

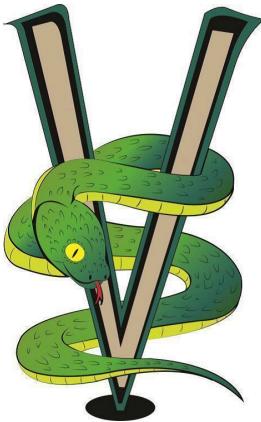
# VIRIDIAN

---

## ELEMENTARY

### Parent/Student Handbook

### 2024-2025



4001 Cascade Sky Dr.  
Arlington, TX 76005  
(817) 864-0550 – Front Office  
(817) 285-3280 – Fax

Principal – Ms. Melanie Mans  
Assistant Principal – Mrs. Sonya Buhrow  
Administrative Intern- Mrs. Jessica Hernandez  
Secretary – Mrs. Natalie Pauling  
Attendance/Registrar – Ms. Hailey Bratton  
Receptionist: Mrs. Lindsey Risso Patron  
Counselors – Ms. Angie Little and Ms. Sarah Campbell  
Nurse – Mrs. Lisa Harriger

## **Viridian Mission Statement**

**Viridian Elementary will ignite EXCELLENCE in student achievement through innovative programs and engaging instruction.**

## **Viridian Core Beliefs**

**As a school, we will foster not only academic achievement, but also valuable life skills.**

**Parents and teachers are partners in their child's learning.**

**A safe environment begins with all students, parents, teachers, and staff members following campus procedures with fidelity for each area of the school.**

**Staff members collaborate to meet campus needs and to ensure the success of all students.**

## **Viridian Student Pledge**

**As a Viridian Viper, I will achieve EXCELLENCE by making every day my best day.**

# Viridian Elementary

## Important Things to Remember

All of us at Viridian are excited about the 2024-2025 school year! We want to ensure that our students stay safe and are focused on their learning. Therefore, please adhere to the following very important procedures that are in effect at Viridian to protect your child and support their learning. Thank you for working with us as we strive to create a safe, productive learning environment for all of our children.

Note: Procedures are subject to change to meet the changing needs of the school.

Students may bring a water bottle to school and use the bottle fillers to fill their bottles during restroom breaks.

### ARRIVAL PROCEDURES

The school building opens at 7:15 am at which time students may eat breakfast or report to their assigned areas. PK-1 in the cafeteria and 2-6 students not eating breakfast go to the gym. There is no adult supervision outside the school building prior to 7:15 am. Between 7:15 am - 7:50 am, Campus Faculty and Staff and cleared volunteers are present to assist students and to help with traffic flow.

With the exception of bus riders (who are dropped off at the South/Front entrance), all students enter the building through the cafeteria doors (regardless of whether or not they are eating breakfast). Students will remain in the cafeteria if they are eating breakfast. Breakfast is served daily from 7:15 a.m. - 7:40 a.m. Students in PK-1st will remain in the cafeteria, and students in grades 2nd-6th will transition to the gym until 7:35 a.m. School hours are 7:50 am - 3:05 pm. Students who are not in class by 7:50 a.m. are tardy and need to check in with the office to receive their tardy slip.

All traffic flow is clockwise around the building. U-turn's, cutting in line, etc. are not allowed at any time during arrival or dismissal. Double-parking and reducing streets to one lane only is not permitted during arrival or dismissal. We want to increase safety and minimize interruptions to traffic flow. Also, do not park on streets with "No Parking" signs.

When entering the drop-off area, please form one line for drop-off in the far right lane by the curb. By unloading students directly onto the sidewalk area, we are able to assist multiple cars at once. To help keep the traffic flow moving, please stay in the right hand

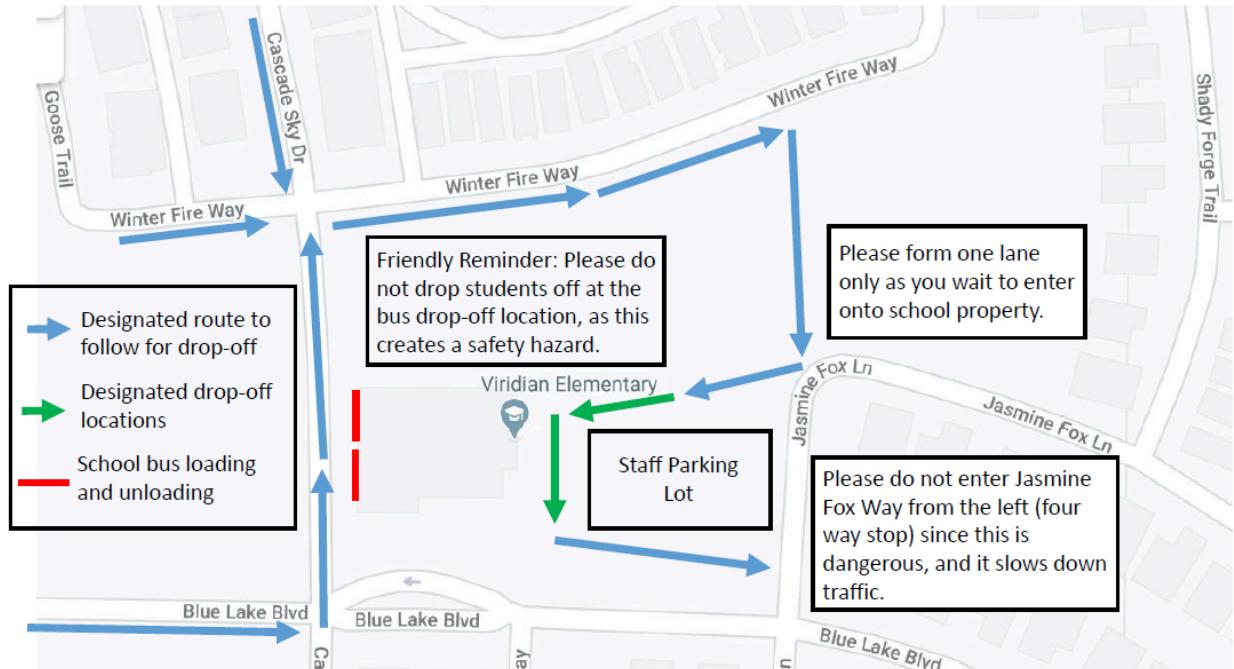
lane and pull forward as far as you can. We also ask that parents NOT get out of their cars as this causes a traffic delay. To help minimize wait time, we recommend that parents drop-off their child between 7:15 am - 7:40 a.m.

When moving through the carline, please pull all the way forward to the crosswalk. Older students (Gr. 1-6) (And Kn as they mature) who are able to open the door themselves can get out of the car when the carline comes to a stop and walk on their own down the sidewalk and into the cafeteria. Students may be dropped off along the sidewalk/awning starting at the entrance to the playground/just past the first crosswalk. Once your student has exited the vehicle, cars may merge into the middle lane and continue the traffic flow.

At no time should students be dropped-off in the parking lot, along Blue Lake Blvd., or in the front of the building on Cascade Sky Drive as the front doors remain locked.

Parents are expected to utilize the designated traffic pattern for morning drop-off and afternoon dismissal. Please see the video on our website for turn-by-turn directions. **All vehicles should turn onto Cascade Sky Drive (in front of the school)>take a right onto Winter Fire Way>take a right onto the alleyway (behind the school)>turn right at Jasmine Fox Way.** Please form one lane only as you wait to enter onto school property. Please do not enter Jasmine Fox Way from the left (four way stop) since this is dangerous, and it slows down traffic. Regardless of where you live in the neighborhood, please follow the designated traffic plan and do not force your car into the middle of the line that has been waiting. Always travel clockwise around the campus to maintain all traffic flow one direction.

As a reminder, please drive slowly as you enter and exit school property and refrain from using cellular devices while in a school zone. Not only is this prohibited by law, it can also be distracting to the driver. Adults and students are asked to utilize crosswalks at all times. Dogs are not allowed on campus during arrival or dismissal. We thank you in advance for your patience and friendliness towards staff members and other parents during the arrival process. ☺ Note: The Viridian Residential Association has been providing two members of their private security team to assist with traffic safety at the corners of Blue Lake Blvd. and Jasmine Fox Ln. AND Blue Lake Blvd. and Canton Jade Way. They only help in the morning during arrival.



## ATTENDANCE

Attendance is very important at Viridian, but if your child is not healthy, do not send them to school. The tardy bell rings at 7:50 am. Students must be in class by 7:50 a.m., otherwise they are tardy.

**Once a student is enrolled at Viridian (including PK and K), all HEB ISD and state attendance policies apply.**

If your student is going to be absent, please e-mail the homeroom teacher and Ms. Hailey Bratton or Lindsey Risso Patron, the Registrars ([haileybratton@hebisd.edu](mailto:haileybratton@hebisd.edu) or [Lindseyrisso@hebisd.edu](mailto:Lindseyrisso@hebisd.edu)), to report the absence once your child returns to school (include your child's name, the date(s) of the absence, and reason for the absence(s). If the child saw a physician/dentist, please provide the medical note. If your child is absent due to illness for four or more consecutive days, medical documentation is required. For more information concerning attendance, please refer to the Student Code of Conduct or call the school office at 817-864-0550. Medical appointments with documentation do not count against the student's attendance when the student has attended part of the day. At

the end of the year, perfect attendance awards will go to students with no more than five tardies and no absences.

**Please Note: Per Student Code of Conduct, when a student has an unexcused absence, the highest grade the student may earn for school work due on each unexcused day is 70%.**

**Truancy:**

- 3 unexcused absences within a four-week period prompts a warning letter.
- 8 unexcused absences prompts a warning call from the school.
- 11 unexcused absences prompts the final warning from the school.
- **13 unexcused absences can result in a referral to the Truancy Officer for Court Action.**

**Tardies:**

- 5 tardies (late arrivals) prompts contact from the school.
- 10 tardies prompts a warning letter from the school.
- 15 tardies require a parent conference to discuss.
- All tardies are unexcused unless a physician note is provided **within 72 hours**.

**Attendance Recovery Program:**

- Parents will be notified if a student is below the 90% compulsory attendance requirement, **which includes excused absences.**
- Required hours for attendance recovery are based on the number of absences.
- Parents can appeal the loss of credit/ retention based on absences. The Campus Attendance Committee can allow students to make up credit by completing an alternative learning activity.

**AUTHORIZED INDIVIDUALS TO PICK UP STUDENTS**

Please be sure that your child's teacher knows the names of all persons you allow to pick up your child (at dismissal). When there is a change in authorized pick up, photo identification must be presented. Children are not released to anyone who is NOT authorized as a pick up. **We ask that changes are provided in writing. In order to pick up a child in the dismissal lane, the parent must have the car tag on the front dashboard. Please place the car tag in the front dashboard all year long.**

**AWARD CEREMONIES AND PEP RALLIES**

At the end of each six weeks, a Pep Rally will be held for students. Golden Viper Awards will be presented by each teacher and the parents of those recipients will be invited. Classes are also acknowledged for superior character qualities.

Awards ceremonies will be scheduled for each grade level at the end of the school year and parents will be invited. Each student will receive at least one award. Awards celebrations are not considered graduation as that is a special honor for senior students in the district.

### **BREAKFAST**

Breakfast is served from 7:15 - 7:40 a.m. each day. Students: \$2.25; Reduced: Free

*Breakfast and lunch are NOT free for all students in HEB ISD. It is necessary to apply for free/reduced lunch using a hard copy application (available in the office) or on-line at <http://schoollunchapp.com/>*

### **CALENDAR DATES**

Date	Time	Event
August 8	5:30 p.m. -6:30 p.m.	Meet the Teacher Night
August 12	7:50 a.m. - 3:05 p.m.	First Day of School
August 13	Gr. 3: 5:00-5:45 p.m. Gr. 6: 6:00-6:45 p.m.	Gr. 3 & Gr. 6 Curriculum Night for Parents
August 14	Gr. 4: 5:00-5:45 p.m. PK: 5:30-6:15 p.m. Gr. 5: 6:00-6:45 p.m.	PK, Gr. 4, & Gr. 5 Curriculum Night for Parents
August 15	Gr. 1: 5:00-5:45 p.m. Gr. 2: 6:00-6:45 p.m.	Gr. 1 & Gr. 2 Curriculum Night for Parents
August 19	Kn: 5:00-5:45 p.m.	Kindergarten Curriculum Night for Parents
September 2	No School	Labor Day Holiday
September 20		End of 1st 6 Weeks
September 20		Fall Picture Day (Fundraiser for school)
October 14	No School	Columbus/ Indigenous People's Day
October 25		Picture Retakes
October 31	11:50 a.m.	End of 2nd 6 Weeks/ Early Release at 11:50
November 1	No School	Student Holiday / Parent Conference Day
Nov 25-29	No School	Fall Break and Thanksgiving Holiday
Dec 20	11:50 a.m.	End of 3rd 6 Weeks/ Early Release at 11:50
Dec 21- Jan 6	No School	Winter Break
January 20	No School	Martin Luther King, Jr. Holiday
January 31		Class Photos / Spring Picture Day
February 14	11:50 a.m.	End of 4th 6 Weeks / Early Release at 11:50
February 17	No School	President's Day Holiday

Date	Time	Event
August 8	5:30 p.m. -6:30 p.m.	Meet the Teacher Night
August 12	7:50 a.m. - 3:05 p.m.	First Day of School
August 13	Gr. 3: 5:00-5:45 p.m. Gr. 6: 6:00-6:45 p.m.	Gr. 3 & Gr. 6 Curriculum Night for Parents
August 14	Gr. 4: 5:00-5:45 p.m. PK: 5:30-6:15 p.m. Gr. 5: 6:00-6:45 p.m.	PK, Gr. 4, & Gr. 5 Curriculum Night for Parents
March 17-21	No School	Spring Break Holiday
Apr. 18-Apr. 21	No School	Good Friday / Easter Holiday
April 4		End of 5th 6 Weeks
May 22	11:50 a.m.	End of 6th 6 Weeks/ Early Release/ Last Day of School

### CELEBRATIONS/BIRTHDAY/SPECIAL EVENTS

Viridian celebrates two events per school year as defined by the HEB ISD Board policy. Two events are determined by the School Board, which are the Winter Holiday party and the End of Year party. Money is not collected by teachers for class parties.

Teachers love celebrating and having fun with their students. Please remember that birthday parties are not permitted at school nor are birthday invitations able to be passed out at school. If you wish to send birthday treats to school, we recommend individually wrapped, store bought items. It is recommended not to send cupcakes or drinks to school. Treats may be distributed at the end of the day (2:30 pm). Examples of individually wrapped treats include: Little Debbie cakes, Rice Krispy bars, Goldfish, Granola Bars, etc. Goodie bags with pencils, stickers, erasers, etc. may also be distributed. Students who are bus riders may not take food on the bus unless it is packaged and inside the backpack. Please do not send flowers or balloons to school on your child's birthday or on awards day, as these items will be kept in the front office until a parent can pick them up.

To help ensure the safety of our students, it is recommended that all treats be store bought snacks, rather than homemade. Store bought items have ingredients listed on packaging which helps protect those children who may have food sensitivities.

### **CELL PHONE USE**

***Students are required to keep their devices turned off and stored away during the school day.*** Cell phones and iWatches may only be utilized in the classroom when the teacher deems appropriate as an instructional tool for educational purposes.

District employees may confiscate any cell phone that is being used outside of the prescribed uses above. The device may be returned to the student or the parent/guardian based on the discipline offense. Discipline consequences may be assigned as well. For persistent offenses, devices may be confiscated until the last day of school and additional disciplinary actions may be assigned.

Viridian is not responsible for lost/stolen cellular phones or other personal technology devices. After 30 days, the district shall dispose of unclaimed confiscated electronic devices.

Transportation Department/School Bus Cell Phone/Personal Electronic Device Guidelines:

- SILENT cell phones/electronic devices will be allowed on the bus.
- Students may text and/or use earbuds/headsets only.
- Phone calls may not be made or received while on the bus unless special circumstances exist.
- The bus driver is not responsible for monitoring audio/video content displayed on devices.
- Failure to adhere to the guidelines will result in confiscation of the device and disciplinary action.
- Students whose cell phone is confiscated will be given a Notice of Confiscation with instructions outline retrieval location and process.

- Driver will allow students to place a call if route is severely delayed (30 minutes or more) as caused by:
  - Bus Accident
  - Breakdown
  - Inclement weather

### **CLASSROOM OBSERVATIONS**

Per District policy, visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval. **The length of the observation shall not interfere with classroom instruction and may not last more than 45 minutes.** You may request to observe in your child's classroom by contacting the principal or assistant principal's office. During classroom observations, we request that parents not interact with their child, other students or the teacher, as this may interfere with the delivery of instruction. If classroom observation arrangements are made by the teacher, the front office staff will have the parent sign the form upon arrival.

### **CHAIN OF COMMAND**

All of our teachers are degreed and certified (Many of our teachers hold master's and doctoral degrees as well). They have been carefully selected to teach on our campus. If you have a concern about their teaching, how they communicate, etc., please give them the respect that they deserve by speaking with them about any concern that you have and try to resolve the concern with them first. This is the best way that you can support educators during the school year. Concerns about teachers should only be reported to the principal if a teacher has violated a policy or you have brought a matter to their attention that you have not been able to resolve as a teacher-parent team. At Viridian, we believe that working together (teachers and families) will help ensure success for all students. Please refrain from venting about teachers on social media. If you have a concern about a teacher, please contact the principal.

### **CHANGES IN TRANSPORTATION**

**All changes in transportation must be made in writing.** Changes initiated by students are not accepted. For any change of transportation, please send a note to school with your child. **Acceptable notes are either a handwritten note or by writing in the MOOSE planner.** Please remind your student to give the note to their teacher. The teacher will then take the necessary steps to make the change. Please do not rely on email messages being sent to your teacher in the afternoon since not all teachers have the opportunity to

read their email prior to school dismissal. **Calls for a change in transportation are only accepted when an unforeseen emergency arises. Daily phone calls are not accepted.** All calls must be received before 2:00 pm. In the afternoons, it can be extremely difficult to locate a student to deliver a last minute phone message. Oftentimes, children are already loaded onto the buses or moving between classes preparing for dismissal. When this happens, there is a breakdown in communication. We would like to avoid all confusion for our students and staff to ensure the safety and well-being of all students.

### **COMMUNICATION FROM THE SCHOOL**

Weekly newsletters and other communication from Ms. Mans are sent out through the Blackboard online system, Remind App., Peachjar, Facebook, and/or Twitter (X). Principal Mans' Smore Newsletter is updated at least one time weekly and she provides the link several times per year. The link does not change from August thru May. Online notification is sent to the primary email address designated in your child's enrollment information. If you do not receive this electronic information, please check your email account, as the emails may have been sent to your junk mail account. Online information about upcoming events may be found here:

Viridian Elementary Website: <https://www.hebisd.edu/Viridian>

Viridian Elementary Google Site:

<https://sites.google.com/hebisd.edu/homeofthevipers/viridian-staff/office-staff>,

Viridian Elementary Facebook:

<https://www.facebook.com/Viridian-Elementary-432319773539489>

Classroom teacher's newsletter, and/or website.

The HEB ISD and Viridian Elementary Facebook pages are updated at least weekly with important announcements and events. Please "Like" the HEB ISD and Viridian Elementary Facebook pages in order to receive those updates. You do not need a Facebook account to view the HEB ISD and Viridian Elementary Facebook pages.

If you would like to follow HEB ISD, Ms. Mans, the Viridian Elementary Principal, or Mrs. Buhrow, the Viridian Elementary Assistant Principal, on Twitter (X), please do so. Ms. Mans' handle is @PrincipalMans Mrs. Buhrow's handle is @BuhrowSonya. You may also e-mail Ms. Mans at [melaniemans@hebisd.edu](mailto:melaniemans@hebisd.edu) and attach photos of your child during a school event or activity that you would allow to be posted on Facebook or Twitter should the photo be selected for posting.

Urgent reminders and announcements will also be sent using the Remind School Communication App. by Ms. Mans and classroom teachers. Ms. Mans also sends communication to parents using Blackboard and Peachjar (flyers).

All other written communication will be sent home each week in the Thursday Communication folder.

Please contact the Viridian Elementary main office if you need assistance or have questions. We prefer that you call the specific extension or e-mail the contact person when possible. See chart below for frequently used extensions. Our main number is 817-864-0550.

Please dial the classroom teacher's phone extension or the following extensions for specified requests. For classroom concerns, always start with the teacher.

Title	Requests	Name	E-mail: @hebisd.edu	Phone Number
Registrar	Attendance Registration Transfers	Ms. Hailey Bratton	haileybratton	817-864-0563
Receptionist Ass't Registrar	Attendance Registration Transfers	Mrs. Lindsey Risso Patron	linseyrissopatron	817-864-0570
Nurse	Health	Mrs. Lisa Harriger	lisaharriger	817-864-0555
Counselor(s)	Counseling Gifted Dyslexia	Ms. Angie Little Vacancy	angielittle Vacancy	817-864-0554 817-864-0557
Assistant Principal	Discipline Assessment	Mrs. Sonya Buhrow	sonyabuhrow	817-864-0553
Administrative Intern	Discipline Assessment	Mrs. Jessica Hernandez	jessicabeattie	817-864-0571
Cafeteria Manager	Meals	Mrs. Stephanie Grubbs	stephaniegrubbs	817-864-0560
Instruct. Resource	Special Ed.	Mr. Brandon Creecy Ms. Jennifer Harten	brandoncreecy jenniferharten	817-864-4159 817-864-4160

Speech Therapist	Speech	Mrs. Jill Hall	jillhall (EC-PK)	817-864-4190
Librarian	Library Books	Mrs. Carrie Patrick	carriepatrick	817-864-0559
Ext Day Coord.	Aftercare	Ms. Caitlin Kunz	caitlinkunz	817-235-8162
Lead Teacher	Spanish Immers.	Ms. Desirre Madrid	desirremadrid	817-864-4180
Co-Coord.	World Lng.	Mrs. Rachel Sutton	rachelsutton	817-864-4197
Suzuki Teacher	Suzuki Strings	Mrs. Christine Collins-Davis	christinecollins-davis	817-864-4194

### **CONTACTING YOUR CHILD'S TEACHER**

When you send an email or leave a voicemail, please be patient while awaiting a response. Teachers are only able to return calls and/or emails during their conference/planning period or after school. Teacher e-mail addresses and phone extensions are listed on the Viridian Google Site:

<https://sites.google.com/hebisd.edu/homeofthevipers/viridian-staff/office-staff>

Per district policy, teachers are not permitted to provide confidential information about a student or situation via email. When a confidential situation arises, teachers contact the parent by phone. Should you have an emergency, please contact the front office at 817-864-0550.

Teacher Planning/Conference Times	
PK	11:05-11:50
Kindergarten	2:00-2:45
First Grade	1:10-1:55
Second Grade	11:50-12:35

Third Grade	8:00-8:45
Fourth Grade	8:45-9:30
Fifth Grade	9:35-10:20
Sixth Grade	10:20-11:05
Specials	11:05-11:50

**CURRICULUM (TEKS: TEXAS ESSENTIAL KNOWLEDGE & SKILLS) AND HEB ISD**  
**VIRTUAL CURRICULUM (Posted on Seesaw (PK-2) Canvas (3-6))**

- <https://tea.texas.gov/academics/curriculum-standards/teks/texas-essential-knowledge-and-skills>

**DISMISSAL PROCEDURES**

All grade levels dismiss at 3:05 pm. Teachers walk the students out at their grade level's dismissal time. In the case of inclement weather at dismissal or extreme cold/hot conditions, students remain inside and are escorted out by a member of the Viridian staff to their parent/car as they arrive. Please be prompt in picking up your child ☺

Students who are designated as afternoon car riders must be picked up in the car rider line. There is not enough parking for every PK/K parent to park and walk up to pick up their child. We will safely bring your child to your vehicle if you drive up in the pick-up line.

PK - 2<sup>nd</sup> Grade: Pink Car Tag visible through the front windshield

- Picked up in the White Line (closest to the school building) against the right curb
- Students will be loaded into vehicles when the carline comes to a stop.

3<sup>rd</sup> - 6<sup>th</sup> Grade: Blue Car Tag visible through the front windshield

- Picked up through the Green Line (closest to the parking lot) against the left curb
- Students will cross the street at the crosswalk. Students may load the vehicles when the carline comes to a stop.
- Gr. 3-6 car riders who have a PK-2 sibling load against the right curb in the PK-2 pick up lane.

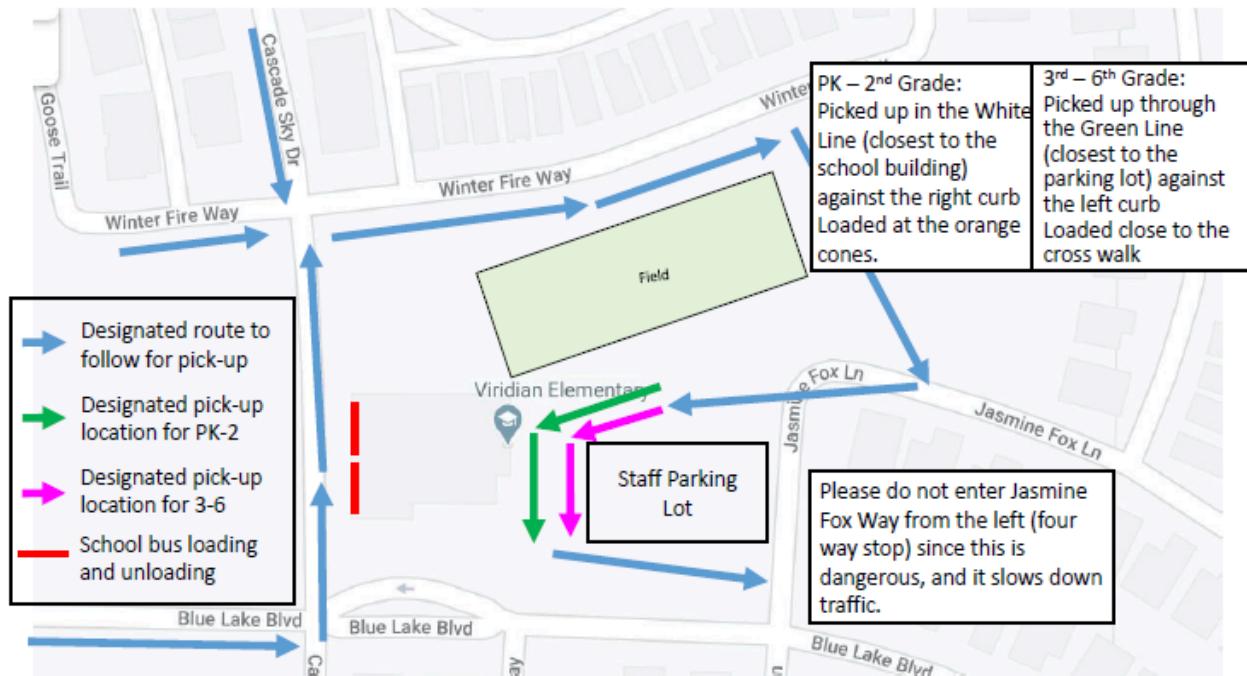
Parents should remain in their car and follow the directions of the staff members on duty as you proceed through the car rider lines. Although our car rider lines may appear to be

long at times, following the procedures in place will keep our children safe and ensure that the lines move as safely, quickly, and efficiently as possible. It is required that parents have their car tag visible at all times during pick-up. Those without a car tag will be asked to go to the office to verify their identity and will be provided a new car tag.

Parents are expected to utilize the designated traffic pattern for afternoon dismissal. Please see the video on our website for turn-by-turn directions. All vehicles should turn onto Cascade Sky Drive (in front of the school)>take a right onto Winter Fire Way>take a right onto the alleyway (behind the school)>turn right at Jasmine Fox Way. Form one lane only as you wait to enter onto school property. Please do not enter Jasmine Fox Way from the left (four way stop) since this is dangerous, and it slows down traffic. Regardless of where you live in the neighborhood, please follow the designated traffic plan and do not cut in line where parents have been patiently waiting. Always travel clockwise around the school; Not against the traffic flow. No U-turns, please.

Children who are designated as walkers or bike riders should be, indeed, a walker or bike rider. Parents should not wait on side streets to pick up their children in their cars when they are designated as walkers or bike riders. Please drive slowly as you enter and exit school property and please refrain from using cellular devices while in a school zone. Not only is this prohibited by law, it can also be distracting to drivers. Dogs are not allowed on campus during dismissal. We thank you in advance for your patience and friendliness towards staff members and other parents during the dismissal process. During the school year, the school playground, field, and basketball courts are available to families after 6pm. The playground and field are reserved during and after school until 6:00 p.m. for

school and extended school day/after school programs.



#### Dismissal Locations:

- Pre-K: Middle Doors/ Awning
- Kindergarten: Recess Doors/ Hard Top
- 1st Grade: Stairs/ Back Entrance
- 2nd Grade: Recess Doors/ Hard Top
- 3rd Grade: Side of Cafeteria
- 4th Grade: Side of Cafeteria
- 5th Grade: Side of Cafeteria
- 6th Grade: Side of Cafeteria

#### DRESS CODE

It is the responsibility of the student and parent/guardian that the student adheres to the HEB ISD Dress Code as follows:

- Students' hair shall be clean, neat and well-groomed. Hair styles shall not, in the opinion of the Administration, cause a health or safety hazard or cause a disruption of the educational process.
- Students shall wear appropriate clothing and undergarments.

- No half-length or bare-midriff shirts/blouses shall be worn.
  - Clothing that exposes large areas of skin (see-through garments, cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc.) will not be permitted.
  - Any garment, regardless of what it is called, must be worn no shorter than mid-thigh length. This includes, but is not limited to, skirts, jeans, slacks, pants, sweat pants, "skorts," walking shorts, shorts, etc.
  - Pants or shorts must be worn at the natural waist (sagging will not be permitted). Torn, cut or slashed pants are considered inappropriate.
  - Biking shorts/tights of any length (spandex or any other material) are not to be worn except during athletic periods or activities as approved by school personnel or when covered by dress-code appropriate clothing.
  - Students shall wear shoes.
  - No "chains" (including wallet chains) are allowed.
  - Excessive piercings and/or jewelry will not be allowed if it is distracting or disruptive to others. Spiked jewelry will not be permitted.
  - **Pajamas and house shoes/slippers may not be worn.**
- Students are not to wear clothing, jewelry, body adornments, or expose tattoos with pictures, logos, phrases, letters/words on them that are obscene or disruptive in nature in the judgment of the Principal/designee. This shall include, but shall not be limited to:
  - Clothing with anything deemed to represent gang expressions or affiliations - a list of apparel prohibited under this provision will be posted on each campus in the same location as the Student Code of Conduct
  - Nude/semi-nude figures
  - Pictures or logos of alcoholic beverages or tobacco, obscene gestures, or words or pictures that depict prohibited substances
  - Figures in sexually-suggestive postures
  - Students are not to wear hats of any kind at school during the school day unless approved by the administration for special occasions/circumstances. At no time during the school day are hats to be visibly carried or worn at the school. "Hats" should be interpreted broadly as "hats" and shall include caps, visors, bandanas, scarves, kerchiefs, hoods or similar hatlike apparel.
- Regulations in reference to grooming and dress for special activities such as athletics, fine arts, drill team, and cheerleading shall be governed by the immediate person in charge of these activities under the direction of the Principal.
- Students in early childhood, kindergarten, first, and second grades may be allowed to wear short pants to school.

- Students in grades three through six (and students in grades seven through twelve) may be allowed to wear short pants to school, provided that the bottom of the pants is not shorter than mid-thigh and does not have more than a one-inch split up the side. Cutoffs will not be permitted except during elementary physical education classes.

These guidelines will be enforced at all campuses with consideration given to cultural norms and age appropriateness. Safety, health, order, well-being and general welfare of the students will always be a priority.

#### **DROPPING OFF LUNCH AND/OR SUPPLIES**

Sometimes items are forgotten at home. In those instances, you may drop the items off in the main office. Please make sure the student name, grade, and teacher name are on the item. Office personnel will ensure the items are delivered to the teacher/student/classroom.

#### **EARLY CHECKOUT OF STUDENTS**

**Early checkout of students, either anticipated or unanticipated, takes place no later than 2:30 p.m., if possible.** This process is important to ensure plenty of time to locate your child and to avoid interrupting instruction and/or our end-of-day dismissal procedures. Oftentimes, it can be extremely difficult to locate a student at the last minute. Not only does this give us plenty of time to locate your child, it prevents you from getting caught in afternoon dismissal traffic.

If you are going to pick up your child early from school, please send a note to school with your child that morning. Remind your child to give that note to the teacher. **Children may only be picked up early from school by parents/guardians and persons indicated as emergency contacts on the Student Enrollment Card.** The person checking out a student early must present a valid photo ID (every time) before the child may be released to them.

#### **ELEVATOR USE**

The school elevator is for staff use only. If a student needs to use the elevator as a result of medical reasons, please provide the doctor's note to the school nurse. The administration may approve elevator access for a student with special circumstances. Students will be accompanied by an adult while on the elevator.

## **EXTENDED DAY ACADEMY**

For the 2024-2025 school year, Extended Day Academy will take place on the same days that schools are open for traditional school on elementary campuses. Please check the EDA website for registration information: [Extended Day](#)

Viridian Site Manager: Caitlin Kunz E-mail: [caitlinkunz@hebisd.edu](mailto:caitlinkunz@hebisd.edu)

EDA Phone: (817)-235-8162 (2:00 p.m. - 6:00 p.m. M-F)

## **FIELD TRIPS**

Students going on a field trip must leave and return with the school bus. Parents are not permitted to remove a child from a field trip. If parents want to take their children home early, the students must return to school where they may be checked out through the school office.

Parents chaperoning for a field trip must obtain an approved background check (VIPS approved annually) and provide their own transportation.

## **FREE AND REDUCED LUNCH PROGRAM**

It is necessary for all students to apply for free / reduced breakfast/lunch online each year. Hard copy applications are also available in the front office. Apply online today by visiting the following link: <HTTP://schoollunchapp.com>

## **GRADING POLICY**

Grades, awarding of credit, and GPA will follow the regularly approved and published guidelines as outlined in Board Policy EIA (LOCAL) and EIC (LOCAL).

By request, students may retake / redo a daily assignment with a failing grade for a grade up to a 70. They may only correct the assignment one time.

Gr. 2-6 parents can view student progress and grades on the Home Access Center (Each year, we ask that parents update their contact information on Home Access Center):  
<https://homeaccess.hebisd.edu/HomeAccess/Account/LogOn?ReturnUrl=%2fhomeaccess>

## **HEB ISD STUDENT HANDBOOK:**

[Student Handbook and Code of Conduct](#)

### **INCLEMENT WEATHER PROCEDURES**

During severe weather conditions, Viridian Elementary staff will activate the Inclement Weather Arrival and/or Dismissal Procedures.

**Arrival:** To limit the amount of time students are exposed to the weather during arrival, students are to be dropped off under the awning in the circle drive (far right lane) against the curb. Please be sure to pull forward as far as possible to allow for more students to be dropped off at one time. Then, students enter the building through the academic wing entrance. Once inside the building, students proceed to their designated place. Teachers are stationed in the hallways to assist students. As a reminder, inclement weather mornings often result in traffic delays. Please allow additional time for drop-off.

**Dismissal:** During dismissal, parents remain in your cars with the car tag visible. As parents pull forward to the cones, staff members escort students to the car. Please be prepared for delays as a result of the inclement weather.

In case school is canceled due to inclement weather, the following media stations will receive official information from our district's administration:

Television KXAS (Channel 5)      Cable 28 (HEB ISD station)

Radio WBAP (820 AM)      KVIL (1150 AM and 103.7 FM)

All parents will receive an official Blackboard phone call if school is canceled or if the opening time is altered.

### **LOST AND FOUND**

The lost and found rack is located in the hallway between the cafeteria and the gym. Please write your child's first and last name on all clothing and possessions (coats, jackets, lunch boxes, backpacks, umbrellas, drinking cups/bottles, etc.). Students should keep all money brought to school on their person until it can be turned in. Lockers do not have locks and are not secure places to keep valuables. The school is not responsible for any personal item lost or stolen at school.

### **LUNCH/EATING WITH YOUR CHILD**

Lunch: Students: \$3.30 / Reduced: \$.40; Adults: \$5.50

Students have the option of bringing a lunch from home or eating the school lunch. **Breakfast and lunch are NOT free for all students in HEB ISD. It is necessary to apply for free/reduced lunch using a hard copy application (available in the office) or on-line at <http://schoollunchapp.com/>**

We are also asking all parents to open an account for your students for purchasing breakfast/lunch/snacks at [www.myschoolbucks.com](http://www.myschoolbucks.com) Envelopes are available in the school office to drop-off lunch money, if necessary. Please write name and grade level on the envelope, add money, and seal the envelope. Please leave money envelope in the office with office staff. Please note there is a small fee for depositing money through this process.

**Beginning the second week of school (August 19, 2024), you are welcome to have lunch with your child and, should you choose, to bring him/her a special lunch (healthy options are preferred).** This allows our students time to learn the cafeteria procedures. Please check in at the school office when visiting your child for lunch. Parents are not allowed to enter the academic wing of the building after eating lunch with their child. **Adults are not allowed to use the student restrooms.** After lunch, please go directly to the school office to sign out. To maintain the privacy of students, we ask that parents not take pictures or videos while in the cafeteria. **\*\*Parents are not allowed to eat lunch with their child on any day that he/she is assigned to In-School Suspension or on closed campus testing days.**

It is preferred that parents not eat with their child more than one time per week. This allows your child to interact with their classmates and gain independence. Please remember, you may bring food only for your own child - you may not bring food in for any other children. The parent and their child will eat on the stage at a table. If you would like to visit the cafeteria more than one time per week, you may sign up to volunteer to monitor all students while they are eating. You will need to contact the front office and be VIPS approved.

### **MEETING WITH ADMINISTRATORS**

Our administrators wish to provide excellence in all things at Viridian Elementary, especially communicating with our parents. If you have an issue that could potentially be resolved by the classroom teacher, please reach out to the teacher before contacting an administrator. If you need to meet with the principal, assistant principal, or administrative intern please call to schedule an appointment at 817-864-0550. Should you "drop by" or "come by" expecting to meet with an administrator, it is quite probable that,

due to other demands on their time, one will not be available to meet with you; however, a future appointment will be made for you by the secretary.

### **MEETING WITH TEACHERS**

Our teachers really enjoy connecting with parents. Teachers are responsible for the welfare of their students beginning at 7:35 am and are busy preparing for your child's day of learning. Please understand that due to the tight time frame during the morning arrival process, it is not possible for them to visit with you about your child if you have not previously scheduled an appointment. When you need to meet with your child's teacher, please call or email the teacher to schedule an appointment so that they may give you their undivided, personal attention which you deserve. All parents are encouraged to attend a conference with their child's teacher prior to November 4, 2024. If your child is failing a subject, it is recommended that you have a conference each six weeks that your child is failing. In addition, if your child is struggling in the area of behavior, a conference is recommended with the teacher to address the behavior.

### **P.E. & RECESS**

Students participate in some type of physical activity every day, so it is important to always dress your child appropriately for P.E. and/or recess. Please be sure to send your child with tennis shoes for P.E. class. Students must have tennis shoes on in order to participate and receive a grade. If your child is not able to participate in P.E. or recess for medical reasons, a doctor's note must be provided.

### **PERSONAL PROPERTY/BICYCLES/SKATING EQUIPMENT**

The school is not at any time responsible for students' private possessions. Students should mark all personal items with their name. Students who ride bicycles, scooters, etc., to school should park and secure them in the assigned place immediately upon arrival. Skates, skateboards, roller blades, and/or roller shoes are not allowed on school property for safety and storage/security reasons.

### **PROGRESS REPORTS**

After three weeks of instruction during each 6-week grading period, students will receive a progress report in grades 2-6. If students in PK-6 are in danger of failing, the teacher will schedule a parent conference.

### **REPORT CARDS**

At the end of each 6-week grading period, students will receive a report card. Grades 2-6 Report Cards can be found in Home Access Center: [home access center](#)

### **SCHOOL OF CHOICE AND OTHER TRANSFER FAMILIES**

School of Choice programs are offered at Viridian Elementary. If your child would like to be considered for a School of Choice program, the district has an online application process that is open after winter break each school year. The link to the district transfer applications follows: [School of Choice](#)

There are limited spots available for each program. Please visit the District website for more details. Please note that not all School of Choice programs are located at each elementary and junior high campus in the district.

**SPANISH IMMERSION:** Beginning in the 1<sup>st</sup> grade, parents may complete an application for this program.

**SUZUKI STRINGS:** Beginning in Kindergarten, parents may complete an application for Suzuki Strings. Students in this program are given the opportunity to play the violin, viola, cello, or string bass using the internationally renowned Suzuki instructional approach.

**WORLD LANGUAGES:** Beginning in the 1<sup>st</sup> grade, parents may complete an application for this program. Students in the World Language Program receive instruction in Arabic and Mandarin Chinese.

**Please note:** If a student attends Viridian Elementary on a transfer for a School of Choice program and decides to withdraw from the program, that student may be required to return to the designated home campus.

All students on transfers are subject to revocation. Be sure to follow attendance policies, the HEB ISD Code of Conduct for student discipline, complete required work in order to maintain satisfactory grades, and support school policies and expectations. Transfer families are also asked to volunteer and participate in school activities.

### **SCHOOL EVENTS**

School events will be publicized in the Principal's ongoing electronic Smore newsletter, Blackboard, Remind, grade level newsletters, the Viridian Google Website, the Viridian Elementary Facebook, Peachjar, and in the Thursday folders. Entrances to all events will be through the main doors near the parking lot or to the cafeteria. Doors will open typically 15 minutes prior to the event. Any event happening during the school day will

require all visitors to check in through the school office or VIPS table. Every guest must present a photo ID. Please enter the front door during the school day. This requires entry directly through the vestibule to the main office for safety purposes.

### **SCHOOL SUPPLIES**

HEB ISD requires the same school supplies for all grade levels. A copy of the supply lists may be found on-line <https://www.hebisd.edu/supplies> or in the front office. The Viridian PTA takes pre-packaged school supply orders each June for the upcoming school year. Students' names should not be written on the supplies. Teachers label items when appropriate. If you purchase your own supplies, please buy exactly what is listed (ex. Blue folders are used for math, etc.). Due to limited space, please do not send rolling backpacks.

For the younger grades, Pre-K through 1<sup>st</sup>, it is helpful if you pack a change of clothes in your child's backpack. If your child has an unforeseen accident, they may go to the nurse's office to change. The nurse places wet clothes in a plastic bag to send home in your child's backpack. If there is no change of clothes, the nurse will call a parent to bring a change or fit them in something from her closet. If your child borrows items from the nurse's closet, please wash and return

### **STUDENT RELEASE OF INFORMATION**

The Federal Education rights and Privacy Act states that parents/guardians have the right to restrict access to their student's directory information. HEB ISD has designed the following information as directory information:

- A student's name, address, telephone number, birth date, and birthplace
- The student's photograph or moving image (whether on videotape, DVD, or other electronic imaging systems).
- The student's participation in officially-recognized activities and sports.
- The weight and height of members of athletic teams.
- The student's dates of attendance, grade level, and awards received in school
- The most recently attended school.
- The student's email address

**You CAN choose to release only SCHOOL RELATED directory information, which is what we suggest. See the following section:**

If a parent indicates that they **DO NOT** want school related directory information released (FERPA - NO), this means the following:

- Student's information will not be published in the school directory, any District publication, newspaper, school programs, press releases, or graduation programs.
- Student's picture cannot be displayed in the hallway or yearbook, or on any other bulletin board or display.
- Students will not be in the class pictures in the Spring.
- Student's names cannot be announced for birthday celebrations or other recognitions.
- Student's names may not be mentioned in classroom or campus newsletters or on the classroom or campus website.
- Student's name may not be listed outside the classroom (i.e. Valentine lists, class lists, Award lists, etc.)

### **TEACHER REQUESTS BY PARENTS**

Our classrooms are at full capacity, and our scheduling requirements often determine which students are placed into certain homerooms; therefore, parents may not request a certain teacher for their child. Parents are more than welcome to provide the school principal with a letter describing the type of environment in which their child best learns. Please know that your child is receiving a top notch education from any teacher whom he/she is assigned.

### **TECHNOLOGY**

Students in PK will utilize iPads and students in Kn - 6th grade will utilize Chromebooks in the classroom for enrichment and additional engaging activities.

PK, Kinder and 1st grade students will NOT take their devices back and forth between home and school. They will leave them in the charging stations in the classroom. 2nd-6th grade students may take their Chromebooks back and forth each day.

**Students may not add stickers/velcro or other decorations to the HEB Chromebooks.**  
Any damage will be assessed by the CTA and charges will be emailed to the parents.  
Parents will be able to pay using the link in the email or send cash to Natalie Pauling in the office.

Students will utilize the following technology applications:

PK-2nd: SeeSaw

3rd-6th: Canvas

### Resetting Student Passwords

### TUTORING FOR STUDENTS

Teachers will notify parents if their child is in need of additional tutoring outside the regular school day. Parents are responsible for transportation. Teachers are not required to tutor students. Students who fail the STAAR test will be offered tutoring with a licensed teacher.

### VIRIDIAN PTA and VIRIDIAN DAD'S CLUB

All Viridian parents, guardians, and employees are asked to join the Viridian Elementary PTA. They may do so beginning August 1st, by logging onto <http://joinpta.org/> and paying their membership fees. Grandparents, other family members, and students may also join. One of the biggest factors in student success is active and engaged families, educators, and community. Our goal is to work closely with the Viridian PTA to increase fundraising to support school programs and needs, schedule more family events than ever before, and continue to build a learning community that consistently works cooperatively for the betterment of the school and the needs of the teachers and students. The Viridian PTA also has a Facebook page that is public. You can also "like" the page to follow them.

All Viridian Dad's are encouraged to join the Viridian Dad's Club. Membership in the Viridian Dad's Club is an additional opportunity to volunteer and help raise funds to support our school. Dad's can also network and forge relationships with their Viridian neighbors. The Viridian Dad's Club also has a Facebook page that is public. You can also "like" the page to follow them. A few things that the Viridian Dad's Club help with are the following: Morning arrival, the Daddy Daughter Dance, donations to the clinic, donations for teacher hospitality, and more.

We encourage all volunteers to log their volunteer hours to help towards our school-wide volunteer totals. There is a special luncheon for top volunteers and our school won an award this past school year that we would like to win again.

### VISITING VIRIDIAN

At all times, all exterior doors remain locked. Try to take care of school business by phone, e-mail, GoogleMeet, or fax rather than visiting the school in order to reduce the number of individuals entering the campus. If a virtual meeting is desired by a parent, the school will accommodate them. If you are needing to bring an original required document to the school, visitor access is only available through the front doors and you must show valid photo identification. During the school day, visitors must request entry into the building by pressing the doorbell/intercom button located by the front entrance. For security reasons, all visitors must report to the school office upon arrival at the school for any reason. **You must present valid photo identification and sign in using the Raptor System** to receive a name badge before you may proceed anywhere in the building (please inform grandparents, relatives, and any other guests you invite that they, too, must complete the requirements). **Visitors without a valid form of identification will only be allowed access to the school office area. Valid forms of ID include a Driver's License or state issued identification card from any of the 50 states, U.S. Passport, or Active Military ID.** If you do not have a Visitor or name badge on when you are in the building, you will be stopped and escorted back to the school office to receive one. Visitors are not permitted to enter the academic wing of the school without administrator approval.

### **VOLUNTEERING AT VIRIDIAN**

We love our volunteers. HEB ISD requires all volunteers to complete the HEB ISD background check. The link to the background check is [HEB VIPS](#)

To volunteer on campus please click the link:[Volunteer Opportunities Link](#)

If you are planning on attending or volunteering for your child's homeroom or a special event (eat lunch at school, field trip, homeroom help, copy room help, classroom celebrations, opening car doors, etc.), please log onto the District website to complete the background check. Also, please inform grandparents, relatives, and any other guests that wish to participate, that they must complete the requirements as well.

Parents do not need a background check completed to attend Suzuki Strings lessons with their child or school performances; however, it is recommended due to the number of parents who come to these events as it makes it faster going through the office check-in process.

### **WITHDRAWAL OF STUDENT**

- a) Parents must notify the school registrar (Ms. Hailey Bratton, [haileybratton@hebisd.edu](mailto:haileybratton@hebisd.edu)).
- b) The student's record must be cleared with the Teacher, Librarian, Nurse, Campus Technology Assistant, and Cafeteria manager. Money located in the student's meal account will be refunded or transferred to the new HEB School, when appropriate. Technology, textbooks, and library books must be returned to the school. Consumable textbooks may transfer with the student to another HEB ISD school.

**We hope that this handbook will be a useful reference that you can utilize throughout the year. We want to ensure that your child has the best year possible, and we appreciate your support in helping us do that.**

The Hurst-Euless-Bedford Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation and/or age in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)