

# Field Elementary

## Student/Parent Handbook 2022-2023



John Hendrickson, Principal

Field Elementary School  
703 E 17<sup>th</sup> ST.  
Houston, Texas 77008  
713.867.5190

<https://www.houstonisd.org/Page/62236>

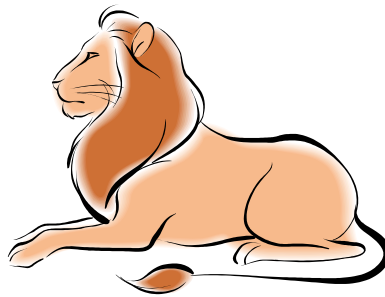
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It is the policy of Houston ISD not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

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## **SCHOOL MOTTO**

Take Pride in your family,  
Take Pride in your school,  
Take Pride in who you are,  
Take Pride in who you are going to be,  
Because we are the Pride of Field Elementary



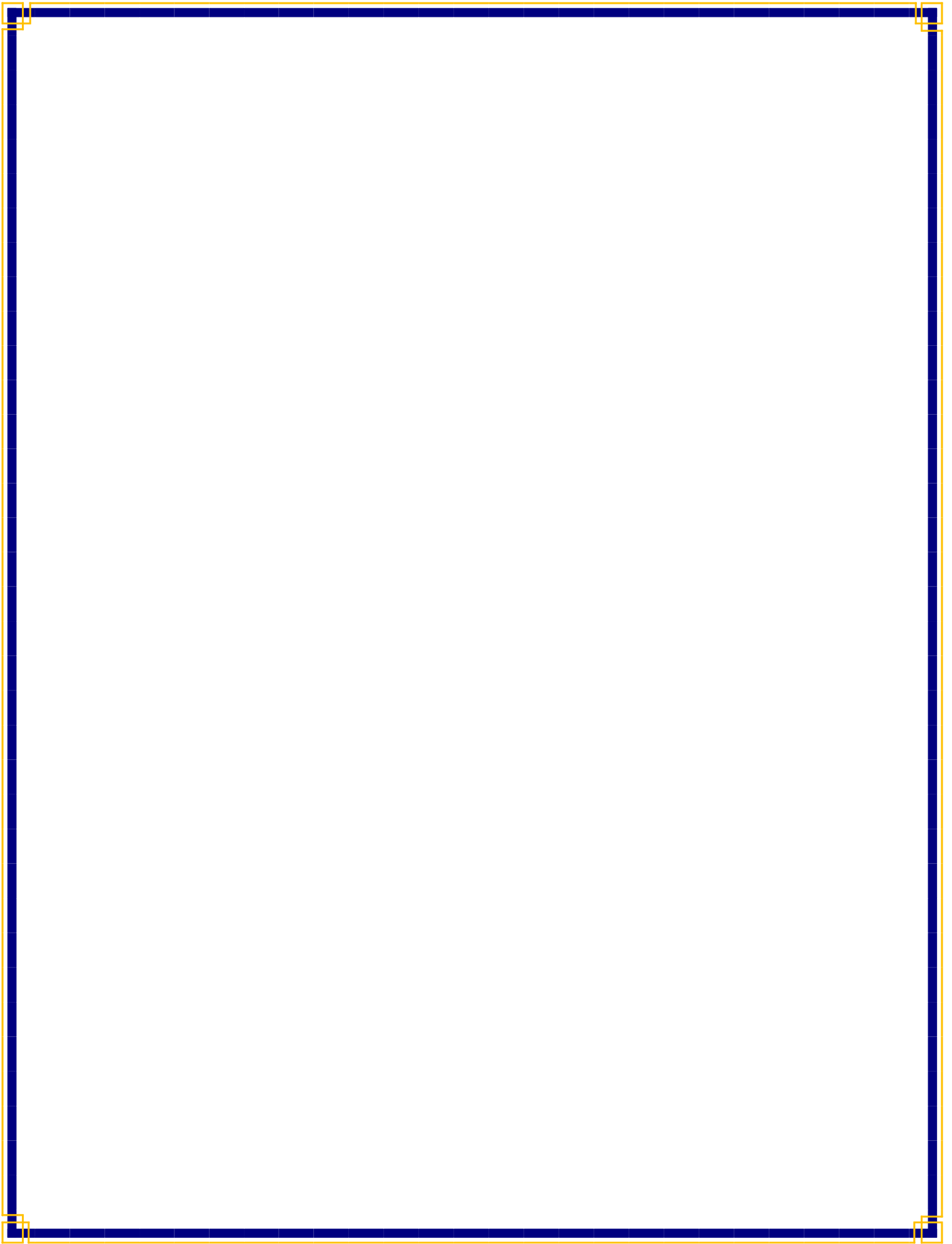
## **FIELD ELEMENTARY SCHOOL** **MISSION & VISION**

The mission of Field Elementary is to provide an environment where students excel and are encouraged to do their best.

The vision of Field Elementary is for every student to become lifelong learners.

**SCHOOL MASCOT**  
LION

**SCHOOL COLORS**  
Blue & Gold



# **School Leadership Team**

## **DISTRICT ADMINISTRATION**

Millard House II – Superintendent of Schools  
Denise Watts – Chief of Schools Office  
Shanna Perry – Assist. Superintendent of ESO 2  
Angela Milon- School Support Officer  
Elizabeth Santos– District Board Member

## **SCHOOL ADMINISTRATION**

John Hendrickson – Principal  
Sue Tate –Assistant Principal

## **LEADERSHIP TEAM**

Rebecca Ortiz- Teacher Specialist, Title I Coordinator

## **SUPPORT SERVICES TEAM**

Brandy Franks-Counselor  
Francisco Zelaya– Wrap Around Services Specialist  
Shay Waddy-Roberts- Nurse

## **ADMINISTRATION LEADS**

Laura Anderson – Principal Secretary  
Mayra Martinez – Registrar

# **SCHOOL HOURS**

## **School Hours: Monday – Friday 7:30 a.m. – 3:00 p.m.**

Students should arrive on time each day. At 7:25 a.m. the bell will ring to send all students to class. At 7:30 a.m. all students should be in their classrooms for class to begin. Students not in class by 7:35 a.m. will be counted tardy. All students who arrive after the bell rings must get a tardy slip from the front office to be admitted to class. Tardies are treated as discipline issue. Excessive tardies will result in a referral to our campus Attendance Specialist for investigation and loss of school privileges such as field trips.

When it is necessary for your child to leave school during school hours, you will need to come into the office to check your child out. **No students will be checked out after 2:30 p.m.** A student will not be permitted to leave school during the day unless he/she has been signed out by a parent/guardian. Any parent/guardian that comes to take a student for early release will be required to show a form of picture identification. No student will be released to a person not listed on the enrollment forms. If there are any additions of approved adults to release a student will need a letter with the parent/guardian ID attached in either written, email or fax. A student who is not in class at 9:15 a.m. will be marked absent. **REMINDER:** children who are absent must bring a note stating the reason for absence within 3 days. Dismissal is 3:00 p.m. **All children must be picked up by 3:15 p.m. Pick-up changes will not be allowed after 2:30 pm. If there is a pickup change for any students, parents should both send in a letter to the office and a DOJO message to the teacher.**

### **Student Attendance**

Students returning from an absence must bring a note from their parent/legal guardian to the Main Office for validation before school, during the students' lunch time, and/or after school. A medical note is needed passed the third absence. Students have up to three (3) school days after an absence to bring a note. If a student fails to submit an excuse within three school days of return, the absence is considered unexcused. This unexcused absence cannot be changed with the submission of a letter or excuse at a later date. Houston ISD policy allows for up to **three (3) handwritten** excuse notes per semester with a maximum of 2 days per note. To justify the remainder of the absences, a valid excuse note needs to be provided; for example: doctor, dentist, court, etc.; vacation is not a valid excuse for missing instructional time. Excuse notes can be faxed (713.867.5194) or emailed to [MMARTI19@houstonisd.org](mailto:MMARTI19@houstonisd.org) as well. **Please note that make-up work is not required to be given without a valid excuse.**

Parent/Legal Guardian handwritten notes should be clearly written and include the following information: 1) Student's Legal Name, 2) Grade Level, and Homeroom Teacher 3) Date(s) of the absence(s), 4) Specific reason(s) for the absence, 5) Parent's name (signature and printed form), 6) A valid phone number to contact parent.

### **Student Attendance (Instructional)**

**It is critical that students attend school to learn. Additionally, the state requires students to attend school. All student absences must be documented with an excuse note and submitted to Ms. Martinez. Absences that are not legitimate or without excuse notes are considered as unexcused. On the third unexcused absence, the child will be referred to our truancy specialist. During each semester, the third consecutive absence must include a doctor's excuse. Students with three or more unexcused absences will not be allowed to participate in school activities. On the ninth unexcused absence, the student automatically fails for the year. Please call the school if you have any questions about your child's attendance.**

### **Tardies**

The district regards tardies as discipline issue. Any more than nine (9) tardies during a six-week grading cycle is regarded as excessive. This will result in lowering the conduct grade on the report card and loss of field trip and/or extra-curricular activities. Any more than fifteen (15) tardies during a six-week grading cycle will result in lowering the conduct grade by two levels. Students must have a satisfactory conduct to be able to go on field trips and participate in school activities.

### **Late Pick Ups**

Late pick-ups cause hardships for the child and the school staff. The school understands that occasionally things happen that are beyond the parents' control. In these causes notify the school as soon as possible. The school will log all late pick-ups.

### **Parents/guardian must enter the front office to sign students out.**

Parents/guardians of students picked up late more than twice within a month will need to attend a conference at the school. If a third conference is necessary during the school year the school will take the appropriate actions. Transfer students may not have their transfers approved for the next school year. Additionally, students will lose their extracurricular activities privilege. Failure to follow school policies and procedures is a discipline issue.

# **ARRIVAL & DISMISSAL PROCEDURES**

## **Arrival**

- Students should be dropped off on the curb and not in the middle of the street on 17<sup>th</sup> Street.
- Bus riders, SPED and PK students should be dropped off on Beverly Street.
- All other students will be dropped off in front of the school on 17th Street.
- **\*\* DO NOT PARK ON BEVERLY STREET BETWEEN THE BUS ZONE AREA. THIS AREA MUST BE CLEAR FOR HISD AND/OR PRIVATE BUSES.**
- Weather procedures will be put in place according to the weather at the time of arrival.

## **Dismissal:**

- All PK students will be dismissed on Beverly Street.
- Any student in SPED or riding a bus will be dismissed on Beverly Street in the bus Zone.
- All Kinder-2nd grade students will be dismissed in the front of the school on 17th Street.
- All 3rd-5th grade students will be dismissed in the back of the school on 18th Street.
- Weather procedures will be put in place according to the weather at the time of dismissal.
- Early pickup time ends at 2:15 pm.
- All dismissal changes must be made before 1pm. Parents can call the front office or send a message via DOJO to the homeroom teacher.

**During 7:05-8:30 and 2:00-3:30 there is no parking from Studewood to the front of the school where the brick ends on the curb. There are several no parking signs, and the curb is painted gray on 17th. Please obey all parking signs to avoid tickets from the City of Houston. State law prohibits texting while driving and the use of cell phones within the school zone.**

# **POLICIES & PROCEDURES**

## **Registration Form**

Enrollment form will be sent home during the first week of school. Please complete and return the enrollment form. **WE MUST HAVE AN EMERGENCY PHONE NUMBER.**

No form will be accepted without 2 working phone numbers. **Reminder:** Students will only be released to persons listed on these forms. If you have additional authorized pick-up persons, please send in a list on a separate paper.

# **MEDICATION AND MEDICAL EMERGENCIES**

Students are not permitted to bring any kind of medication to school; this includes prescription and over-the-counter medications such as cough drops, Tylenol, vitamins and nasal sprays. All medications must be given at home unless a Physician's Request Form is on file with the school nurse. Medicine will be given to students only with an official Physicians Request Form (available from the School Nurse). Doctors may fax this form directly to Field Elementary (713-867-5194). If a student needs to take medicine at school, a **parent** must bring the medicine along with a signed Physician's Request Form to the nurse. Medicine will be given only by the nurse or assigned personnel. **The classroom teacher will not be responsible for giving medicine.**

Medical care, other than simple first aid, may not be given by school personnel. If an injury occurs requiring a trip to the doctor or emergency room, the parent or guardian must authorize this care. For this reason, telephone numbers and addresses must be kept up to date.

## **NURSE INFORMATION**

Here at Field Elementary our nurse onsite, is Nurse Waddy-Roberts. She is on campus from 7:30 a.m. to 3:00 p.m. Please meet with her for any medication given by a doctor, medications for asthma, and diabetes. There are forms that are needed for any medication that is to be given during school hours. Nurse Waddy-Roberts can also be reached via email at [SHENEQUIA.WADDY@HOUSTONISD.ORG](mailto:SHENEQUIA.WADDY@HOUSTONISD.ORG)

**Parents please send a full set of extra clothing of all PK and K students to be kept in their backpack daily in efforts to continue with the maximum amount of instruction daily.** This will eliminate the need of contacting parents with restroom accidents that are not related to a medical condition. Please check backpacks daily to ensure soiled clothes are not overlooked. Thank you in advance for assisting in this matter.

\*Please contact your child's teacher and the nurse, if your child has a medical condition concerning restroom breaks.

## **Medication**

HISD Board Policy does not allow school personnel to give medication of any kind, including aspirin, or any other drug. Nurses or other school personnel, however, can give medication during school hours with doctor orders. Medication forms are available if needed. Please contact Nurse Waddy for more information 713.867.5190.

# **School Security/Campus Visitors**

ONLY HISD VIPS approved persons can be on campus. ALL Visitors must sign in, regardless of if they are an HISD employee or not. Every visitor is required to have an H.I.S.D. identification badge visible or receive a visitor's pass from the office.



# Parent Involvement

Parental involvement is absolutely essential to the success of our students here at Field Elementary School. Parents are a very important part of our learning community. Our VIPS (Volunteers in Public Schools) program provides an opportunity for all parents to get involved in our school.

The Field Elementary PTO meets monthly. Notices will be sent home prior to each meeting. Please join the PTO this year! This is a very important part of our school's success. Visit <https://fieldespto.org/> for more information on the PTO.

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

- Step 1: Register online at [HoustonISD.org/VIPSLLogin](https://HoustonISD.org/VIPSLLogin)
  - Step 2: Once you have registered, you must come in person and show photo ID.
  - Step 3: Identification information will go into our database for processing by our school counselor
  - Step 4: The criminal history background check can take a week or so to complete.
  - Step 5: Once you are CLEARED to volunteer, you are eligible to volunteer throughout ISD and can contact our school counselor, to inquire about volunteer opportunities.
- If you do not have access to a computer or need assistance with the process, please do not hesitate to call or come by the office for assistance.

**ROOM MOTHER/FATHER:** We welcome room mothers and fathers to assist during the day in their student's classroom. Mothers and fathers will need to go through a VIPS application process to assist in classrooms.

## **Holiday Parties/Celebrations**

In the event of any celebration in the classroom or schoolwide, all communication will be sent home or through ClassDojo prior to the event.

## **LUNCH VISIT**

Introducing Parent Week, there is a flyer included at the end. Any person coming onto the campus still must be VIPS approved. In an effort to keep our students and staff safe, lunch visits will be allowed only **on the second full week** of every month. Please plan accordingly. No other dates will be allowed. Understanding that this may cause a slight inconvenience, the dates have been preplanned. See below for weeks:

♦ No AUG dates	♦ January 9-13
♦ September 12-16	♦ February 13-17
♦ October 10-14	♦ March 6-10
♦ November 14-18	♦ April 10-14*
♦ December 12-16	♦ May 8-12*

❖ \* April & May dates are tentative to STAAR or other district testing dates.

Any parent that comes to have lunch with their child will need to come on the designate dates. Lunch visitation means that parents will also support the school in encouraging the school rules for the lunchroom. Please refer to the cafeteria rules below:

### **Cafeteria Rules**

1. Get all items the first time through the lunch line.
2. Walk through-out the cafeteria.
3. Sit at the correct table.
4. Use an inside voice to talk to table neighbors only.
5. Do not get up to walk around without permission.
6. Show respect for all adults, students, self, and property.

### **Free or Reduced Meals**

For faster lunch application approval, you can go on-line to fill out the lunch application. Breakfast is free for every student enrolled in school. If you would like to apply for free or reduced meals, please fill out the lunch application either online or on paper. Please turn in your application as soon as possible.

### **Field Trip Chaperone**

Only parents that have been cleared through districts VIPS program will be allowed to go on school field trips. Please allow one month to be processed and cleared through the VIPS. Parents pending verification will not be permitted to attend field trips. VIPS clearance must be completed every year. **VIPS application should be completed online within the first 2 weeks of school.**

### **VIPS**

Any parent that wants to visit, volunteer or assist in any form on school property will need to complete the VIPS training online. This has to be completed once every year. Non-VIPS approved persons will not be allowed to visit the campus.



#### **REGISTER TO BE A VOLUNTEER!**

**REMEMBER TO REGISTER WITH VIPS IF YOU PLAN ON:**

**EATING LUNCH WITH YOUR CHILD**

**BEING A CHAPERONE**

**BEING A ROOM PARENT**

**ASSISTING WITH ANY PROGRAMS OR EVENTS**

<https://www.houstonisdpsd.org/dmol/VIPS/index.html#/>

#### **REGISTRATE PARA SER VOLUNTARIO**

**RECUERDE REGISTRARSE CON VIPS SI PLANEAS:**

**ALMOZAR CON SU HIJO**

**SER UN ACOMPAÑANTE**

**SER PADRE DE HABITACION**

**AYUDAR CON CUALQUIER PROGRAMA O EVENTO**

<https://apps.raptortech.com/Apply/NjcyOmVzLVVT>

## **Parent/Teacher Conferences**

Conferences are typically scheduled and held during the teacher's planning time; however, teachers can schedule before or after school accordingly. With safety at the forefront of all things, please do not try to hold conferences during arrival or dismissal times as this takes away from the teacher supervision of the class at these critical times of day.

## **FORMS OF COMMUNICATIONS**

### **School to Home Communication**

Children may be given notes to take home with school information. Notes will go home every Thursday. Each child will have a folder for communications. Please encourage your child to see that these are brought to your attention. The school web page and the use of CLASSDOJO will also provide important information. Field Elementary may also use social media to reach out to families and send out reminders. Important messages will be sent through all available ways.

### **Call Out System**

From time to time, the school district and the school will call all parents for important information from our Superintendent, Principal, PTA president or attendance office. This message system will be used to provide vital information that pertains to school operations, attendance notification, informational meeting or upcoming events.

## **Severe Weather**

In the event of inclement weather conditions or other emergencies that may necessitate the closing of schools, parent, students, and staff members are asked to keep tuned to their radios and television stations for definitive information. All parties are asked not to telephone school personnel, schools, law enforcement agencies, radio stations, or television stations because this ties up needed communication lines. In the event that the school must be closed, the decision will be made prior to 6:30 a.m. by the district. Also, discuss rainy day plans with your child so that he/she knows what to do in case it is pouring rain at dismissal time.

## **PS CONNECT**

Parent Student Connect (PSC), an online service launched by HISD in September 2009, allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:

- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Report Cards
- Parent and Student Resources

To get started, log in at [www.houstonisd.org/psc](http://www.houstonisd.org/psc) or register at [www.houstonisd.org/pscregister](http://www.houstonisd.org/pscregister).

Parents will need the following information to complete registration:

Student ID number (HISD)

- Student date of birth
- Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the "S-Number" provided to your child by HISD. Please call the school, if you do not know this number.

Please note, parents will need to register each child separately. If you have difficulty registering, be sure that the information you are entering is the exact same data that is on file with your child's school. If you still have difficulty, contact the HISD Service Desk (713-892-7378; [ServiceDesk@houstonisd.org](mailto:ServiceDesk@houstonisd.org)). Service Desk hours of operation are 7 a.m. to 5 p.m., Monday through Friday.

# **Report Cards/Grading**

Parents should access Powerschool to monitor their child's progress. Report to parent notices will be sent home during the 4<sup>th</sup> week of each grading cycle. These notices are to be signed and returned. A copy of all progress reports will be kept on file in the office. Report cards will be issued to all students from pre-kindergarten through fifth every six weeks.

## **6 Grading Cycles**

August 22 – September 30  
October 3 – November 4  
November 7 – December 21  
January 9 – February 24  
February 27 – April 14  
April 17 – May 31

## **Report Card Date**

October 7  
November 11  
January 13  
March 3  
April 20  
May 31

## **Grading Academic Subjects:**

ACADEMIC: A (90-100)    B (80-89)    C (75-79)    D (70-74)    F (below 70)

HABITS:    E (Excellent)    S (Satisfactory)    N (Needs Improvement)

CONDUCT: E (Excellent)    S (Satisfactory)    P (Poor)    U (Unsatisfactory)

Failure due to excessive absences – Grades 70 or below may be appealed to the school attendance committee.

## **Honor Roll Qualifications:**

Grades:    1. All A's    2. All A's and 1 B    3. All A's and 2 B's

Conduct:    Must Have an E or S

You must have met ALL REQUIREMENTS to participate in any Honor Roll activities.

## **1<sup>st</sup> – 5<sup>th</sup> Grading Policy**

Field Elementary Grading Policy for first through fifth grades. Pre-K and Kindergarten are not given standard grades. Field has six grading cycles during the school year. During the first week of school the teacher will inform the parents and students of how the grades will be determined. If there are any changes the teacher will notify the parents and students before the new grading cycle begins.

The lowest grade for any assessment or assignment is 50%. Parents and students may request "redo" on any assessment or assignment worth at least 5% of the final cycle grade. This request must be made within five school days after the grade is posted on "Powerschool." The "redo" must be completed within five school days of the request at

the school. The highest grade for a “redo” is 75%. The redo grade will replace the original grade if it is higher.

### **Make ups**

All make up work assessments and assignments must be made up five school days from the time the student returns to class. Students absent for more than two consecutive days will have additional time as determined by the teacher(s). Only excused absences are eligible for make-ups

### **STUDENT DRESS CODE**

All students are expected to wear uniforms Monday-Friday. Uniforms must be clean and in good repair. (SEE BELOW) Shoes with strings should be tied. Please do not allow students to wear expensive jewelry. Field Elementary staff is not responsible for any lost or stolen items; however, we will investigate any theft. Reminder to label all items with student name.

ITEMS NOT PERMITTED: Any oversized, baggy clothing. No pullover hoodies, jackets or sweaters. Only jackets with zipper openings can be used. No rolling backpacks are allowed.

\*\*Please discourage sending cash over \$5.00 to school for lunch items. All other items use schoolpay for collecting money. \*\*

### **SCHOOL DRESS CODE:**



**Field Uniform 2022-2023**  
“Polo” Collared Shirts

- Navy Blue, Red or White
- Field Spirit Shirts or College shirts



**Uniform Bottoms**

- Jeans, Khaki, Navy Blue
- No Ripped Jeans
- Pants, Shorts, Skirts, and Dresses
- Not shorter than 3 inches above the knee
- No Leggings



Closed-toed Shoes Only



**Field Uniform 2022-2023**  
Camisas con Cuello “Polo”

- Azul Marino, Rojo o Blanco
- Camisetas de Field o Universitarias



**Uniformes de Fondo**

- Jeans, Caqui o Azul Marino
- No pantalones de mezclilla rasgados
- Vestido, falda o chores no mas cortos de 3 pulgadas arriba de la rodilla
- No Licra o mayones



Solo zapatos cerrados.

# **DISCIPLINE POLICY**

Please refer to the separate discipline handbook.

## **Items Allowed and Not Allowed on Campus**

### **Students may bring the following items to school:**

Cell phones are allowed on our campus, but students will not carry or use phones during school hours. Cell phones must be turned off and kept in backpacks, or alternative safe location determined by the teacher, until the end of the day. We understand that many students may have cell phones for safety and communication purposes. Please note that Field ES will not be responsible for lost or stolen cell phones.

Fidget spinners are allowed on our campus, but it will be at a teacher's discretion on whether they are a distraction to student learning. If students argue, or otherwise over a fidget spinner, they will be picked up and not returned to student.

### **Students may not bring the following items to school:**

A weapon of any kind.  
Toy weapons of any kind even plastic.  
Shock pens or lasers.  
Electronic games or tablets.  
Any items for playing music.  
Trading cards of any kind, including but not limited to Pokémon.  
Gum and other sticky candies.  
Spray paint/permanent markers  
Smoking items including but not limited to e-cigarettes and vaping pens

The items listed above will be confiscated by the school administration. Parents will be contacted to personally pick up confiscated items from the school. These items will not be returned to the student. Some of these items come with disciplinary actions.



# **Registration**

## **REGISTERING YOUR CHILD IN SCHOOL**

To register your child to attend Field Elementary, you will need:

- Records showing up-to-date immunizations
- Your child's last report card (if he/she has attended school before)
- Birth Certificate (original)
- Social Security Card
- Proof of residence, such as your apartment lease or utility bill (Electricity, gas, water only) showing a current street address in Field's school zone

You will be asked to fill out an HISD enrollment form and a Dismissal Information Form showing a current address and telephone number, along with a work telephone number if you are employed outside the home. IT IS VERY IMPORTANT TO KEEP THIS INFORMATION CURRENT. Your registration information will not be released outside the school district. It is very crucial that the school be able to reach a responsible adult in case of an emergency.

## **WITHDRAWING YOUR CHILD FROM SCHOOL**

Parents are encouraged to contact the school as early as possible to begin this process. HISD requires that all textbooks and library books be cleared, and current grades be issued at the time a student is checked out to another school. Teachers must have advance notice to average grades and check textbooks. A 24-HOURS NOTICE TO CHECK STUDENTS OUT OF SCHOOL IS NEEDED.

## **COMPUTER LABS AND INTERNET**

All students will have access to our computer labs and to the Internet. All students in Grades Pre-k -5th are closely monitored by our Computer Lab teachers while on the Internet. Parents who DO NOT wish for their child to have Internet access must complete an Acceptable Use Policy form, available from the office upon parent request. All students in Grades Pre-k – 5th will be scheduled in a computer lab by classroom.

In order for the computer lab to function properly and be a hospitable environment in which to work, please review the following guidelines for using the lab:

- Make sure students know their usernames and passwords prior to using the lab.
- Follow the districts guidelines for technology use.
- No food or beverages allowed in the computer lab.
- Students and teachers must treat all equipment with respect.
- Before you leave, make sure the students log off, push chairs in. Do not shut down the computers and do not turn off the monitors. If you are the last class to use the lab, please properly shut down computers.
- Students will need collect and throw away any trash on your way out.
- Students must take their belongings with them when they leave.



# **Student Safety Reminders**

Please remember that we operate in student safety first. Here are some helpful reminders for the school year.

- All campus visitors must be VIPS approved.
- Attendance is taken at 9:15 am Daily
- Gates open at 7:10 am
- Every adult must present a PHOTO ID to have access their student.
- Every adult must present a PHOTO ID to sign in for any reason at the front office.
- Please display dismissal cards in the right side of windows for faster dismissal process.
- All parents of students in PK-1<sup>st</sup> are encouraged to send a change of clothes.
- As the year passes, all parents are encouraged to update student information as needed.
- There is NO PARKING on 17<sup>th</sup> Street in front of the school from 7 am – 9 am & 2 PM – 3:30 PM
- Feel free to call the front office for any questions or concerns 713-867-5190.