

# Field Elementary

## Student/Parent Handbook

### 2024-2025



Trevor Karr, Principal

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

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

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.

## **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

## **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

## **SCHOOL LEADERSHIP TEAM**

Trevor Karr – Principal  
Rebecca Ortiz –Assistant Principal

## **SUPPORT SERVICES TEAM**

Lesley Wolfe-Counselor  
Shay Waddy-Roberts- Nurse

## **ADMINISTRATION LEADS**

Laura Anderson – Administrative Assistant  
Mayra Martinez – Registrar

# SCHOOL HOURS & INFORMATION

Monday – Friday 7:30 a.m. – 3:00 p.m.

## Arrival Times

7:00 AM	Students can begin to arrive on campus.
7:25 AM	Teachers will receive Homeroom Classes
7:30 AM	Students are in classrooms. Instruction begins.
7:35 AM	Students arriving are tardy.
9:30 AM	Attendance is taken and students not in class will be marked Absent.

## Dismissal Times

2:30 PM	Students will not be checked out after this time. <b>If there is a change in the method of pick-up for a student, parents must call the office. The office will notify the teacher. Pick-up changes will not be allowed after 2:30 pm.</b>
2:55 PM	Teachers and students will begin to prepare for dismissal.
3:00 PM	Students will be dismissed at their designated dismissal areas.
3:10 PM	Students will be taken to the late pick-up locations.

# ATTENDANCE•TARDIES

## EARLY PICK-UP•LATE PICK-UP

### **STUDENT ATTENDANCE**

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 the school's SIR/ Registrar clerk. Absences without a written excuse note is considered as unexcused. During each semester, the third consecutive absence must include a doctor's excuse. **Students with three or more unexcused absences during a 6 week cycle will not be allowed to participate in school activities such as field trips and class reward days for the next 6 week cycle.** On the 19<sup>th</sup> absence. this is all inclusive of "excused" and "unexcused", the student automatically fails for the year. Please call the school if you have any questions about your child's 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. Also, excuse notes can be faxed (713.867.5194) or emailed to [MMARTI19@houstonisd.org](mailto:MMARTI19@houstonisd.org) Attn: Mayra Martinez.

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.
- 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.**
  - Students are allowed **three (3) handwritten** absence 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.**
  - **Students will only be given make-up work with a valid excuse note.**

## **TARDIES**

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 a 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 and/or other school events.

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 which may result in the loss of a field trip, special events 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 ("E" or "S") to be able to attend field trips and/or participate in school activities. Students with a P or U in conduct on the Cycle Report Card before a scheduled field trip and/or special event will be unable to attend.**

## **EARLY PICK-UP**

It is important that students are at school for the entire school day. Students being pick-up early must return with a valid excuse note (i.e. Doctor's note, dentist, court documents). Early pick-ups are not allowed after 2:30. Parents/guardians of students picked up early more than twice within a month will need to attend an in-person conference with the homeroom teacher. If an additional conference is needed, the meeting will include administration and the school may take appropriate additional actions. Transfer students may not have their transfers approved for the next school year. Additionally, students may lose their extracurricular activities privileges. Failure to follow school policies and procedures is a discipline issue.

## **LATE PICK-UP**

Parents must notify the office as early as possible regarding pick-up changes. **Pick-up changes will not be allowed after 2:30 pm.**

Dismissal ends at 3:10. Parents should call the office to inform the school they are running late. Students not picked up by 3:10, they will go to the late pick-up area in the front office. The school understands that occasionally things happen that are beyond the parents' control. In these cases, notify the school as soon as possible.

**Parents/guardian must enter the front office to sign students out of late pick-up.**

Parents/guardians of students picked up late more than twice within a month will need to attend an in-person conference with the homeroom teacher. If an additional conference is needed, the meeting will include administration and the school will take appropriate additional 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

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 the school side of 17<sup>th</sup> to define this area. 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.**

- ☐ For safety reasons, do not block sidewalks, school entrances or exits before, during or after student pick-up or drop-off, this includes car and foot traffic.
- ☐ Weather procedures will be put in place according to the weather at the time of arrival and/or dismissal for the safety of our students.
- ☐ No loud music during drop-off or pick-up, this is a distraction and safety concern for directing traffic and students during arrival and/or dismissal procedures.
- ☐ Students are not allowed to cross the street into on coming or car-line traffic to get dropped off or picked up.

## **ARRIVAL PROCEDURES**

- ☐ **Kindergarten through 5<sup>th</sup> Grade** students should be dropped off at the curb, on the school side of the street, between the two school entrance gates.

### **NOTE:**

- Do not stop/park in the middle of the street on 17<sup>th</sup> Street to drop-off
  - Parents should not park on the opposite side of the street to cross street and car-line traffic.
- ☐ **Bus Riders, PALS, SLL and PK** students will be dropped off on Beverly Street. **DO NOT PARK ON BEVERLY STREET IN THE BUS ZONE AREA. THIS AREA MUST BE CLEAR FOR HISD AND/OR PRIVATE BUSES.**

## **DISMISSAL PROCEDURES**

**For student safety, students will not be allowed to get in a car or go with a walker pick-up if there is not a dismissal tag. Car or walker pickups without a dismissal card must go to the office to verify pick-up approval and sign the student out.**

- ☐ **PK students** will be dismissed on Beverly Street at the playground area.
- ☐ **PALS, SLL or Bus Riders** will be dismissed on Beverly Street in the Bus Zone.
- ☐ **Kindergarten - 2nd grade students** will be dismissed in the front of the school on 17<sup>th</sup> Street.
- ☐ **3<sup>rd</sup> - 5<sup>th</sup> grade students** will be dismissed in the back of the school on 18<sup>th</sup> Street.

# POLICIES & PROCEDURES

## **STUDENT ENROLLMENT FORMS & CONTACT INFORMATION**

Enrollment forms will be sent home during the first week of school. Please complete and return the enrollment form. WE MUST HAVE A WORKING EMERGENCY PHONE NUMBER. No form will be accepted without 2 working phone numbers. It is highly encouraged that students know a phone number. **For safety reasons, if students do not have a working phone number on file, they will not be allowed to go to recess or attend field trips.**

**Reminder:** Students will only be released to persons listed on current enrollment forms. You may include a separate sheet of paper if you need additional space to list other authorized pick-up persons.

## **SCHOOL NURSE INFORMATION • CLINIC SERVICES**

Nurse Waddy-Roberts is our Field Elementary nurse. She is on campus from 7:30 a.m. to 3:00 p.m. Nurse Waddy-Roberts can be reached by calling the school office or via email at [SHENEQUIA.WADDY@HOUSTONISD.ORG](mailto:SHENEQUIA.WADDY@HOUSTONISD.ORG).

## **MEDICATION AND MEDICAL EMERGENCIES**

HISD Board Policy does not allow medication of any kind to be given without doctor's orders. There are required forms to be completed for medication to be given during school hours. Our school nurse or trained school personnel can provide medication during school hours with proper medical forms and doctor orders on file.

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.

## **IMMUNIZATIONS**

Please ensure that your child's immunizations and records are up to date in the school office with the campus nurse.



### **NON-MEDICAL EMERGENCIES**

**Parents, please send an extra set of uniform clothing for all PK and K students to be kept in their backpack daily.** This will eliminate the need to contact 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.

### **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 HISD identification badge visible or receive a visitor's pass from the office.

### **DROP-OFF ITEMS**

Campus policy prohibits items to be delivered throughout the instructional day, this includes **but is not limited to** backpacks, water bottles, lunches, birthday celebration items, etc. Not only are these a disruption to the instructional setting for students, we have limited personnel covering the front office and/or cafeteria duty to ensure the delivery of such items. Dropped off items will not be accepted until 10:00 AM.

### **HOLIDAY PARTIES/CELEBRATIONS**

In the event of any celebration in the classroom or schoolwide, all communication will be sent home by the classroom teacher prior to the event. Student **birthday celebrations** are at the discretion of the teacher and must be coordinated directly with the teacher. It is up to the homeroom teacher as to when the celebration will take place (i.e. in the morning, at recess or in the afternoon) to minimize the loss of instructional time. Items shared must be prepackaged/wrapped and easy to distribute. All items must be brought with the student at arrival. Office and support staff will not deliver items dropped off.

### **FREE OR REDUCED BREAKFAST/ LUNCH**

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

### **LUNCH ITEMS FOR SALE**

Please discourage sending cash over \$5.00 to school for lunch items. If you would like to send more money for lunch items, an account with [schoolcafe.com](http://schoolcafe.com) can be created and used to purchase these items.

# PARENT INVOLVEMENT

Parents visiting (including Parent Lunch Week), volunteering or assisting in any form on school property will need to complete the VIPS training online. This must be completed once every year. Non-VIPS approved persons will not be allowed to visit the campus.



**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.

## **PARENT TEACHER ORGANIZATION**

Parental involvement is 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.

## **LUNCH VISIT – PARENT WEEK**

- ☐ Lunch Visitors must be VIPS approved.
- ☐ Due to limited space, this opportunity is limited to one (1) visitor per student.
- ☐ Early check-out is discouraged. Check-outs after a lunch visit will be monitored. Frequent occurrences will result in a loss of this privilege.
- ☐ Any parent who comes to have lunch with their child will need to come on the designated dates.
- ☐ During lunch visits it is expected that visitors will support the school by encouraging the school rules for the lunchroom. Equally important, we ask that visitors encourage and model appropriate cafeteria behavior to assist in enforcing cafeteria rules.
- ☐ When visitors and students are eating outside, students must remain seated with their visitor and are not allowed to “free play” or run around outside.
- ☐ Lunch visits will be allowed to the specific dates provided below. Other days and times will not be permitted.

**Check with your child's HR teacher for exact lunch times**

<b>July 2024</b> <i>Su Mo Tu We Th Fr Sa</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August 2024</b> <i>Su Mo Tu We Th Fr Sa</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September 2024</b> <i>Su Mo Tu We Th Fr Sa</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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<b>April 2025</b> <i>Su Mo Tu We Th Fr Sa</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May 2025</b> <i>Su Mo Tu We Th Fr Sa</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June 2025</b> <i>Su Mo Tu We Th Fr Sa</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

### **CAFETERIA RULES**

1. Students will go through the lunch line once. Students will get all items the first time through the lunch line.
2. Walking in the cafeteria.
3. Sit at their assigned seat/table.
4. Voice Level 1
5. Stay seated
6. Show respect for all adults, students, self, and property.
7. Students are not allowed to trade or share food.
8. Playing, throwing, or making a mess with their food will result in a discipline write-up.

### **FIELD TRIP CHAPERONES**

Only parents that have been cleared through the district's VIPS program will be allowed to go on school field trips. Please allow one month to be processed and cleared through 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.**

**Homeroom teachers will communicate field trip opportunities for parents to chaperone. Space and availability for chaperone may be limited.**

# FORMS OF COMMUNICATIONS

## **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, conferences will not be held during arrival or dismissal times as this takes away from the teacher supervision of the class at these critical times of day.

## **SCHOOL-HOME COMMUNICATION**

Children may be given notes to take home with school information. 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. Please check with your child's teacher to sign-up for ClassDojo. Field Elementary may also use social media to reach out to families and send important reminders. In order to have, effective communication, important messages will be sent through multiple communication avenues.

## **CALL-OUT SYSTEM**

From time to time, the school district and the school will call all parents for important information from our Superintendent, Principal, PTO 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. **For this form of communication to be effective a current working phone number must be on file.**

## **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 AM by the district. **For this form of communication to be effective a current working phone number must be on file.**

### **HISD CONNECT (Parent Portal)**

Connect is an online service allowing registered users (i.e., parents and students) to log in to access a variety of student information. 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.

The Parent Portal can provide access to:

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

### **Getting Started with HISD Connect:**

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 or [ServiceDesk@houstonisd.org](mailto:ServiceDesk@houstonisd.org)). Service Desk hours of operation are 7 a.m. to 5 p.m., Monday through Friday.

# REPORT CARD/GRADING

Parents should access PowerSchool to monitor their child's progress. Progress reports 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.

## **GRADING POLICY**

The following grading policy applies to grades 1<sup>st</sup> – 5<sup>th</sup>. Pre-K and Kindergarten are not given standard grades. There are six grading cycles during the school year. At the beginning of the year, the teacher will inform parents and students about grade book categories and percentage weights for those categories. If there are any changes the teacher will notify the parents and students before the new grading cycle begins.

### **Grading Cycle Dates**

August 12 – September 20  
September 23 – November 1  
November 4 – December 20  
January 7 – February 21  
February 24 – April 17  
April; 21 – June 4  
school)

### **Report Card**

September 27 (Friday)  
November 11 (Monday)  
January 13 (Monday)  
February 28 (Friday)  
April 25 (Friday)  
June 4 (Wednesday, Last day of

## **School Wide Assignment Categories/Weights)**

### **Grades 1 & 2**

Projects; Classwork; Quiz;	40%
Major Assessments (Module, Unit, cumulative, etc.)	60%

### **Grades 3-5**

Projects; Classwork; Quiz;	40%
Major Assessments (Module, Unit, cumulative, etc.)	60%

The lowest grade for any assessment or assignment in which an assignment was submitted/attempted by a student will be 50%. In situations where an assignment was not submitted a zero (0%) will be recorded.

### **● Re-Do Grades for Major Assessments**

Parents and students may request a "redo" on any grade entered in the "Major Assessment" category. This request must be made within 3 school days after the grade is posted in the gradebook ("Parent Connect." The "redo" must be completed within 3 school days of the request at the school. The highest grade for a "redo" is 75% (.75) of the grade earned on the redo attempt. The redo grade will replace the original grade if it is higher.

### **● Make-Ups**

All make-up assessments and assignments must be made up three 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.**

## **HONOR ROLL**

### **Qualifications:**

#### **1. Grades:**

- All A's
- All A's and 1 B
- All A's and 2 B's

**AND**

#### **2. Conduct:**

- **Must** have an E or S

**AND**

#### **3. Participation:**

- You must meet **all requirements** to participate in any Honor Roll activities.

## **PROGRESS REPORTS**

All students must be given a progress report during the 3<sup>rd</sup> week of the grading cycle.

The homeroom teacher will provide signed copies of the progress reports for all students that have less than a 75% average in any subject, or students that dropped one or more grade levels from the previous report card in any subject. Copies are to be turned into the SIR/Registrar.



# STUDENT DRESS CODE

All students are expected to wear uniforms Monday-Friday (see Uniform Items below). Uniforms must be clean and in good repair. 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:

- No oversized, baggy clothing.
- No pullover hoodies, jackets or sweaters. Only jackets with zipper/button openings can be used. No hoods on jackets, shirts, sweaters etc.
- No rolling backpacks are allowed.
- No open toe shoes, slippers or crocs
- No ripped, torn or patched jeans.
- No dyed or temporarily colored hair. Hair color should be natural.
- No designs should be cut into the hair.

## UNIFORM ITEMS

Below is a description of acceptable uniform items. This policy is subject to change with adequate advanced notice to the parents, of no less than a six-week grading cycle.

**\*\*Wraparound Service can be contacted if you need assistance with obtaining uniform clothes.\*\***

 <p><b>Field Uniform 2022-2023</b> "Polo" Collared Shirts</p> <ul style="list-style-type: none"> <li>• Navy Blue, Red or White</li> <li>• Field Spirit Shirts or College shirts</li> </ul>    	 <p><b>Field Uniform 2022-2023</b> Camisas con Cuello "Polo"</p> <ul style="list-style-type: none"> <li>• Azul Marino, Rojo o Blanco</li> <li>• Camisetas de Field o Universitarias</li> </ul>    
<p><b>Uniform Bottoms</b></p> <ul style="list-style-type: none"> <li>• Jeans, Khaki, Navy Blue</li> <li>• No Ripped Jeans</li> <li>• Pants, Shorts, Skirts, and Dresses</li> <li>• Not shorter than 3 inches above the knee</li> <li>• No Leggings</li> </ul>    	<p><b>Uniformes de Fondo</b></p> <ul style="list-style-type: none"> <li>• Jeans, Caqui o Azul Marino</li> <li>• No pantalones de mezclilla rasgados</li> <li>• Vestido, falda o chores no mas cortos de 3 pulgadas arriba de la rodilla</li> <li>• No Licra o mayones</li> </ul>    
<p>Closed-toed Shoes Only</p>	<p>Solo zapatos cerrados.</p>

# DISCIPLINE POLICY

Field Elementary School will follow and reference HISD's "Code of Student Conduct" for disciplinary actions. This document can be found on the District's website. The link or a copy of this document can be provided upon your request.

Campus expectations and discipline procedures are outlined in the "Campus Discipline Handbook."

## **Items ALLOWED on Campus**

- **Cell phones** are allowed on our campus, *however* students may not carry or use phones during school hours.
  - **Cell phones must be turned off and kept in backpacks, or an alternative safe location determined by the teacher, until the end of the day.**
  - We understand that students may have cell phones for safety and communication purposes before or after school off campus.  
If a student is using their phone at anytime on campus, it will be taken up, turned into the office and only released to a parent/ guardian.
  - 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.

## **Items NOT ALLOWED on Campus**

- 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.

# REGISTRING/WITHDRAWING

## **REGISTERING**

- The following Items are needed to register:
- 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 must complete the following:

- HISD Enrollment Form
- Campus Dismissal Information Form providing a current address and working 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**

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-HOUR 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. Parents that 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.

## Computer Lab Rules:

- Follow the districts guidelines for technology use.
- No food or beverages allowed in the computer lab.
- Students must treat all equipment with respect.
- Students will need collect and throw away any trash upon leaving the lab.
- Students will take their belongings with them when leaving the lab.

# **IMPORTANT REMINDERS YOU MAY HAVE MISSED. . .**

- ☐ All campus visitors must be VIPS approved.
- ☐ Attendance is taken at 9:30 am Daily.
- ☐ Gates open at 7:00 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.
- ☐ Display the dismissal cards for a safe dismissal process. Student pick-up will not be allowed without a school issued dismissal card. Parent's without a dismissal card will be directed to the school office.
- ☐ 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
- ☐ There is NO PARKING in the staff parking lot on Studewood St.
- ☐ Feel free to call the front office for any questions or concerns 713-867-5190.