

Victor Fields Elementary School



Inspire Change

**Parent & Student Handbook
2019 – 2020**

Victor Fields Elementary School
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McAllen, TX 78501
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August 2019

Dear Parents,

Victor Fields Elementary has been providing a challenging and rigorous education for our students since 1948. The success of our program is a result of the efforts of our experienced teaching staff and the strong support and involvement of our parents.

This handbook addendum is to help you understand the guidelines and policies that help us manage our campus. Please read it carefully. More detailed information on McAllen ISD Policy will be found in the student code of conduct online at <http://www.mcallenisd.org/policy-legal-affairs/>

If you need clarification at any time, please call the school office at 956-971-4344. We look forward to a wonderful school year!

Sincerely,

Teresa Trdla, Principal
Cynthia Cervantes, Assistant Principal

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CAMPUS MISSION

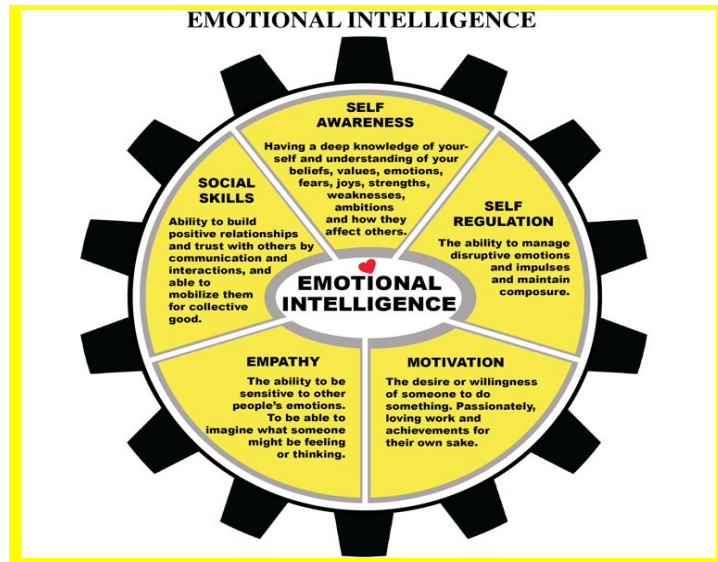
It is our mission to develop caring, lifelong learners who will become productive citizens in a global society through inquiry-based, rigorous instruction.

PRINCIPAL'S OFFICE HOURS

The Principal is available to conference with parents by appointment. Contact Principal's secretary, Cynthia Mendez, at 971-4344.

STEAM Plus – EMOTIONAL INTELLIGENCE

Fields will provide a positive learning environment and character education for our students through the STEAM PLUS model which includes EMOTIONAL INTELLIGENCE:



Self-Awareness – Having a deep knowledge of yourself and understanding of your beliefs, values, emotions, fears, joys, strengths, weaknesses, ambitions and how they affect others.

Self-Regulation – The ability to manage disruptive emotions and impulses and maintain composure.

Motivation – The desire or willingness of someone to do something. Passionately, loving work and achievements for their own sake.

Empathy – The ability to be sensitive to other people's emotions. To be able to imagine what someone might be feeling or thinking.

Social Skills – Ability to build positive relationships and trust with others by communications, and able to mobilize them for the collective good.

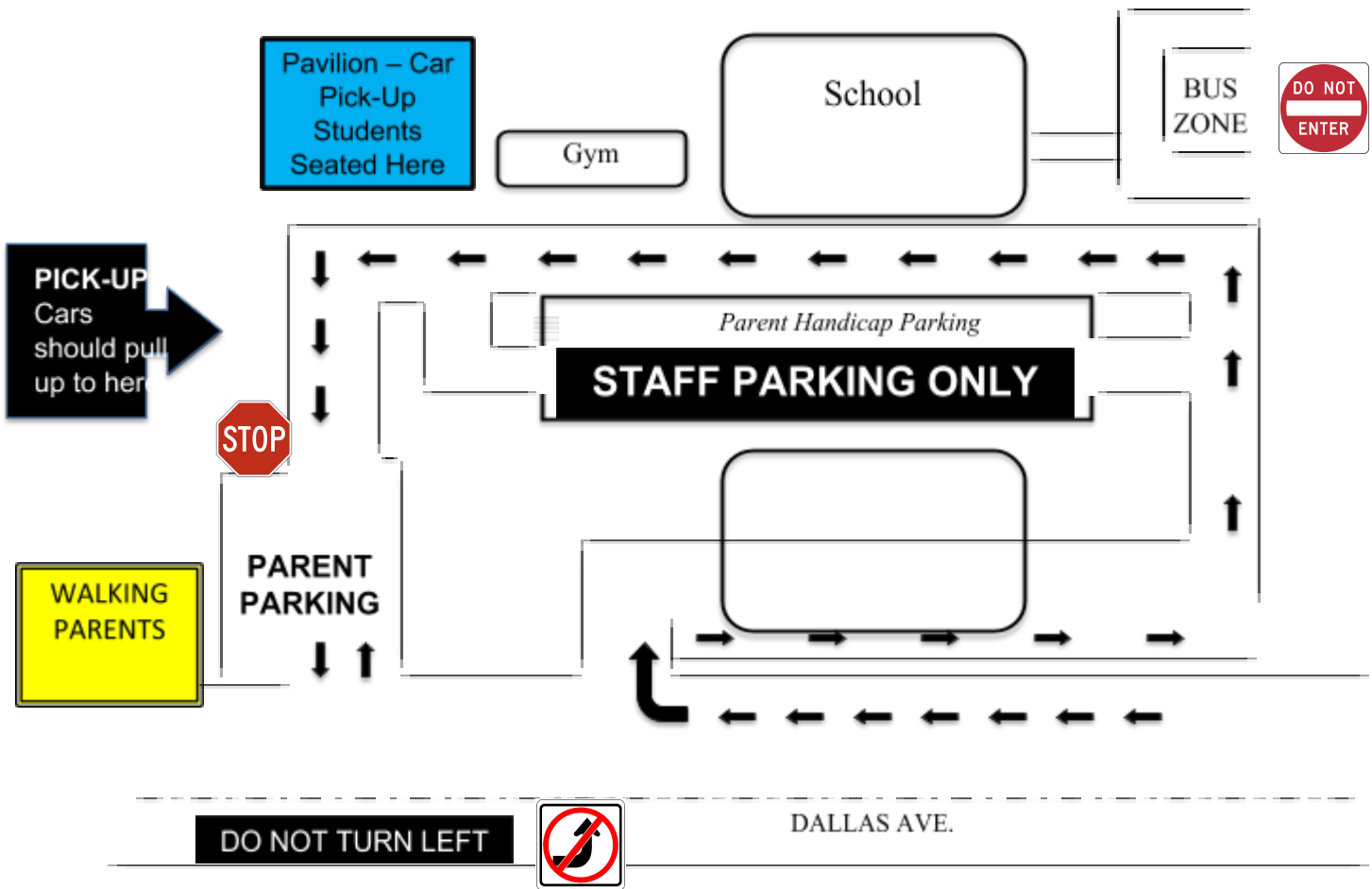
DROP-OFF AND PICK-UP PROCEDURES

MORNING DROP OFF - 7:30 – 7:50AM

- Morning drop-off begins at 7:15am –there is no supervision prior to 7:15am.
- As per the City, vehicles must enter the school drive coming WEST ON DALLAS.
- If you are driving east on Dallas, PLEASE DO NOT CROSS IN FRONT OF TRAFFIC OR GO AROUND THE TRAFFIC CONES as this is a serious safety violation.
- When entering the drive, please remain in the RIGHT LANE for drop-off. Employees & visitors will use the left lane to access the employee parking lot.
- PLEASE FOLLOW THE LINE OF CARS TO THE DROP-OFF AREA. DO NOT GET OUT OF YOUR CAR DUE TO LIMITED PARKING AREAS.
- When in front of the school in the drop-off lane, please DO NOT PASS the vehicle in front of you as a child may be exiting their car.
- Parents who need to enter the office should park in the WEST LOT BY THE CITY PARK.
- For safety reasons, parents, family members, and guests may not walk past the front lobby/security doors in the morning. Only those parents with a pre-scheduled appointment may enter the building – please be prepared to show your ID.
- Only handicap drivers allowed in handicap spaces.
- Students CANNOT be dropped off in the BUS ZONE.
- All Students will ENTER THROUGH THE FRONT DOORS and will walk to the cafeteria.

AFTERNOON DISMISSAL – 3:30PM

- For the safety of our children, front doors will be locked, daily, at 3:15 pm.
- Once the 3:30pm bell rings, students in class will gather their belongings, then they will be walked to their dismissal site. This takes 3-5 minutes, which means dismissal will not begin until approximately 3:35pm -- your patience and understanding is appreciated.
- PLEASE BE PATIENT – our staff is working diligently to dismiss 500 students in a safe manner and procedures must be followed.
- Please have your child's NAME CARD displayed on your dashboard every day.
- PLEASE FOLLOW THE LINE OF CARS TO THE PICK-UP AREA. DO NOT GET OUT OF YOUR CAR DUE TO LIMITED PARKING SPACES AND SAFETY CONCERNS.



TARDIES

Classes begin at 7:45 a.m for all students (Pre-K- 5th grade). The tardy bell rings at 7:55a.m. Students are tardy if they are not in their classroom by 7:55a.m. Students will lose points on their Class DoJo tracker for each tardy. Excessive tardies will impact the student’s conduct grade and possibly keep them from attending the 6 Weeks Celebration.

ABSENCE

A parent’s written excuse is required when a child is absent from school and must be turned in to the office within 3 school days of the absence. No more that 3 parent written notes will be accepted for absences. Attendance verification is done on a weekly basis. Excuses will not be taken after 3 days. If a child leaves school for a medical appointment during the attendance period, he/she will be absent if proof of the visit is not turned in to the Data Clerk, Maria Elena Solis, within 24 hours of the appointment. State requires 161 days attendance per year. If the absences exceed three consecutive days, a note from the doctor is required. If students exceed three unexcused absences within a four-week period, a warning letter from our office will be sent home to the parents. If unexcused absences exceed 10 days in a 6-month period, parents may be summoned to Truancy Court.

House Bill 5: Mandates that a student in any grade level from kinder to grade 12 may not be given class credit or a final course grade unless the student is in attendance for at least 90 percent of the time the class is offered (i.e. student may be RETAINED due to excessive absences).

LEAVING SCHOOL EARLY

Student are learning bell to bell! **Early pick-up for appointments will not be allowed after 3:00 p.m. A student may not be released early on a continual basis.** A child will be released only to the parents unless the school has been notified by the parents that they have granted permission for someone else to pick up a child. NO child will be allowed to leave the school grounds WITHOUT his/her parent or guardian SIGNING OUT in the office. For the safety of our children, front doors will be locked at 3:15 p.m.

TELEPHONE CALLS

School office phones are to be used for official business only. Students are to use these phones for school business only after they have received permission from the office staff. **Students are not allowed to use cellular phones during the school day.**

Students are not called out of class to answer the telephone except in extreme emergencies. **Telephone calls requesting that a student be told of a change in transportation, after school care, or pick up time are not accepted. Relaying these messages is very disruptive to the learning process and trying to relay such messages at the end of a school day is very difficult, and the message may not reach the student or teacher in time.** If there will be a change to dismissal, parents are asked to send a written note with their child

CHANGE OF ADDRESS, TELEPHONE NUMBER, OR TRANSFER

If you change your address, home telephone number, or parent's work number, please notify the school office as soon as possible. If you move to an address outside FIELDS area, you must request a Transfer. Transfer request forms can be found online at www.mcallenisd.org or at the MISD Student Support Services office.

WITHDRAWAL FROM SCHOOL

Notice should be given to the teacher or office 3 days in advance in order to have time to average grades and get the child's records in order. All books/iPads/library books must be turned in.

REPORT CARDS

Report cards are issued the Wednesday after the end of each six-week period. Progress reports are sent home Monday of the fourth week of each period.

TEXTBOOKS & IPADS

Students are responsible for their textbooks and iPads. We ask the students to have all books and iPads covered. If an iPad or textbook is damaged or lost, students and/or parents should alert the front office immediately. iPads and Textbooks must be brought to school on a daily basis for instructional use.

BACKPACKS

Backpacks with wheels are a hazard in the halls as well as in the classroom. They also cause a major storage problem since they do not fit in the student cubbies. Backpacks with wheels are allowed only for medical reasons. The nurse or principal must sanction permission for the use of

this type of backpack. Please encourage your child to take home only those books needed for that evening, if any. Please label your child's backpack with their name.

SCHOOL PARTIES

Please DO NOT plan on celebrating your child's birthday at school. Parties/ celebrations/ cake or other foods are not allowed to celebrate birthdays. **Balloon bouquet deliveries are not allowed and will not be sent to classrooms.**

BREAKFAST, LUNCH, AND PARENT VISITS DURING LUNCH

Breakfast is served in the classroom from 7:45 to 7:55 a.m. Lunch is served from 10:30a.m -12:25pm. Each grade level will eat at a designated time. Students may bring a sack lunch – healthy and nutritious food items are encouraged.

In order to promote positive social skills and relationships, we recommend students eat lunch with their classmates daily. However, if there is a special occasion, parents may eat lunch with their children at the Family Table.

In order to ensure the safety of all students and comply with confidentiality and nutrition policies, we respectfully ask that all visiting parents abide by the following guidelines:

- Please refrain from cell phone use to include photography and videotaping while in the building and/or cafeteria.
- Please report any concerns to front office, and not to staff on duty. Teachers and staff on duty must be focused on student safety and supervision.
- Please supervise your own children during your visit. For safety reasons, do not allow your children to run around the cafeteria.
- Please enjoy your lunch visit, but exit promptly after the lunch period. If you will be having lunch with more than one child at a different time, please exit the cafeteria and wait in the front lobby for the next appropriate lunch time.
- Please do not address other students.
- Please use appropriate language and dress attire.
- As per food & nutrition guidelines, please do not eat from the student's lunch plate or take student lunch items out of the cafeteria.
- As per food & nutrition guidelines, outside food cannot be given to children other than your own (no sharing of large pizzas or cupcakes or any other food items).
- Please do not enter the classroom hallways, knock on classroom doors, or attempt to have a parent conference during this time. If you need assistance or would like to schedule a parent conference, please stop by the office.
- If you need to use the restroom facilities, please report to the front office and you will be directed to an adult restroom. We ask that visiting parents NOT use the student restroom facilities.

All parents/visitors must check-in at the office for lunch and present an ID.

CLINIC SCHEDULE: Open: 7:45 am Lunch: 12:30-1:00 pm Conference: 2:45-3:30 pm

SICK KIDS

If parent receives a phone call from the nurse to pick up your child due to illness, please do the following:

1. Parents show ID at front office and are cleared to enter building
2. Parents sign out student in clinic
3. Parent is given a label with student name, teacher name and time student is signed out
4. Parent takes label to front office

VISITORS TO THE BUILDING

All visitors to McAllen Public Schools are asked to report to the office when they arrive at the building to sign in and receive a visitor's badge. Visitor's badge needs to be worn on the upper shoulder to be visible and returned to the front office before leaving our campus to be logged out. We are using V-soft Raptor system, which helps track visitors, students, faculty, contractors and volunteers at our school, thus providing a safer more monitored environment for the students.

When visitors, volunteers or contractors check-in, they will be asked to present a valid state issued ID (driver's license) for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of our campus.

CLASSROOM OBSERVATIONS

Parents may observe their child's class. In order to minimize interruptions to instruction, observations must be scheduled with the teacher at least 3 days in advance. In addition, observations are limited to 20 minutes, once per six-week period.

VISITOR PARKING INFORMATION

All parking located in front of the school is designated for staff. Parents and visitors are asked to park in the West parking lot by the City Park.

BUS RIDING

Appropriate behavior is required for the comfort and safety of all students. The bus driver reports inappropriate behavior to the principal. Students must follow all bus rules or will be issued a consequence. If the behavior continues, the privilege of riding the bus will be denied on a temporary or permanent basis for the school year. IF you have any questions regarding bus transportation, please call the Transportation Department (Bus Barn) at 632-3211.

PERSONAL ITEMS & CELL PHONES

Students are not permitted to bring personal items such as toys, fidget spinner, collectible cards, video games, electronic devices, cameras, cell phones, roller blades or skateboards. If these items are brought to school, the teacher will collect the item and turn it into the office. Parents will be contacted to pick up the item from the office.

VICTOR FIELDS ALMA MATER

*Learning, growing, always shining
Falcons will fly high
Proud, polite, prepared and bright
Successful day and night*

*Students, teachers, parents, partners
Falcons through and through GOLD AND BLUE
Through the years at Victor Fields
Forever we'll be true*

