

# Parent Orientation

Field Elementary 2024-2025

Principal: Trevor Karr



# Leadership Team

Mr. Karr  
Principal



Ms. Ortiz  
Assistant Principal



Ms. Wolfe  
Counselor



# Contacting Leadership



## EMAIL:

Trevor.Karr@houstonisd.org  
Rebecca.Ortiz@houstonisd.org  
g  
lwolfe@houstonisd.org

## DOJO:

Each member of the leadership team will be added to each homeroom's class dojo page.

Families can send individual messages.



## PHONE:

Front Office: 713-867-5190



One of two things:

1. Transfer to someone
2. Message delivered for a call back

# Defined Autonomy

## Campus Controls...

- Hiring and Staffing
- Budget Decisions and Purchasing
- Curriculum and Scheduling
- Instructional Delivery Model
- Classroom Doors (Closed & Locked)



HISD DEFINED AUTONOMY		
	LEVEL 4 ►	Separate and Unique Magnets (SUS)
😊	LEVEL 3 ►	A & B-rated Schools
	LEVEL 2 ►	C and D-rated Schools (non-NES)
	LEVEL 1 ►	NES Schools
	SPECIAL CATEGORY	Special Programs



# 2024-2025

## Additions

### Enrollment Increase

**23-24 SY:**

460 students

**24-25 SY:**

510+ students

### Two New Classrooms

Additional 1st and  
3rd grade  
classroom

### New School Events

- Coffee w/ Principal
- Field Day
- Literacy Night
- Math/Science  
Night
- Family Breakfast
- Heroes Dance



# Bell Schedule

**7:00AM**-Front doors open for arrival

**7:25AM**-Teachers bring students to their classroom

**7:30AM**-Instructional day begins

**7:35AM**-Tardy bell

**9:30AM**-Attendance taken

**10:00AM**-Last time to drop items off

**2:30PM**-Latest time to pick-up child early

**3:00PM**-Dismissal begins

**3:15PM**-Dismissal ends

# General Rules

## ***Birthdays***

With approval from the teacher, pre-packaged cupcakes or small treat can be handed out at the end of the day.

Please bring these treats during arrival and ensure each child in the class is included.

## ***Medicine/Allergies***

All medicine, medical needs, and allergies must be communicated with school nurse.

[shenequia.waddy@houstonisd.org](mailto:shenequia.waddy@houstonisd.org)

Students cannot take medicine on their own

## ***Phones/Non-School Items***

Leave toys, playing cards, and games at home unless directed by the teacher.

HISD has a strict cell phone policy. Phones and smart watches must be left at home or off and in student backpack.

After a warning, families that do not follow these rules will have the items taken and returned at the end of the semester.

# Schoolwide Communication

## Class Dojo

- Class-wide and individual communication
- Day-to-day information, events, classroom celebrations
- Principal Message every Friday

***INVITES BEING SENT AUGUST  
5TH***

## School Messenger

- Urgent communication/call-outs will be sent by Principal Karr via School Messenger
- Critical to have active email and phone number on file
- **Examples:** severe weather, emergency situations



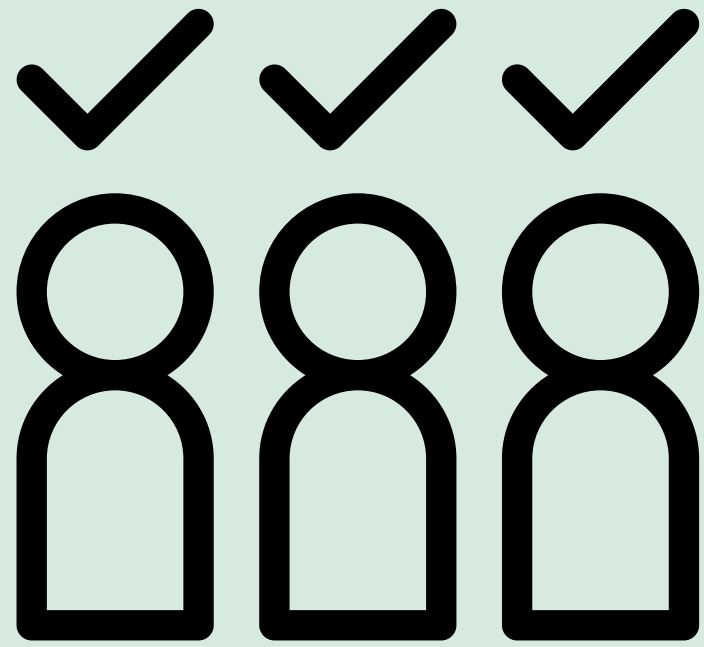
# Schoolwide Communication

## School Website/Flyers

- Website updated throughout the year as new information becomes available
- Flyers may be sent home with students about upcoming events

## PTO Website/Social Media

- PTO Website: <https://www.fieldespto.org/>
- PTO Facebook: Field Elementary PTO
- PTO Instagram: @fieldespto



## Attendance & Tardies

### SCHOOL GOALS 23-24 SY



By June 2023, the average daily attendance (ADA) for Field Elementary will be 96.3% or higher compared to 95.3% during the 2022-2023 school year.

→ 95.8%



Compared to 10% during the 2022-2023 school year, the percent of students considered as chronically absent will decrease to 7% by the end of Cycle 3 and then 6% by the end of Cycle 6.

→ 10% to 6%

# Attendance & Tardies

## SCHOOL GOALS 24-25 SY

By June 2025, the average daily attendance (ADA) for Field Elementary will be 96.5% or higher.

Compared to 6% during the 2023-2024 school year, the percent of students considered as chronically absent during the 2024-2025 school year will decrease to 5% by the end of Cycle 3 and then 4% by the end of Cycle 6.

# Attendance & Tardies

## ATTENDANCE

- Attendance is taken at 9:30AM every day
- All student absences must be documented with an excuse note and submitted to Ms. Martinez.
- Students with multiple absences will not be allowed to participate in school activities such as field trips and class reward days.
- On the 19th absence (excused or unexcused), the student automatically fails for the year and must attend summer school.
- Campus has created an Attendance Committee and Attendance Action Plan

# Attendance & Tardies

## **TARDIES**

- Students are considered tardy after 7:35AM
- Any more than six (6) tardies during a six-week grading cycle is regarded as excessive and 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.
- Arrival begins at 7:00AM--come early!



# School Uniforms

- Students must wear uniform daily (unless specified by Principal)
- Items not allowed:
  - Hoods
  - Rolling backpacks
  - Ripped or torn jeans
  - Open toed shoes, slippers, crocs
  - Pajamas



**Need help with uniforms?**  
**Email Mr. Karr or Ms. Wolfe for assistance**

# Breakfast and Lunch

## Breakfast

- Free breakfast is available to every student, every day.
- Breakfast is served in the classroom and ends at 7:45AM
- Students cannot bring coffee or energy drinks to school.
- If possible, students are encouraged to eat breakfast at home before arrival.
- Students are engaged with instruction during breakfast.

## Lunch

- Free lunch is available to every student, every day.
- Students are allowed to bring a sack lunch from home (***not fast food***)
- Forgotten lunch can be dropped off at the front office by 10AM (***not fast food***)
- Students can purchase ice cream/treats in the cafeteria at an additional cost

# Parent Lunch Week

- Parents are invited to eat lunch with their child during 'Parent Week'
- Dates and details will be communicated via Class Dojo, PTO, and social media
- Increased from 3 days to 4 days per month
- Parents and students must follow Parent Week rules and expectations
- One parent per student (to start the year)
- **MUST BE VIPS APPROVED**

## FIRST PARENT LUNCH WEEK

September 10th-13th

### September 2024

<i>Su</i>	<i>Mo</i>	<i>Tu</i>	<i>We</i>	<i>Th</i>	<i>Fr</i>	<i>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					

# Arrival Procedures

*Officer Thomas will be returning  
for the 24-25 SY! She's the best!*

*Crossing Guards are being  
assigned soon.*

- Arrival begins at 7:00AM and ends at 7:35AM
- **Walkers**
  - Use the sidewalk to drop off at gate
  - **DO NOT** park and walk across the street to drop child off.
- **Car Riders**
  - All students (except SPED AND Pre-K) are dropped off at the front of the school
  - Follow the car rider line while staff and/or students open doors
  - The earlier the better!



# Arrival Location (K-5)

17th Street





# Arrival Location (PK-SPED)

## Beverly Street





# Dismissal Procedures

Bring your car rider tag every day!

- 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 17th Street.
- 3rd - 5th grade students will be dismissed in the back of the school on 18th Street.

# 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.
- All walkers must line-up outside the gate and wait for a staff member to release your child to you--families are not allowed to pick-up their child if they are not in line



# Dismissal Location (PK-SPED)

Beverly Street





# Dismissal Location (K-2)

17th Street





# Dismissal Location (3-5)

18th Street





# **Independent Walkers (3rd-5th)**

- For safety purposes, only 3rd-5th grade students are able to sign-up as an “Independent Walker”
- Independent walkers are dismissed without the presence of an adult and walk home.
- Interested? Email Mr. Karr for the permission slip.

# Grades

- Information needed:
  - Student ID number (HISD assigned)
  - Student date of birth
  - Last five digits of student's social security number (if on file with school)

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).

## GRADING CYCLES

Aug. 12 – Sep. 20

Sep. 23 – Nov. 1

Nov. 4 – Dec. 20

Jan. 7 – Feb. 21

Feb. 24 – Apr. 17

Apr. 21 – Jun. 4

## REPORT CARD

Sept. 27 (Friday)

Nov. 11 (Monday)

Jan. 13 (Monday)

Feb. 28 (Friday)

Apr. 25 (Friday)

Jun. 4 (ES, K8, MS)

Jun. 13 (HS)

**Check grades early and often!**

# VIPS

**IMPORTANT**

- All volunteers must be VIPS approved before assisting the school or being a chaperone.
- Volunteers must register **annually** at [houstonisd.org/VIPSlogin](https://houstonisd.org/VIPSlogin)



# After School Program

- Field has partnered with LEAP-HTX
- Program will be housed at Field Elementary
- Q & A with Program Manager, Jessica Nieto.
- Email: ***hello@leaphtx.com***





# Meet the Teacher

**Please Bring School Supplies!**

**THURSDAY, AUGUST 8TH**

**3:30-5:30 @ Field Elementary**

- Receive important information and documents
- Meet your new teacher(s) with a brief introduction
- Meet your new classmates and families
- Become familiar with the building and new classroom
- Sign-up for Class Dojo
- Communicate dismissal method (walker, car rider, etc.)
- Ask any first day of school questions

## Pop in the cafeteria for...

- PTO table: spirit shirts and information
- Nurse's table for information
- After School Program information



**UPDATE**

**Re-Scheduled Playdate**  
**Sunday, August 4th 2-4PM**  
**@ Field Playground**

# Thank you!

Questions?

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Rebecca.Ortiz@houstonisd.org

lwolfe@houstonisd.org

