

2023-2024
STUDENT-PARENT HANDBOOK

A supplement to the
NISD Elementary Student-Parent Handbook



Falcons

Randall H. Fields Elementary School

Fields Elementary School
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San Antonio, TX 78254
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NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Dear Fields Families,

Welcome to the 2023-2024 school year! We are so excited to be part of your community and serve Randall H. Fields Elementary School.

We strive to build a reputation of excellence, grounded in quality instruction and a positive atmosphere that nurtures curiosity and creativity. We value a strong partnership between home and school, and enjoy meeting our families and working together to support the students! Please know that we consider it a privilege to serve your children, as well as a responsibility that we do not take lightly.

This campus handbook is a supplement to the NISD Elementary Student-Parent Handbook and contains information to help get our school year off to a smooth start. Please take a few minutes to read each item, and feel free to contact your child's teacher or the school office should you have any questions.

Please know that every member of the Fields staff is deeply committed to making this a happy and productive year for your child! Thank you for your gracious support as we move forward together. It's going to be an outstanding year!

Sincerely,

**Jennifer Hammond
Principal**

**Richard Martinez
Associate Principal**

DISTRITO INDEPENDIENTE DE NORTHSIDE

Estimadas Familias De La Primaria Fields,

¡Bienvenido al año escolar 2023-2024! Estamos muy contentos de ser parte de su comunidad y servir a la Primaria Randall H. Fields.

Nos esforzamos por construir una reputación de excelencia, basada en instrucción de calidad y en una atmósfera positiva que nutre la curiosidad y la creatividad. ¡Valoramos una fuerte asociación entre el hogar y la escuela, y disfrutamos poder conocer a nuestras familias y trabajar juntos para apoyar a los estudiantes! Tengan en cuenta que consideramos un privilegio servir a sus hijos, así como una responsabilidad que tomamos seriamente.

Este manual es un suplemento del Manual para padres y alumnos del distrito de Northside y contiene información para ayudar a que nuestro año escolar comience sin problemas. Tómese unos minutos para leer cada elemento, y no dude en ponerse en contacto con el maestro de su hijo o la oficina de la escuela si tiene alguna pregunta.

¡Sepa que cada miembro del personal de Fields está profundamente comprometido a hacer de este un año feliz y productivo para su hijo! Amablemente les damos las gracias por su apoyo a medida que avanzamos juntos. ¡Va a ser un año excepcional!

Si necesita un manual en español por favor no dude en avisarle a la oficina para.

Atentamente,

Jennifer Hammond
Directora

Richard Martinez
Subdirector

School Hours

Our instructional day is 7:40 a.m. – 3:00p.m.

School office hours are 7:15 a.m.-3:45 p.m. Monday-Friday.

Children arriving after 7:45 a.m. are tardy.

Because security doors will be locked at 7:45 a.m., a parent dropping off a child after 7:45 will need to accompany the child to the front security window to obtain a tardy slip to admit the child to class.

Air Quality Alert

Northside Independent School District has developed a plan to respond to high concentrations of ground-level ozone when reported in the Bexar County Area. There are generally more **Orange Alert Days** (August, April, and May) and rarely **Red Alert Days** (which are most hazardous). Based on the ozone warning level, certain strenuous outdoor activities, such as physical education, recess, or Field Day may be adapted for some or all students. An outdoor field trip that is scheduled on an **Orange Alert Day** may be subject to cancellation.

Arrival & Dismissal

Morning Arrival Procedures

Please drop off students at the main entrance of the school, not at other entrances. Students will only be allowed to enter at the main entrance as other doors are locked. Before 7:15 a.m. all students will remain in the cafeteria until dismissed to their designated areas. Students in grades P/K, ECSE & ECC will report directly to the cafeteria. Students in K and 1st will report to the gym after 7:15. We welcome visitors to campus! If you wish, you may walk students into the building in the morning and leave them at the door of their designated place of arrival. However, this is not necessary because we have staff members monitoring throughout the school to ensure that students are safe. Students in grades 2-5 will report to their classrooms after 7:15. As you drop students off in the morning, please pull up to the numbered cones on the right side in front of the school. We will come to your car to open the door to welcome your child. We like to welcome our students and families with music and lots of smiles. It is one of the brightest parts of our day! The side lot is for faculty parking only. The back loop is for use by school buses and daycare only. Please don't park and exit your vehicle in the front-drive as this area needs to be kept accessible to emergency vehicles. If you choose to walk your child into the building, please park in the parent lot located in front of the school. Teachers supervise students beginning at 7:15 a.m. Cafeteria supervision is provided as early as 6:50 a.m. for bus riders and students eating breakfast.

Meeting with teachers - **please refrain from meeting with teachers in the morning, unless scheduled.**

Their attention to student supervision and beginning the instructional day is important. Please call your child's teacher to schedule a conference during their conference period, or after school hours.

Afternoon Dismissal Procedures

At the end of the school day (3:00 p.m.), teachers accompany students to their appropriate dismissal location (Learning Tree, bus loop, or parent pick-up area). Students waiting to be picked up remain with their teacher along the front-covered walkway until dismissed. Any children remaining at 3:25 p.m. are brought to the office to contact their parents. Dismissal times are staggered due to large numbers of students exiting.

Parent Pick Up by Car: We will dismiss students using an A Lane and a B Lane. You can choose either lane when driving up, staff will alert teachers of your arrival and we will escort your child to your vehicle. Please wait in your vehicle along the covered walkway areas for students and teachers to arrive outside. We ask that parents don't enter the covered walkway area so teachers can easily see and manage the children, ensuring they get with the correct adult at the end of the day. Please do not take your child without the teacher checking their name off of the list.

Picking up PK/Kindergarten: If you would like to walk up and pick up your child in PK or Kindergarten, please form a line on the left hand side of the school. There will be a monitor who will open the door and check your identification before allowing you to enter the school. Once you enter the school, you will enter the hallway and take a right. The children will be lined up along the hallway. You will let your child's teacher know they are leaving. Once checked off, your child is free to go.

If you wish to talk to your child's teacher, please park your car in the parent parking lot and wait until all children have been dismissed to see if the teacher is available. Conversations held in the pick-up lane block the flow of traffic, and conversations during dismissal can distract teachers from safely supervising children.

Adults and safety patrols will supervise the opening of car doors for a safe dismissal. Please remember to turn off cell phones in the front-drive. Our kids deserve your undivided attention. The safety and well-being of our children is our top priority. Thanks to our drivers who keep our children safe by:

- Refraining from cell phone use in our drive and parking lot
- Being patient as we develop a new routine
- Having doors unlocked so children can quickly enter the vehicle
- Using the designated crosswalk
- Staying in your vehicle in the drop-off/pick-up line

Day Care

Learning Tree, a tuition-based afterschool program offered by Northside uses Fields' cafeteria, gym, and classrooms to provide childcare from 3:00-6:30 p.m. Some local daycares also provide transportation between their sites and school. Students who ride daycare vans in the afternoon will be dismissed by their classroom teacher when picked up by their designated van in the bus loop. Please stop by the Fields office for contact information for Learning Tree or local daycares serving our students.

Early Pick Up

Early pick-up is discouraged and considered a "partial day absence" under the state compulsory attendance laws. Under the rare circumstance that your child must leave before 2:55 p.m., the parent must come to the office to have the student released from class. Students will only be released to individuals listed on the emergency health information and proper identification will be required. For the safety of all children, we will not release students to individuals who are not on the emergency health card or individuals who do not have proper ID. It is therefore important for parents to update the medical emergency card information online as changes occur. Also, for safety reasons, we cannot dismiss your child from class between 2:30 and 2:55 due to limited staff availability.

Early Notification of Dismissal Changes

Please notify your child's teacher of any changes to your child's dismissal plan in writing or via Class Dojo and please ensure that it is well in advance. Our goal is to ensure every child gets home safely, and having a **consistent dismissal plan** and **communicating any changes to that plan well in advance** helps us ensure children are at the correct end-of-day location.

If the teacher has not received notification from a parent/guardian regarding a dismissal change, the child will be sent home according to the plan on file with the classroom teacher.

Same-day changes are best communicated by calling the office at 210-398-2150 no later than noon. You should also let your child's teacher know through Class Dojo.

Rainy Day Dismissal

Students will remain inside the school during inclement weather. Parents are asked to continue to move up through lanes A or B and notify the staff member of who they are picking up. The staff member will call the student's teacher and a monitor will escort the child outside safely. All parents must pull through the drive-through lane and remain in their vehicle until their child is loaded.

Emergency Changes

If there is an emergency that requires a last-minute change of your child's dismissal plan, please speak with a member of the office staff by calling 210-398-2150. We will be vigilant in getting the message to your child and his/her teacher as quickly as possible. We do ask that you please reserve last-minute phone calls for **emergencies only**. With over 800 students, messages can quickly accumulate at the end of the school day with limited time to disseminate, risking the chance of a message not being delivered before students have already been dismissed.

Thank you for your cooperation in helping us ensure students arrive and depart safely each day!

Attendance

Parents are required by Texas Compulsory Attendance Law to ensure their child(ren) are in school the full day of instruction (7:45 a.m.-3:00 p.m.) every day of the school year.

Children who are absent miss valuable instruction. Absences affect the quality of a student's work and interfere with normal instructional procedures in the classroom. It negatively impacts the child who is absent as well as other students in the class.

When a child is absent or tardy from school, the parent or guardian should send a note to the school explaining the reason for the absence upon the child's return to school. Parents can also send an email to Fields.Attendance@nisd.net.

All notes must include:

- The date of the note
- The name of the child
- The date of the absence or tardy
- The specific reason for the absence or tardy
- The parent's signature



An absence may be excused when there is an acceptable cause such as personal illness, death in the family, or family emergency. **Vacations are not an acceptable cause for an excused absence from school. Teachers are not able to provide work for students to complete while away on a vacation. Please refrain from asking them to do so.** When a student's absence for personal illness exceeds three consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be provided. **Failure to provide any note within 5 days will result in an unexcused absence.** **Any absences in excess of 10 days for the school year will require a doctor's note to be excused.**

An Attendance Committee made up of teachers, the counselor, the attendance secretary, and an administrator has been established to review attendance concerns. It is our desire to work with families to address any attendance concerns at the campus level. Ongoing attendance issues will be referred by the committee to an attendance officer who will determine if judicial action is appropriate. Judicial action for a Class C misdemeanor offense is considered appropriate if there has been a violation of the Compulsory Attendance Law.

<u>Absences Excused Excused with a Note</u>	<u>Absences Unexcused Even with a Note</u>
Illness Medical Appointments Religious Holidays Funerals of Immediate Family Court Appointments with Subpoena *All above are unexcused without a note	Car Trouble Missed Bus Overslept Family Business (including trips) Errands for or with Parents Vacations

You may review your child's attendance record at any time by logging onto the Northside website at www.nisd.net and utilizing Parent Connection. Please note that all absences are initially entered as Unexcused (UE). If the classroom teacher receives a note providing an acceptable reason for the absence to be excused within 3 days of the child's absence, the teacher will change it to Excused (E). Any changes made by the teacher should occur no later than the first Monday following the 3-day window parents have to submit a note.

For further information, please reference NISD Student-Parent Handbook, page A-1 and Section D. If you have any questions, please feel free to contact your child's teacher or the school office. We thank you for making every effort to ensure your child gets the most from his/her education by being in school all day every day.

PE, MUSIC, STEM, COUNSELING, and ART

PE, music, STEM, art, library, and counseling are valuable parts of the curriculum and are in the TEKS. Students are not to be removed from these subjects for disciplinary reasons. Only the principal, associate principal, or counselor may remove a student from these classes.

Parents may write notes to excuse students for up to three days from physical activity. The child will go with the class to the gym and be supervised by the P.E. teacher. Excuses for more than three days must have a doctor's note and an administrator must be consulted.

Birthdays

Birthdays will be recognized in the classroom, and parents are welcome to send or deliver easy-to-serve treats such as cupcakes or donuts (store-bought to lessen the chance for harm to students with food allergies) to be shared in the classroom the last 15 minutes of the instructional day. **Goodie bags are not permitted due to student food allergies within the classroom. Parents are not allowed to go into the classroom to pass out the treats because this can interrupt instruction. The delivery of balloons and/or flowers to students is not permitted. Also, whole cakes are not allowed because of the disruption to the learning schedule.** Please let your child's teacher know if you do not want your child to participate in birthday recognitions.

Invitations

Invitations to private celebrations may be passed out at school only if every child in the classroom receives one or if every girl in a classroom receives an invitation to a girl's party and every boy in the classroom receives an invitation to a boy's party.

Cell Phones/Mobile Devices

Cell phones are to be turned off and kept in students' backpacks while at school. Students not complying with this policy may have the cell phone confiscated and secured until a parent picks it up.

Classroom Parties

Elementary schools may have three parties per school year. Our parties are scheduled for December (holiday season/last day before winter break), and April (Fiesta), and June (last day of school). Party refreshments are permitted on these occasions. We cannot distribute candy and other party food items on any other days of the year.

Communication from School

We use electronic communication methods as much as possible. Notices will be posted on the school website and on school social media sites. Teachers will post newsletters on websites and distribute them through email. Families who need or prefer a hard copy will be able to obtain one upon request. At Fields we have a school-wide communication system. We realize that many families have more than one child at our school. This communication platform will allow you to receive all information campus-wide, including your child's teacher, the Discovery Specialists, Counselors, Office Staff, and Administration. Your child's teacher will invite you to join the classroom **Dojo** and for all other campus communication, please join by clicking on this link. This is very important as things are changing daily. Messages that pertain to the entire student body will be sent through School Messenger via email or phone call or through the school wide DOJO (see link below to join). We want you to be informed at all times!

<https://www.classdojo.com/invite/?s=57b5c179a744512d4d92589a>

Please follow Fields Elementary on:

School website: <https://nisd.net/fields/>

Facebook: <https://www.facebook.com/NISDFieldsES>

Twitter: <https://twitter.com/NISDFields>

And follow Fields Elementary PTA on:

email: fieldsfalconspta@gmail.com

Facebook: <https://www.facebook.com/fieldsfalconspta>

Twitter: https://twitter.com/fields_pta

PTA Information: <https://fieldsfalconspta.org>

Controlled Access & Raptor Sign In

Parents and guests are welcome at Fields Elementary School. For the safety of our children, all parents, visitors, and volunteers during the instructional day must register at the front security window located just inside the main doors using the Raptor Visitor Tracking System. **Photo ID is required each time you visit and is to be presented at the front security window located just inside the main doors.** It will be scanned by our office staff and, upon clearance, a photo badge will be generated that must be worn while on campus and turned in upon exiting the campus.

All guests to campus will be required to show a photo ID and obtain a visitor's photo badge before visiting locations beyond the main office.

Entrance and exit are through the front doors adjacent to the main office. All other doors are locked during the school day and are not to be used. Students are not permitted to open other doors to allow visitors into the building. After 3:00, the entrance doors will remain unlocked.

Controlled Access & Learning Tree

Parents picking up children enrolled in Learning Tree are asked to pull up next to the cafeteria and wait in your vehicle by the doorway near the music room. A designated Learning Tree staff member will be assigned to run students out to their car.

Controlled Access & Community Groups

Community groups using our facilities after the front office closes must make advance arrangements through the office with our custodial staff to gain entrance. Guidelines will be provided as reservations are made. Scouts and homeowners may make direct arrangements with the school. All other groups are required to obtain a Facility Usage Contract through Northside by contacting the district representative at 397-8533.

Discipline

One of the most important requirements of a good learning environment is the appropriate behavior of each student. We believe each child has the right to learn in an environment that is free from disruptions and/or the threat of harm from other students. Our staff will reinforce the use of the Growth Mindset. This is a belief system that suggests that one's intelligence and/or talents can be grown or developed with persistence, effort, and a focus on learning. We will focus on grit, perseverance, and the power of yet. We are eager to meet you all and look forward to a wonderful school year. Our goal is to provide our students with an excellent education, in a safe, caring, respectful and rigorous learning environment. We are also committed to building a strong partnership with our parents and community. We also use Kelso's Choices to teach proper choices in dealing with situations. Our amazing school counselors will emphasize this through Guidance Counseling with each classroom.



Every student will have a **Communication Folder** that will serve as a communication tool between the school and the home. Student behavior is documented and sent home daily. The emphasis of the Communication Folder is a POSITIVE one. Communication Folders focus on the attributes of Citizenship and Work Habits reflected on Northside report cards. Positive feedback will be provided and infractions noted to keep parents informed. Continuation of inappropriate behavior that is disruptive to other student's learning and/or threatens the well-being of others may necessitate the student being removed from the classroom for a visit to the office, In-School-Suspension (I.S.S.) or off-campus suspension until either the student is ready to follow school rules or other consequences are determined. While on the school grounds, fighting is unacceptable regardless of who initiated it and all participants will be subject to disciplinary consequences.

Our priority is to ensure the safety of each and every student. We take our responsibility of teaching your child and of providing a happy, safe learning environment very seriously.

Dress Code

Shorts, skirts, and dresses must be no more than **4 inches** above the kneecap for children in Grades 3-5. Any clothes that are suggestive or which cause distraction will not be permitted. No cut-offs, tight-fitting pants, or exercise/bicycle shorts are allowed. Oversized or baggy pants are also not allowed. Students may not wear

tops or shirts with "spaghetti" straps or large cut-out arm holes or inappropriate slogans or sayings. Tennis shoes are the preferred shoe at school for safety reasons. Flip flops are popular but expose the foot to too many dangers. While wearing flip-flops, children often trip while running, so this type of shoe is not allowed during P.E. class. Tennis shoes with retractable wheels are not allowed at school because they also pose a safety concern. Please review the NISD Elementary Student-Parent Handbook for additional information on dress.

E-Mail

E-mail is an extremely useful tool for communication. Used efficiently, it can promote improved home/school communication. However, excessive e-mail may actually inhibit responsive communication and distract from teachers' other responsibilities such as working with children and planning/preparing for diverse student needs. The following guidelines for staff and families are provided to help ensure e-mail enhances our ability to work together for our children:

- Use e-mail to communicate general information or questions (i.e., attendance, scheduling, special events, deadlines, brief comments/questions).
- In-depth conversations or dialogue regarding a child are best held in person.
- Do not expect an immediate turnaround. During instructional time, teachers are focused on the children, and therefore cannot read and respond to e-mail as quickly as it arrives in the Inbox.
- Emergency messages requiring immediate attention (such as an emergency change in a child's dismissal plan) should be called into the office to better ensure the information is transferred in a timely manner.

Emergency Information

It is very important that we always have a number where we can reach you in case of an emergency. Please keep the office updated with any change of cellular numbers or telephone numbers at home or work. If you do not have a phone at home, we need the name of someone who can contact you.

Family Lunch

You may eat lunch with your child any time except on the days when we are administering the STAAR test. On those days we cannot have visitors or parent volunteers on campus. Certain tables are reserved and are to be used when parents eat with their children. **To ensure student safety and supervision, only students whose parents (or immediate family members listed on the emergency card) may eat at the parent/student tables.** All other students must remain with their designated class. Please sign in at the front office and then go directly to the cafeteria to meet your child. Stopping by the classroom disrupts the routine at a difficult transition time. Teachers will appreciate your cooperation with this request.

Field Trips

Field trips for educational purposes are an important part of the instructional program. They are used as a teaching extension directly related to the content of the grade level or subject area. Teachers may ask parents to chaperone small groups of students. Chaperones are required to complete a criminal background check and be cleared before serving as chaperones. **Parents may NOT pick up their children from the field trip site.** All students must return to school and be dismissed as usual. Parents may not take siblings on field trips if they are serving as a chaperone. **A permission slip must be signed and returned by a parent** before a child may attend a field trip. If there is no permission slip signed, the child will not attend the field trip.

Food at School

Elementary schools are required to follow nutrition rules established by the Texas Department of Agriculture. Parents may choose the food items sent to school for their own child, but may not send food or purchase food for other students. Please be aware that some students may experience food allergies, so it is important that children not share food at school. Students are also prohibited from selling food fundraising items to students during the school day or extended school day.

Please inform your child's teacher if your child has an allergy that would impact him/her participating in birthday treats.

Free/Reduced Lunch Forms

Forms are provided to all students. If you apply for this, please fill out the form carefully and completely so that there will be no delay. This year all students will receive free breakfast and lunch; however, it is still very important that you fill out these forms if you would otherwise qualify for the program. This serves as protection in case the "free for all students" expires.

Health Appointments

It is recommended that health appointments be made after school releases at 3:00 PM. However, if a student is absent for **part** of the school day due to an appointment with a healthcare professional, **a note from the health care professional must be provided** to the office upon the child's return, and the partial absence will not be documented as a tardy or an absence. If a student is absent for the entire day due to an appointment with a healthcare professional who provides a note, it will count as an Excused Absence.

Homework

Children will receive homework assignments relevant to coursework. Parents are asked to help their children by providing the time, place, and encouragement needed to complete assignments. Please talk with your child's teacher if the work is challenging your child to the point of frustration or extensive time is needed.

Honor Roll Recognition

- **All A Honor Roll** is for students in Grades 3-5 with all A's.
- **A/B Honor Roll** is for students in Grades 3-5 who have all A's and B's with at least one A.
- Per district policy, students may not have any N's or U's on the report card to be on Honor Roll.
- **Outstanding Citizenship** is for students who have earned all E's in Citizenship.
- **Perfect Attendance**-Perfect attendance may be awarded to students at the end of each quarterly grading period who have not exceeded one tardy or one partial day absence during the grading period that is not categorized as a documented appointment with a healthcare professional. Perfect attendance may be awarded to students at the end of the year who have not been absent the entire year.
- **Additional Opportunities for Recognition** will take place throughout the year with an emphasis that includes and extends beyond academics.
- Please see the COVID section for additional information for "Remote Access" to students having to quarantine.

Grading Policies Kindergarten/1st/2nd-5th

GRADE-SPECIFIC POLICIES KINDER:

At Fields Elementary, we hope to ignite a love for lifelong learning, build memorable relationships, and create quality educational opportunities. We know that all students develop and grow in their own special ways. We will strive to meet each child's individual needs and assess them accordingly. We will teach with rigor and encourage all students to rise to their highest potential.

In Kindergarten, there are many different elements that make up your child's grade. These elements and forms of evaluation include:

Classwork: This includes work completed in the classroom setting. Classwork can include but is not limited to:

- Active participation in whole class and small group settings
- Completion of in-class assignments and center activities, including independent reading
- Writing activities such as shared, interactive, and independent, including notebooks, journals, etc.
- Hands-on content area experiences (in literacy, math, science, social studies, etc.)

Assessments: This category includes a variety of different methods of assessing student learning with the goal of proficiency. A combination of assessment tools will be used to determine a student's mastery. Assessment types can be informal, formal, diagnostic, and observational.

Kindergarten teachers will provide parents and students with feedback about assessments/assignments indicating the current level of achievement in mastering the concepts and skills appropriate to those levels. The following guidelines should be observed:

- a. Kindergarten students will receive verbal feedback/praise about their work.
- b. Completed classwork and station work will be sent home to be reviewed.
- c. Parents will be notified through a parent-teacher conference of any serious academic concerns.

A homework calendar will be sent home at the beginning of the second 9 weeks. It will not be included in your child's grades, but it will encourage to reinforce the learning taking place in the classroom.

E - Excellent	The student mastered the objective on the first attempt and consistently completes the assigned task independently.
S - Satisfactory	The student understood the objective with minimal teacher assistance and completes the assigned task independently.
N - Needs Improvement	The student struggled to learn the objective and needed the teacher's assistance and needs assistance to complete the assigned task.
U - Unsatisfactory	The student could not meet the objective after reteaching and multiple attempts and is unable to complete the assigned task with assistance.

GRADE SPECIFIC POLICIES GRADE 1:

Grading Policy:

Students will receive a number of grades which will be converted to alpha grades in the grade book. Each grade will be weighed only once regardless if it is a test or daily work.

- Reading will consist of 1-2 weekly grades
 - Sight words
 - Oral and/or comprehension assessments

- Math will consist of 1-2 weekly grades
 - Independent practice
 - Monthly Fast Facts and/or Common Assessment

- Language Arts will consist of 1-2 weekly grades
 - Phonics practice
 - Grammar
 - Writing
- Science/Social Studies will consist of 1-2 combined weekly grades
 - Independent Practice
 - Common Assessments

- Homework:
 - Reading Log (15-20 minutes nightly)
 - Recursive Review Practice (Phonics Skill/HFW/Math Facts)

****Missing work**

Students will have the opportunity throughout the week to complete missing and/or incomplete assignments. If an assignment remains incomplete or missing after Friday, the student will receive a grade of 50%.

*****Lowest grade possible**

Students will not earn a grade lower than 50% on graded work in the gradebook however, actual and accurate grades will be kept for student academic progress monitoring.

******Student work**

Student work will be sent home every two weeks or as needed and it is highly encouraged that parents review student work in addition to viewing grades on NISD Parent Connection

GRADE-SPECIFIC POLICIES GRADES 2 - 5:

PRIMARY PURPOSE

- Directs instructions
- Feedback for students, parents, and teachers
- Guides instruction
- Accountability

RETAKES

All students will be given the opportunity to retake quizzes and daily work in which the student scored below 70. **This is teacher discretion.** If the student chose not to follow along while the teacher was teaching the assignment, this may not be a possibility. The retake will result in a grade no higher than a 70. It is your child's responsibility to make corrections and return the corrected work. Only intended for special circumstances and at teacher's discretion.

ASSIGNMENTS PER 9 WEEKS

1-2 per subject per week. Except for S/SS

LATE WORK

Will accept late work, but the criteria are at the teacher's discretion.

EVIDENCE OF MASTERY

- Grades
- Discussions
- Teacher observations
- CCAs

HOMEWORK

Homework will be assigned Monday through Thursday. There will be approximately 30-40 minutes of homework Monday-Thursday. Homework will be assigned by each teacher according to class needs.

In addition, any work not completed in class will be sent home to be completed and returned the following day.

Students will have an agenda (4th & 5th) where homework is listed. Homework is to be done neatly and given 100% effort. The homework assigned will be a review of concepts already taught in school.

Homework is a responsibility that your child must make a priority to reinforce learning and skills previously taught. The consequences of not having homework will also affect your child's citizenship grade on the report card.

GRADEBOOK

Date and exact assignment.

4th & 5th Grade

PLANNERS

The fifth grade will use a daily planner. The planner is a tool that will assist our students to become successful through planning and organization. In addition, it will also enable parents to view materials and lessons used at school.

Students are responsible for writing down all their homework assignments in the provided agenda on a daily basis. Please check agendas daily to see what your child's expectations are for the night. Please sign the agenda each evening after verifying homework and reading log have been completed.

Planners will be used to communicate discipline and any academic concerns as needed.

CLASSWORK

Classwork is expected to be finished during the school day. At the teacher's discretion, incomplete classwork may be sent home for completion if the assignment is NOT being graded. This is in addition to homework already assigned for the week. The classwork will be turned in the following day.

HOMEWORK

- Research indicates that assigning homework to elementary students is not an effective practice.
- Homework will be a review of skills learned in the classroom. If teams choose to send homework home, the team must be consistent and all teachers must send home homework. A suggestion is, nightly reading and math fact practice, as well as grade-level appropriate review, can be sent for homework.
- Some grade levels will send home classwork that was not completed during the school day, as appropriate.

HONOR ROLL

(Student-Parent Handbook) Each elementary school will recognize students who qualify for Honor Roll at the end of each grading period for grades three through five. The Honor roll consists of two categories:

A Honor Roll	Students having all A's/ with E's or S's in PE, Art, Music, and Citizenship
A/B Honor Roll	Students having a mixture of As & Bs (with at least one A) / E's or S's in PE, Art, Music, and Citizenship

- Students who qualify for Honor Roll at the end of each grading period will be recognized for their achievements with ribbons and donated community certificates.
- "A" Honor Roll will be awarded to students in grades K-2 for students having all E's or A's in the content areas and E's or S's in PE, Art, Music, and Citizenship. For students in grades 3-5, students must have all A's in the content areas and E's or S's in PE, Art, Music, and Citizenship.
- "A-B" Honor Roll will be awarded to students in grades K-2 for students having at least one E (or more) and S's in all areas on the report card. For students in grades 3-5, students must have at least one A (or more) and B's in all content areas with E's and S's in PE, Art, Music, and Citizenship.
- Students with Perfect Attendance must be present every day during the grading period and have no more than 2 tardies for the grading period.

REPORT CARDS/PROGRESS REPORTS

- Report Cards and Progress Reports will be turned in to administrators on Wednesday before being sent home on Friday.
- Progress Reports will go home with all students in grades 1 – 5, with PK and K students as needed to communicate concerns. They will include a positive comment as well as concerns and all sections will be completed before going home.
- Progress reports will be sent home on the Friday of the 4th / 5th week of the grading period.
- Report Cards will go home with all students. They will be sent home on the Friday following the end of the grading period. Specialists should input grades by the last Friday of the nine weeks.
- Report Cards will include positive comments and document concerns. All sections will be completed before going home.

<u>PROGRESS REPORTS</u>	<u>REPORT CARDS</u>

Lost and Found

Misplaced items are turned in to the office and or placed in our Lost and Found rack. Parents are encouraged to write the child's last name in all jackets, sweaters, hats, gloves, lunch boxes, water bottles, etc. **Misplaced items are very easy to return if labeled.** Please check the office periodically for missing items. Leftover clothing will be contributed to a local charity twice per school year.

Meals

Please be sure to fill out the application for "Free or Reduced Lunch" to see if your child meets the criteria. This paperwork is mandatory for all students even if you do not need the service. More details will be send out in September. If you need to reach our cafeteria manager, Mrs. Carrillo, please call the cafeteria at 210-398-2185. If there is a consistent need for restrictions to be placed on your child's account (for example, you do not want your child to purchase snacks/desserts), simply contact the cafeteria manager and this can be annotated in your child's account.

Medications

All medication should be taken directly to the school office by the parent. Medication (both prescription and over-the-counter) can only be administered with a physician's order and a parent note. No medications are allowed in the classroom (including over-the-counter items such as cough drops, Tylenol, etc.), nor may students administer their own medication. If it is necessary to send medication via the child, please call in advance to alert the school nurse. Parents are responsible until it is delivered to the clinic. Leftover medication must be picked up by the parents as students may take home only empty containers.

Parent-Teacher Conferences

Parent-Teacher Conferences are encouraged throughout the school year and are to be pre-arranged at the request of the parent or the teacher. All parents will be invited to a conference during the first semester. Building a positive partnership between home and school is a priority for our staff. Please trust that our teachers sincerely care about each child and want to work with you to ensure your child's success.

Please note that teachers cannot stop instruction or traveling with the class during arrival or dismissal time to discuss an individual student. Teachers often arrive early to get materials ready and mentally prepare for the day. Please respect this time and do not "pop in" for an informal conference. If there is an immediate need, please call or e-mail to set up a conference at a mutually agreeable time when you can talk in private with no distractions.

Home Access Center - HAC

NISD's Home access center <https://hac.nisd.net/HomeAccess/Account/LogOn?ReturnUrl=%2fhomeaccess> allows parents to view information regarding their child's grades and attendance at any time throughout the school year. It also allows parents to sign up for School Messenger voice, text, and emails from the campus as well as cafeteria account information and payments. Here's how to sign up:

1. Go to <https://hac.nisd.net/HomeAccess/Account/LogOn?ReturnUrl=%2fhomeaccess>
2. Follow screen instructions to create an account for each user.
3. Add students after accounts are created by clicking Add Students link.
4. You will need your child's student ID number which can be obtained from the school office. The password (PIN) is the last four letters of the student's last name followed by the first four numbers of their social security number.

Parent-Student Handbook

It is important for you to read the online handbook carefully as it contains the policies and procedures for all NISD elementary campuses. During the online registration process, the **Parent-Student Authorization Form** explains the Family Educational Rights and Privacy Act (FERPA) and requires that you answer 3 statements, then initial those areas. ***Please consider this information carefully. Many of our teachers like to inform parents of daily events/activities through a Twitter or Facebook page. Please consider signing your child up for this so you can see the highlights of the day.*** Another form is an explanation of Northside's policy regarding the **Acceptable Use of the District's Technology Resources** and permission for **Web Publishing**. Students will not be allowed to use the campus computers until permission is agreed on the Acceptable Use Form. By choosing not to "opt-out" of the device issued to your child, the system will automatically default to you granting permission for use and accepting the Acceptable User Policy.

Parents as Visitors in the Classroom

As noted in the District Handbook, parents are encouraged to visit their child's school at any time. Visits to individual classrooms during instructional time will be permitted for limited time frames pending the principal's approval in consultation with the teacher to ensure duration and frequency do not interfere with the delivery of instruction.

Pets at School

Please do **not** bring pets to the campus. Service dogs are permitted.

PTA

We encourage each parent and extended family members to support our PTA by becoming a member of the Fields Elementary School PTA. There is no obligation to volunteer, but there are many opportunities for those enthusiastic parents to support our children! You can join Fields PTA for 10.00 a person either in the front office or at joinpta.org. Please support our students. **We need you! Membership does not require that you volunteer for PTA events, your financial support is helpful in itself.** Please consider!

Safety Drills

Periodically we practice drills for fire, severe weather, and security. If you visit our campus during one of these drills, please follow along and participate appropriately. We ask for your patience and understanding when having a lock down drill. These usually take approximately 30 minutes to complete. The secured status drill in the Fall will be announced, however, the secured status drill in the spring will be unannounced.

Safety Patrol

Our Safety Patrol Team is comprised of fourth and fifth-grade students and is one of several opportunities students will have to serve as school leaders. Requirements include excellent citizenship, positive work habits, passing grades, and reliability. Please help your child recognize the patrols as leaders are on our campus, serving to help arrival and dismissal flow smoothly. Parents and students need to be respectful and patient with our patrols assisting in the mornings and after school.

School Colors and Mascot

Our school colors are maroon and gold. We are the Fields Falcons. Spirit Day will be celebrated each Friday. Students and staff are encouraged to wear their Fields shirts to show school spirit! You can purchase a school spirit shirt in the front office.

Student Planners

Student planners are available for purchase in the school office. The planner will be an important tool for our upper-grade students to organize their academic responsibilities. Parents are asked to review and sign the planner daily as a communication tool between school and home.



Teacher Assignments

Some changes in initial placement may be necessary during the first few days of school. It can be difficult to predict students who move in or out of our attendance area, but staffing must be based on actual enrollment in order to not overspend taxpayer dollars. It is not unusual for enrollment to change in the first days and weeks of school. If actual enrollment does not match staffing, class numbers may need to be adjusted. Should your child's classroom assignment need to be changed, you will be promptly notified. We thank you for your patience through this process.

Toys/Weapons

Toys may not be brought to school unless the teacher sends home a note requesting items for an instructional activity or reward time. Weapons of any kind or items associated with weapons may not be brought to school for any reason. Prohibited items include fireworks, toy guns, water guns, pocket knives, toy knives, boy scout knives, etc. Students who bring make-believe or real weapons are subject to consequences, potentially severe, as outlined in the Northside ISD Elementary Student-Parent Handbook.

Transportation

NISD bus transportation is provided for all students. If your child typically rides the bus each day and their mode of transportation will differ on a given day, please ensure you send a note or DOJO the teacher and verify the teacher has received it. Each time you change modes of transportation, you must inform the teacher in writing to help us ensure accuracy in how your child is dismissed. If no note is sent via student or DOJO, the child will be sent home on the school bus. Phone calls to change transportation will only be allowed for emergencies.

Visitor Name Tags/Safety

We always want you to feel welcome to visit the school. All visitors must sign in at the office and get a name tag. We have an automated system that requires a driver's license. The Raptor system is just part of our campus safety plan to ensure student safety and a focus on learning. Please understand and cooperate with staff should they stop you in the building if you are not wearing a Raptor badge. Please also remember to exit through the main doors after returning your visitor badge.

We rely on our families to help be the eyes and ears in our community and share any information relevant to student safety. If at any time you have information regarding real or perceived threats to students' safety, please contact the District's 24-hour anonymous tip line: 210-397-SAFE. Northside Police will follow all leads. Thank you for our continued partnership in assuring our school is a safe and vibrant learning community.

Volunteers

Fields staff members welcome and appreciate enthusiastic volunteers. We invite you to assist teachers and PTA by signing up for various volunteering opportunities that occur during the school year. All volunteers must submit and pass a background check before volunteering with students. This includes Watch Dogs, tutoring, mentoring, small group work, and field trips. Please go to <https://www.nisd.net/community/volunteer-mentor> to complete the short form. Be sure to select Fields as your campus. Administrators check the list regularly, and you may call the school to verify that you have cleared the background check.

This will be a great year! Thank you for all you do for our students!

#FieldsFalconsOneTeam!

Thank you for your support!

Jennifer Hammond (Principal) and Richard Martinez (AP)