Parent Orientation
Field Elementary School
2023-2024 School Year
Topics

- Leadership Introduction
- People to Know
- School Information
- Schoolwide Communication
- School Uniforms
- Breakfast & Lunch
- Arrival & Dismissal
- Attendance & Tardies
- HISD Connect by PowerSchool
- Homework
- Visitors & PTO
- Meet the Teacher
- First Day of School
Leadership Team

Mr. Karr
Principal
- Schoolwide Communication
- Campus Operations
- Parent Engagement/Feedback
- Special Education
- Section 504

Ms. Tate
Assistant Principal
- Student Behavior
- Student Enrollment
- Grade-Placement
- Gifted and Talented
- Emergent Bilingual

Ms. Ortiz
Teacher Specialist
- Student Assessment/Testing
- Intervention Assistance Team
- Dyslexia
- Title I Coordinator
- Summer School
# People to Know

## Teachers

**4th Grade:**
- Sammi Sicinski, Reading and Social Studies
- Maria Borrego, Math and Science

**5th Grade:**
- Daryl Zehner, Reading and Social Studies
- Nancy Perez, Reading and Social Studies
- Ariel Rawls, Math and Science
- Veronica Trevino, Science

## Front Office

**Reception**
- Raisa Quintero

**Front Office**
- Laura Anderson, Admin Assistant
- Mayra Martinez, Registrar

## Student Support

**School Counselor**
- Brandy Franks

**School Nurse**
- Shenequia Waddy

**Wraparound Specialist**
- Francisco Zelaya

**Special Education Chairperson**
- Melody Barroga
# People to Know

## Teachers

**3rd Grade**
- Mary Sayegh, Reading and Social Studies
- Daryl Zehner, Reading and Social Studies
- Mayra Devora, Math and Science
- Veronica Trevino, Science

## Front Office

**Reception**
- Raisa Quintero

**Front Office**
- Laura Anderson, Admin Assistant
- Mayra Martinez, Registrar

## Student Support

**School Counselor**
- Brandy Franks

**School Nurse**
- Shenequia Waddy

**Wraparound Specialist**
- Francisco Zelaya

**Special Education Chairperson**
- Melody Barroga
People to Know

**Teachers**

2nd Grade
Veronica Vitela, Reading and Social Studies
Maria Guerrero, Math and Science
Dr. Katherine McGaha, Reading and Social Studies
Sara Mohamed, Math and Science

**Front Office**

Reception
Raisa Quintero

Front Office
Laura Anderson, Admin Assistant
Mayra Martinez, Registrar

**Student Support**

School Counselor
Brandy Franks

School Nurse
Shenequia Waddy

Wraparound Specialist
Francisco Zelaya

Special Education Chairperson
Melody Barroga
### People to Know

#### Teachers

**1st Grade:**
- Adrianne Gilford, Reading
- Eriselda Romero, Math
- Michelle Vasquez, Science and Social Studies

**PK:**
- Hope Mata, Self-Contained
- Anna Rath, PALS

#### Front Office

**Reception**
- Raisa Quintero

**Front Office**
- Laura Anderson, Admin Assistant
- Mayra Martinez, Registrar

#### Student Support

**School Counselor**
- Brandy Franks

**School Nurse**
- Shenequia Waddy

**Wraparound Specialist**
- Francisco Zelaya

**Special Education Chairperson**
- Melody Barroga
# People to Know

## Teachers
- **Kindergarten**
  - Meredith Segovia
  - Alicia Thomas
  - Maria Melchor
  - Lydia Wilson

## Front Office
- **Reception**
  - Raisa Quintero

- **Front Office**
  - Laura Anderson, Admin Assistant
  - Mayra Martinez, Registrar

## Student Support
- **School Counselor**
  - Brandy Franks

- **School Nurse**
  - Shenequia Waddy

- **Wraparound Specialist**
  - Francisco Zelaya

- **Special Education Chairperson**
  - Melody Barroga
School Information

Bell Schedule
7:05AM-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
3:00PM-Dismissal

Important!
- Students will not be picked up after 2:30PM
- All students must be picked up by 3:10PM unless they are in the after school program
- All medicine must be coordinated with school nurse
- Leave toys, playing cards, and games at home unless directed by the teacher.
- Phones and smart watches should be left at home or off and in student backpack

Dropping Items Off
- Forgotten lunches can be dropped off in the front office before 10AM
- 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.
Schoolwide Communication

**Class Dojo**
Day-to-day communication from the school, homeroom teacher, and principal will be through Class Dojo.

**Mark Your Calendar:**
Invites will be sent on Tuesday, August 22nd!

**School Messenger**
Schoolwide call-outs from the principal regarding urgent news, information, or severe weather will be sent to emails and/or phones.

**Super important to have an active email and phone number on file.**

**School Flyers/Website**
Students may be sent home with flyers about upcoming school or PTO events.

Regularly check the school website for updates/information.

**Direct Contact**
Individualized communication between home and school can occur through: Class Dojo, email, phone call, or parent conferences.
School Uniform Policy

Not Allowed:
- Clothing with hoods
- Rolling backpacks
- Ripped or torn jeans/pants
- Open toe shoes, slippers, crocs

Need Help?
Contact Mr. Zelaya, our Wraparound Specialist, if you need assistance with school uniforms.

Francisco.Zelaya@houstonisd.org
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.

**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 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.
- Parents and students must follow Parent Week rules and expectations.
- First opportunity: September 5th, 6th, 7th (Tuesday–Thursday).
Arrival Procedures

Arrival begins at 7:05AM and ends at 7:35AM

“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 17th to define this area.

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.

For safety reasons, car riders are not allowed to park or drop-off in non-identified areas (crossing the street at the front of the school)

Kindergarten through 5th Grade students
must be dropped off at the curb, on the school side of the street, between the two school entrance gates.

Bus Riders, PALS, SLL and PK students
will be dropped off on Beverly Street.
Arrival Map

PK, PALS, SLL STUDENTS

K-5 STUDENTS
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.

**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 Map

PK, PALS, SLL STUDENTS

3-5 STUDENTS

K-2 STUDENTS
Attendance & Tardies

Student Impact

- Promotes a stronger classroom community
- Correlation between poor attendance and student achievement
- Correlation between poor attendance and drop-out rates

School Goals

- 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.
- 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. Students are considered chronically absent if they have 18 or more absences during the school year or have 3 absences per cycle.
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 in class reward days.
- On the 18th absence, the student automatically fails for the year and must attend summer school.
- Campus has created an Attendance Committee and Attendance Action Plan

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.
Parents are highly encouraged to stay up to date with grades using PowerSchool Connect, during times in between Progress Reports and Report Cards. Parents are encouraged to check grades at least once a week.

**Information Needed**
- Student ID number (HISD)
- Student date of birth
- Last five digits of student’s Social Security number if on file with HISD.

**Monitoring Grades**
Parents are highly encouraged to stay up to date with grades using PowerSchool Connect, during times in between Progress Reports and Report Cards. Parents are encouraged to check grades at least once a week.

**Important Dates**
- **Progress Report**
  - September 15
  - October 20
  - December 8
  - February 2
  - March 28
  - May 17
- **Report Card**
  - October 6
  - November 17
  - January 12
  - March 8
  - April 26
  - June 5

To get started, log in at www.houstonisd.org/psc or register at www.houstonisd.org/pscregister.
Homework

- Homework may be assigned according to the grade level, appropriateness of age, needs, and interest of the student.
- Homework will be aligned to what is being taught in the classroom.
- Homework will be used as an instructional tool to check for understanding.
- Homework will not be used in determining academic grades.
- Homework will not to be used as punishment.
Visitors and PTO

**VIPS**
All volunteers must be VIPS approved before assisting the school or being a chaperone. Volunteers must register annually at houstonisd.org/VIPSlogin

**Parent Lunch Week**
Parents are welcome to have lunch with their child during Parent Lunch Week (dates below). Parents and Students must follow cafeteria rules.

**Tuesdays, Wednesdays, Thursdays**
- September 5 - 7
- October 10 - 12
- November 6; 8 - 9
  (Monday exception due to Tuesday Holiday)
- December 5 - 7

**PTO**
Field ES and Field PTO have a strong partnership!

New and returning families are encouraged to attend PTO meetings, PTO events, and join the PTO.

More Information:
Website: https://www.fieldespto.org/
Meet the Teacher
Friday, August 25th

Sessions
- First Session: 3:30-4:00 PM
- Second Session: 4:15-4:45 PM
- Third Session: 5:00-5:30 PM

**If you arrive after a session starts, please wait for the next session**

What to Expect
- Receive important information and documents
- Meet your new teacher with a brief introduction
- 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

Other Supports
- Stop by the cafeteria to receive additional information and/or supports available at Field
- Tables: PTO, Counselor, Wraparound Services, After School Program

Final Summer Playdate:
August 19th @
the Field Playground
9AM-11AM
First Day of School!

01. Ensure you and your child knows how they are getting home: walker, pick-up, car rider, etc. Know where the pick-up area is before dismissal time.

02. Review, complete, and turn-in all back-to-school forms and documents requested by the teacher and front office as soon as possible.

03. ONLY PK AND KINDER: families can walk their child into their classroom on the first day of school only. All families will need to exit by 7:45AM.
Thank you!

Leadership Team Emails:
Mr. Karr: Trevor.Karr@houstonisd.org
Ms. Tate: STATE@houstonisd.org
Ms. Ortiz: Rebecca.Ortiz@houstonisd.org