

School of Science and Engineering

Parent/Student Handbook

Who to call, if you have a question about . . .

What	Who	Phone	Email
Passwords	District Helpdesk	972-925-5630	https://oneaccess.dallasisd.org/#/landing
Powerschool changes, Enrollment	Jody Martin	972-502-4414	jodmartin@dallasisd.org
Attendance	Jannelly Mata	972-925-6242	jannmata@dallasisd.org
College Access	Aisosa Ede-Osifo	TBA	aedeosifo@aspdallas.org
Immunizations or other health issues	Nurse Stephanie Dodds	972-925-5982	sdodds@dallasisd.org

SEM teachers communicate with parents in a variety of ways.

Google Classroom is the primary way teachers communicate assignments to students. All assignments will be posted there, with accurate due dates and descriptive titles. Most assignments are turned in via Google Classroom and your student can show you what they have done even if it has been “turned in” electronically. They still have access.

Powerschool is the first line of communication between teachers and parents. Teachers make every effort to enter grades and update late work in a timely manner. Missing assignments will be marked with “missing” tags within three days of their due date. If you do not have access to your student’s powerschool account, contact Ms. Martin at jodmartin@dallasisd.org. The first 4 weeks of school are critical and it is a good idea to monitor your student’s assignments carefully during this period to ensure they are not getting behind.

Email and phone calls are also lines of communication between parents and teachers. Teachers rely on the phone number and email address in Powerschool; if this is not correct, please reach out to Ms. Martin at jodmartin@dallasisd.org to correct it.

If you have a question or concern about an assignment, your student's performance, or a classroom or campus policy, please contact the teacher first. The easiest way is a direct email. If you feel you need to speak to the teacher, we recommend using email to set up a phone appointment; teachers are generally not available during the business day as they are engaged in instruction. Teachers should respond to all emails within two school days. If after two school days you have not received a response, please reach out again; the teacher may have overlooked the email. If the teacher and parent cannot reach a consensus on an issue, then it is appropriate to request a conference with the parent, teacher, and either the counselor or a member of the administration.

We strongly encourage students to address issues with teachers before involving their parents. Many issues can be resolved this way, and it helps build your student's confidence in speaking with adults. Sometimes it is helpful if a parent assists the student in writing an email or organizing their thoughts before a conversation. Teachers make every effort to listen supportively when students have concerns or questions.