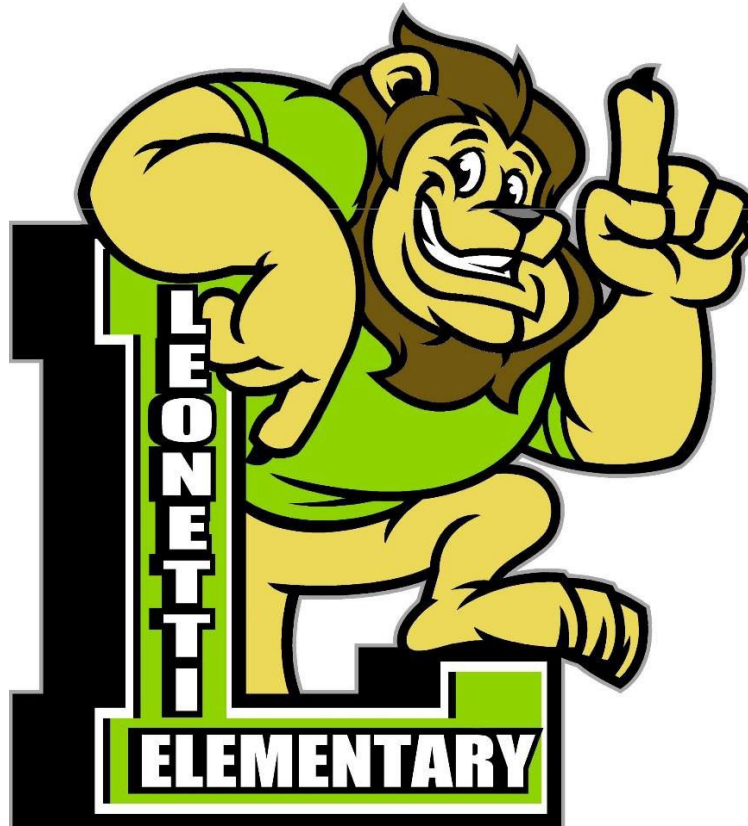


DONALD LEONETTI
ELEMENTARY SCHOOL
2022-2023
PARENT HANDBOOK



Mission

Donald Leonetti Elementary will inspire and equip all learners to be creative and collaborative critical thinkers prepared to lead with pride.

Vision

*Donald Leonetti Elementary
is a great place to...*

Learn with Pride

Lead with Confidence

Inspire to Impact Lives

Guidelines for Success

We are the Leonetti Lions

We are kind and we are smart

We are the Leonetti Lions

The strength of our pride is our HEART

DONALD LEONETTI ELEMENTARY

IMPORTANT PHONE NUMBERS

Principal	Joy Schwinger	281-327-3193
Assistant Principal	Christina Simpson	281-327-3195
Assistant Principal	Megan Boler	281-327-3283
Secretary	Stacy Farrugia	281-327-3194
Front Office	Katie Matatall	281-327-3190
ADA Clerk	Nayelli Duran	281-327-3198
Counselor	Julie Armiger	281-327-3196
Counselor	Monica Sane	281-327-3159
Librarian	Tamatha Perez	281-327-3202
Clinic	Sommer Key	281-327-3199
Cafeteria	Olivia Aquino	281-327-3201
Extended Day	Amber Hayes	281-327-3234

This handbook should be used as a supplement to the Fort Bend ISD Student/Parent Handbook. More information about the school district and its policies may be accessed at the district website: www.fortbendisd.com. In addition, we invite you to visit the Donald Leonetti Elementary website at <https://www.fortbendisd.com/dle>.

ANNOUNCEMENTS

Every day at 8:10 a.m., we will broadcast morning announcements. All students and staff should stop to listen to the announcements and participate in the pledges and the moment of silence. Announcement requests must be approved by the principal.

ARRIVAL

Students may arrive on campus no earlier than 7:30 a.m. There will be no adult supervision before 7:30 a.m. School begins at 8:10 a.m., and students will be counted tardy if they are not in their classes. Students arriving at school after 7:30 a.m. will go to their grade level hallways where they are expected to sit, read quietly, or whisper to neighbors until dismissed to their classrooms at 7:50 a.m.

Parents should use the car rider line for drop off students beginning at 7:30 a.m. If you must walk your child across, you must park in the front parking lot and use the crosswalk in front of the front office.

ASSEMBLY CONDUCT

Assembly programs are scheduled as needed and when we believe they will be beneficial to the students. Students will be expected to follow CHAMPS expectations at assemblies and show respect to the person or persons presenting the program.

ATTENDANCE

Students are required to attend school each day by state law. After approximately 18 absences, students may compromise state attendance requirements. Attendance is taken each day at 10:00 a.m.

Absence Notes: When a student is absent, he/she must bring in a **note within 5 days of the last day of absence.** If a student fails to bring a note within 5 days of the absence, the absence will become “unexcused.” Notes can also be emailed to Nayelli Duran at attendancedle@fortbendis.com.

BIRTHDAYS

Parents must notify the teacher in advance of the request to have cupcakes to celebrate a student’s birthday. The cupcakes must be store bought and have the ingredients/nutrition label attached. Cupcakes must be delivered to the front office. Only single serve items will be distributed. Special deliveries, such as balloons and flowers, will NOT be delivered to the classrooms.

PARTY INVITATIONS: Students wishing to invite other students to a private party must either mail these invitations or provide all students in the class or of the same gender with an invitation. Invitations to students in other classes are to be mailed.

BREAKFAST

Breakfast is offered daily for \$2.00 daily or \$0.30 reduced. Breakfast is served from 7:30 a.m. to 7:50 a.m.

BUSES

Eligibility for bus transportation is determined at the district level. Parents may look up information regarding eligibility using the Bus Route Locator found on the Transportation Department Homepage: <https://www.fortbendisd.com/businfo>. To learn more about specific routes or pickup times, call the Transportation Department at 281-634-4077. Students are expected to behave in a manner that ensures the safety of all occupants on the bus. They must follow the driver's instructions at all times. Misconduct may result in suspension from the bus in accordance with the Student Code of Conduct.

CAFETERIA ACCOUNTS

All students will use their school identification number (including free and reduced lunch) in the cafeteria. The number is punched in much like a pin number, or students may scan their student ID badge. You may deposit money in your child's account if you prefer not to send money on a daily basis. You may pay online at <https://www.schoolcafe.com/fbisd>. There is a small convenience fee for this service. Payments made prior to 9:30 p.m. will be available the following day. Payments made after 9:30 p.m. are available to the student by breakfast after two days (ex. Payment made Wednesday at 10:00 p.m. will be available for breakfast on Friday).

The District shall allow 5 breakfast and/or 5 lunches to be charged with a total Charge Balance not to exceed \$17.50 at Elementary. When the charge limit is reached elementary students shall be provided a Courtesy Meal until the balance is paid in full. A courtesy meal consists of cereal and milk for breakfast & Lunch.

CALENDAR

The FBISD school calendar is located on the FBISD website: www.fortbendisd.com. It includes the beginning and ending dates for the nine-week grading periods, school holidays, teacher staff development days, and early dismissal days.

CELL PHONES

Students are allowed to have cell phones in school. They are to be turned off and placed in their backpack unless the teacher has given them permission to use them for educational purposes.

CELL PHONE USE AT THE FRONT OFFICE

The front office staff thanks you for taking all cell phone calls outside.

CLASSROOM OBSERVATIONS

Parents may request in writing (at least 24 hours in advance) to observe in their child's classroom. Observations are limited to 30 minutes. During the observation, you may not interact with students/teacher or disrupt/participate in instructional activities. Observations are not to be recorded and cell phone use will not be allowed. Please see Classroom Observation Guidelines provided at the end of this handbook.

CLASSROOM PARTIES

There will be two classroom parties during the school year: a winter holiday party before the winter break and a Valentine or spring party. Homeroom parents plan the parties and purchased refreshments are served throughout the grade level.

CHAMPS

Students are expected to follow CHAMPS expectations in the common areas of the school. Please ask your students to tell you all about our CHAMPS.

CLINIC PROCEDURES

Clinic will follow District procedures in the care of all students. Nurse will notify parent/guardian when a student is too ill to remain in school and provide guidance as to when the student may return. If medication must be given at school, it is the parent's responsibility to give the nurse the child's medication. It must be accompanied by a written request from the parent to administer the medication and must be in the original package or bottle. **Do not send medication with your child.** Please inform the nurse of any specific medical concerns regarding your child.

COMMUNICATION

Each classroom has a telephone to allow you the opportunity to call the teacher directly and leave a voicemail message. The phone will not ring during school hours (8:00 a.m. - 3:30 p.m.). If there is an urgent message for the teacher or your child, please call the front office before 2:30 p.m. so we can pass it along. Daily communication will come home in the student's agenda or will be sent via email.

CONFERENCE PERIODS

Your child's teacher can be reached by e-mail or through the front office at 281-327- 3190. Telephone calls and email communication are returned within twenty-four hours. Twice a year there will an opportunity for teachers to conference with parents. You will receive notice in advance to schedule your conference on those dates.

DELIVERIES

We encourage students to come to school prepared and with all that they need for the day. We understand that on rare occasions a student may forget a lunch, homework, or a jacket at home. Items for students may be dropped off at the reception counter. A short form will be available for parents to fill out and attach to the item being dropped off.

The following items will not be accepted for delivery to students:

- Balloons and/or Flowers
- Food delivered by a food courier such as Uber Eats, Door Dash, Grub Hub etc.
- Lunch to be shared with other students
- Any other item(s) the office deems as a distraction to the instructional setting.

DIGITAL CITIZENSHIP

Beginning with the 2012-2013 school year, Fort Bend ISD adopted a Digital Citizenship policy. Personal electronic devices will be allowed only for classroom instructional purposes as determined by the teacher. DLE is not responsible for lost or stolen devices. A Digital Citizenship form must be signed by parents and the student before the child can use district computers. Parents must also sign an Internet permission slip before their child can use the Internet. FBISD computers are all filtered, and students are supervised at all times in their computer usage.

DISMISSAL

PikMyKid Dismissal Manager

DLE utilizes PikMyKid to manage dismissal information and smoothly run dismissal procedures. Parents are asked to download the PikMyKid app to their smart phones. If they are unable to download the app, PikMyKid can be accessed through the website: <https://www.pikmykid.com/>

PikMyKid allows parents to assign dismissal modes, make changes, and assign designees. Please contact the front office if you need more information regarding how to use the PikMyKid app.

School is dismissed at 3:25 p.m. If you need to change your child's dismissal plan, **you must change it via PikMyKid no later than 2:30pm**. Teachers and staff will follow the dismissal plan determined by the parent in PikMyKid. No changes in the dismissal plan may be made after 2:30 p.m. If you are having difficulty changing your child's dismissal in the PikMyKid app, please contact the front office before 2:30pm.

We request that no early dismissals be made after 2:45 p.m. Thank you for understanding that our goal is for every student to be dismissed safely, and we need your help by planning in advance.

Dismissal Modes

Bus Riders

As buses arrive, students will be called by their route number to board the bus. Staff will take attendance as students board their bus.

Daycare

All daycare students will be dismissed to their daycare bus once it arrives. Staff will take attendance as soon as students board their daycare bus.

Car Riders

Car riders must be picked up in the car rider line. The car rider line begins at the left entrance of the school. Two lanes may be formed as cars wrap around the back of the

school. Cars will stop at the stop sign at the back of the school. Students will be called thirteen at a time using their dismissal number. Parents will be given a dismissal number they should place on their dashboard for staff to see. Once directed by staff, cars will pull up to the gym (right side) of the building to pick up their child. Parents may not pick up their children by walking up to the car line. If you wish to walk up and pick up your child, please meet them with the walkers.

Extended Day Students

Please notify Extended Day if your child is absent or not attending on a particular day.

Walkers/Bikers

All walkers will be escorted by DLE staff out of the left side door on the kindergarten wing. Staff will walk students to the rendezvous points. Students in grades 3-5 will be dismissed to walk or bike home by themselves. Students in grades K-2 must be met by a parent at one of the designated rendezvous points or be dismissed with a sibling in 3-5 grade.

Walker rendezvous point on Waters Lake Blvd.:

All students that have addresses residing in the direction of towards Sienna Parkway and Waters Lake must exit this direction. Students will only be released by staff once they are at the walker rendezvous point. Parents should not walk up to the school to meet their child. Instead, they should walk up and meet their child at the designated point. No students will be released to a parent in a parked car at any time. Students must cross the street at designated cross walks with a FBISD crossing guard.

Thornton cross walk rendezvous point:

Only students that have addresses residing in the direction of Thornton Middle School will be released at this location. Students will only be released by staff once they are across Waters Lake Blvd. Parents should not walk up to the school to meet their child. Instead, they may walk up and meet their child at the designated point. No students will be released to a parent in a parked car at any time. Students must cross the street at designated cross walks with a FBISD crossing guard.

Severe Weather Guidelines: On severe weather dismissal days, walkers will wait in the cafeteria with all car riders. If a parent would like to walk up to pick up their child, he or she will need to check them out through the front office.

Rainy Days: If it is raining, but a severe weather dismissal has not been determined, walkers and bikers will still be dismissed to walk and bike home. ***If you would like to pick up your child on a rainy day, please make the change in PikMyKid or notify the front office before 2:30pm.***

DRESS CODE

Elementary School Dress Code regulations are provided in the FBISD Student Code of Conduct located on the FBISD website: www.fortbendisd.com.

EARLY PICK-UP

If you are picking your child up early (before regular dismissal time at 3:25 p.m.), please send a note that morning to your child's teacher informing him/her what time the child will be leaving. You will need to sign your child out from the front office before 2:45 p.m. Students will not be signed out after 2:45 p.m.

EMAILS

To e-mail a Donald Leonetti Elementary administrator, teacher, or staff member:

- go to www.fortbendisd.com.
- click on "our schools"
- scroll down to the Elementary Schools
- click on Donald Leonetti Elementary website
- click on Academics
- click on Teacher Websites
- scroll to the staff member's name you are seeking
- double click on the email address to send a message

EMERGENCY CLOSING OF SCHOOL

Closings will be announced by the Superintendent. For up-to-date announcements please check:

- Fort Bend ISD website or Twitter (@FortBendISD)
- District call out
- television channels 2, 11, 13, 26, 45, and 51
- radio stations

EXTENDED DAY

For questions or concerns regarding extended day, please call Amber Hayes at 281-327-3234. DLE administrators are not in charge of Extended Day.

FREE/REDUCED LUNCH PROGRAM

Through a federal program, students may qualify for a free or reduced-price breakfast or lunch. The names of those students are confidential. Applications are handled through the Child Nutrition Department. All questions should be referred to the cafeteria manager.

LUNCH DELIVERIES (UBER, DOOR DASH, GRUB HUB ETC.)

Food delivered by anyone other than a parent or emergency contact will not be accepted.

LUNCH

The cost of lunch is \$2.75 daily and \$0.40 reduced. An adult lunch is \$4.25. Students may prepay for their lunches before 8:00 a.m. or immediately following morning announcements. Please remind students that this will allow them to move more quickly through the lunch lines.

On designated days, parents are welcome to eat with their children and/or bring them lunch. Parents may only bring food for their own child. Food may not be shared or brought in for any other students. Lunch visitors are not permitted to walk their students back to the class after lunch or attend recess.

Designated Days for Lunch Visitors:

Mondays: Last names A-C

Tuesdays: Last names D-H

Wednesdays: Last names I-M

Thursdays: Last names N-R

Fridays: Last names S-Z

PARENT CONFERENCES

Please contact your child's teacher if you would like to schedule a conference to discuss your child's progress.

PTO

The PTO plays an important role in the success of our school. You are invited to join the PTO: <https://www.dlepto.org/> for more information.

SEVERE WEATHER PLAN

At 3:10 p.m., a School Messenger notice will be sent to parents informing them of severe weather dismissal. Walkers will be held in the cafeteria with car riders. If you would like to walk and meet your child, please check him or her out in the front office.

REPORT CARDS

Report cards will be issued to every student at the end of each nine weeks grading period and on the last day of school. Report cards will be available online through Family Access.

SCHOOL SUPPLIES

See the Fort Bend School supply list by grade level located on the FBISD website. Some of these things will need to be replenished during the school year. Your child's teacher will let you know when more supplies are needed.

SKYWARD FAMILY ACCESS

Maintaining open lines of communication between the school and home is vital to achieve the common goal of providing the best quality education to every student. Skyward Family Access allows easy, open lines of communication between the school and home. Students and parents can login to view attendance, grades, schedules, and calendars. Family Access is available anywhere with an internet connection. Please contact our attendance clerk if you have any questions regarding access to Family Access.

SMART WATCHES

Students are permitted to wear smart watches during school hours. The smart watch features, other than telling time, may only be used for educational purposes and with permission from the teacher.

STUDENT CODE OF CONDUCT

<http://www.fortbendisd.com/Page/947>

The Student Code of Conduct is available via the FBISD website to each student at the beginning of the school year, or as a new student enrolls during the year.

STUDENT PLANNERS

Students in 2nd-5th grades will utilize planners. Teachers will utilize planners to communicate assignments, homework, praise, and minor behavior incidents with parents.

STUDENT WITHDRAWALS

Parents are asked to provide the attendance clerk with at least one day's notice for withdrawal of their children from our school. Textbooks, grades, library books, and other areas must be cleared before a student can be officially withdrawn.

TARDY STUDENTS

Instruction begins promptly at 8:10 a.m. when the tardy bell rings. Students who are not in their class at that time are considered tardy. **A parent must come into the building to sign in his/her child if it is after 8:10 a.m.** Repeated tardies in a nine-week period will result in a disciplinary action.

TUESDAY FOLDERS

In order to inform parents on a weekly basis about student progress, teachers will send home Tuesday folders. Student work from the previous week will be included.

VISITORS

All visitors must be pre-arranged and must sign in at the front desk in order to be admitted to the building. To ensure the safety of all our students there is a check-in system at the front desk to screen all visitors. Be prepared to present your driver's license each time you visit the school. It will be swiped through the system and you will be given a visitor's badge. All visitors must wear the badge while they are on the school campus. Visitors and volunteers are only to visit the area of campus designated on their badge. The system has the ability to identify people who may jeopardize the safety of the campus.

VIPS

Volunteers in Public Schools help the school and teachers in several ways. They work in classrooms, make weekly trips to the Teacher Center to fulfill teacher requests for materials, make bulletin boards, mentor students, plan and carry out special events like Field Day, and so many other activities. Persons desiring to volunteer must first submit a Criminal History Authorization on-line before they are allowed to volunteer within the building. This must be done each new school year. All volunteers must have a completed criminal background check on file.

It is our sincere hope that once you feel at home, you will become active in our PTO (Parent/Teacher Organization) and/or as a VIP (Volunteers in Public Schools). Contact <https://www.dlepto.org/> for more information. There is a place for everyone, and we value all forms of volunteering. It may be that you want to mentor students, help at holiday parties, plan fundraisers, chaperone field trips, or be a homeroom parent. If you are a working parent as many of our parents are, you can help classroom teachers by sending necessary items for special projects. There will be nighttime events that you can plan to attend with or without your child. The important thing is for your child to see that you are involved and care about his or her school experience.

Guidelines for classroom visits for parents/guardians

- Parents/guardians are welcome to visit Donald Leonetti Elementary.
- Teachers will arrange classroom observations with the parents/guardians.
- All visitors must present a driver's license or ID at the front desk to obtain a visitor badge which must be worn at all times.
- Student visitors and children are not permitted to visit the classrooms, library, recess or any other class area.
- Visits to individual classrooms during instructional time are permitted when scheduled ahead of time with the teacher, as long as the frequency and duration of the visit does not interfere with instruction or disrupt the normal school environment.
- Visits to classrooms should be limited to 30 minutes.
- While visiting, adults should sit in the back of the room and not talk to or distract the students or the instructional process.
- Observations should not become conferences, but conferences can be scheduled for a later time.
- If adults have questions following a visit, it is appropriate to call or email the teacher or principal for a conference.