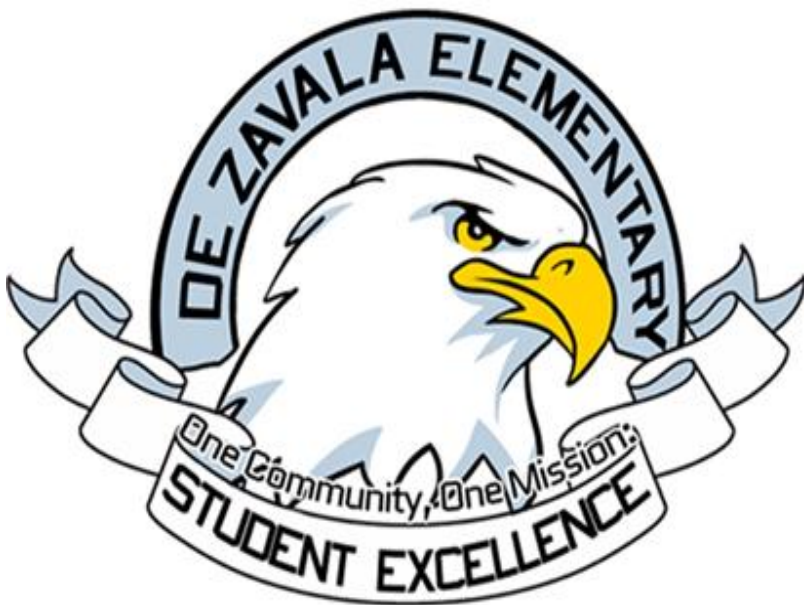


Parent/Student Handbook 2025-2026



Laura A. Gonzalez, Principal
De Zavala Elementary School

Established in 1920.

*Over 100 years of academic excellence
provided to the East End Community.*



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De Zavala Elementary School

Mascot: Eagle

Motto: *"One Community, One Mission: Student Excellence"*

Colors: Hunter Green and White

Built: 1920

De Zavala Elementary School is located in the heart of the historical Magnolia Park area on the East End of Houston. Magnolia Park was originally designed in 1890 as a 1,374-acre excursion park planted with 3,750 magnolia trees, hence the name Magnolia Park. In 1909, Magnolia Park was redeveloped into a residential community and became a final destination for many hard-working immigrants fleeing the Mexican Revolution. De Zavala Elementary School was established in 1920 when the community was still in its infancy. The school was named after a Texas hero and former Mexican national, Lorenzo De Zavala, the first vice president of the Republic of Texas and an original signer of the Texas Declaration of Independence. De Zavala Elementary School has been proudly serving the Magnolia Park community ever since. Our roots in the community run very deep, and our pride soars as high as eagles fly.

De Zavala Elementary School is ...

- Home to the Lorenzo De Zavala State Historical Marker
- "A" Rating for overall Academic Performance 2021-2022
- "A" Rating for overall Academic Performance 2018-2019
- Children-At-Risk Report: "B+" 29th best in HISD 2018-2019
- Children-At-Risk Report: STAR School Texas Honor Roll 2017-2018
- "Top Gold Ribbon Elementary" Recognition 2016-2017
- Children-At-Risk Report "A" 2015 & 2016
- National High Performing 2013-2014 & 2014-2015
- High Progress School 2013-2014 & 2014-2015

Contact Information and School Hours

**De Zavala Elementary School: Houston ISD
7521 Avenue H
Houston, Texas 77012**

Principal	Laura A. Gonzalez, M. Ed.	laura.gonzalez2@houstonisd.org
Assistant Principal	Annel Monreal	annel.monreal@houstonisd.org
Principal's Secretary/ Office Manager	Erika Gamez	egamez@houstonisd.org
SIMS/ Attendance Clerk	Chasity Vasquez	chastity.vasquez@houstonisd.org
Nurse	Yvonne Brown, R.N.	ybrown@houstonisd.org
Building Manager	Rosa Mendoza	rmendoz4@houstonisd.org
Cafeteria Manager	Alba Ventura	aventura@houstonisd.org

Websites to Remember

Houston ISD	www.houstonisd.org
De Zavala Elementary School	www.houstonisd/DeZavalaeES
De Zavala Twitter	@DeZavalaHISD
De Zavala ES Facebook	www.facebook.com/De-Zavala-HISD
De Zavala PTO	pto.dezavala@gmail.com
Volunteers in Public Schools (VIPS)	www.houstonisd.org/vipslogin

Phone Numbers to Remember

De Zavala Elementary	713-924-1888	
Fax	713-924-1891	
Cafeteria Manager	713-924-1849	
Transportation	713-613-3040	(Routing & Scheduling)
Transportation Special Education	713-676-9368	(Routing & Scheduling)

Office Hours
7:00 AM to 5:15 PM

School Hours
6:30 AM to 5:00 PM

After School Activities
4:15 PM. to 5:00 PM

School Calendar

Each school in HISD has a school calendar which is unique to that school. De Zavala's School calendars will be sent out monthly and will note all school events and holidays (*calendar subject to change*).

HOUSTON INDEPENDENT SCHOOL DISTRICT 2025-2026 YEARLY CALENDAR

JUNE - 2025
 4.....Last day for students
 5.....Staff PD Day (no classes)
 10.....Staff PD Day (no classes)
 11-30 ..5th Quarter
19.....Juneteenth
JULY - 2025
 1-18 ..5th Quarter
 3.....Recess (no classes)
4.....Independence Day
 21-31 ..School Leaders' Induction and Preparation

AUGUST - 2025
 1-11 ..All Staff Induction and Preparation
 12.....First Day for Students

SEPTEMBER - 2025
1.....Labor Day
 2.....Staff PD Day (no classes)

OCTOBER - 2025
 2.....Staff PD Day (no classes)
 3.....Recess (no classes)

NOVEMBER - 2025
 7.....Staff PD Day (no classes)
 24-26 ..Recess (no classes)
27.....Thanksgiving Day

DECEMBER - 2025
 22-31 ..Recess (no classes)

JANUARY - 2026
1.....New Year's Day
 2.....Recess (no classes)
 5.....Staff PD Day (no classes)
19.....MLK Jr. Day

FEBRUARY - 2026
 13.....Staff PD Day (no classes)
16.....Presidents' Day

MARCH - 2026
 9-13 ..Recess (no classes)
30.....Chavez-Huerta Day observed

APRIL - 2026
 3.....Recess (no classes)

MAY - 2026
25.....Memorial Day

JUNE - 2026
 4.....Last day for students
 5.....Staff PD Day (no classes)
 9.....Staff PD Day (no classes)
 10-30 ..5th Quarter
19.....Juneteenth

JULY - 2026
 1-17 ..5th Quarter
 2.....Recess (no classes)
3.....Independence Day observed
 20-29 ..School Leaders' Induction and Preparation
 30-31 ..All Staff Induction and Preparation



FIRST DAY OF SCHOOL AUGUST 12, 2025	LAST DAY FOR STUDENTS JUNE 4, 2026	LAST DAY FOR TEACHERS JUNE 5, 2026															
<ul style="list-style-type: none"> Holiday (no classes) Recess (no classes) Staff PD (no classes) 5th Quarter School Leaders' Induction and Preparation All Staff Induction and Preparation 	<table border="0" style="width: 100%;"> <tr> <td>GRADING CYCLES</td> <td>REPORT CARD</td> </tr> <tr> <td>Aug. 12 - Sep. 19</td> <td>Sept. 26 (Friday)</td> </tr> <tr> <td>Sep. 22 - Oct. 31</td> <td>Nov. 10 (Monday)</td> </tr> <tr> <td>Nov. 3 - Dec. 19</td> <td>Jan. 9 (Friday)</td> </tr> <tr> <td>Jan. 6 - Feb. 20</td> <td>Feb. 27 (Friday)</td> </tr> <tr> <td>Feb. 23 - Apr. 17</td> <td>Apr. 24 (Friday)</td> </tr> <tr> <td>Apr. 20 - June 4</td> <td>June 4 (ES, K8, MS)</td> </tr> <tr> <td></td> <td>June 12 HS</td> </tr> </table>	GRADING CYCLES	REPORT CARD	Aug. 12 - Sep. 19	Sept. 26 (Friday)	Sep. 22 - Oct. 31	Nov. 10 (Monday)	Nov. 3 - Dec. 19	Jan. 9 (Friday)	Jan. 6 - Feb. 20	Feb. 27 (Friday)	Feb. 23 - Apr. 17	Apr. 24 (Friday)	Apr. 20 - June 4	June 4 (ES, K8, MS)		June 12 HS
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HISD Core Beliefs

1. All students can learn and reach his or her potential.
2. Effective teachers make the most difference in student academic performance.
3. For every child to succeed, we must hold students and ourselves to high expectations.
4. We value parent engagement and community support.
5. We rely on clearly defined outcomes to guide our work and to which we hold ourselves accountable.
6. We value equity and commit to reducing inequities inherent in the education system.

MISSION STATEMENT

De Zavala Elementary School's mission is to provide a challenging learning environment and encourage high expectations for academic success, by educating the "whole child".

We seek the development of appropriate and rigorous instruction that is differentiated to meet all our students' needs. Our school promotes the development of a well-rounded student through a rigorous academic curriculum and opportunities to learn and enhance new skills in our after-school clubs. We proudly foster high parent, teacher, and community member involvement in the goal to create life-long learning members of society.

One Community, One Mission: Student Excellence.

VISION STATEMENT

De Zavala Elementary School's vision is to develop the "whole child" by effectively fostering social-emotional learning and academic achievement through meaningful and purposeful teaching and learning; that help create critical thinkers, problem solvers and productive and caring members of our community.

CORE VALUES

Commitment. Respect. Consistency. Integrity.

GOALS

De Zavala's priority areas of improvement: Increase the number of students reading and writing on or above grade level, increase math concepts/numeracy application and performance, and increase science performance at all grades to close learning gaps. Goals for 2025-2026:

1. Increase student achievement at each grade level as measured by local and state assessments.
2. Utilize Professional Learning Communities to analyze data and maximize student learning.
3. Provide parents and community educational support and strategies to help students obtain academic success.

Educational Goals

The goal of our school is to provide a quality education to every student. This means developing the academic and social skills of each student to the highest possible degree. To accomplish these goals, we need 100% of our parents to be involved in their child's education and be supportive of teacher's requests as we help your child accomplish success.

Our school goals include the following:

- Increase the number of Gifted and Talented (GT) students.
- Increase the number of students reading on grade level.
- Increase the number of students completing math competencies on grade level.
- Increase attendance percentages.
- Increase the number of students meeting promotion standards.
- Increase the number of students passing STAAR (State of Texas Assessment of Academic Readiness) Assessments at the Meets Level in reading, math, writing and science.
- Increase the number of students reaching Masters Level on STAAR Assessments in reading, math, and science.

Specific goals and objectives for our campus are outlined in the De Zavala School Action Plan. The Action Plan is available on the De Zavala Elementary website, and printed copies can be requested from the main office.

Health and Safety Protocols

De Zavala Elementary will follow and maintain the following health and safety HISD protocols:

- **Masks:** Masks covering both the nose and mouth are **optional** for all individuals regardless of vaccination status.
- **Visitors:** Visitation is limited to essential and pre-scheduled visitors, including individuals who have been pre-approved through the Volunteers in Public Schools (VIPS) program. Parents
-
- registering their children for school are also allowed. Lunch visits are limited due to spacing.
- **In-person gatherings:** In-person gatherings, meetings, and events are permitted in HISD schools and buildings. If these conditions cannot be met, the gathering must be held outdoors or virtually.

Attendance

ATTENDANCE IS TAKEN AT 10:00 AM DAILY

Students are expected to be in school all day, every day. Regular attendance is essential to students' academic success. Persistent absenteeism and/or tardiness create a genuine hardship for students and is regarded as a very serious problem that may require a student to be put on an attendance contract. Students on a transfer may risk losing their transfer option. Our goal is to not only maintain a 98% attendance rate, but to improve it.

EXCUSED AND UNEXCUSED ABSENCES

The following circumstances will be the only recognized excuses for school absence: personal illness, family illness, death in the family, or religious holiday. Parents must send a dated written excuse to their child's teacher explaining each absence. This excuse is due within three days of the student's return to class. Excuses will not be accepted beyond the third day following the student's return to class. If an acceptable excuse is not provided within three days, the absence(s) will be marked as "unexcused." No notes or doctor's excuses will be accepted beyond this timeframe.

Vacations and family events are examples of absences that are not excused. Once a student has accumulated three unexcused absences, a referral will be made to the Attendance Officer. The district attendance policy requires that students enrolled in an elementary school may have no more than eight unexcused absences per year to be considered for promotional standards. Excessive unexcused absences can result in retention of the student.

PROLONGED ABSENCES

If the child is absent for two or more consecutive days, we request that the parent/guardian notify the school of the nature of the illness or event leading to the absence and when the child will return to class. If a parent/ guardian has advance knowledge that a child will be absent for an extended period, we request that they contact the office immediately. Arrangements will be made with the classroom teacher to provide the absent child with classroom assignments.

DROPPING OFF LATE AND PICKING UP EARLY

When possible, all medical and dental appointments should be made after school hours. Attendance is taken daily at 10:00 AM. If the student is not on campus at the time attendance is taken, he/she will be marked "absent." However, if the student arrives after attendance is taken and has a doctor's excuse, his/her attendance status will be changed to "present."

For security reasons, **no student will be allowed to be checked out between 2:30 PM. and 3:00 (PK- 1st Grade) AND 3: 30 pm AND 4: 00 PM (3rd- 5th Grade).** For emergency situations, an administrator's approval will be necessary to check out a student during this timeframe. NOTE: Only a parent or authorized adult with a valid picture ID will be allowed to pick up a student during school hours.

TARDY ARRIVALS

Students are tardy if they arrive at school after 8:00 AM. Tardiness has an adverse effect on your child's educational progress and is disruptive to the rest of the class. If your child arrives after 8:00 AM, parents must sign in their children at the reception desk. All students who are tardy to class must sign in on the teacher's tardy log. Teachers and administrators will monitor students who have multiple tardy arrivals, and a parent conference will be required. If tardiness/absenteeism become a problem, students who attend De Zavala on a transfer of any kind are subject to be withdrawn from the school and required to return to their home school. Tardy arrivals due to late buses or doctor appointments (with a doctor's note) will not be counted against your child.

Parents of students who have three tardies or more may be asked to conference with a campus administrator. If the tardies become excessive and an administrator conference has already been held, an HISD Attendance/Truancy Officer will be contacted to help the parent, student develop an Attendance Contract.

- After the third tardy in the grading cycle, the parent will receive a phone call from the teacher.
- After the eighth tardy, the parent must participate in an attendance conference in person.
- After the tenth tardy, the student will be placed on an attendance contract.

ATTENDANCE REWARDS

Perfect attendance awards will be given to students at the end of each 6-week grading cycle. Awards for year-long perfect attendance will be given at the end of the year. Monthly incentives will be provided for students who are present the entire month.

ARRIVAL PROCEDURES

Students who arrive between 6:30 AM – 7:45 AM will report to the cafeteria.

Students are NOT allowed to wait outside unsupervised prior to 6:30 AM.

DISMISSAL PROCEDURES

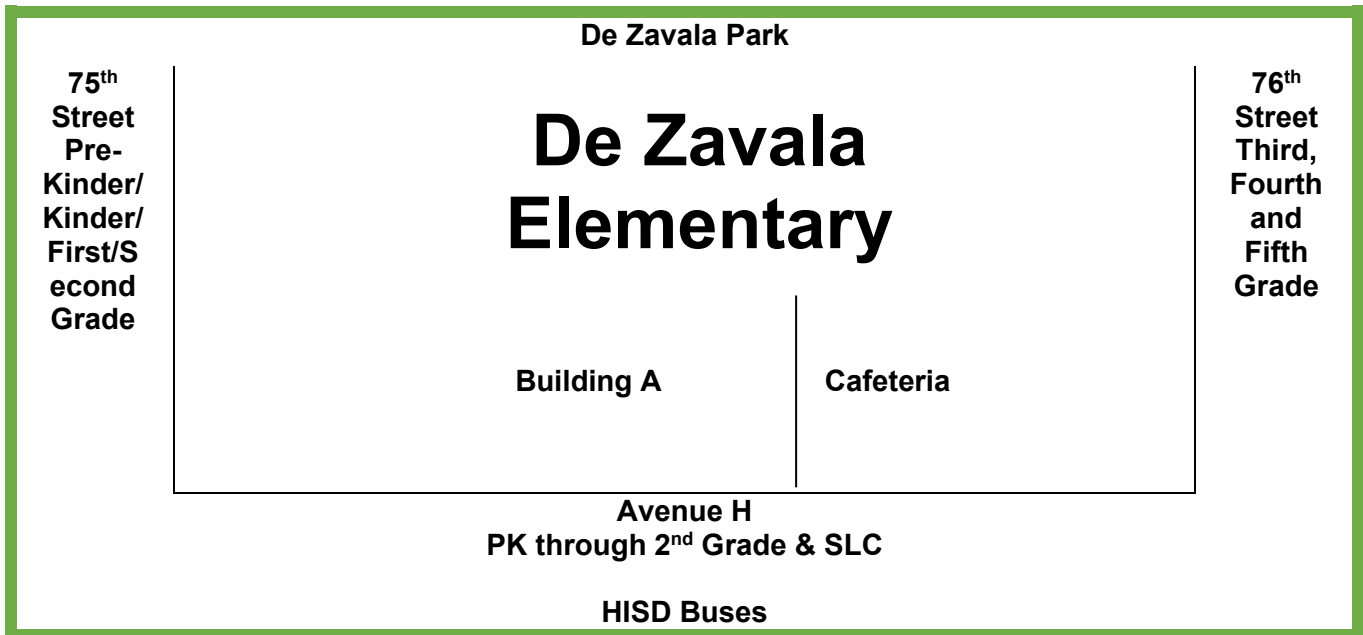
Distribution of Dismissal Cards

Parents will be provided 2 security (name) cards at the start of each school year (these are given out on the first day of school). Additional dismissal cards may be requested by contacting the office at 713-924-1888. There is a \$5 donation fee for 2 additional cards. Ownership of a child's dismissal card constitutes the parent or designated adult has permission to pick up a student(s). If the parent gives permission for another adult to pick up their child/ren, but did not give them the dismissal card, the designated adult must come into the office with their photo ID to pick up the child. Students will not be released if a dismissal card is not presented. The adult picking up the child should be listed on the contact released form.

Walkers

Students who have written and signed parental permission to walk home by themselves or with siblings, cousins, etc., will be dismissed at the designated gate.

ARRIVAL/DISMISSAL LOCATIONS



Late Pick Ups

- For the safety of each child, we are asking that each student be picked up on time at 4:15 PM. Currently, we do not have resources to monitor beyond 5:00 PM. The school has the discretion to communicate with authorities if a child is chronically being picked up late or is not picked up by 5:00 PM.
- Students attending tutorials, clubs, detention, or our After-School Program will be dismissed from their designated location at the appropriate time: 5:00 PM.

EDUCATIONAL PROGRAMS AND SERVICES

ONE WAY DUAL LANGUAGE PROGRAM

De Zavala offers a One Way Dual Language program in grades PK- 3rd Grade. The One-Way Dual Language model at De Zavala Elementary is designed specifically for native Spanish-speaking students identified as Emergent Bilingual (EB) by the district/state. It aims to help these students become fully bilingual, biliterate, and bicultural.

Instructional Approach

- Spanish-speaking students receive academic instruction in both Spanish and English, with a strong foundation in Spanish in the early grades.
- English-speaking students are not served by the One-Way model. They are placed in general education monolingual English classrooms, where instruction is fully in English and aligned to HISD curriculum standards.

Students in the One Way Dual Language Program will:

- Achieve high academic performance in both English and Spanish.
- Become fully bilingual and biliterate, capable of reading, writing, speaking, and listening in both languages.
- Develop positive cross-cultural understanding, fostering respect and appreciation for linguistic and cultural diversity

SPECIAL EDUCATION SERVICES

De Zavala Elementary offers a variety of support services for students qualifying for Special Education Services. The goal is to support students with disabilities in gaining college/career readiness and independent living skills through active engagement in grade level curriculum.

Our campus offers:

- Co-Teacher/ Inclusion Services where students receive cooperative interactive instruction from both general and Special Education teachers in the general education classroom and follow an inclusion support model.
- Content Mastery Services where students with disabilities are enrolled in general-education classes and receive additional instructional support and assistive services for their general-education classes from a Special Education teacher.
- Resource Services where students attend general-education classes for most of the day and are scheduled to receive instructional and/or support services from a Special Education teacher in one or more academic areas in the Special Education class.
- Structured Learning Center (SLC) where the classroom is comprised of students in 1st -5th grade who have been diagnosed with Autism. Our program serves students who will receive the standard curriculum for their grade level. Which in turn allows for them to be held accountable by the same standard as their peers for promotion to the next grade. This classroom will serve as a home base for some students that spend all day in general education classes and as a self-contained class for other students who need a smaller setting.

DYSLEXIA SERVICES

Students with dyslexia often need special services and/or accommodations to learn to read, write, and spell. For these students, De Zavala Elementary School provides multisensory instruction that is explicit, direct, cumulative, intensive, and focused on the structure of language. Multisensory learning involves the simultaneous use of visual, auditory, and kinesthetic-tactile pathways to enhance memory and learning of written language. Dyslexia is under the 504 umbrella, a qualifying student

receives his/her appropriate AIP (Academic Individual Plan) and all teachers who teach the student receive and implement the student's AIP.

SECTION 504

Section 504 protects qualified students with disabilities who do not qualify for services under Special Education. Under this law, students with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities which adversely affects the student's instructional opportunities. A qualified 504 student receives his/her appropriate Section 504 Plan and all teachers who teach the student receive and implement the plan.

SPEECH THERAPY

Students diagnosed with a speech impairment receive speech therapy. Speech Language Pathologists (SLP) and Assistants in Speech-Language Pathology (SLP-Assistant) address speech production, vocal production, fluency, and language needs through speech therapy in a variety of different contexts and service delivery models. Each student has their respective Speech IEP (Individual Educational Plan) and the speech therapist serves the student in collaboration with the student's teachers.

VANGUARD/GIFTED & TALENTED (GT)

De Zavala's Vanguard Magnet program is designed to meet the needs of G/T students in Kinder through 5th grade by providing a learning continuum that is differentiated in depth, complexity, and pacing. The Vanguard program is specifically for G/T students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. A parent or teacher may recommend a student for Vanguard/GT identification. A parent may begin the process by completing a Vanguard/Magnet application. See the Vanguard coordinator or Vanguard clerk for more information.

INTERVENTIONS

The goal of the Student Success Initiative (SSI) is to ensure that all students receive the instruction and support they need to be academically successful in mathematics and reading. De Zavala Elementary provides students with additional academic support during the instructional day specifically in the ancillary block.

TUTORIALS

De Zavala offers after-school and Saturday tutorials for students who need extra help to master content objectives on their grade level. Teachers will recommend tutorials for students who would benefit from these services. Tutorial groups are subject to change as the needs of the students change. **After-school tutorials will take precedence over extra-curricular activities.** Teachers will make tutorial recommendations based on the student's progress on school and/ or district assessments.

SUMMER SCHOOL

De Zavala Summer School is provided for all 1st - 5th grade students who have not met promotion standards. Information will be provided in the spring semester. All De Zavala policies will extend from the regular school year through summer school unless otherwise notified.

ENROLLMENT AND WITHDRAWAL PROCEDURES

ENROLLMENT OF A STUDENT REQUIREMENTS/VERIFICATION

- The person enrolling a student must be the parent or legal guardian of the student and have an acceptable form of identification (driver's license or ID card issued by any state, official passport, official military ID, resident alien card)
- The student must reside within the school's attendance zone or participate in our Magnet Vanguard Program
- Necessary paperwork to be provided upon enrollment include:
- Student's Social Security card (if available)
- Proof of Residence (utility bills or a lease agreement; it must have parent's name and address--rent receipts will not be accepted as proof of residence)
- Appropriate immunization records

ENROLLMENT CARDS

An enrollment card must be filled out for each student. At least two phone numbers must be included so that the school can contact a responsible adult immediately in case of an emergency. It is highly recommended that cell phone numbers be included. Your doctor's number should also be included. If a parent/ guardian's contact information changes during the year, it is the responsibility of the parent/ guardian to send updated information to the main office immediately. If a student must leave early due to illness or an emergency, **students will only be released to the person or persons who are listed on the enrollment card** and who can show proper identification.

WITHDRAWAL OF A STUDENT

A student can only be withdrawn by the person who signed the enrollment card and/or has legal custody of the child. We ask that you notify the main office at least 24 hours before the actual date of withdrawal so that all paperwork can be completed by 3:00 PM. on the date of your child's withdrawal.

CHILD CUSTODY

Usually both parents have equal custody rights under the law. If this is not the case, legal documentation must be kept in the office. Please note that an official Court Judge must have signed the decree documentation, otherwise both parents will be given equal rights. Specific rights on campus should be discussed with a campus administrator when needed.

EXTRA-CURRICULAR ACTIVITIES

CLUBS

De Zavala offers a variety of opportunities for extra-curricular involvement. Some of the many activities that we have offered in the past include the following:

Name That Book	Boys' Soccer Team	Yearbook
Spelling Bee	Arts & Crafts	Girls' Soccer Team
Dance	Basketball	Cheerleading

Other clubs may be available based on teacher volunteers. Students who participate in any extra-curricular activities must always maintain passing grades and demonstrate at least satisfactory conduct (according to the homeroom teacher as well as the club sponsor). **De Zavala Elementary will abide by HISD's "No Pass, No Play" policy.** NOTE: After-school tutorials will take precedence over club participation. Special circumstances will be evaluated by the administrators.

FIELD TRIPS/LESSONS

Field trips/lessons are an extension of learning in the classroom. Field trips/lessons enhance our students' learning and provide them with experiences that can be limited in the regular classroom. Field lessons are planned by each grade level which is responsible for ensuring that the learning taking place during the field trip/lesson is directly tied to instructional objectives and to pre- and post-lesson activities. For this reason, we request that all students return to their classroom after a field trip/lesson so that students can participate in the classroom follow-up activities immediately upon return.

Teachers are also responsible for finding resources for all activities outside of the campus. This may include requesting each child to provide a field trip fee to pay for transportation and admission. On occasion, teachers will engage in fundraisers to help cover the cost of field lessons. As a result, we do depend on parent donations to supplement our efforts.

If a child displays a chronic disregard for rules and teacher directives in the structured setting of a classroom, an administrator may prohibit the student from attending a field trip and an alternative assignment must be given in lieu of the lesson the student was unable to participate in.

TRAVEL

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. Permission slips must have the parent's signature to board buses. Permission may not be given by phone.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the principal in advance. Fundraising by anyone not associated with the school is not permitted on school property.

PARTIES

Classroom parties are limited to **two** per school year: Winter Holiday Party and End of the Year Party. Parties are to be held based on South Division recommended times. Birthday parties for individual students are **not allowed** in the classrooms or at school. Parents may choose to send goodie bags containing store-bought treats or small, age-appropriate toys, which will be distributed and sent home at dismissal. Parents will not be allowed in the classroom during cake/ goodie distribution. Please ensure there are no peanut products as there may be students with allergic reactions to such products. Birthday balloons, buttons, and headgear are allowed, but must be stored in the classroom during the school day. At no time may birthday items become a classroom disruption. Families may request to have their child's birthday announcement posted on the marquee for a \$5.00 donation to the school.

FIELD DAY

Field Day serves as a reward for our students' hard work. Students will participate in a healthy competition during a variety of outdoor games where the biggest reward is spending fun time together.

FAMILY NIGHT

Family Nights are evening events, in which families will be invited to share learning experiences with their children in a variety of subjects and get some ideas for learning experiences to support learning at home.

HEALTH

GENERAL ADVICE

Please address your child's needs before sending them to school. The school nurse is not authorized to give cough drops, aspirin, or medication for colds, upset stomachs, or fever. Likewise, children will not be allowed to self-administer medication brought from home. Most importantly, keep the school updated on any changes to your phone number so that the nurse can contact you, if necessary.

IMMUNIZATIONS

In accordance with regulations published annually by the Texas State Department of Health, all immunizations must be completed by the time the student is enrolled in public school in accordance with regulations published annually by the Texas State Department of Health. Immunizations must be updated on time or the student will be excluded from school until a written doctor's statement or an updated immunization card from the clinic/doctor is presented to the school.

MEDICATION

It is not the responsibility of the public-school personnel to administer medical treatment or medication including over the counter drugs. Students on long term medication which cannot under any arrangements be administered other than during the school hours, may take medication in school under the following instruction:

- A physician must state in writing that a student should have a certain medication during school hours.
- An official form obtained from the school nurse must be signed by the physician and the parent before any medication may be given. This form must be renewed and on file at the beginning of each school year or as the medical needs of the child warrants a change in medication.

COMMUNICABLE DISEASES

In order to protect every child and school employee from contagious diseases, HISD complies with state laws on vaccinations. Children that do not have the required immunizations must be excluded by law. In addition, HISD has a list of approximately 20 communicable diseases that require exclusion from school until the school receives a medical release from a doctor.

In general, students with fever, vomiting or rashes should not come to school until well or a doctor's note states they are no longer infectious. All sores are to be covered at all times at school. Please note that hair nits and lice are also communicable.

MENINGITIS

Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment, and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life-support management.

The school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Health Office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Center for Disease Control and Prevention and the Texas Department of Health.

CHILD PROTECTIVE SERVICES (CPS)

Texas law requires any person believing that a child has been or is being abused or neglected to report it immediately.

Lunch and Breakfast

FEDERAL GUIDELINES

The School Breakfast and Lunch Program is provided free or at a minimal cost. There are certain regulations set by the federal government that we must follow in order to continue receiving the federal funds that pay for our students' meals. The guidelines we must follow are:

1. Students must not share food with any student, sibling or adult.
2. Adults may not eat off of a student's plate.
3. Students must choose their own serving from the given choices provided by the cafeteria when they go through the cafeteria line.
4. Students may go through the cafeteria line only once.
5. No food or drinks may be taken out of the cafeteria by anyone.
6. Adults must give seating preference to students.
7. Food brought from home, which includes snacks, may not be shared with other students.

From time to time, HISD representatives may monitor breakfast and lunch to ensure compliance with guidelines set by the HISD and the federal program. Please help us maintain our funding for the meal program by following the guidelines above.

CAFETERIA BEHAVIOR EXPECTATIONS

Please support the campus behavior initiatives by encouraging your children to follow the school cafeteria rules:

- Sharing food is not allowed. (This protects children who have food allergies)
- Large bags of chips are not allowed at lunch. Single serving bags are acceptable.
- Sodas are not allowed at lunch.
- Deposit all lunch litter in wastebaskets.
- Leave the tables and floors in clean condition for others.
- Food or drink must stay in the cafeteria.

Students who fail to follow cafeteria guidelines or commit other minor discipline infractions are subject to being assigned lunch detention.

EATING WITH YOUR CHILD

Parents/Guardians may come to the school and eat with their child twice a month on the designated days below.

Lunch visits will begin until September 4th. This will allow our campus to make sure lunchroom procedures are understood and consistently practiced by our students.

Lunch Visitors Schedule	
Wednesday	Thursday
PK- G2	G3- G5

When accompanying your child for lunch parents are required to adhere to the following expectations:

- Parents/guardians who come to school to eat lunch will sit at the designated table with their child on the dates designated above (maximum of 2 persons per visit).
- The sharing of food with other students is prohibited.
- We ask that parents respect the cafeteria rules and the directives of the adult on duty.
- In order to facilitate the timely dismissal of students from the cafeteria and to allow for tables to be prepared for the next lunch period, parents are asked to exit the cafeteria five minutes before the end of the lunch period through the main exit.
- Parents will not be allowed to walk students back to class after lunch or escort them to the restroom.
- The building administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational

program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

- All school visitors must always comply with Board of Education policies, administrative rules and school regulations.

Nutrition Services staff will provide breakfast in the classroom and lunch in the cafeteria.

We encourage all parents to spend time with their child to help them learn how to manage their utensils, practice good conduct skills, engage in friendly conversations, and practice their language skills.

LUNCH FROM OUTSIDE THE SCHOOL

Students who choose NOT to get lunch from the school cafeteria are highly encouraged to bring their lunch with them in the morning. This will help students practice their organizational skills and learn responsibility. On occasion when students forget their lunch, parents may drop it off at the main office no later than 15 minutes before their child's designated lunch time.

Grade	Lunch Time
PK	10: 15- 10: 45
K	11: 30- 12: 00
1 st Gr	11: 00- 11: 30
2 nd Gr	10: 30- 11: 00
3 rd Gr	11: 00- 11: 30
4 th Gr	11: 30- 12: 00
5 th Gr	12: 00- 12: 30

FOOD/DRINK RESTRICTIONS

Students are not allowed to have sugary products such as Coke, Sprite, or Dr. Pepper as part of their lunch, even if lunch is brought from home.

Times

Breakfast Served in the classroom for students in PreK - 5th grade at 7:30 a.m.

Lunch According to schedule inundated above

Meal Prices

Student Breakfast, Lunch and Snack is FREE			
Additional Student Breakfast	\$2.75	Adult Breakfast	\$3.25
Additional Student Lunch	\$3.75	Adult Lunch	\$5.00

PRE-PAID LUNCH

Students may pre-pay for lunch. If you choose to pre-pay for your child's lunch, please try to send the money for the next pre-paid period before the student uses up the current balance. The set dollar amount that triggers a written notice is determined by HISD Food Services. It is the parent's/guardian's responsibility to pay any amount owed. If you do not pay the amount owed, the student will receive a sandwich instead of a hot lunch. You may also use HISD's online service to prepay your child's lunch at www.parentonline.net.

MATERIALS, SUPPLIES AND RESOURCES

STUDENT SUPPLIES

Materials that are part of the basic educational program are provided with state and local funds. A student, however, is expected to provide his/her own pencils, paper, erasers, notebooks, and any other material that his/her teacher requests. Each grade level will provide a list of the supplies required for your child for the year. Teachers may ask you to replenish your child's supplies as needed during the year.

TEXTBOOKS & LIBRARY BOOKS

All students are issued the appropriate textbooks for their grade level. Students are held responsible for the books issued to them. The Texas Education Code, Section 12.65 under "Textbooks", Article C, adopted by the 61st Legislature reads as follows: "Each pupil or his parent or guardian shall be responsible to the teacher for all **books not returned by the pupil, and any pupil failing to return all books shall forfeit his/her right to free textbooks** until books previously issued but not returned are paid for by the parent or the guardian." NOTE: All textbooks must be covered at all times to prevent damage.

COMPUTER RESOURCES

De Zavala Elementary School has invested substantial resources in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Students will have access to technology tools such as iPads and chromebooks to log onto computer programs to enhance reading, math, writing and technology skills. Some programs require for each student to have a username and password that can be shared with parents as requested. Students and parents must sign a user agreement regarding the appropriate use of these resources; violations of this agreement will result in the termination of privileges and/or disciplinary actions in accordance with the Student Code of Conduct.

DISTRIBUTION OF MATERIALS & PUBLICATIONS

School publications distributed to students include memos, calendars, and information packets in the student's homework folder. All school publications will be approved by the principal or other administrator. School to home communication is vital to the success of our students. Parents please inspect the homework folder daily as it will include information for upcoming events, report cards, progress report, homework, and teacher notes.

NON-SCHOOL MATERIALS

Written materials, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on the school campus by a student or a non-student without prior approval of the principal. Materials displayed without prior approval will be removed.

PARENTAL INVOLVEMENT

There are many opportunities for parent participation at De Zavala Elementary. Parents are encouraged to join the Parent Teacher Organization (PTO), serve on our Shared Decision-Making Committee (SDMC), and become a registered volunteer via Volunteers in Public Schools (VIPS). All parents and guardians who wish to participate on field trips or school activities must first be registered through the VIPS system and must be approved annually.

PARENT TEACHER ORGANIZATION (P.T.O.)

Our Parent-Teacher Organization (PTO) exists to promote the education and welfare of De Zavala students. The De Zavala PTO sponsors many school events and supports many of the incentives your children receive throughout the year. You are encouraged to join; annual dues are \$5.00 per family. Meetings are usually scheduled the second Friday of every month at 8:30 AM in the Multi-Purpose Room (unless otherwise specified). Please make an effort to attend the monthly meetings. The De Zavala PTO may be contacted by email at pto.dezavala@gmail.com. Parents in good standing have voting privileges and are eligible to serve on the executive board.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Volunteers in Public Schools (VIPS) are HISD volunteers. Each year, thousands of parents, grandparents, students and community partners support HISD students and teachers by volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. They are caring adults or children who tutor students, serve as classroom assistants to teachers, provide enrichment and hands-on experience with computers, work in the library, clinic, office, cafeteria, chaperone field lessons, mentor, and provide other support. Volunteers who wish to chaperone field trips/lessons and volunteer in any capacity on campus must be approved by the VIPS system on a yearly basis.

BECOMING A VIPS

All volunteers must register online and pass an annual criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1: Register online at www.houstonisd.org/vipslogin.

Step 2: Go in person to the school of interest and present proof of identification.

Step 3: Identification information will be input into our database for processing by the Volunteer Coordinator at each campus.

Step 4: The criminal history background check can take 2-3 weeks to complete.

Step 5: Once you are CLEARED to volunteer, you are eligible to volunteer throughout

HISD.

All volunteers must be screened at the beginning of each school year, even if the application was approved as a VIPS the previous year. Former VIPS volunteers will begin with Step 3 in the above process. All new volunteers must follow the procedures listed above, beginning with Step 1. The school administration has the right to revoke a volunteer's status even though they have been cleared by the criminal history background check process.

ACCEPTED IDENTIFICATION FOR VIPS

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Resident Alien Card
- Driver's License issued by any state
- ID Card issued by any state
- School Identification

SHARED DECISION-MAKING COMMITTEE (SDMC)

The De Zavala's Shared Decision-Making Committee (SDMC) is the ruling body of the school. It is composed of the school principal, teachers, non-instructional personnel, community members and parents. Every year, there are two spaces on the SDMC reserved only for parents/ guardians of De Zavala students. All stakeholders, including parents/ guardians, may address the SDMC to resolve concerns pertaining to De Zavala. The SDMC's Agenda Request Forms are available in the main office. De Zavala's SDMC meets on the second Wednesday of each month; therefore, requests must be turned in prior to these days.

PARENT/TEACHER CONFERENCES

Parents are urged to contact the school whenever a need arises. Teachers may be contacted by either a note, phone call, or by email (which can be accessed through the De Zavala website). Conference appointments may be made during a teacher's non-instructional/conference time. Parents/ guardians may contact the teacher or call the main office for an appointment. Conferences may be rescheduled at the teacher's discretion if the parent/guardian is more than 15 minutes late. The principal and assistant principal are available for conferences as well. If the principal or assistant principal is not available immediately, you may call the main office and schedule an appointment with an administrator. You may fill out a "parent concern" form.

CONCERNS BY STUDENTS/PARENTS

Concerns can be addressed by a phone call or a scheduled conference with the teacher or an administrator. In most cases, having a discussion with the teacher to clarify your concerns and/or answer your questions and will resolve the problem. For those concerns that cannot be handled so easily, the parent or student should discuss the concern with a campus administrator. If an administrator is not available, you may fill out a Parent Concern Form in the main office, and an administrator will contact you within 48 school hours to address your concern.

RULES AND REGULATIONS

HISD Board Policy: Principals will have full authority to maintain adequate discipline in the school and teachers will have the responsibility for the discipline of the students. Students will be dealt reasonably, fairly, and with patience, but persistent misconduct will not be tolerated.

CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES.

Students and parents are expected to become familiar with the provisions of the districtwide *Code of Student Conduct* and the rules and regulations adopted and implemented by De Zavala Elementary School. Students are also expected to abide by the policies set forth in the *Code* so that they can get the most out of their years in school. Parents may access the entire *HISD Code of Student Conduct* online at <https://www.houstonisd.org/codeofconduct> or by requesting a copy at the front office of the school. Both parents and students must acknowledge that they accept their responsibilities as described in the Code of Student Conduct by signing the acknowledge form and returning it to the school.

BULLYING, DISCRIMINATION, HARASSMENT, AND RETALIATION

HISD prohibits bullying, any type of discrimination, harassment, and retaliation.

Bullying meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; (4) interferes with a student's education or substantially disrupts the operation of a school.

Cyberbullying at or away from campus, which is defined as the use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on websites or forums to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.

Discrimination based on age, race, color, ancestry, religion, gender, or national origin, handicap, disability, or background will not be tolerated. Persistent pervasive and/or severe conduct that can be interpreted as **harassment** will not be tolerated.

Retaliation by a student against any person who participated in an investigation, serves as a witness

in an investigation, or who makes a report of bullying, discrimination and/or harassment in good faith will not be tolerated.

SEXUAL HARASSMENT/SEXUAL ABUSE

Unwanted and unwelcome conduct of a sexual nature: words, gestures, or any other sexual conduct toward a student, school employee, visitor, or VIPS is unacceptable.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

VIOLATIONS OF LAWS

Alcohol, Drugs, Tobacco, and Weapons

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school related activity.

DISRUPTIVE ACTIVITIES

State law prohibits a student from participating in disruptive activities. Students should not interfere with the movement of people in an exit, entrance, or hallway. Students should not interfere with an authorized activity. Students should not use force, violence, or threats to prevent participation in an authorized assembly. Students should not disrupt classes while on school property. Class disruption includes making loud noises, entering a classroom without authorization, and disrupting the activity in a classroom with profane language or any misconduct.

GANGS AND OTHER PROHIBITED ORGANIZATIONS

Under state law, a student is prohibited from membership or involvement in a public-school fraternity, sorority, secret society, or gang. Any student displaying suspected behavior of such is subject to disciplinary action.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal will make reasonable efforts to notify parents.
- The principal will be present unless the interviewer raises a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

STUDENTS TAKEN INTO CUSTODY

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a Law Enforcement Officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court

- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's health or safety.

Before a student is delivered to a law enforcement officer or other legal authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

DISCIPLINE MANAGEMENT PLAN

All students are expected to obey the following rules in the cafeteria, classroom, ancillary classes, and in transition as stated in the De Zavala Discipline Management Plan.

Demonstrate respect and courtesy toward all school personnel, community patrons, and fellow students by-

- walking in the hallways and outside corridors in an orderly fashion
- speaking softly in the hallways and outside corridors
- keeping their hands and feet to themselves
- using appropriate language

Participate in instructional activities to the best of their ability by-

- being present in class by 8:00 a.m.
- completing all class work and homework assignments
- working cooperatively on class and/or team assignments

Respect School Property by-

- keeping the buildings and grounds clean
- refraining from abuse of school property

Students may not bring or use laser pointers, electronic devices, or toys that cause disruption to the classroom.

SCHOOL RULES

Based on the De Zavala Discipline Management Plan, the following school rules have been established:

- Follow all rules in the Student Code of Conduct
- Follow directions campus wide.
- Walk on sidewalks.
- Throw all trash in trash cans.
- Listen to adults with your eyes and ears.
- Keep hands, feet, and objects to yourself.
- Keep all writing instruments (pens, pencils, markers, etc.) in classroom or backpack.
- Wear school uniform
- Keep our school clean (restrooms, halls, cafeteria, etc.)
- No bullying or threatening words or actions.

CLASSROOM RULES

Each class has its own individual set of rules. Please check with your child's teacher for further explanation of class rules, consequences, and rewards. See below for an example of basic classroom rules.

- Listen and show respect.
- Follow directions from all adults.
- Keep your hands and feet to yourself.
- Come to class prepared to learn.
- Keep the school clean.

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands and feet to themselves. Classes will sit together at their assigned table. Students are allowed to talk quietly and may leave their table only when excused. Excellent lunchroom manners will occur as students adhere to the following cafeteria rules:

- Always walk quietly when entering and leaving the cafeteria.
- Maintain a low and pleasant voice level while talking.
- Pass through the lunch line only once.
- Leave tables, seats, and floor clear of paper and debris.
- Remain seated until dismissed.
- Empty trays and throw away trash when directed, in a quiet and orderly manner. After discarding trash and taking up trays, walk to the dismissal line. Those who have no trash or trays may go directly to the dismissal line.
- Raise your hand if you need assistance.

CELL PHONES

Students who bring cell phones to school must have them stowed away in their backpacks or pockets and turned off. Cell phones cannot be on silent or vibrate. They can only be used outside after school or during emergencies when allowed/directed to do so by a teacher or administrator. If a student is found using or playing with a cell phone during school hours, the cell phone will be confiscated, and a parent or legal guardian will need to pick it up from the office and pay a \$15.00 fee. See *Code of Student Conduct*.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction 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. A moment of silence will be taken each morning during announcements for reflection, prayer or meditation (optional).

STUDENT PROGRESS

GRADING

Student grades will be determined by the teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course level objectives. Information, such as success with assignments, test scores, and classroom participation will be documented in teachers' grade books, student work folders, etc. Grades can also be monitored using HISDConnect Parent Portal by you and/or your child. Please see your child's teacher for any specific information on grading or how to set up an account.

REPORT CARDS

A report card will be issued at the end of each six-week grading cycle for students in PreK-5th grade. **September 26, November 10, January 9, February 27, April 24, and June 4.**

Students in 1st - 5th grade receive a letter and number report card. The grading scale is as follows:



Academic subjects

90-100	A = excellent
80-89	B = good; above average
75-79	C = satisfactory; average
70-74	D = below average
Below 70	F = unsatisfactory; failing

Citizenship Traits

E = Excellent
S = Satisfactory
P = Poor
U = Unsatisfactory

To be promoted to the next grade, students must maintain an overall average of 70 or higher in reading, language arts, math and science or social studies. Students in first and second grade must also pass the High Frequency Word Evaluation. Promotion standards regarding HISD and state assessments will be determined by the HISD and applied accordingly.

Progress Reports

If a student is not progressing satisfactorily in any grade level, parents are sent a preliminary progress report at the midpoint of the grading period and at other times as necessary. Parents must sign and return the reports. Conferencing with the teacher is strongly recommended any time a student's progress is affected. Elementary progress reports are sent to parents six times during the year; typically, the third week of the six-week grading cycle. De Zavala is participating in HISD's Primary Progress Report system for students in Pre-K and Kindergarten. This is a different type of progress report that charts a child's growth along a continuum, instead of comparing the child to other children. Please see your child's teacher if you have any questions about the progress reports or your child's achievements.

Progress Reports will be sent approximately the 3rd/4th week of the grading cycle.

HOMWORK

As a parent, your role is to show interest, provide encouragement, and create a supportive learning environment. Here are some helpful tips to assist your child with homework and academic growth:

- **Be an active listener.** Show genuine interest when your child talks about school experiences, assignments, and accomplishments.
- **Establish a routine.** Set a regular time each day for homework and study, helping your child build good habits.
- **Create a study-friendly environment.** Ensure your child has a quiet, well-lit space free from distractions.
- **Minimize distractions.** Ensure the study area is quiet and free from interruptions—turn off TVs, radios, and other electronics nearby.
- **Read together.** Spend time listening to your child read aloud. Ask the teacher for recommended reading materials appropriate for your child’s level.
- **Provide helpful resources.** If possible, supply your child with basic reference tools such as a child-friendly dictionary, age-appropriate books, a globe, and other learning materials. Encourage regular use.
- **Visit the public library.** Use the library for research, borrowing books, and accessing the internet for school-related tasks.
- **Establish a study schedule.** Help your child create a consistent study routine. Two shorter sessions may be more effective than one long one.
- **Review assignments.** Go over homework to ensure it's completed carefully and thoughtfully.
- **Stay in communication with the teacher.** If your child is struggling, reach out to their teacher for guidance and strategies to support learning at home.
- **Make learning meaningful.** Watch educational programs together and discuss what your child is learning. Provide real-world learning experiences outside the classroom when possible.
- **Enjoy the journey.** Most importantly, show enthusiasm and encouragement. Enjoy the time you spend learning together.

HOMWORK GUIDELINES

Pre-K – K	20 minutes per day	3 rd grade	1 hour per day
1 st grade	30 minutes per day	4 th grade	1 ¼ hours per day
2 nd grade	45 minutes per day	5 th grade	1 ½ hours per day

We encourage all students to read 20-30 minutes daily.

TESTING

Students at De Zavala take state, national, and HISD assessments.

- STAAR Reading/ Language Arts and Mathematics: (3rd-5th grade)

- STAAR Science (5th grade)
- Texas English Language Proficiency Assessment System (TELPAS): All students identified as English Language Learners, including students on a waiver.
- HISD District Assessments
- NWEA (Kinder-5th grade)
- DIBELS (Kinder – 2nd grade)
- CIRCLE (PK)

Test results will be reported to students and parents. Certain students, such as students with disabilities or students with limited English proficiency, may be eligible for exemptions as approved by the appropriate committee's recommendations. Additional testing may apply pending future School Board decisions.

STUDENT RECORDS

Student records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters HISD until the time the student withdraws or graduates. Once the receiving schools request records from De Zavala, this cumulative record moves with the student from school to school within HISD. If the student moves to a campus outside of HISD, the receiving school will request records and pertinent school information will be forwarded to them according to HISD policy. By law, both parents have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the De Zavala office has a legal document signed by a Court Judge indicating parental rights have been terminated. The parent's right of access to student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes; do not have to be made available to the parents. To request copies of student records, parents must make the request in writing 48 hours in advance.

AWARDS

Awards for Honor Roll and Attendance are given to students each 6-week grading period. Awards for Principal's List, Year-Long Perfect Attendance, Honor Roll, Excellent Conduct, Meeting Promotion Standards, and teacher created awards are given to students at the end of the year. The requirements for the Principal's List: Straight A's and must have an E in conduct. The requirements for Honor Roll: All A's no more than 2 B's and E or S in conduct.

Safety and Security

CAMPUS SECURITY PLAN

To ensure the safety of all students and staff members, the following procedures are in effect:

- Students may enter the school building at 6:30 AM. All Students will report to the cafeteria and wait in a quiet and orderly fashion. There will be a designated De Zavala employee to monitor.
- Students arriving late after 8:00 AM must be signed in by their parent.
- All visitors, including parents, must report to the receptionist to sign-in upon arrival. Visitors will be required to show a picture ID then will be given a visitor's badge to wear while visiting. Visitors must return the badge to the receptionist and sign-out before leaving the building. This procedure is applied to all after-school-hours visitation or use of building as well.

NOTE: Anyone other than De Zavala students and staff entering the buildings is considered a visitor and must sign in at the office.

- For security reasons, **no student will be allowed to be checked out between 2:30 PM. and 3:00 PM (PK- 1st Grade) AND 3: 30 PM AND 4: 00 PM (2nd- 5th Grade).** For emergency situations, an administrator's approval will be necessary to check out a student during this timeframe. NOTE: Only a parent or authorized adult with a valid picture ID will be allowed to pick up a student during school hours.
- Visitors' cars should not park in faculty parking lot; there is a visitor's parking lot on the corner of 75th and Avenue H across the street from De Zavala.

EMERGENCY DRILLS: FIRE, SEVERE WEATHER, AND OTHER EMERGENCIES

To ensure the safety of all students and staff, emergency drills are conducted regularly throughout the school year. These include fire drills, tornado drills, and other emergency response procedures. When an alarm sounds, students are expected to follow the directions of teachers and staff immediately, remain calm, quiet, and orderly, and move quickly and safely to the designated areas. For more information on our emergency procedures, please refer to the School Safety and Security Intervention Plan, located in the main office in a red binder. Your child's safety is our top priority, and these drills help us stay prepared for any emergency situation.

Student Dress Code

At De Zavala Elementary, all students are required to wear a school uniform, and parents are expected to ensure their children are dressed in accordance with the uniform policy each day. This policy was adopted by the campus **Shared Decision-Making Committee (SDMC)** in accordance with the **Texas Education Code §11.162.**

We believe a uniform dress policy promotes a positive and focused learning environment, reduces peer pressure and social competition, and minimizes distractions, teasing, and inappropriate dress. Uniforms will be strictly enforced, and students are highly encouraged to wear the following:

Bottoms: Uniform khaki or denim (BLUE jeans only- jeans must be free of rips, holes, or frays) -- pants, skirts, skorts, shorts, or jumpers

- Pants/skirts/skorts/shorts/jumpers must be of the correct size. Skin-tight/skinny-jean material, spandex type material, oversized pants, and baggie pants are not acceptable.
- Denim jeans may only be blue, no other colors.
- Khaki skirts, skorts, shorts, or jumpers must be of an appropriate length (no shorter than 2 inches above the knee)
- Female students may wear leggings under skirts and jumpers.

Tops: hunter green or white shirts with collar

- Shirts may not have any type of decoration other than the school logo.
- Shirts must be worn tucked inside the pants/skirts/skorts/shorts.
- Students may wear any De Zavala spirit shirt on **Friday** with pants, skirts, shorts, jumper, or jeans.

Coats/Jackets and Hats

- Coats and jackets must be the appropriate size for the student. Oversized baggy coats and jackets are not allowed.
- During cold weather, hats worn to school will be placed inside the students' backpack upon arrival to school.

Appropriate Shoes

- Closed-toe flat shoes
- No sandals or back-less shoes
- No Crocs or similar slip-on styles
- No high heels

I.D. BADGES

ID badges are part of the school uniform, and students are required to wear them at all times. Student's first I.D. badge is provided by the school, free of charge. ID badges should not be taken home. If lost, the student must pay for a replacement I.D. badge at a cost of \$5.00.

JEWELRY AND ACCESSORIES

Jewelry and accessories should be left at home. Any large pieces of jewelry that may cause distractions are not allowed. Students may wear inexpensive and durable watches. No body piercing (other than the ears) should be visible. It is recommended that males have no piercings, to avoid distractions during daily classroom instruction. Any jewelry with inappropriate language is not allowed.

BACKPACKS

Please choose a backpack that is the appropriate size for your child. Students should be able to walk comfortably with their backpack on. Help your child keep his/her backpack as clean as possible. Clean out backpacks every week to make sure children are not carrying unnecessary items. **Backpacks with wheels are not acceptable for safety reasons.**

SPECIAL DRESS DAYS

- College Day- To increase our students' awareness of the importance of pursuing a college education and degree, we have designated the first Friday of each month as College Day. Students are allowed to wear a college or university t-shirt with blue jeans on this day. When necessary, College Day can be subject to a change of date. In this case, parents will be notified.
- Individual Spring Picture Day- On this day, students who are purchasing their pictures may have free-dress if it is school appropriate.
- Field Trips- grade levels may have specific uniforms for the event.
- September 16th- students may wear cultural/ national attire for Fiestas Patrias.
- 5 de mayo- students may wear cultural/ national attire to commemorate the Battle of Puebla
- Field Day- homeroom teachers will determine specific color shirts.
- Go Texan Day- students will dress Western Wear.

LOST AND FOUND

De Zavala's lost and found is in the cafeteria. Upon request, parents will have access to this rack to find lost items. Once each month the rack will be rolled out to the foyer so that items can be claimed by students or parents. Unclaimed items will be donated to a worthy cause.

2025-2026 HANDBOOK ACKNOWLEDGEMENT

The **De Zavala Elementary Parent & Student Handbook** has been written to help you and your child gain the greatest benefit from his/her school experience.

The school needs your help and cooperation. It is important that every student understand the handbook. The handbook can be found on our school website at <https://www.houstonisd.org/domain/40144>

Please read and discuss the handbook with your child. When you have done so, you and your child must sign this form and return it to school.

Signatures of parents and child acknowledge receipt of a copy of the **De Zavala Elementary Student and Parent Handbook** and certify that both have read and discussed the Handbook.

Student Signature

Date

Parent or Guardian Signature

Date

Homeroom Teacher

Grade

Please sign and return to your homeroom teacher.



De Zavala Elementary School